

## West Fife Area Common Good Sub-Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely.



Tuesday, 30th November, 2021 - 8.45 a.m.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of West Fife Area Common Good Sub-Committee of 5<sup>th</sup> October, 2021. 3 - 4
4. **COMMON GOOD FUNDS UPDATE REPORT 2021/22** – Report by the Head of Finance. 5 - 8
5. **WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - FALLING UP, FIRE STATION CREATIVE** – Report by the Head of Communities & Neighbourhoods. 9 - 12
6. **WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - THE STABLES, CULROSS** – Report by the Head of Communities & Neighbourhoods. 13 - 16

**Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.**

Lindsay Thomson  
Head of Legal and Democratic Services  
Finance and Corporate Services

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

23<sup>rd</sup> November, 2021

If telephoning, please ask for:  
Emma Whyte, Committee Officer, Fife House  
Telephone: 03451 555555, ext. 442303; email: emma.whyte@fife.gov.uk

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**THE FIFE COUNCIL - WEST FIFE AREA COMMON GOOD SUB-COMMITTEE –  
REMOTE MEETING**

5th October, 2021

8.50 a.m. – 9.00 a.m.

**PRESENT:** Councillors Helen Law (Convener), James Calder, Alice McGarry, Tony Orton and Ross Paterson.

**ATTENDING:** Andrew Gallacher, Community Manager - City of Dunfermline, Communities and Neighbourhoods; Eleanor Hodgson, Accountant, Finance; and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Sharon Green-Wilson.

**69. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 7.1.

**70. MINUTE**

The Sub-Committee considered the minute of the meeting of West Fife Area Common Good Sub-Committee of 16th June, 2021.

**Decision**

The Sub-Committee approved the minute.

**71. COMMON GOOD FUNDS UPDATE REPORT 2021/22**

The Sub-Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area to assist with the decision making process for new applications.

**Decision**

The Sub-Committee noted the contents of the report.

**72. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - ROSYTH NEW COMMUNITY HUB**

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for an award from the West Fife Area Common Good Sub-Committee towards the refurbishment and improvement works of the new Rosyth Community Hub.

**Decision**

The/

## 2021 WFACG 28

The Sub-Committee agreed to allocate £15,000 from the Common Good Fund towards the project.

**73. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - DUNFERMLINE COMMUNITY COUNCIL - LIGHTING REPAIRS AT PUBLIC PARK**

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for an award from the West Fife Area Common Good Sub-Committee to assist with the costs of repair work to tree lighting in the public park.

**Decision**

The Sub-Committee agreed to allocate £9871.20 from the Common Good Fund towards the project.

30<sup>th</sup> November, 2021

Agenda Item No. 4

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## Common Good Funds Update Report 2021-2022

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Report by: Eileen Rowand, Executive Director, Finance & Corporate Services

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Wards Affected: 1, 2, 3, 4, 5 and 6

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good Funds in the area to assist with the decision-making process for new applications.

### Recommendations

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Members are asked to:

- (1) note the information contained in the financial monitoring statement

### Resource Implications

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The additional work to produce these reports has been resourced from within Finance & Corporate Services Directorate.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### Consultation

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Consultation has taken place with Asset, Transportation and Environment Services and Fife Cultural Trust.

## 1.0 Background

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- 1.1 A number of towns in Fife have a Common Good Fund which can be used for the benefit of the inhabitants of that town. The Common Good Funds are administered by the Council and any grant in excess of £5,000 requires committee approval.

## 2.0 Common Good Fund – Current Position

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### 2.1 Revenue Account

#### 2.1.1 Projected Income

The projected cash income for the financial year is £92,469 and comprises mainly from rents, interest on investments and external interest

#### 2.1.2 Projected Expenditure

The projected expenditure for the financial year to date is £94,346 of which £653 relates to property costs and £185 other expenditure. To date 2021-22 grants allocations have been £43,907.

#### 2.1.3 In year available Funds

£27,775 remains available for distribution for new applications dependent on the outcome of the application today this may reduce to £4,495.

## 3.0 Year End Balances

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### 3.1 Revenue Balances

#### 3.1.1 Prior Years Commitments

£23,652 of funding has been earmarked for grants that were approved in previous years but due to various circumstances have not been released prior to the financial year end. A commitment for these grants to be paid will remain in 2021-22 and should these not be expended the funds will return to the revenue balances.

#### 3.1.2 Revenue Balances

£308,483 of funding is held in Revenue balances, this funding can be used for grant or property costs during the financial year. £109,151 of this balance is a capital grant received for Inverkeithing Town House. Revenue balances are invested on a 3-5 year basis to increase the value of the Common Good.

The heritable property and investments represent the capital balances.

## 3.2 Capital Balances

### 3.2.1 Investments

West Fife Common Good currently hold investments to the value of £414,998. These investments are generating approximately £14,283 in interest annually.

### 3.2.2 Heritable Property

Heritable property held within West Fife Common Good has a current Value of £391,944

## 4.0 Conclusions

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4.1 This reports and its appendices are intended to give Members greater information on the current position of the Common Good Funds.

### List of Appendices

1. West Fife Area Common Good Fund financial monitoring statement

### **Background Papers**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- Fife Council Annual Accounts 2021/2022

### **Report Contacts**

Eleanor Hodgson  
Accountant Common Good and Trusts  
Fife House, North Street, Glenrothes, KY7 5LT  
Telephone: 03451 55 55 55 443983  
Email – Eleanor.hodgso@fife.gov.uk

Andrew Gallacher  
Community Manager – City of Dunfermline  
New City House  
Edgar St, Dunfermline  
Telephone: 03451 555555 ext 450481 Email: andrew.gallacher-cn@fife.gov.uk

**FINANCIAL STATEMENT 2021/22****AS AT OCTOBER 2021**

2020/21	2021/22 EXPENDITURE TO DATE	2021/22 FULL YEAR PROJECTION
£	£	£
<b>INCOME</b>		
78,123 RENTS	8,400	78,123
14,283 EXTERNAL INTEREST	736	14,283
62 INTEREST ON REVENUE BALANCES	0	62
0 OTHER INCOME	0	0
<b>92,469 TOTAL INCOME</b>	<b>9,136</b>	<b>92,469</b>
<b>EXPENDITURE</b>		
13,437 PROPERTY COSTS	1,732	1,732
35,811 GRANTS - Current Year	1,506	68,778
GRANTS - Previous years	975	23,652
9,443 OTHER EXPENDITURE	185	185
<b>58,691 TOTAL EXPENDITURE</b>	<b>4,397</b>	<b>94,346</b>
<b>33,778 SURPLUS/(DEFICIT) FOR YEAR</b>	<b>4,738</b>	<b>(1,877)</b>
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	975	23,652
<b>33,778 SURPLUS/(DEFICIT) TOTAL</b>	<b>5,713</b>	<b>21,775</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/21**

	£
HERITABLE PROPERTY	391,944
INVESTMENTS	414,998
PRIOR YEAR COMMITMENTS	23,652
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)	308,483
	<u>1,139,077</u>

**ANALYSIS OF GRANT PAYMENTS****APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

£		REF	AWARDED DATE	£
OUTSTANDING	PROJECT			PAID
5,616	Wellwood Community Council	181	06/03/2015	
1,372	Culross Pier Restoration	438	21/12/2017	
1,637	Dunfermline Regeneration Trust Viability	537	17/06/2019	
5,500	Dunfermline Southern Gateway Project	538	14/03/2019	
270	Creative Learning for all	W002	15/08/2019	
3,295	Carnegie Dunfermline Trust	W009	17/12/2019	975
5,000	Heart of Dunfermline, Feasibility Study	W013	04/08/2020	
962	Forth Bridges Festival of Highland Dancing 2021 40th Anniver	W015	14/01/2021	
<b>23,652</b>				<b>975</b>
	REMAINING AMOUNT STILL TO BE PAID			22,677

**APPLICATIONS APPROVED IN 2021/22**

£		REF	AWARDED DATE	£
COMMITTED	PROJECT			PAID
15,000	Dunfermline & West Fife - Wellbeing Through Heritage	W016	27/04/2021	
5,000	Inverkeithing Bowling Club - Roof Replacement/Repairs	W017	16/06/2021	
1,507	Culross Community Council - Slate loan repairs	W019	14/06/2021	1,506
22,400	Inverkeithing Civic Centre - Repairs to Town Clock	W020	16/06/2021	
15,000	Rosyth Community Hub refurbishment	W018	05/10/2021	
9,871	Repair Lighting at Dunfermline Public Park	W021	05/10/2021	
<b>68,778</b>				<b>1,506</b>
				89,949

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 21/22				21,775
CURRENT REVENUE BALANCES AVAILABLE				308,483
<b>TOTAL AVAILABLE TO SPEND IN 2021-2022</b>				<b>330,258</b>

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE				
The Stables Community Hub, Culross	W024			12,000
Falling Up	W022			5,280
<b>TOTAL</b>				<b>17,280</b>
<b>FUNDING REMAINING AFTER APPLICATIONS APPROVED</b>				
IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 21/22				4,495
CURRENT REVENUE BALANCES AVAILABLE				308,483
<b>TOTAL AVAILABLE TO SPEND IN 2021-2022</b>				<b>312,978</b>

30<sup>th</sup> November 2021

Agenda Item No. 5

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## **West Fife Area Common Good Fund - Application for Assistance: Fire Station Creative – Falling Up Project**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: 2, 3 and 4

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### **Purpose**

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The purpose of this report is to seek a committee decision on the award of funding from the West Fife Area Common Good Fund.

### **Recommendation(s)**

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It is recommended that the Committee approve the application from the Fire Station Creative for £5280.00 from the West Fife Area Common Good Fund to assist with the costs of delivering the Falling Up project.

### **Resource Implications**

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A Finance Report (appendix 1) summarising and commenting on the current application along with the Financial Statement (appendix 2) for the West Fife Area Common Good is attached.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

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The Local Members of Wards 2, 3 and 4 and the respective community councils have been consulted.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in South West Fife must be determined by the West Fife Area Common Good Sub-Committee.

## 2.0 Application Details

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- 2.1 Fire Station Creative (FSC) is an arts venue in Fife which provides studios, a classroom, a gallery and a cafe/bar to the local community. They exist to generate opportunities for people to experience art and improve quality of life.
- 2.2 Working with an art therapist from NHS FIFE and another local team, they will provide free access to 2 studios for a community of artists suffering from mental illness. This is a 12-month programme where adult service users will be able to come together, make art, receive therapy and mentoring. The studio activities will culminate in an exhibition in the gallery at Fire Station creative.
- 2.3 'Falling Up' first began in 2016 as part of a PHD research project by artist, Drew Walker, who himself recovered from debilitating mental illness. The project brought together 32 collaborators and the exhibition was taken to various high-profile venues.
- 2.4 These included:

Scottish Parliament Building  
Dunfermline Abbey  
Dundee Contemporary Arts  
Dundee University  
Duncan of Jordanstone College of Art  
Forth Valley Royal Hospital  
Fire Station Creative Gallery

An estimated 41,586 people have seen the exhibition.

- 2.5 There is currently no dedicated art therapy unit in Dunfermline. Isolation is the main threat to people suffering from mental illness. This facility and service will allow artists suffering from mental illness to reintegrate into the community in an environment that does not carry the stigma of a hospital ward.
- 2.6 While art therapy will be provided by practitioners from NHS Fife, teaching and research will be conducted by the authors of the 'Falling Up' programme - Drew Walker (artist/researcher) and Robert Walker (Art Teacher). A report and toolkit will be produced for use in other communities within the UK.

- 2.7 The project will be promoted through FSC's links with the Dunfermline Press, the Courier and social media channels.
- 2.8 'Falling Up' is based on a model from Gugging, Austria which successfully integrates artists with mental illness into the community. The identity of service users is determined by the art and not the illness.
- 2.9 Fire Station Creative also prides itself on its ethos of inclusiveness and openness. The venue is already treasured by the local community for those reasons and will be enhanced by the talents of the artists who wish to use it on their path to recovery.
- 2.10 FSC does not receive any regular funding from Fife Council or Creative Scotland, it depends on a full studio tenancy. COVID19 and the lockdowns has caused a higher than normal turnover of studio tenants. Support from Awards For All for the 'Falling Up' programme will allow FSC to proceed on a more solid financial footing whilst delivering a beneficial service.
- 2.11 Fire Station Creative has a history of accommodating various art therapy services, so this is the perfect venue to embed the 'Falling Up' project into the Dunfermline community over the course of a year. It will succeed by allowing the artists to take the lead with their own recovery. By providing studios, we wish to permit far greater involvement from the community of artists with mental illness.

## 3.0 Conclusions

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- 3.1 The application is considered to be eligible for Common Good funding.

### List of Appendices:

- |   |                     |
|---|---------------------|
| 1 | Financial Report    |
| 2 | Financial Statement |

### **Report Contact**

Andrew Gallacher  
Community Manager City of Dunfermline  
New City House  
Dunfermline  
VOIP 450481

**COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM**

Amount of Grant

Application Number

Grant Applicant

Contact Name  
Address

Description of Project

Period of Accounts

**1. One off Project**

**2. Information available from the Annual Accounts**

Income & Expenditure/Receipts & Payments Account

Statement of Balances/Balance Sheet

Accounts Audited/Independent Examiner

Deficit or Surplus  
as % of Total Expenditure

Have Funds at end of year increased  
If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

**3. Comments from Evaluation of Accounts**

**4. Funding Breakdown**

Detailed Breakdown of costs provided   
Detailed Breakdown of Funding Income provided

<b>Income raised/applied for</b>	
	£
Current Application (2 studios £2640 per year)	5,280
Income raised	
Other Grants	0
Big Lottery Fund (application pending) to pay for Art materials £1500 & Report & Toolkit £3800	5,300
Others	
Total Income	<u>10,580</u>
Total Expenditure	<u>10,580</u>

**5. Comments**

Accounts for year ended 31 August 2020 show unrestricted funds of £48,611, £18,987 in 2019 which may have funded this application however, there are future plans to invest in a high quality projector and black out shades for the main gallery space and to purchase higher quality chairs for the café mentioned in the accounts.

Prepared By J DUNCAN 25/08/2021

Checked By Helen Guthrie 03/09/2021  
03/09/2021

Designation Accountant Date

30<sup>th</sup> November, 2021

Agenda Item No. 6

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## **West Fife Area Common Good Fund - Application for Assistance : The Stables - New Heating System**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: Ward 1

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### **Purpose**

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The purpose of this report is to seek a Committee decision on the award of funding from the West Fife Area Common Good Fund to replace 2 gas central heating systems which no longer operate.

### **Recommendation(s)**

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It is recommended that the Committee consider the application from Communities and Neighbourhoods Service for £12,000 from the West Fife Common Good Fund to assist with the costs of replacing the old gas central heating system.

### **Resource Implications**

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A Finance Report (appendix 1) summarising and commenting on the current application along with the Financial Statement (appendix 2) for West Fife Common Good is attached.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

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The Local Members of Ward 1 along with the Culross Community Council have been consulted and have been supportive of this project.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in West Fife must be determined by the West Fife Area Common Good Sub-Committee/ South and West Fife Area Committee.
- 1.3 The Communities and Neighbourhoods Service are seeking approval of £12,000 from the West Fife Area Common Good towards the costs of replacing the old central heating system.

## 2.0 Application Details

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- 2.1 The Stables building is a Community Hub for the Royal Burgh of Culross, neighbouring villages and outlying farms. In early 2017, Culross Community Council established Culross Development Trust as a SCIO which acquired The Stables building. Land and ownership status moved to this charitable organisation.
- 2.2 At this time Fife Council agreed with Culross Community Council to proceed with the closure of the Stephen Memorial Hall. Both parties felt that demand and need could be met by one community facility. Fife Council subsequently sold the Stephen Memorial Hall and the proceeds of the sale have been invested within the West Area Common Good Fund.
- 2.3 Over the past few years, Culross Development Trust have undertaken significant work within the Stables both on a structural basis and internal modernisation. This has included installation of structural steel work across the whole of the ground floor to support the upper floor; complete rewiring of the building, new fuse board, new general and emergency lighting; resolution of very long-standing gas leak; comprehensive tidying, decluttering, cleaning and internal whitewash of the internal walls and ceilings.
- 2.4 The Stables is heated by a warm air system and gas heaters which were fitted about 20 years ago. Through the aforementioned modernisation work and as part of the annual gas safety checks, it was determined that the heaters were not safe to use and spare parts were no longer available due to the age of the boilers. The system is obsolete and requires to be replaced.
- 2.5 Culross Development Trust is seeking funding of £12,000 towards the cost of replacing the two gas central heating systems which are no longer operating. The total cost of replacement is £13,950 and Culross Development Trust has funds available of £1,950 to contribute to the project.

## 3.0 Conclusions

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- 3.1 The Stables has been a priority project for Community Development Trust for the last 3 years and it is likely to remain so until the project has been completed. The project status ensures that the capacity of local volunteers is committed to this project. Fund-raising is focused and targeted to improve the chances of a successful project within the shortest time possible.
- 3.2 Despite the semi-dilapidated state of The Stables prior to COVID and the recent refurbishment works, it has demonstrated that it is a place where local people of all ages come together. A range of social and cultural activities are on offer including Culross Festival formula of theatre, the Rainbow House Parent & Toddler Group, Culross Children's Gala, exercise classes, craft or baking activities with young and old to bridge the generation gap. Breathing new life into what was an old building will ensure that future generations will continue to have a place to gather and meet within Culross.
- 3.3 The application is considered to be eligible for Common Good funding.

### List of Appendices:

- 1 Financial Report
- 2 Financial Statement

### **Report Contact**

Alastair Mutch  
Community Manager (South & West Fife)  
Inverkeithing Civic Centre  
Telephone 03451 55 55 55 ext. 473005  
E-mail: Alastair.Mutch@fife.gov.uk

**COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM**

Amount of Grant

Application Number

Grant Applicant

Contact Name  
Address

Description of Project

Period of Accounts

**1. One off Project**

**2. Information available from the Annual Accounts**

Income & Expenditure/Receipts & Payments Account

Statement of Balances/Balance Sheet

Accounts Audited/Independent Examiner

Deficit or Surplus  
as % of Total Expenditure

Have Funds at end of year increased

If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

**3. Comments from Evaluation of Accounts**

2019 Accounts are for 7 months due to change of accounting date

**4. Funding Breakdown**

Detailed Breakdown of costs provided

Detailed Breakdown of Funding Income provided

<b>Income raised/applied for</b>	
	£
Current Application	12,000
Owm Funds	1,950
Other Grants	
Others	0
Total Income	<u>13,950</u>
Total Expenditure	<u>13,950</u>

**5. Comments**

Prepared By J Duncan 27/10/2021

Checked By Helen Guthrie 27/10/2021

Designation Accountant Date