

West Fife Area Common Good Sub-Committee

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



Tuesday, 5th October, 2021 - 8.45 a.m.

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 16th June, 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 - ROSYTH NEW COMMUNITY HUB** – Report by the Head of Communities & Neighbourhoods. 9 - 12
6. **WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - DUNFERMLINE COMMUNITY COUNCIL - LIGHTING REPAIRS AT PUBLIC PARK** – Report by the Head of Communities & Neighbourhoods. 13 - 15

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

28 September, 2021

If telephoning, please ask for:
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**THE FIFE COUNCIL - WEST FIFE AREA COMMON GOOD SUB-COMMITTEE –
REMOTE MEETING**

16th June, 2021.

8.45 a.m. – 9.05 a.m.

PRESENT: Councillors Helen Law (Convener), James Calder, Sharon Green-Wilson, Alice McGarry and Tony Orton.

ATTENDING: Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Andrew Gallacher, Community Manager (City of Dunfermline), Alastair Mutch, Community Manager (South and West Fife) and Mandy MacEwan, Team Manager (Community Development), Communities and Neighbourhoods Service.

64. DECLARATIONS OF INTEREST

No Declarations of Interest were submitted in terms of Standing Order No. 7.1.

65. MINUTE

The minute of the meeting of the West Fife Area Common Good Sub-Committee of 27th April, 2021 was submitted.

Decision

The Sub-Committee approved the minute.

66. 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 Committee noted the contents of the report.

67. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - INVERKEITHING BOWLING CLUB

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 repairing and replacing Inverkeithing Bowling Club roof.

Decision

The Sub-Committee agreed to allocate £5,000 from the Common Good Fund towards the project.

68./

68. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - REPAIR OF INVERKEITHING TOWN CLOCK HOUSING

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 the repair to the clock housing of Inverkeithing Town Clock.

Decision

The Sub-Committee agreed to allocate £22,500 from the Common Good Fund towards the costs of the repairs.

5th October 2021

Agenda Item No. 4

Common Good Funds Update Report 2021-2022

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

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

Purpose

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

Members are asked to:

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

Resource Implications

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

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

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

1.0 Background

- 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

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 £68,396 of which £653 relates to property costs and £185 other expenditure. To date 2021-22 grants allocations have been £43,907.

2.1.2 In year available Funds

£47,725 remains available for distribution for new applications dependent on the outcome of the application today this may reduce to £22,854.

3.0 Year End Balances

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

£308,482 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

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

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FINANCIAL STATEMENT 2021/22
AS AT JULY 2021

2020/21	2021/22 EXPENDITURE TO DATE	2021/22 FULL YEAR PROJECTION
£	£	£
INCOME		
78,123 RENTS	4,450	78,123
14,283 EXTERNAL INTEREST	736	14,283
62 INTEREST ON REVENUE BALANCES	0	62
0 OTHER INCOME	0	0
92,469 TOTAL INCOME	5,186	92,469
EXPENDITURE		
13,437 PROPERTY COSTS	653	653
35,811 GRANTS - Current Year	0	43,907
GRANTS - Previous years	0	23,652
9,443 OTHER EXPENDITURE	185	185
58,691 TOTAL EXPENDITURE	838	68,396
33,778 SURPLUS/(DEFICIT) FOR YEAR	4,348	24,073
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	0	23,652
33,778 SURPLUS/(DEFICIT) TOTAL	4,348	47,725

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

£	OUTSTANDING	PROJECT	REF	AWARDED DATE	£
					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	
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	
23,652					
				REMAINING AMOUNT STILL TO BE PAID	23,652

APPLICATIONS APPROVED IN 2021/22

£	COMMITTED	PROJECT	REF	AWARDED DATE	£
					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	
22,400		Inverkeithing Civic Centre - Repairs to Town Clock	W020	16/06/2021	
43,907					
					67,559

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 21/22				47,725
CURRENT REVENUE BALANCES AVAILABLE				308,483
TOTAL AVAILABLE TO SPEND IN 2021-2022				356,208

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE				
Rosyth Community Hub refurbishment	W018			15,000
Repair Lighting at Dunfermline Public Park	W021			9,871
TOTAL				24,871
FUNDING REMAINING AFTER APPLICATIONS APPROVED				
IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 21/22				22,854
CURRENT REVENUE BALANCES AVAILABLE				308,483
TOTAL AVAILABLE TO SPEND IN 2021-2022				331,337

5th October, 2021

Agenda Item No. 5

West Fife Area Common Good Fund - Application for Assistance: towards refurbishment and improvement works of the Rosyth New Community Hub.

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: 1,5 & 6

Purpose

The purpose of this report is to seek a Committee decision on the award of funding from the West Fife Area Common Good Fund towards the refurbishment and improvement works of the new Rosyth Community Hub, the former Clydesdale Bank, Queensferry Road, Rosyth.

Recommendation(s)

It is recommended that the Committee consider the application from Rosyth Community Projects Ltd for £15,000 from the West Fife Area Common Good Fund to assist with the costs of refurbishment and improvements to the new Community Hub in Rosyth.

Resource Implications

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

Legal & Risk Implications

None

Impact Assessment

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

The Local Members of Wards 1,5 & 6 along with Rosyth Community Council have been consulted and are supportive of this project.

1.0 Background

- 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/West Fife Area Committee.
- 1.3 Approval is being sought to award £15,000 from the West Fife Area Common Good towards the refurbishment and improvement costs for the new Rosyth Community Hub.

2.0 Application Details

- 2.1 Rosyth Community Projects have been awarded £284,500 from the Scottish Land Fund to purchase the former Clydesdale Bank building in Queensferry Road, Rosyth.
- 2.2 The present Community Hub in Aberlour Street, Rosyth is small and there is a need for larger premises to support the number of people that are coming to the hub to access provision. Moving to the new facility will allow the services offered to grow and deliver more to the people of Rosyth and the wider communities in South and West Fife areas. The following facilities will be offered at the new hub:
 - Community Café
 - Training Kitchen
 - Food surplus shop
 - Meeting / event space
 - Co-working space
 - Staff Offices
- 2.3 In the last year it is estimated the Community Hub has assisted around 8,000 people.
- 2.4 Rosyth Community Projects Ltd have undertaken a full feasibility study & business plan for this project. This has been used to support other applications for funding.

- 2.5 The cost of the refurbishment and improvements are in the region of £437,725. Funding is being sought from various sources as well as Rosyth Community Projects Ltd allocating £18,475 from their reserves and through local fundraising.

3.0 Conclusions

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

List of Appendices:

1. Finance Report
2. Financial Statement

Report Contact

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Community Manager (South & West Fife)
Inverkeithing Civic Centre
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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

Income raised/applied for		Revised 16/08/21 per S. Lynas	
		£	£
Current Application		15,000	15,000
Income raised	Reserves plus local fundraising	18,475	18,475
Other Grants	Awarded	28,525	278,854
	Pending	424,200	
Others			
Total Income		486,200	312,329
Total Expenditure		437,725	437,725

5. Comments

Income originally exceeded expenditure. Per S Lynas email 08/08/21 "We are now at a stage where with the £297,329 plus any common good fund award that we are confident of having enough funds in place to tender and award the project on a phased basis which, dependent on tender return prices, will as a minimum deliver the commercial kitchen, servery, café, shop area and public meeting rooms. This will allow us to be fully operational with the ability to bring in income. If there is a shortfall this will mean that the non-public 'back of house' staff offices / areas will be deferred until we raise further funds for these spaces to be refurbished."

Prepared By Lauren Herd 6/30/2021

Checked By Helen Guthrie 8/16/2021

Designation Accountant Date

5th October, 2021

Agenda Item No. 6

West Fife Area Common Good Fund - Application for Assistance : Dunfermline Public Park Lighting Repairs/Project Update

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: 2, 3 and 4

Purpose

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)

It is recommended that the Committee consider the application from the Central Dunfermline Community Council for £9871.20 from the West Fife Area Common Good Fund to assist with the costs of repair work to tree lighting in the public park.

Resource Implications

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

None

Impact Assessment

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

The Local Members of Wards 2, 3 and 4 and the respective community councils have been consulted and those who have responded have been supportive of this project.

1.0 Background

- 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

- 2.1 The Central Dunfermline Community Council has requested £9871.20 to repair tree lighting in Dunfermline public park.
- 2.2 Around 5 years ago the lighting was installed in the park to make it a safer and more attractive place to be and visit. This was successful with footfall and use of the park increasing.
- 2.3 Some of the lighting has now failed through exposure to the weather and vandalism.
- 2.4 The repair costs have been quoted by a supplier and this is specifically what the funding application covers.
- 2.5 The project fulfils the priorities identified in the Local Community Plan, including priorities in terms community health and wellbeing.

3.0 Conclusions

- 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

<u>Income raised/applied for</u>	
	£
Current Application	9871.20 (inc VAT)
Income raised	0
Other Grants	
Others	
Total Income	<u>0</u>
Total Expenditure	<u>9,871</u>

5. Comments

Prepared By L Herd 8/3/2021

Checked By H Guthrie 8/3/2021

Designation Accountant Date