

North East Fife Area Committee

JP Court Room, County Buildings, Cupar

Monday, 9 December 2024 - 10.00 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 meeting of the North East Fife Area Committee of 3 October 2024. 3 – 9
4. **CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL UPDATE** – Report by the Executive Director Place. 10 – 39
5. **CORN EXCHANGE CUPAR, LED LIGHTS BUDGET APPROVAL** – Report by the Head of Communities and Neighbourhood Services. 40 – 41
6. **COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024** – Report by the Executive Director Finance and Corporate Services. 42 – 62
7. **NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN** – Report by the Executive Director, Finance and Corporate Services. 63 – 74

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.

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Finance and Corporate Services

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2 December 2024

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BLENDED MEETING NOTICE

This is a formal meeting of the Committee and the required standards of behaviour and discussion are the same as in a face to face meeting. Unless otherwise agreed, Standing Orders will apply to the proceedings and the terms of the Councillors' Code of Conduct will apply in the normal way

For those members who have joined the meeting remotely, if they need to leave the meeting for any reason, they should use the Meeting Chat to advise of this. If a member loses their connection during the meeting, they should make every effort to rejoin the meeting but, if this is not possible, the Committee Officer will note their absence for the remainder of the meeting. If a member must leave the meeting due to a declaration of interest, they should remain out of the meeting until invited back in by the Committee Officer.

If a member wishes to ask a question, speak on any item or move a motion or amendment, they should indicate this by raising their hand at the appropriate time and will then be invited to speak. Those joining remotely should use the "Raise hand" function in Teams.

All decisions taken during this meeting, will be done so by means of a Roll Call vote.

Where items are for noting or where there has been no dissent or contrary view expressed during any debate, either verbally or by the member indicating they wish to speak, the Convener will assume the matter has been agreed.

There will be a short break in proceedings after approximately 90 minutes.

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – BLENDED MEETING

County Hall, County Buildings, Cupar

23 October 2024

9.30 am – 12.30 pm

PRESENT: Councillors Jane Ann Liston (Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan, Gary Holt, Margaret Kennedy, Louise Kennedy-Dalby, Robin Lawson, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: Kirstie Freeman, Community Manager - North East Fife, Communities and Neighbourhoods Service; Claire Hallett, Housing Manager, Housing Services; Alan Paul, Head of Property Services, Michael O’Gorman, Service Manager, Estates and Asset Management, Morag Millar, Service Manager, Place, Programmes and Policies, Property Services; David Grove, Lead Officer Town Centre Development, Business and Employability Service; Allan Maclean, Lead Consultant, Sustainable Traffic and Travel, Andrew Tejada, Technician Engineer, Sustainable Traffic and Travel, Nigel Hampton, Technician Engineer, Traffic Management, Roads and Transportation Services; Sandy Anderson, Service Manager, Domestic Waste and Street Cleansing, Environment and Building Services; Helena Couperwhite, Service Manager, Committee Services, Philip Blair, Team Manager, Legal Services and Diane Barnet, Committee Officer, Committee Services, Legal and Democratic Services.

ALSO ATTENDING: Dr Lydia Cole, lead petitioner; Richard Sanderson, Chair and James Taylor, St Andrews Space for Cycling (for paragraph 171); Simon Baldwin, Director; Bill Harvey, Director, Destination Digital and James Hair, Chair, ABCD (Cupar’s Business Association) (for paragraph 174).

APOLOGIES FOR ABSENCE: Councillors Allan Knox and Jonny Tepp.

169. DECLARATIONS OF INTEREST

Councillor Kennedy declared an interest in paragraphs 174 and 175 – CuparNow and Digital Improvement District (DID) Renewal Process – as she was a member of the Steering Group (owners and managers of businesses and organisations in Cupar).

Councillor Lawson declared an interest in paragraph 183 - St Andrews Common Good Fund - application for assistance: fisherman's stores roof repairs – as he was a council appointed member of the Harbour Trust, however, in terms of the Councillor Code of Conduct, a specific exclusion applied and Councillor Lawson remained in the meeting for the item.

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Councillor Verner also declared an interest in paragraph 183 - as she was a member of the Harbour Trust.

Councillor Hayes, for transparency reasons, stated that she had a connection relating to paragraph 178 – Kingsbarns speed limit amendments – as she lived in Kingsbarns but did not consider this amounted to an interest and remained in the meeting for the item.

170. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 28 August 2024.

Decision

The committee approved the minute.

171. PETITION - IMPROVING THE SAFETY OF THE CYCLE PATH BETWEEN ST ANDREWS AND GUARDBRIDGE

In terms of Standing Order No. 13.0, the committee considered a petition submitted by Dr Lydia Cole, in conjunction with St Andrews Space for Cycling, containing over 400 signatures, the terms of the petition being – 'improving the safety of the cycle path between St Andrews and Guardbridge'. Following which, questions from members were asked and answered.

The convener then invited the Roads and Transportation Services officer to present their report in response to the petition. Following which, questions from members were asked and answered.

Motion

Councillor Lawson, seconded by Councillor Clark moved to approve the recommendations as detailed in the report.

Amendment

Councillor Lothian, seconded by Councillor Holt, moved an amendment to recommendation two of the report to include reference to a feasibility study for alternatives.

Roll Call Vote

For the Motion – 3 votes

Councillors Clark, Lawson and Liston.

For the Amendment – 10 votes

Councillors Corps, Dillon, Hayes, Hoggan, Holt, Kennedy, Kennedy-Dalby, Lothian, MacDiarmid and Verner.

Having received a majority of votes, the amendment was carried.

Decision

The committee:-

- (1) noted the content of the petition requesting an upgrade of the St Andrews to Guardbridge cycle track, acknowledging the health and safety concerns highlighted; and
- (2) acknowledged that at that time, the cycle track did not meet modern design guidance and encouraged officers to continue with their work on a feasibility study of options.

172. PRESENTATION - 'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT

Decision

The committee agreed to defer this item to a future meeting.

173. PRESENTATION - NEW CUPAR RECYCLING CENTRE

The committee considered a presentation and verbal update by the Service Manager, Domestic Waste and Street Cleansing on progress relating to a new Cupar recycling centre, following which questions from members were asked and answered.

Decision

The committee requested an elected member briefing and a formal report to a future meeting of the committee, if appropriate.

Councillor Kennedy, having declared an interest in the following two items, left the meeting at this point.

174. PRESENTATION - CUPARNOW

The committee considered an update from the Director, Destination Digital relating to CuparNow's Digital Improvement District renewal plan progress, following which questions from members were asked and answered.

Decision

The committee thanked the Director of Destination Digital for his update.

175. CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL

The committee considered a report by the Executive Director Place providing an update on CuparNow's Digital Improvement District renewal plan, the legislative process for the renewal, its current status and options available to Fife Council.

Decision

The committee:-

- (1) noted that, based on the information received at the time of writing the report, Fife Council could not endorse the current CuparNow Proposal and Business Plan. Officers and Scotland's Improvement Districts Team would continue to offer support to the BID proposer to comply with the BID legislation;
- (2) noted that officers would continue to work with the BID proposer to adopt a best practice operational governance model; and
- (3) agreed to convene a special meeting of the North East Fife Area Committee in the second week of December 2024 to determine the Council's formal position and next steps.

The committee adjourned at 11:30 am and reconvened at 11.45 am.

Councillor Kennedy re-joined the meeting at this point.

176. APPOINTMENT TO EXTERNAL ORGANISATION – EAST FIFE SPORTS COUNCIL'S EXECUTIVE COMMITTEE

The committee considered a report by the Head of Legal and Democratic Services relating to a request from East Fife Sports Council to appoint a replacement for Councillor Hoggan as a member of the organisation's Executive Committee.

Decision

The committee agreed to appoint Councillor Kennedy-Dalby as a member of the East Fife Sports Council Executive Committee.

177. CUPAR AND CUPAR MUIR – SPEED LIMIT AMENDMENTS

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the expansion of the 20mph speed limit to cover the remaining urban 30mph speed limit roads and introduction of appropriate 40mph speed reductions on rural approach roads for Cupar and Cupar Muir.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO23_63-1 to 7 (Appendices 1 - 7) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

178. KINGSBARNs – SPEED LIMIT AMENDMENTS

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of 20mph speed limits on Main Street and Station Road, Kingsbarns with the introduction of appropriate 40mph speed limits on the A917 approaches.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24_39-1 to 3 (Appendices 1 - 3) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

179. CRAIL – SPEED LIMIT AMENDMENTS

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of 40mph speed limits on the A917 and B940 approaches to Crail.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24_25-3 & 4 (Appendices 1 and 2) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

180. NEWBURGH – PROPOSED 20MPH AND 40MPH SPEED LIMITS

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to lower the 30mph speed limit on roads through Newburgh to a 20mph speed limit and create a 40mph buffer zone on A913 Abernethy Road.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24_50 a and b with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

181. AREA HOUSING PLAN AND AREA LETTINGS PLAN REVIEW 2024-25

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan which set out area performance, service delivery and highlighting key housing issues following consultation with key stakeholders. The previous plan was approved by the committee on 24 November 2021.

Decision

The committee approved the revised North East Fife Area Housing plan and Area Lettings Plan for 2024-2025 subject to necessary amendments, including updating of chart data, images and localities, in consultation with the Convener and Depute Convener.

182. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: EAST BENTS SEA WALL, EAST SANDS

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking, retrospectively, an award of funding for £40,500 from the St Andrews Common Good Fund to assist with the cost of emergency repairs and maintenance following storm damage to the sea wall.

Decision

The committee agreed to an award of funding of £40,500 from the St Andrews Common Good Fund to Environment and Building Services toward the cost of emergency repairs and maintenance carried out following storm damage to the sea wall.

Councillor Verner, having declared an interest in the following item, left the meeting at this point.

183. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: FISHERMAN'S STORES ROOF REPAIRS

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking an award of funding of £8,769.54 from the St Andrews Common Good Fund toward the cost of carrying out roof repairs to the Fisherman's Stores.

Decision

The committee agreed to an award of funding of £8,769.54 to the council's Estates Team from the St Andrews Common Good Fund toward the cost of carrying out roof repairs to the Fisherman's Stores.

Councillor Verner re-entered the meeting at this point.

184. LOCAL COMMUNITY PLANNING BUDGET REQUEST - CRAIGROTHIE VILLAGE HALL: TOWARDS NET ZERO

The committee considered a report by the Head of Communities and Neighbourhoods Service, seeking agreement for a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 toward the cost of Craigrothie Village Hall 'Towards Net Zero' project.

Decision

The committee agreed to a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 toward the cost of Craigrothie Village Hall 'Towards Net Zero' project.

185. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee noted the contents of the report.

186. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the committee.

Decision

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee;
- (2) as outlined at paragraph 172 – 'Humanutopia' secondary schools project – defer to a future meeting, to be advised;
- (3) as outlined at paragraph 173 - New Cupar Recycling Centre – requested an elected member briefing note with a potential report to a future meeting, as appropriate;
- (4) as outlined at paragraph 175 - CuparNow Digital Improvement District (DID) Renewal Proposal – report to be considered at a special meeting of the committee to be arranged for the second week in December, to be advised; and
- (5) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

CuparNow Digital Improvement District (DID) Renewal Proposal - Update

Report by: Alan Paul, Head of Property Services

Wards Affected: 20

Purpose

To provide members with an update on CuparNow's Digital Improvement District renewal plan in terms of the report considered by North East Fife Area Committee on 23rd October 2024.

Recommendations

It is recommended that Committee:

- Note that the Proposer CuparNow formally submitted their BID Renewal Proposal to the Council and the Scottish Government on 20 November 2024.
- Note the update on the issues outlined in the previous Committee Report.
- Note discussions are ongoing to agree a revised Operating Agreement with Fife Council, Destination Digital Ltd., and the CuparNow Steering group, including Terms of Reference for the Steering Group.
- Note that the BID Renewal Proposal is close enough to compliance to allow the Renewal Ballot to proceed and allow the levy payers to exercise their rights to decide.
- Delegate authority to the Head of Legal and Democratic Services to conduct the Renewal Ballot.
- Delegate authority to the Chief Executive to cast Fife Council's vote.

Resource Implications

Financial:

- Should the Renewal Ballot prove successful, Fife Council will continue to pay the mandatory annual levy of around £10,000 pa, for properties within the CuparNow BID area.

- Fife Council is responsible for the costs of ballot process, around £2,000, which will be absorbed by Business and Employability and Legal and Democratic Services.

Staff resource:

- Staff resource is required to manage the ballot process.
- If successful, Fife Council will nominate two representatives to the CuparNow steering group. The current proposal is for one Elected Member and the Community Manager for North East Fife. However, it is intended to provide a further report to Committee, if successful at Ballot, to determine appropriate representation moving forward.
- The Council's Revenue and Commercial Services will collect and distribute the levy on behalf of CuparNow.

Legal and Risk Implications

The legislative framework for Business Improvement Districts is contained in the Planning etc (Scotland) Act 2006.

As a small private limited company, Destination Digital Ltd., are not required by the Companies Act 2006 to obtain an audit of their Financial Statements. It is the duty of the Directors to keep adequate accounting records that give a true and fair view of the financial position of the company.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving thriving places in Fife's towns.

Consultation

The Head of Legal and Democratic Services and the Head of Finance have been consulted during the preparation of this report.

1.0 Background

- 1.1 BIDs came into force in Scotland in 2007 as a result of primary legislation in Part 9 of the Planning etc (Scotland) Act 2006 and other secondary legislation. For example, The Business Improvement Districts (Scotland) Regulations 2007 sets out the requirements for a BID Proposal, the conduct of the ballot and the

circumstances in which the Council could veto a ballot. The secondary legislation is referenced in the Background Papers section below.

- 1.2 The Scottish Government funds Scotland's Towns Partnership to provide a national support service for developing and established BIDs. The national hub, called Scotland's Improvement Districts, launched in 2018. This supports the development of BIDs to be more strategic and sustainable through wider public, private, third sector and community partnerships. There were no new statutory powers put in place for SIDS, but it makes advice and resources, based on best practice, available to Local Authorities and BID organisations. They provide templates and checklists to help ensure efficient compliance with the legislative framework.
- 1.3 The legislative framework limits a BID's tenure to a maximum of five years before it is required to undertake a renewal ballot of members. The BID is at that stage required to re-examine its purpose, values, vision, and objectives, to create a proposal and business plan which is then voted on in the renewal ballot.
- 1.4 CuparNow DID was established in 2019 as Scotland's first Digital Improvement District. However, it operates under the same legislative framework. CuparNow DID is operated and managed by Destination Digital Ltd. a small, private, limited company (Company number 10987738).
- 1.5 The legislative framework intends that the BID is developed, managed, and paid for by businesses through a compulsory BID levy. Hence, the usual legal structure for a BID is as a Company Limited by Guarantee, governed by a Board of Directors, which includes representation from the levy payers and other stakeholders.
- 1.6 The initial 5-year term of CuparNow DID ends on 15th December 2024. The renewal ballot will take place during a 6-week period ending 27th February 2025, noted as Ballot Day. If successful at Ballot, the operational start date for CuparNow will be 1st April 2025. The timeline to the ballot date is outlined in Appendix 1.

Fife Council's Role

- 1.7 Fife Council is mandated through the legislative framework to undertake the renewal ballot process on behalf of the CuparNow DID proposer, and provide levy collection services, at cost, through the Business Rates team. The Council, as a Non-Domestic Rate payer, is also required to pay the Statutory Levy, capped at 2% of the rateable value of every property in the DID area.
- 1.8 During 2020, as a result of covid challenges, additional, emergency financial resource was provided to Destination Digital.
- 1.9 Under the Business Improvement District (Scotland) Regulations 2007, the Council may veto BID proposals if specific circumstances apply. These include:
 - lack of evidence of business support,
 - conflicts with policy,

- imposing unfair financial burdens on non-domestic ratepayers located in the DID area,
- the proposed geography of the DID area,
- lack of prior discussion of the DID proposals.

Otherwise, if the Council has received a legally compliant proposal, it must proceed with the Ballot.

Renewal Status

- 1.10 The Council received Formal Submission of BID Proposals by Destination Digital Ltd on behalf of CuparNow on 20 November 2024. The letter is included in Appendix 6. The Council has been asked whether it intends to veto the BID Proposal, on or before 19 December 2024.
- 1.11 The final Proposal can be found in Appendix 2 and the full, final Business Plan can be accessed at: <https://bit.ly/CuparNow-FinalReport-BusinessPlan>
- 1.12 The Scottish Government and its support service, Scotland's Improvement Districts are undertaking a review of the Renewal Proposal and Business Plan, submitted on 20 November 2024, to provide advice to the Council on the discharge of its responsibilities under the legislative framework.

2.0 Issues and Options

- 2.1 The report to Committee on 23 October indicated that based on the information received at the time of writing that report, Fife Council could not endorse the initial CuparNow Proposal and Business Plan as legally compliant. This was in terms of Regulation 5 within The Business Improvement Districts (Scotland) Regulations 2007.
- 2.2 It was agreed that officers and Scotland's Improvement Districts Team would continue to support the Proposer to achieve that compliance, and to adopt a best practice operational governance model. In doing so, the Council seeks to balance the requirements of the legislative framework with its ambitions for Thriving Places and revitalised town centres, as set out in the Plan for Fife 2017-27, and with the consequences for the levy payers.
- 2.3 Since 23 October and the Formal Submission on 20 November, there have been several meetings and exchanges of information with representatives of the CuparNow to address the issues previously reported. The focus has been on the information required to enable the ballot to go ahead rather than the technical details.
- 2.4 There were issues raised in the October report, in terms of Regulation 5. Most of these have been resolved. However, the Proposal still does not fully meet the best standard of evidence of business support and consultation with levy payers.
- 2.5 The Proposal in Appendix 2 Section 1 includes a statement of support from 18/5% of Levy payers. However, there is no means to verify that all 18 named are Levy payers are entitled to vote. Best practice would require more than a list of names, and a statement that they support the Proposal. It is reasonable to expect some direct evidence from the levy payers themselves. For example, letters or emails of support from the levy payers.

Other issues

- 2.6 **Financial Information:** Since the October report, Destination Digital Ltd has produced additional profit and loss information for the 5-year operational period of the BID included in Appendix 3. However, this does not reconcile with the levy payments made, as reported by Revenue & Commercial Services and included Appendix 4. The Financial forecast from the Proposal for year 1 of the new BID period is included in Appendix 5. Destination Digital Ltd. is a small, private, limited company in terms of the Companies Acts 2006 and not legally required to produce audited accounts.
- 2.7 As a result, the financial due diligence carried out by the Council's Finance Service has issues with the quality and consistency of the financial information provided. The Proposal does not address requests for further information to explain these.
- 2.8 **Transparency, fairness and accountability to levy payers going forward:** the Proposal does not address the issue that there needs to be a fair and transparent process for the financial information to be made available to levy payers on a periodic basis, for how they can join the Steering group, or raise any issues they may have with it.
- 2.9 Officers are engaged with the Proposer to review the previous Operating Agreement and to introduce Terms of Reference for the CuparNow steering group. The aim is to address the risks and issues associated with the current and proposed structure, and provide improved transparency for levy payers, and clarity of roles, responsibilities, and accountability.
- 2.10 Fife Council will have the opportunity to nominate two representatives for the CuparNow steering group, if successful at Ballot. The final agreement, on the Operating Agreement, the Terms of reference for the steering group and these appointments will be reported to North East Fife Area Committee as soon as possible after the Ballot.
- 2.11 Whilst not a compliance issue, as a Levy payer, officers consider that further clarity is required on the added value from the Proposal and Business Plan for the Council itself. The Proposal and Business Case sets out the services the DID intends to deliver and the proposal to halve the levy for 89% of the levy payers. However, the additional value or benefits are unclear, despite officers encouraging Destination Digital to improve its articulation of these in its Proposal and Business Plan.
- 2.12 Fife Council, as a levy payer has a vote in the ballot, which will be cast by the Chief Executive. If successful at Ballot, Fife Council will continue to pay the mandatory annual levy of around £10,000 pa, for its properties within the CuparNow BID area.
- 2.13 There are three voting options – to support the proposal and business plan, or not, or to abstain. The Council has not yet received the assessment by Scottish Government on the proposal and business plan to help inform how the vote should be cast by the Chief Executive in the Ballot.
- 2.14 The Proposal refers to discussions earlier in 2024 with officers when they advised that the Council would look to provide supplementary financial support, to avoid a period of inactivity by CuparNow when there are no levies being paid

i.e. between 15 December 2024 and 1 April 2025. These discussions were made assuming that financial information would be available to satisfy the Council's due diligence. With regard to the Council's own funding, it is required to ensure that there is proper accountability for public funds used in delivering services, irrespective of the means of service delivery, known as "Following the Public Pound." Since the October report, discussions are continuing with proposals by way of an advancement of the levy for 2025/26 on a loan or similar basis.

3.0 Conclusions

- 3.1 Fife Council remains committed to supporting the revitalisation of Cupar and to the Business Improvement District model as a means of promoting and developing the town, to increase footfall, to boost sustainable growth for its businesses and to improve local communities.
- 3.2 The final Proposal, Business Plan and 98-day letter were received by Fife Council's Chief Executive and the Scottish Government on 20th November 2024.
- 3.3 The final Proposal, and Business Plan are subject to feedback from Scottish Government.
- 3.4 Fife Council, Destination Digital Ltd., and representatives of the CuparNow steering group remain in discussion regarding a revised Operating Agreement and Terms of Reference for the Steering Group. These will be finalised in Preparation for a successful Ballot.

List of Appendices

- 1. Legislative Timetable.
- 2. CuparNow Business Proposal
- 3. Destination Digital Ltd. Profit and Loss Statement.
- 4. Levy Payments Made
- 5. Financial Forecast 2025-2026
- 6. CuparNow - Business Improvement District - Formal Submission of BID Proposals 20 November 2024

Background Papers:

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

[The Planning etc \(Scotland\) Act 2006](#)

[The Business Improvement Districts \(Scotland\) Regulations 2007](#)

[The Business Improvement Districts \(Ballot Arrangements\) \(Scotland\) Regulations 2007](#)

[The Planning etc. \(Scotland\) Act 2006 \(Business Improvement Districts Levy\) Order 2007](#)

[The Business Improvement Districts \(Scotland\) Amendment Regulations 2007](#)

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Appendix 1: Legislative Timetable

Appendix 2 - Legislative Timeline (Ballot Dates) Days to Ballot	Stage	Date by
196 Days – 28 weeks	Notice of Intention to put BID Proposals to Ballot	15th August 2024
126 Days – 18 weeks	BID Proposal Review	24th October 2024
98 Days - 14 weeks	Formal submission of BID Proposal to Fife Council and Scottish Government	21st November 2024
70 Days – 10 weeks	Last day Fife Council can veto BID Proposals	19th December 2024
56 Days – 8 weeks	Fife Council instructs ballot holder to hold a BID Ballot	2nd January 2025
42 Days – 6 weeks	Issue ballot papers	16th January 2025
0 Days	Ballot Day	27th February 2025
	Operational Dates, if Successful at Ballot	1st April 2025 – 31st March 2030

Appendix 2: CuparNow Business Proposal

This document constitutes the formal proposal for CuparNow's Digital Improvement District and is to be shared with the Local Authority (Fife Council), the billing body (the same) and the Scottish Government.

1. A document, which demonstrates a cross section of at least 5% of the electorate, within the BID area support the BID Proposals.

We repeated the criteria used and approved in CuparNow's Digital Improvement

District Proposal from March 2019 (adopted to govern delivery for the first term 2019-2024) which had the unanimous support of ABCD (Cupar's Business Association).

It constituted a group of businesses far greater in number than the 5% of the electorate as required. The following is a statement from ABCD, Chair, James Hair:

ABCD, the business association for Cupar & District, has just held its AGM (September 2024).

Unanimous support was given for the continuation of CuparNow as delivered by Destination Digital and we wholeheartedly back the renewal ballot to be held in the new year.

Proactive businesses in the town recognise the considerable positive impact that CuparNow has had since it launched formally at the end of 2019.

As the business association, we campaigned for Cupar to be the demonstration pilot for Scotland's first 'digital improvement district'. We recognised that the traditional 'business improvement district' model did not work for us and were excited to be a part of the Scottish Government backed 'Digital Towns Programme 2017/18' that led to this unique initiative.

Since then, CuparNow has provided support to hundreds of businesses through their managed, integrated digital communication, sharing content on channels with evergrowing audiences that now top 125,000 in number. The levy we pay as businesses - for the vast majority it has been just £100 per year - enables CuparNow to extend that support across a whole range of other projects, including over 90 community groups, more than a dozen charities, culture and tourism groups, education and training providers, environmental initiatives as well as health and social care partnerships in support of some of our community's most vulnerable.

Combined, the work helps to drive economic benefit for the town. It is no surprise that Cupar continues to enjoy lower town centre vacancy rates than its peers. CuparNow is definitely a factor contributing to that success.

In the coming months, ABCD will host a series of open events which levy payers will be welcome to attend. The dates and times of these will be shared in the coming weeks. They will be in October, November and January. CuparNow will present their 2025-2030 Business Plan and we will hold a Q&A session at each to answer any questions business owners may have.

Those running CuparNow have always been innovative, and that innovation continues. Their plans for the next five years will see them optimising the extraordinary audience they have built, allowing them to halve the annual levy for 89% of all levy payers. We urge all to support their continuation and - when the ballot is held in the new year - to vote 'yes' in support of our town and community.

James Hair
Chair, ABCD

It has been made clear that, despite us working with **exactly the same** criteria that received officer and Area Committee support in 2019 (and there being no changes in legislative process) officers now require additional information to substantiate the evidence provided.

In partnership with ABCD, we are happy to do so.

Representing a diverse mix of businesses across sectors, the following businesses have expressed their specific support for CuparNow to progress to a renewal ballot:

- | | |
|-------------------------|----------------------------------|
| 1. 58 Bonnygate | 10. Nourish Cupar |
| 2. Bonnygate Garage | 11. Paterson Fruit Fayre |
| 3. Courtyard Books | 12. Realm Chiropractic |
| 4. Fiona Norry Design | 13. Southbridge Garage |
| 5. Hidden Gem Gifts | 14. St Andrews Management Centre |
| 6. James Hair | 15. The Central Cafe |
| 7. Lawrie Estate Agents | 16. The Sign of The Pelican |
| 8. Luvians Bottle Shop | 17. The Wee Kilt Shop |
| 9. Maisie & Mac | 18. Two An A Co |

The revised list of levy-payers for the planned second term stands at 350 on the current Open Accounts (as shared by Fife Council's Rates Team): the above represent 5.14%.

2. Summary of the consultation the proposer has undertaken with those persons eligible to vote.

The consultation to date has included:

- Meetings with the current Steering Group (owners and managers of businesses and organisations in Cupar, as well as an elected representative of Fife Council). In line with the Operating Agreement signed with Fife Council in January 2020, the Group should have had one elected and one officer representative.
 - Elected: Fife Council has confirmed that they failed to formally appoint an elected member from the local area committee and that the Councillor who we believed was representing the local authority has only done so on a voluntary basis; we have taken legal advice on this

as it is a failing by the Council and places them in material breach of the Operating Agreement. Going forward, we have sought clarity from the Council on the process and timeframe to ensure an elected member is appointed to the new Steering Group beyond a successful ballot. ○ Officer: the local Area Manager (who sat on our Steering Group) was off sick from August 2023 and retired in March 2024. He was not replaced until September 2024. We flagged this with the Council but no alternative was proposed. We are delighted that Kirstie Freeman, the new Area manager for North-East Fife, has now taken the officer's seat on the Group.

- Meetings with the Chair of ABCD, the town's Business Association.
 - ABCD, at our request, has offered to be the independent and constituted overseeing Steering Group beyond a successful ballot – and is happy for the Council to put forward elected and officer representatives to be considered for the same.
 - In partnership with ABCD, the Association is hosting Open Meetings as part of the ongoing consultation through the autumn of 2024 and into the new year of 2025.

Additional and ongoing consultations include:

- Visits – face to face visits with businesses and organisations; visits remain ongoing and are in line with our current delivery
- E-shot Newsletter: we manage three databases and will seek feedback from all to help shape delivery: ○ B2B – 212 levy payers are subscribed to our B2B database and receive regular emails from us: each asks recipients that if they have any questions or issues, for them to contact us. The e-shots contain information on our service

provision, delivery and support. In the last five years, 250+ e-shots have been issued, sharing news, support, access to grants and many other business related matters. ○ B2C – we have more than 3,000 subscribers who are members of the public: since CuparNow was formed, 170+ email newsletters have been sent to this growing audience. We seek feedback from them and help to share business and community content in line with our hub & spoke criteria.

- Community – having researched and created a Community Directory that lists more than 90 partners and stakeholders in the town, we created and manage a Community Database with more than 400 contacts. This is held in the name of Cupar Development Trust, and we manage the content and e-shots for and on their behalf. Since 2020, more than 70 e-shots have been created and shared with this audience.
- Digital Channels: ○ Website/Blog: updates shared on the CuparNow Blog, announcing the proposed renewal (<https://www.cuparnow.blog/2024/10/a-high-five-forhttps://www.cuparnow.blog/2024/10/a-high-five-for-cupar/cupar/>) together with ongoing updates on the Business Plan and timetable.

- We noted from the Area Committee meeting report, the above link was shared for Members as access to the Final Report and Business Plan 2025-2030. This is not the case and we have shared the current link with officers and asking that, going forward, the correct link is shared: <https://bit.ly/CuparNow-FinalReport-BusinessPlan> Despite our request, we are unaware whether this has been done. That is frustrating as we made that request in August, September and again in October ahead of the NEFAC meeting.
- To date, 148 people have clicked on the updated Final Report & Business Plan:



- Social Media: sharing of communication via CuparNow’s social media channels.
 - We have run one promotion on Meta channels to date publishing a video sharing core messaging around CuparNow’s plans. At the end of October, the video had had 11,572 through-plays.
- PR – media releases to local & regional outlets; we had planned for these to be issued by now but have held back until officers and NEFAC are able to approve our plans.
 - We are dismayed at the length of time this process has taken when all the information provided by us since June 2024 has been within the legislation and all the additional information requested by officers is either contrary to what they approved in 2019 or is over and above that required within the legislation.
- Events – in partnership with ABCD, the town’s Business Association, we are holding three open days (to be run by ABCD) with an ‘open invitation’ for all levy payers to attend. These will be held before the ballot opening giving all the opportunity to attend, hear a presentation of the proposals for the renewal and to be part of a Q&A managed by ABCD.
 - We published the events via Eventbrite (<https://bit.ly/CuparNow-2025-2030>) and shared via e-shots to our B2B database as well as through our social media channels.
 - We will continue to share through our channels – and request partners/stakeholders do the same – as we countdown to each.

- In addition: ○ Any levy payer is able to contact us at any time to request a 1-2-1 meeting or discussion on the renewal; we will do all we can to answer any questions they have.

3. The proposed Business Plan.

The project's Business Plan was created in Q1 of 2024 and has the **unanimous support** of the Steering Group. It has also been shared with a number of key community partners for their feedback. Again, it has attracted unanimous support.

We shared the Business Plan with Fife Council's Chief Executive in August 2024. We requested the plan be shared with all members of the North-East Fife Area Committee to seek their support and endorsement of our plans for 2025-2030.

Following feedback from Officers, the Plan was amended – and split into a Final Report & Business Plan.

As noted above, the link shared with Members is not the link to the Plan but to a Blog feature.

If not already done so, we request this is corrected as a matter of urgency to ensure all members have access to the full Final Report & Business Plan that now includes additional Appendices covering service delivery and finance – and that this is confirmed with us in order for us to update our Steering Group.

4. The financial management arrangements of the BID body.

CuparNow is a Digital Improvement District borne out of the Scottish Government's *Digital Towns Programme 2017-18*.

That programme took our research findings and requested we make a formal proposal to launch a demonstration project.

We were told – explicitly – that in the event the demonstration project proved successful, we should not rely on **any funding** from local government, Holyrood, Westminster or Europe. In short, we were tasked with devising a process that would source and secure funding for delivery.

Having worked with Business Improvement Districts for some years (including establishing some and enabling others to renew), we understood the BID legislation. Crucially, we understood its flaws and that many aspects would not be relevant or required for what was proposed, especially as the scale of our 'hub and spoke' model was considerably smaller than a tradition BID.

Our recommendation was to adopt the **'improvement district' financial process ONLY** for the purpose of delivering what would, if winning the support of potential levy payers, become a **unique** proposition: the first Digital Improvement District.

The demonstration project won the backing and financial support of Fife Council.

In agreement with the Steering Group (made up of business owners/managers together with elected and officer representation from Fife Council), we wrote the 2019-2024 Business Plan to include a model of financial management that was different from any other improvement district in Scotland yet was within the legislative requirements.

As was detailed at the time, Destination Digital Ltd (the company appointed by the

Scottish Government to deliver the consultancy on the *Digital Towns Programme 2017/18*) would be the constituted governing and owning body. Destination Digital would then contract out all service delivery as required. In adopting this approach, three key wins were achieved:

1. **Continuation:** We removed any post ballot hiatus in service delivery - an often-occurring issue in traditional BIDs where, after a successful ballot, all operations stop whilst a New Co and Board are created. This can take months. We made it clear that – considering our focus on daily digital support – there should be no break in delivery and our model ensured there was no interruption of service provision.
2. **Consolidation:** Many traditional BIDs are of a size where the levy income across a five-year term can total a million pounds or more: Cupar – or any of the towns featured in the *Digital Towns Programme 2017/18* - was never going to be on that scale. As then Minister for Connectivity, Michael Matheson, reported ahead of the launch: “*Digital Improvement Districts are the first of new steps we are taking to support these types of small towns such as Cupar. And that’s why this new pilot will help to set out the direction in the years to come to make sure we are supporting small towns and the businesses within them.*” We made clear from Day 1 – again, based on our experience, that there would be no funding for an office or manager nor for any of the ‘on costs’ associated with the same (utility bills, office equipment, transport, national insurance, holiday and sick pay, etc.). Our model would see delivery by Destination Digital Ltd to ensure both cost effective and cost-efficient service provision.
3. **Consideration:** in many traditional BIDs, Boards are made up of managers from national multiples, large businesses with support from smaller concerns – as well as with elected and officer representatives becoming Board members with all of the roles, responsibilities and liabilities associated with the same. In Cupar, the driver behind becoming the demonstration model had been ABCD, the town’s Business Association. Those members represented almost all small, family-run businesses. Yes, they championed

Cupar’s cause, but they did not want to be Board Directors of a New Co. In

adopting our unique model, we created a 'Steering Group' for oversight of all delivery, removing members from any personal liability as would be the case with a new Co and Board.

Ahead of the first term (2019-2024), representatives from Scotland's Towns Partnership (the private company overseeing Scotland's Improvement District) and Fife Council claimed we could not create CuparNow as planned – namely, an entity owned solely by Destination Digital Ltd. We challenged them as we knew what we were proposing fell within the legislation and, crucially, was what the business community in Cupar wanted. They withdrew their claim, the ballot went ahead, and we won.

As a result, Destination Digital Ltd is the company that **owns and delivers** CuparNow – working with contractors, partners and stakeholders it chooses in order to deliver all services as detailed in the Business Plan.

That said, all delivery has been overseen by the Steering Group of business owners/managers **together with representation from Fife Council** (albeit with the caveat explained above). For the purpose of financial oversight, Destination Digital reports to the Steering Group periodically (in line with the BID legislation) on service delivery and has done throughout the demonstration project - and the last five years.

Fife Council was tasked (within its own Operating Agreement) to furnish Destination Digital Ltd with Annual Reports - a report to be prepared by the Council to detail:

- 1. the total amount of BID Levy collected during the relevant Financial Year;*
- 2. the total amount of interest earned on any part of the BID Levy whilst held in the BID Revenue Account;*
- 3. details of the success rate for the collection of the BID Levy;*
- 4. the Council's proposals (if any) to help improve its efficiency in the collection and enforcement of the BID Levy;*
- 5. details of those BID Levy Payers who have paid the BID Levy and those who have not paid the BID Levy; and*
- 6. the Council's proposals for bad or doubtful debts*

Frustratingly, not a single Annual Report has been created/shared by Fife Council during the first term, again, putting the local authority in breach of its agreement.

By separate communication, we have asked the Council for a Report to clarify the points covered, most notably the "*interest earned on any part of the BID Levy whilst held in the BID Revenue Account*" to ensure we have optimised revenues for the benefit of businesses and organisations covered by the DID.

It is essential to note that were it not for our model, it is likely CuparNow would have folded within 12 months of launch.

The decision taken to delay the issue of Year 1 levy bills meant Destination Digital Ltd operated in deficit from the ballot through until the start of Year 2 of the DID's operation. If CuparNow had been a stand-alone company, it could not have traded. As it was, Destination Digital Ltd and the company's commercial partners, carried delivery uninterrupted throughout Covid and the following lockdowns, operating with a significant shortfall in funding that never affected service provision. A breakdown of financials from the first term (Years 1-5) is included in Appendix 1.

Following this is a Financial Forecast for the first year of a second term in the event of a successful ballot (Appendix 2).

For clarity, Destination Digital Ltd is a private company that files annual accounts. These were shared with officers with a link to Companies House. It was deemed insufficient by officers.

Our most recent full accounts were then shared with officers – a copy provided by our firm of accountants. Again, this was deemed insufficient by officers.

Liaising with officers and ABCD (the Business Association) we pointed out disparity over what was being requested from us Vs other improvement districts. In an attempt to resolve, we proposed we submit a copy of a five-year P&L from our accountants – and did so.

Officers have deemed this as insufficient but have been unable to tell us what level of reporting is required **within the legislation** that is not being met by our provision of information.

5. The arrangements for periodically providing the LA and billing body with information on the finances of the BID body (i.e. after a successful ballot).

A financial statement will be made in line with the Business Plan – reporting periodically in line with the legislative requirements.

This will be shared with the Steering Group. The Steering Group will have elected and officer representatives of Fife Council.

It is crucial to repeat that, despite the Operating Agreement drafted by Fife Council and signed by Fife Council and Destination Digital (in January 2020), the local authority failed to formally appoint an elected representative. As a result, it was not until October 2024 that we were notified Cllr Margaret Kennedy had attended the Group purely on a “*voluntary, individual basis*”.

That error must be correct immediately and – in the event of a successful ballot – ongoing in line with the Business Plan.

At today's date, we are 164 days on from when we shared our first draft plan with officers. At this stage (one working day away from the 98-letter deadline) Fife Council has told us that a decision on Steering Group representation has to be deferred to the North-East Fife Area Committee because their “*thinking develops*”.

We have proposed and agreed open governance through an independent body (ABCD, the town's Business Association) and they are happy for the Council to appoint elected and officer representatives. That has been the case for approaching six months of this process.

6. *The names and addresses of all those eligible to vote and a description (address) of each relevant property.*

Through the first term (2019-2024) we managed a live database of all levy-paying businesses and organisations. This information was initially created from the Scottish Assessor's website. Subsequently, in monthly liaison with Fife Council's Rates Team, the database has been maintained and updated accordingly.

For the purpose of the proposed second ballot, the database of 'live properties' has been identified; it contains 350 non-domestic rate paying businesses/organisations within an agreed boundary.

The data will be further researched, refined and updated as the countdown to the ballot progresses – all in line with the process/timetable requirements.

7. *A notice in writing requesting that the LA instruct the ballot holder to hold a ballot - this may be the LA Electoral Registration Officer (ERO) or an independent body - in relation to the BID Proposals or Alteration or Renewal Proposals as the case may be.*

A letter has already been submitted to this effect.

8. *Provide the local authority and the billing body with such information as they shall reasonably require to satisfy themselves that the BID proposer or, as the case may be, the BID body, has sufficient funds to meet the costs of the BID ballot, the renewal ballot, or the re-ballot.*

The costs of the Ballot are to be borne by the Local Authority as agreed within the Business Plan (The Small Print, 13.3).

This and other aspects of the service delivery are to be contained in an Operating Agreement between Fife Council and Destination Digital Ltd.

It was in June of this year that we first requested that the same Agreement be put in place to cover the second term in the event of a successful ballot. We submitted amendments to Fife Council following a meeting on the 11th of November. To date, no revised Agreement has been sent to us. On the same day, a separate document (covering Terms of Reference) requested by the Council was sent to them having sought the agreement of ABCD, the town's Business Association. Again, no updated/proposed document has been sent to us.

9. *A statement of the works or services to be provided, the name of the person responsible or body for the implementation (delivery) of these works and services and the status of such person/body (whether a LA, a*

company under the control of an authority, a limited company or a partnership) on and after the date the BID Proposals come into effect.

All as detailed in the Business Plan under the 'Service Menu' section.

10. A statement of existing baseline services provided by the LA, Police and other agencies.

As detailed in the Business Plan (Small Print, 13.2), we operate no Baseline Service Agreements.

Much of the delay over recent months has resulted from what we have deemed to be Fife Council officers' overreach – requesting information and clarification on areas that were not subjected to such levels of scrutiny in 2019 (when officers recommended Area Committee support/approval) and that would only be relevant in such areas were Fife Council contracting Destination Digital with direct funding under a Baseline Service Agreement. That is not the case and never has been.

11. A precise description of the geographical area of the BID, including a map, which defines exactly the boundaries of the BID area.

This is included within the Business Plan under the section 'Geography & Reach'.

The area does not differ from the first term; it was agreed unanimously by the Steering Group that included elected and office representatives from Fife Council.

12. A statement providing details of any additional financial contributions or additional actions for the purpose of enabling the projects specified in the BID Proposals. i.e. where a BID project is expected to cost £X and the proposed levy raises a smaller amount (£Y), then the BID Proposals must state how that funding gap £X - £Y is to be met and by whom.

All as detailed in the Business Plan. It sits within the section 'A More Sustainable Model'.

Our second term model adopts three-way funding stream – the levy plus advertising revenue plus 3rd party investment.

13. A statement of which aspects of the BID Proposals and or Business Plan may be altered without the need for an alteration ballot to be undertaken.

Destination Digital Ltd working with the Steering Group will have the flexibility to respond to any changes in circumstances and to meet business needs, particularly in an ever-changing economic climate. This is detailed in the Business Plan under 'The Small Print, 7.

Destination Digital Ltd will have the authority to adapt or alter the projects and services to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the businesses and without recourse to an alteration ballot.

14. A statement of the proposed start and end dates of the BID arrangements and the term of the BID. The BID arrangements must commence no later than a year after the date of the statement.

As per all communication shared to date with interested parties, the proposed Digital Improvement District will run from the day after a successful ballot.

Destination Digital Ltd will ensure there is no break in service delivery and Fife Council has committed to interim funding that will bridge the gap between the end of the first term's five years and the start of the second five-year term (in the event of a successful ballot).

Despite this commitment being given in writing by a senior officer (in March 2024) and repeated in calls/meetings this summer and again at the last NEFAC meeting (recorded), the Council is now refusing the meet that commitment.

As a result – and from destination Digital seeking legal advice – we reserve the right to follow legal action to recover this sum together with any damages/losses resulting from the same and the impacts such withholding of promised funds may have on our ability to deliver services against those promised between now, through the period of the ballot as well as post ballot, whether or not that ballot is successful.

The formal term for a period of five years will run from 1st April 2025 until the 31st of March 2030.

15 BID Proposals shall specify the apportionment of BID levy in respect of relevant properties and who will be liable to pay the levy: - proprietors, tenants, occupiers or If appropriate a specific business sector or sectors of businesses who will participate. It is advisable to include caps, thresholds or other arrangements reflecting local circumstances or ability to pay.

The levy will be paid by the eligible person liable to pay the non-domestic rate:

NDR value of property	Annual Levy
£0 > £999.99	£0 (zero)
£1,000.00 > £39,999.99	Flat rate of £50.00
£40,000.00 > £99,999.99	Flat rate of £250.00
£100,000.00 > £149,999.99	2% capped at £2,000.00
£150,000.00 > £199,999.99	2% capped at £3,000.00
£200,000.00 > £499,999.99	2% capped at £4,000.00
£500,000.00 and more	2% capped at £7,500.00

16. Confirmation that the levy is to be calculated as a % of the RV or how the levy charge was arrived at if a fee.

As detailed above in 15 and as explained in the Business Plan.

17. A statement on whether any of the costs incurred in developing the BID Proposals, holding of the ballot or implementing the BID arrangements are to be recovered through the BID levy.

The costs of developing the Proposal and Business Plan have been met by Destination Digital Ltd and are not taken from the project income.

The costs of holding the ballot are being met by Fife Council. Subsequent costs involved in collection of the levy and related administration are met at the fees agreed between Fife Council and Destination Digital Ltd as per the Operating Agreement (yet to be agreed).

18. Confirmation that the % levy or fee is to be calculated on the RV of the property on the date of the ballot or, if not, another date and that is the date, which will be used to calculate the levy or fee over the term of the BID (Good Practice).

The levy is to be calculated at the time of the Ballot, Thursday 27th February 2025.

19. The apportionment of the levy between proprietors, tenants and occupiers – providing the BID is including tenants and proprietors in its proposals.

The eligible rate payer and eligible other persons are liable for payment of the levy.

20.A statement as to how the steering group arrived at who will pay the levy, the percentage levy and how the levy will be split between proprietors, tenants and occupiers (Good Practice).

The Steering Group agreed that all non-domestic rate paying properties within the boundary (bar exclusions as detailed in the Business Plan) will be liable and, as a result, those business and organisations occupying the properties will be asked to pay the levy as detailed.

21. Whether any future re-assessment of the RV of the property by the Rates Assessor will or will not be taken into account in the calculation of the levy (Good Practice).

The levy will be calculated on the RV of the properties in the agreed Digital Improvement District area on the agreed ballot date; they will not change during the five-year term.

22. A statement on why groups or individual businesses are exempt or receive a levy discount (Good Practice).

Apart from the caps/thresholds detailed above, there are no levy discounts.

The only exemptions to the liability to pay the levy are as detailed in the Business Plan. Also:

- The project's delivery is apolitical, so any 'party political' organisations/offices/properties will be excluded.
- All exceptions/exclusions will have the exception/exclusion explained and will be given the opportunity to opt-in if they choose.

23. A statement on whether the levy will be indexed linked (Good Practice).

The levy will not be index linked.

24. The constitution of the BID Company to be formed and its legal status. A statement on who will administer the BID, details regarding the BID board and the BID body and those who drew up the BID Proposals and Business Plan. (Good Practice)

As agreed in all communication pre-dating the beginning of the 2018 demonstration project, the CuparNow Digital Improvement District will be delivered by Destination Digital Ltd working with the appointed Steering Group that will include elected and officer representatives of the local authority.

For the purpose of the proposed second five-year term, the 'steering group' will be ABCD, the town's Business Association; the Business Association will co-opt elected and officer representatives of the local authority for the duration of the second term.

That remains with Fife Council who have yet to agree their part of the process. It was first shared with them on the 10th of June 2024.

25. The methodology for BID levy payers to nominate themselves or others to the BID Board of Directors and the proposed make-up of the BID Board. (Good Practice).

As detailed, Destination Digital Ltd will run the Digital Improvement District – managing all day-to-day delivery and activities.

The Steering Group shall continue alongside: levy-payers (and other community partners) will have the opportunity to be involved in the Steering Group and advisory panels as the Steering Group deem required during the lifetime of the Digital Improvement District.

2 6. A statement on how the BID Proposals will be publicised prior to the ballot (Good Practice.)

The DID proposals together with the DID Business Plan will be made available to all interested parties in the countdown to the ballot via a mix of media channels, as detailed in the Business Plan (See The Small Print, 12 [1-5]).

The above communication will apply to the sharing of the DID Proposal, any Alteration Proposal and (beyond the ballot) any Renewal Proposal.

And the same document will be made available to any person who is eligible to vote on the proposals who requests a copy.

Appendix 1

YEAR 1 : 2020-2021					
Service Provision	% Proportion of Budget	Budgeted	Adjusted Vs Levy Income	Balance	Actual
Daily Managerment of Digital Communication	35.00	£24,500.00	£20,324.56	-£4,175.44	£24,500.00
Managed Public-Realm Wi-Fi Service	12.50	£8,750.00	£7,258.77	-£1,491.23	£8,750.00
Face-to-Face Ambassador Visits	12.50	£8,750.00	£7,258.77	-£1,491.23	£8,750.00
CuparNow Blog (with categorised listings)	12.00	£8,400.00	£6,968.42	-£1,431.58	£8,400.00
Data Capture & Management	6.00	£4,200.00	£3,484.21	-£715.79	£4,200.00
Monitoring, Analytics & Reporting	5.00	£3,500.00	£2,903.51	-£596.49	£3,500.00
Community Fund	4.00	£2,800.00	£2,322.81	-£477.19	£2,800.00
Professional Fees	3.00	£2,100.00	£1,742.11	-£357.89	£2,100.00
Contingency	10.00	£7,000.00	£5,807.02	-£1,192.98	£7,000.00
	100.00	£70,000.00	£58,070.17	-£11,929.83	£70,000.00

YEAR 2 : 2021-2022					
Service Provision	% Proportion of Budget	Budgeted	Adjusted Vs Levy Income	Balance	Actual
				-£11,929.83	
Daily Managerment of Digital Communication	35.00	£24,500.00	£25,606.89	£1,106.89	£24,500.00
Managed Public-Realm Wi-Fi Service	12.50	£8,750.00	£9,145.32	£395.32	£8,750.00
Face-to-Face Ambassador Visits	12.50	£8,750.00	£9,145.32	£395.32	£8,750.00
CuparNow Blog (with categorised listings)	12.00	£8,400.00	£8,779.51	£379.51	£8,400.00
Data Capture & Management	6.00	£4,200.00	£4,389.75	£189.75	£4,200.00
Monitoring, Analytics & Reporting	5.00	£3,500.00	£3,658.13	£158.13	£3,500.00
Community Fund	4.00	£2,800.00	£2,926.50	£126.50	£2,800.00
Professional Fees	3.00	£2,100.00	£2,194.88	£94.88	£2,100.00
Contingency	10.00	£7,000.00	£7,316.26	£316.26	£7,000.00
	100.00	£70,000.00	£73,162.55	£3,162.55	£70,000.00
				-£8,767.28	

YEAR 3 : 2022-2023					
Service Provision	% Proportion of Budget	Budgeted	Adjusted Vs Levy Income	Balance	Actual
				-£8,767.28	
Daily Managerment of Digital Communication	35.00	£24,500.00	£32,450.36	£7,950.36	£24,500.00
Managed Public-Realm Wi-Fi Service	12.50	£8,750.00	£11,589.41	£2,839.41	£8,750.00
Face-to-Face Ambassador Visits	12.50	£8,750.00	£11,589.41	£2,839.41	£8,750.00
CuparNow Blog (with categorised listings)	12.00	£8,400.00	£11,125.84	£2,725.84	£8,400.00
Data Capture & Management	6.00	£4,200.00	£5,562.92	£1,362.92	£4,200.00
Monitoring, Analytics & Reporting	5.00	£3,500.00	£4,635.77	£1,135.77	£3,500.00
Community Fund	4.00	£2,800.00	£3,708.61	£908.61	£2,800.00
Professional Fees	3.00	£2,100.00	£2,781.46	£681.46	£2,100.00
Contingency	10.00	£7,000.00	£9,271.53	£2,271.53	£7,000.00
	100.00	£70,000.00	£92,715.31	£22,715.31	£70,000.00
				£13,948.03	

YEAR 4 : 2023-2024					
Service Provision	% Proportion of Budget	Budgeted	Adjusted Vs Levy Income	Balance	Actual
				£13,948.03	
Daily Managerment of Digital Communication	35.00	£24,500.00	£23,738.38	-£761.62	£24,500.00
Managed Public-Realm Wi-Fi Service	12.50	£8,750.00	£8,477.99	-£272.01	£8,750.00
Face-to-Face Ambassador Visits	12.50	£8,750.00	£8,477.99	-£272.01	£8,750.00
CuparNow Blog (with categorised listings)	12.00	£8,400.00	£8,138.87	-£261.13	£8,400.00
Data Capture & Management	6.00	£4,200.00	£4,069.44	-£130.56	£4,200.00
Monitoring, Analytics & Reporting	5.00	£3,500.00	£3,391.20	-£108.80	£3,500.00
Community Fund	4.00	£2,800.00	£2,712.96	-£87.04	£2,800.00
Professional Fees	3.00	£2,100.00	£2,034.72	-£65.28	£2,100.00
Contingency	10.00	£7,000.00	£6,782.39	-£217.61	£7,000.00
	100.00	£70,000.00	£67,823.94	-£2,176.06	£70,000.00
				<u>£11,771.97</u>	

YEAR 5 : 2024-2025					
Service Provision	% Proportion of Budget	Budgeted	Adjusted Vs Levy Income	Balance	Actual
				£11,771.97	
Daily Managerment of Digital Communication	35.00	£24,500.00	£14,892.53	-£9,607.47	£24,500.00
Managed Public-Realm Wi-Fi Service	12.50	£8,750.00	£5,318.76	-£3,431.24	£8,750.00
Face-to-Face Ambassador Visits	12.50	£8,750.00	£5,318.76	-£3,431.24	£8,750.00
CuparNow Blog (with categorised listings)	12.00	£8,400.00	£5,106.01	-£3,293.99	£8,400.00
Data Capture & Management	6.00	£4,200.00	£2,553.01	-£1,646.99	£4,200.00
Monitoring, Analytics & Reporting	5.00	£3,500.00	£2,127.50	-£1,372.50	£3,500.00
Community Fund	4.00	£2,800.00	£1,702.00	-£1,098.00	£2,800.00
Professional Fees	3.00	£2,100.00	£1,276.50	-£823.50	£2,100.00
Contingency	10.00	£7,000.00	£4,255.01	-£2,744.99	£7,000.00
	100.00	£70,000.00	£42,550.09	-£27,449.91	£70,000.00
				<u>-£15,677.94</u>	

The spreadsheets above show Service Provision (as a proportion of the budget) together with how that should have been adjusted against income received for the given years of operation. The sheets show how, in each year, all service provision was delivered in full – aligned with the Business Plan – with Destination Digital ensuring delivery despite shortfalls in income caused by changes circumstances throughout the five years.

The above now sits as Appendix B (in the Business Plan 2025-2030 [Pages 60-61]).

A full breakdown of expenditure is given in the same document as Appendix A (Pages 54-59).

Appendix 2

CuparNow - Financial Forecast: Year 1 (2025-2026)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget Forecast
Revenue Forecast														
Forecast Revenue (draw down from levy payments)	£24,050.00			£18,265.00		£6,890.00		£9,100.00	£4,030.00		£1,560.00	£1,105.00	£65,000.00	£65,000.00
Forecast Advertising Revenue			£3,750.00			£3,750.00			£3,750.00			£3,750.00	£15,000.00	£15,000.00
Forecast 3rd Party Investment	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£15,000.00	£15,000.00
													£95,000.00	£95,000.00
Service Delivery														
DAILY MANAGEMENT OF INTEGRATED DIGITAL	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£38,000.00	
DATA CAPTURE/MANAGEMENT	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£1,583.33	£19,000.00	
BLOG & CATEGORISED LISTINGS	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£14,250.00	
MONITORING, ANALYTICS & REPORTING	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750.00	
COMMUNITY FUND	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750.00	
PROFESSIONAL FEES	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£2,850.00	
CONTINGENCY	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£9,500.00	
ABCD & ATCM MEMBERSHIP	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£1,900.00	
													£95,000.00	

* The % split of expenditure on service provision is as detailed in the Business Plan. The sums are a guide and assume income additional to the levy as shown. The fixed allocation remains the levy; levels of advertising are dependent on demand. The level of 3rd party investment will be 'in kind' and delivered in ratio against levy receipts to meet budgetary needs and ensure ongoing delivery with no requirement to index-link the levy.

We want to stress that, going forward, the levy only makes up part of the annual revenue for CuparNow – the balance will be sought through Advertising Revenue and provided for by 3rd party investment. The figures and information in the spreadsheet above reflect this.

As was the case in our first term, the Contingency has a built-in allowance to help us manage/cover any bad debt; we would like to thank Fife Council's rates Team for their help and support in ensuring this sum remains as low as possible, very much to the benefit of the vast majority to pay their levies and enable the support we provide.

Full details on Service Delivery are provided in the Business Plan for 2025-2030.

Appendix 3: Destination Digital Ltd. Profit and Loss Statement

Destination Digital Ltd

Trading and Profit and Loss Account for the Year Ended 31 March 2024

	31.3.24	31.3.23	31.12.22	31.12.21	31.12.20
Turnover	£	£	£	£	£
Sales classification 1	90,551	5,580	121,903	96,506	41,457
Cost of sales	90,551	5,580	121,903	96,506	41,457
Direct costs					
Sub-contractors	6,087	120	-	740	-
	83,407	5,151	117,163	98,870	49,763
	89,494		117,163	99,610	49,763
		5,271			
GROSS PROFIT	1,057	309	4,740	(3,104)	(8,306)
Administrative expenses					
Telephone	-	-	105	35	-
Post and stationery	-	-	390	453	-
Advertising	-	-	-	550	-
Insurance	-	-	122	163	41
Rent payable	-	-	-	-	179
Computer costs	-	-	-	900	-
Sundry expenses	198	-	170	243	1,283
Subscriptions	-	7	-	-	-
Accountancy	880	280	800	750	650
Professional fees	-	-	-	-	85

	<u>1,078</u>	<u>287</u>	<u>1,587</u>	<u>3,094</u>	<u>2,238</u>
Admin extra 1					
Donations	-	-	300	600	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Finance costs					
Bank charges	91	22	91	91	15
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Destination Digital Ltd**Trading and Profit and Loss
Account for the Year Ended 31
March 2024**

	31.3.24	31.3.23	31.12.22	31.12.21	31.12.20
	£	£	£	£	£
Other operating income					
Other income	8	-	-	-	-
Government grants	_____ -	_____ -	_____ -	_____ -	_____ 14,213
	_____ 8	_____ -	_____ -	_____ -	_____ 14,213
Total overheads					
less other income	1,161	309	1,978	3,785	(11,960)
	=====	=====	=====	=====	=====
(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE					
TAXATION	(104)	-	2,762	(6,889)	3,654
	=====	=====	=====	=====	=====
Taxation					
Tax	_____ -	_____ -	_____ 33	_____ (739)	_____ 739
	=====	=====	===== 33	===== (739)	===== 739
(LOSS)/PROFIT ON ORDINARY ACTIVITIES AFTER					
TAXATION	(104)	-	2,729	(6,150)	2,915
	=====	=====	=====	=====	=====

Appendix 4: Levy Payments Made

Payments to CuparNow DID	
Year 1 - to March 2021	£58,070.17
Year 2 - to March 2022	£73,162.49
Year 3 - to March 2023	£92,715.31
Year 4 - to March 2024	£67,823.94
Year 5 - to October 2024	£43,165.98
TOTAL	£334,937.89

Appendix 5: Financial Forecast, April 2025 – March 2026

Year 1, 2025-2026	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Revenue Forecast													
Levy	£24,050			£18,265		£6,890		£9,100	£4,030		£1,560	£1,105	£65,000
Advertising			£3,750			£3,750			£3,750			£3,750	£15,000
Third Party Investment	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£1,250	£15,000
													£95,000
Service Delivery													
Daily Management of Integrated Digital	£3,166.67	£3,166.67	£3,166.67	3,166.67	£3,166.67	£3,166.67	£3,166.67	3,166.67	3,166.67	3,166.67	£3,166.67	£3,166.67	£38,000
Data Capture & Management	£1,583.33	£1,583.33	£1,583.33	1,583.33	£1,583.33	£1,583.33	£1,583.33	1,583.33	1,583.33	1,583.33	£1,583.33	£1,583.33	£19,000
Blog & Listings	£1,187.50	£1,187.50	£1,187.50	1,187.50	£1,187.50	£1,187.50	£1,187.50	1,187.50	£1,187.50	£1,187.50	£1,187.50	£1,187.50	£14,250
Monitoring, Analytics & Reporting	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750
Community Fund	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£395.83	£4,750
Professional Fees	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£237.50	£2,850
Contingency	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£791.67	£9,500
ABCD & ATCM Memberships	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£158.33	£1,900
													£95,000

Appendix 6: CuparNow Formal Submission of BID Proposals, 98 Day Letter

Ken Gourlay	CuparNow
Chief Executive	Destination Digital Ltd
Fife House	3 Smithy Road
North Street	Balmullo
GLENROTHES	St Andrews
Fife KY7 5LT	KY16 0BG
	20 th November 2024

Dear Mr Gourlay,

Planning etc. (Scotland) Act 2006
Business Improvement Districts (Scotland) Regulations 2007

CuparNow - Business Improvement District - Formal Submission of BID Proposals to the Local Authority and the Scottish Government

We refer to the legislation above, which requires the BID Proposer to submit the BID Proposals for the CuparNow Digital Improvement District for the consideration of Fife Council and the Scottish Government.

We would be grateful if you would acknowledge receipt of the BID Proposals. We look forward to receiving your comments and observations.

Under the legislation the Local Authority is required to notify the BID Proposer in writing of whether they intend to veto or not the BID Proposals, on or before 19th December 2024 and we look forward to your comments and subsequent approval of the BID Proposals.

Should you require any additional information or clarification please do not hesitate to contact me directly.

Yours sincerely,

Simon Baldwin
Director, Destination Digital Ltd

cc Scottish Government
 SIDs Director

9 December 2024

Agenda Item No. 5

Corn Exchange Cupar, LED lights budget approval

Report by Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 16, 17, 18, 19, & 20

Purpose

To seek agreement from Area Committee to allocate remaining unallocated funds from North East Fife Improving Health through Leisure and Sport, awarded in 2017-27 Capital Plan.

Recommendation

The Committee is asked to agree the allocation of the remaining unallocated budget of £4,047 to Cupar Corn Exchange LED lighting. This match funding will allow the project to progress as full funding package secured.

Resource Implications

There is match funding of £25,000 towards the project, costed at £29,000. This allocation means the project will be fully funded and facilitates delivery.

Legal & Risk Implications

There are no legal or risk implications based on this report.

Impact Assessment

An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Local groups and ward members have been involved and consulted on the proposals.

1.0 Background

- 1.1 Due to migration of Council stage audio visual contracts around 2020/21, there was a series of upgrade works carried out to the stage lighting infrastructure at Cupar Corn Exchange aligned to necessary compliance requirements. This development instigated a feasibility study and consultation with user groups related to further upgrading of the infrastructure to meet the on-going needs and requirements of the venue and the users of the facility.

- 1.2 A lighting control desk was purchased along with uplighters during 2023, as the initial phase of the upgrade at the venue. This equipment will fully integrate the next proposed phase of the project.
- 1.3 Capital funding of £25k was initially allocated to the next phase of the project. However, due to the identification of additional compliance works and additional project elements, additional funding is required to fully deliver the project.

2.0 Project Information

- 2.1 The project proposes to fully upgrade the auditorium lighting and associated infrastructure which is heavily utilised throughout the year for several shows and performances by a variety of Theatre groups.
- 2.2 Electrical compliance works are proposed around the stage area. This includes a replacement distribution board and electrical sockets.
- 2.3 Adlib will replace the lighting bars and associated cabling along with dimmer replacement as part of the upgrade programme.

3.0 Conclusions

- 3.1 The additional funding from the area capital budget will support full delivery of this project.
- 3.2 The lighting upgrade project address the requirements of the user groups based at the venue, in addition to fully modernising the legacy infrastructure.
- 3.3 The upgrade mirrors enhancements which have been made at other venues within North East Fife area and brings the venue in line with provision at other venues such as the Blyth Hall in Newport.

Background Papers

The following paper was relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

Fife Council Capital Investment Plan 2017-27

Report Contacts

Daryl Keddie
Community Use Team Manager
Daryl.Keddie-cu@fife.gov.uk

Louise Whyte
Capital Projects Manager
louise.whyte@fife.gov.uk

9 December 2024

Agenda Item No. 6

Common Good and Settlement Trust Funds Annual Report 2023-2024

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

Recommendations

Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds and Trust Funds; and
- (2) continue to support the disbursement of Trusts funds to suitable projects which also include the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable third party organisation who are providing similar support to local priorities.

Resource Implications

None.

Legal & Risk Implications

There are no known legal or risk implications.

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

Consultation has taken place with Place Directorate and Fife Cultural Trust.

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good and Trust funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of assets which are heritable property, long term debtors and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.
- 1.3 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate. A list of Settlement Trust and a statement of fund balances is contained in Appendix 4.
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 4.

2.0 Common Good and Trust Fund - Key Elements

Revenue Account

Income

- 2.1 The cash income received during the financial year is mainly from rents, interest on investments and external interest. Income from net gain on revaluation is a result of the revaluation of the fund's investments at the year end.

Expenditure

- 2.2 In line with the Council's policy, the first call on the Common Good Fund and Trusts funds is maintenance of heritable property. Disbursements / grants and other expenses are also funded from the Funds.
- 2.3 The amount spent on property costs and disbursements / grants are detailed within appendix 2.
- 2.4 The net effect of the income and expenditure on a Common Good and Trust account results in a surplus or deficit for the particular year. For 2023-24 there was an increase to Revenue Reserves of £125,739.

Projects Supported in 2023/24

Common Good

- 2.5 Common Good funds dispersed funding for projects totalling £156,034 in 2023/24, detailed in appendix 2.

Settlement Trusts

- 2.6 Settlement Trusts across North East Fife, dispersed funding in 23/24, detailed in appendix 4.

Non-Settlement Trusts

- 2.7 Non-Settlement Trusts across North East Fife, dispersed funding in 2023/24, detailed in appendix 4.

3.0 Balance Sheet

Long Term Assets

Heritable Property

- 3.1 Heritable Property comprises land and buildings held on Common Good and Trust accounts. In the main, this is municipal buildings and recreational land of various kinds.
- 3.2 The attached accounts reflect the assets held on the Common Good Balance sheet and the Trust Funds as at 31 March 2024. A complete list of all Common Good assets relative to this Area is also attached at Appendix 3.

Investments

- 3.3 In addition to heritable property, each Common Good and Trust Fund also has investments. These investments form part of the fund's capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.
- 3.4 The heritable property and investments represent the capital balances.

Current Assets

- 3.5 The cash & cash equivalents comprise of monies held in the Council's bank account which receive internal interest from Fife Council.
- 3.6 The investments, cash & cash equivalents, plus debtors and less creditors, represents the revenue balances which for 2023-24 is £2,813,494
- 3.7 The revenue account and balance sheet form the financial accounts for the Common Good Fund and Trusts, and this is attached as Appendix 1 to 4 to this report.
- 3.8 The cash balances at 31 March 2024 are £1,151,712 of which £175,813 is committed for outstanding grants from previous years. The funds available for disbursement are £975,899.

4.0 Moveable Property

- 4.1 Moveable property held as part of the Common Good and Trusts comprises everything that is not land or buildings, e.g., Council Chains of Office, furniture, ceremonial robes and so on. A list of these assets can be found on the Common Good Register.

5.0 Conclusions

- 5.1 This report and its Appendices are intended to give members greater information on the relevant Common Good and Charitable Trusts Funds.

List of Appendices

1. Combined Financial Statement and Balance Sheet
2. Rental Income breakdown; Property Cost breakdown; Grants Breakdown; Outstanding Grants
3. Property Asset breakdown
4. Charitable Trusts financial Statement
5. Statement of uses for Settlement Trusts

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 2023/2024
- [Common Good Register as at 31/03/2024](#)

Report Contacts

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Financial Statement and Balance Sheet
Total North East Fife Area Common Good Funds

2022-23	Revenue Account	2023-24
£		£
	Income	
(182,170)	Income from Rents (Appendix 2)	(188,968)
39,720	Income from sale of Heritable Property	0
(22,658)	Interest from cash balances	(50,043)
(86,102)	Interest from Investments	(70,535)
(186,637)	Other Income	(1,744)
(437,846)		(311,289)
	Expenditure	
224,017	Property Costs (Appendix 2)	16,893
122,409	Grants	156,034
24	Other Expenditure	11
346,450		172,938
154,110	(Increase) / Decrease in Investments value	12,612
62,714	(Increase) / Decrease in Revenue Reserve	(125,739)

31 March 2023	Balance Sheet	31 March 2024
£		£
	Property Assets	
4,884,234	Heritable Property	8,877,331
28,005,949	Property Leased to Fife Council	39,557,131
32,890,183		48,434,462
	Other Assets and Liabilities	
1,657,694	Investments	1,645,082
1,010,403	Cash & Cash equivalents	1,151,712
19,659	Debtors	16,700
0	Creditors	0
2,687,755		2,813,494
35,577,938	Net assets	51,247,956
(32,890,183)	Capital Reserves	(48,434,462)
(2,687,755)	Revenue Reserve (incl Investments)	(2,813,494)
(35,577,938)	Total Reserves	(51,247,956)

Movement in Property Assets & Capital Reserves	£
Heritable Property - Depreciation & Revaluation	3,993,097
Leased Property - Depreciation & Revaluation	11,551,182
	15,544,279

**Financial Statement and Balance Sheet
by individual Common Good Fund**

Auchtermuchty

Anstruther

Crail

Revenue Account	2023-24	2023-24	2023-24
	£	£	£
Income			
Income from Rents (Appendix 2)	(40)	(3,056)	(70,070)
Income from sale of Heritable Property	0	0	0
Interest from cash balances	(573)	(624)	(22,575)
Interest from Investments	(0)	(2,902)	(16,513)
Other Income	0	0	0
	(613)	(6,582)	(109,158)
Expenditure			
Property Costs (Appendix 2)	0	1,850	403
Grants	0	4,150	24,030
Other Expenditure	0	0	0
	0	6,000	24,433
(Increase) / Decrease in Investments value	0	519	2,953
(Increase) / Decrease in Revenue Reserve	(613)	(63)	(81,772)

Balance Sheet	31 March 2024	31 March 2024	31 March 2024
	£	£	£
Property Assets			
Heritable Property	0	1,312,115	1,329,573
Property Leased to Fife Council	1,454,574	3,864,208	912,176
	1,454,574	5,176,322	2,241,749
Other Assets and Liabilities			
Investments	0	67,690	385,138
Cash & Cash equivalents	1,709	12,079	521,272
Debtors	0	687	3,910
Creditors	0	0	0
	1,709	80,456	910,319
Net assets	1,456,283	5,256,778	3,152,068
Capital Reserves	(1,454,574)	(5,176,322)	(2,241,749)
Revenue Reserve (incl Investments)	(1,709)	(80,456)	(910,319)
Total Reserves	(1,456,283)	(5,256,778)	(3,152,068)

Appendix 1 (cont)

Financial Statement and Balance Sheet
by individual Common Good Fund

Cupar

Elie &
Earlsferry

Falkland

Revenue Account	2023-24	2023-24	2023-24
	£	£	£
Income			
Income from Rents (Appendix 2)	(13,105)	0	(1,064)
Income from sale of Heritable Property	0	0	0
Interest from cash balances	(1,921)	(2,134)	(537)
Interest from Investments	(6,773)	(2,933)	(422)
Other Income	(1,544)	0	0
	(23,343)	(5,067)	(2,023)
Expenditure			
Property Costs (Appendix 2)	2,000	0	491
Grants	1,500	1,696	0
Other Expenditure	11	0	0
	3,511	1,696	491
(Increase) / Decrease in Investments value	1,211	524	75
(Increase) / Decrease in Revenue Reserve	(18,620)	(2,847)	(1,457)

Balance Sheet	31 March 2024	31 March 2024	31 March 2024
	£	£	£
Property Assets			
Heritable Property	143,901	1	3,041,080
Property Leased to Fife Council	15,110,382	0	0
	15,254,283	1	3,041,080
Other Assets and Liabilities			
Investments	157,956	68,400	9,840
Cash & Cash equivalents	54,864	46,706	11,579
Debtors	1,604	694	100
Creditors	0	0	0
	214,424	115,801	21,518
Net assets	15,468,707	115,802	3,062,598
Capital Reserves	(15,254,283)	(1)	(3,041,080)
Revenue Reserve (incl Investments)	(214,424)	(115,801)	(21,518)
Total Reserves	(15,468,707)	(115,802)	(3,062,598)

Appendix 1 (cont)

Financial Statement and Balance Sheet
by individual Common Good Fund

	Newburgh	Newport-On-Tay	Pittenweem
Revenue Account	2023-24	2023-24	2023-24
	£	£	£
Income			
Income from Rents (Appendix 2)	(80)	0	(1,598)
Income from sale of Heritable Property	0	0	0
Interest from cash balances	(369)	0	(4,226)
Interest from Investments	0	0	(7,302)
Other Income	(200)	0	0
	(649)	0	(13,126)
Expenditure			
Property Costs (Appendix 2)	1,347	0	80
Grants	0	0	1,448
Other Expenditure	0	0	0
	1,347	0	1,528
(Increase) / Decrease in Investments value	0	0	1,306
(Increase) / Decrease in Revenue Reserve	698	0	(10,292)

Balance Sheet	31 March 2024	31 March 2024	31 March 2024
	£	£	£
Property Assets			
Heritable Property	0	1	415,043
Property Leased to Fife Council	402,070	0	1,324,180
	402,070	1	1,739,223
Other Assets and Liabilities			
Investments	0	0	170,307
Cash & Cash equivalents	6,721	0	94,288
Debtors	0	0	1,729
Creditors	0	0	0
	6,721	0	266,324
Net assets	408,791	1	2,005,547
Capital Reserves	(402,070)	(1)	(1,739,223)
Revenue Reserve (incl Investments)	(6,721)	0	(266,324)
Total Reserves	(408,791)	(1)	(2,005,547)

Appendix 1 (cont)

Financial Statement and Balance Sheet
by individual Common Good Fund

St Andrews

St Monans

Tayport

Revenue Account	2023-24	2023-24	2023-24
	£	£	£
Income			
Income from Rents (Appendix 2)	(76,205)	(23,750)	0
Income from sale of Heritable Property	0	0	0
Interest from cash balances	(8,256)	(8,783)	(45)
Interest from Investments	(21,810)	(11,880)	0
Other Income	0	0	0
	(106,271)	(44,413)	(45)
Expenditure			
Property Costs (Appendix 2)	5,358	5,364	0
Grants	7,190	116,020	0
Other Expenditure	0	0	0
	12,548	121,384	0
(Increase) / Decrease in Investments value	3,900	2,124	0
(Increase) / Decrease in Revenue Reserve	(89,823)	79,095	(45)

Balance Sheet	31 March 2024	31 March 2024	31 March 2024
	£	£	£
Property Assets			
Heritable Property	1,008,530	439,875	1,187,212
Property Leased to Fife Council	9,290,693	5,205,591	1,993,257
	10,299,223	5,645,466	3,180,469
Other Assets and Liabilities			
Investments	508,672	277,079	0
Cash & Cash equivalents	228,716	172,827	951
Debtors	5,164	2,813	0
Creditors	0	0	0
	742,552	452,719	951
Net assets	11,041,775	6,098,186	3,181,420
Capital Reserves	(10,299,223)	(5,645,466)	(3,180,469)
Revenue Reserve (incl Investments)	(742,552)	(452,719)	(951)
Total Reserves	(11,041,775)	(6,098,186)	(3,181,420)

2023-24 Rental Income Breakdown

Description	£
Anstruther	
Anstruther Golf Course	1,546
Milton Garages	805
Golf Club	515
Garage St Andrews Road	190
Total Anstruther Area Common Good Rental Income	3,056
Auchtermuchty	
Land Drum	40
Total Auchtermuchty Area Common Good Rental Income	40
Crail	
Store, former Gas Works	2,880
West Quarry Braes	150
Crail Town Hall	450
Balcommie Road	3,215
Land at Peatfield	975
Sauchope Links	62,400
Total Crail Area Common Good Rental Income	70,070
Cupar	
Duffis Park Bowling Club	2,100
Fishers Services Uplift	5,005
Fishers Services Ad-Hoc	6,000
Total Cupar Area Common Good Rental Income	13,105
Falkland	
Land, the Myre	684
Football Pitch, the Myre	280
Ground - 828 sqmts Lomondside Cottage	100
Total Falkland Area Common Good Rental Income	1,064
Newburgh	
Garage Site - Woodriffe Road	80
Total Newburgh Area Common Good Rental Income	80
Pittenweem	
Relief Stipend	41
1.8 HA East & West Park	421
2.23 HA West Braes, Milton Road	335
Ground Floor Old Town Hall & Library	300
0.58 Hectares Wester Braes, including outdoor pool	500
Total Pittenweem Area Common Good Rental Income	1,598

Appendix 2 (Cont)

St Andrews	
78 South Street	24,000
Site for Golf Club	10,000
Car Park Bruce Embankment	16,000
Shoremill Stores Store 1-9	4,669
Sea Life Centre/Aquarium, Bow Butts/The Scores	7,700
Contribution from the Lammas Market	12,586
Former Pavilion Tea Rooms, Bruce Embankment	1,250
Total St Andrews Area Common Good Rental Income	76,205

St Monans	
The Common Caravan Park	22,500
Bowling Green & Pavillion	1,050
Changing Pavillion, Hope Place	200
Total St Monans Area Common Good Rental Income	23,750

Total North East Fife Common Good Rental Income	188,968
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2023-24 Property Costs Breakdown

Description £

Anstruther	
NDR Golf Course PC, Shore Road	423
Fire Insurance - Toolbooth Wynd	1,427
Total	1,850

Crail	
Ground Maintenance - Crail Common Good	403
Total	403

Cupar	
Fluthers Car Park, Burnside	134
Fire Insurance - St Catherine Street	456
Public Conveniece - Fluthers	1,410
Total	2,000

Falkland	
Bruce Fountain Water Services	457
The Myre	33
Total	491

Newburgh	
Fire Insurance - 67 High Street	1,147
Clock Tower - Repairs	200
Total	1,347

Appendix 2 (Cont)

Pittenweem	
Fire Insurance -Market Cross	80
Total	80

St Andrews	
NDR Former Look Out Hut. Shorehead	123
Fishermens Store (No 1-9), St Andrews	35
5408-Franks Portlock Consulting Ltd-Spire Road	200
Maintenance Works to Building - St Andrews Town Hall	5,000
Total	5,358

St Monans	
Electricity - St Monans Community Council	270
Property Lease - 5, West Shore	3,450
NDR - 5, West Shore	1,643
Total	5,364

Total North East Fife Common Good Property Costs	16,893
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2023-24 Grants Breakdown

Description **£**

Anstruther	
Anstruther Harbour Festival	2,000
Anster Cinema	2,150
Total	4,150

Crail	
Crail in Bloom	1,254
Trustee of Crail - Turning Tarmac into Wetland	10,000
Crail Community Hall - Floor Resurfacing	3,762
Doocot Restoration	3,114
Crail Local Place Plan	2,300
Rewilding Kilminning Phase 2	3,600
Total	24,030

Cupar	
Cupar Celebration Weekend	1,500
Total	1,500

Elie & Earlsferry	
Earlsferry Town Hall - Repairs	1,696
Total	1,696

Pittenweem	
Pittenweem Priory - interprtative information	1,448
Total	1,448

Appendix 2 (Cont)

St Andrews	
St Andrews Town Hall Wi-Fi	4,190
Watering Costs	3,000
Total	7,190

St Monans	
St Monans Playpark	109,000
St Monans & Abercrombie Community Council Floral Display	2,020
St Monans CC Floral Display	5,000
Total	116,020

Total North East Fife Grants Paid	156,034
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Outstanding Grants from previous financial years

Description **£**

Anstruther	
Cellardyke Tidal Pool	5,000
Total	5,000

Crail	
Crail Parish Church Restoration	20,000
Refurbish Harbourmasters Office at Crail Harbour	20,000
Crail Museum & Heritage Centre - Computerising Collection Database	1,683
Removal of Infected Willow Tree	1,818
Community Hall Development Coordinator - Over 3 years	96,000
Total	139,501

Cupar	
Cupar Golf Club Improvements	5,000
Total	5,000

St Andrews	
Whyte-Melville Memorial Fountain Restoration	3,000
StAnza International Poetry Festival 2024	5,000
Starlink - Rail link to St Andrews	2,532
New shed for St Andrews mens shed	5,000
Victoria Hall Wi-Fi	4,880
Total	20,412

St Monans	
St Monans Heritage Collection - Internal Repairs	1,900
St Monans Auld Kirk	4,000
Total	5,900

Total North East Fife Outstanding Grants	175,813
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Analysis of Common Good Fund Property Assets

Auchtermuchty

	Value (£)
Property Assets Leased to Fife Council	
Victoria Hall, 19 Burnside, Auchtermuchty	584,090
Auchtermuchty Town Hall/Library, High Street, Auchtermuchty	588,037
Auchtermuchty Public Park, Low Road, Stratheden Place, Auchtermuchty	180,391
Station Road Car Park, Auchtermuchty	102,056
	1,454,574

Other Property Assets

Auchtermuchty War Memorial, High Street, Auchtermuchty	-
Station Road Park, Station Road	-
Amenity Land, Newburgh Road	-

Anstruther

	Value (£)
Heritable Property Assets	
Cellardyke Town Hall, Tollbooth Wynd, Cellardyke, Anstruther	1,268,602
Anstruther Golf Course, The Golf Course, Anstruther	37,000
Garage Site, St Andrews Road, Anstruther	6,513
	1,312,115

Property Assets Leased to Fife Council

Easter Town Hall & Library, Cunzie Street, Anstruther	3,210,539
St Andrews Road Car Park, Station Road, Anstruther	522,058
Cellardyke Park (Towns Green), East End, Cellardyke, Anstruther	108,324
Parking Area between 36 & 42 George Street Anstruther KY10 3AU	23,287
	3,864,208

Other Property Assets

Cellardyke Harbour, Shore Street, Cellardyke, Anstruther	-
Access, St Andrews Road, Anstruther	-
Anstruther Wester Pier, Esplanade, High Street West	-
Shrub Bed, 44 George Street	-

Appendix 3 (Cont)

Crail

	Value (£)
Heritable Property Assets	
Crail Caravan Site , Sauchope Links, Crail	678,000
Office & Store, The Harbour, Crail	12,800
Land, Balcomie Road, Crail	35,000
Land, East Quarry Braes, Crail	600
Peatfield, St Andrews Road, Crail	14,000
Marketgate North, Marketgate, Crail	333,586
Marketgate South, Marketgate, Crail	255,586
Amenity Land, Rude Well, Marketgate, Crail	1
	1,329,573

Property Assets Leased to Fife Council	
Crail Town Hall/Library, Municipal Bldgs, Marketgate South, Crail	735,517
Ashburn Park, St Andrews Road, Crail	1
Victoria Park, St Andrews Road, Crail	1
Beechwalk Park, St Andrews Road, Crail	1
Marketgate South Car Park, Marketgate, Crail	176,655
Amenity Ground, Castle Walk, Crail	1
	912,176

Other Property Assets	
Land, West Quarry Braes, Crail	-
Tolbooth Housing, Nos. 28-30, Tolbooth Wynd	-
Auldwell Gardens Housing, Auldwell Gardens	-
Victoria Playground, St Andrews Road	-

Cupar

	Value (£)
Heritable Property Assets	
Cupar Burgh Chambers, 5 St Catherine Street, Cupar	85,900
Site for Laundry Extension , Little Common, Riggs Place, Cupar	58,000
Amenity Ground (hard standing), Burnside, Cupar	1
	143,901
Property Assets Leased to Fife Council	
Cupar Corn Exchange, St Catherines Street, Cupar	4,615,074
Cupar Leisure Centre, Carslogie Road, Cupar	5,842,791
Duffus Park, Carslogie Road, Cupar	2,728,397
Cart Haugh/Hood/Nicholson Park, East Bridge, Cupar	332,152
Fluthers Car Park, Burnside, Cupar	1,591,968
	15,110,382

Other Property Assets	
Moathill Walk, Moathill Road	-
Little Common Play Park, Riggs Place	-
Amenity Ground, Coal Road	-

Appendix 3 (Cont)

Elie & Earlsferry

	Value (£)
Heritable Property Assets	
Earlsferry Links Golf Course (Rights), Links Road, Elie & Earlsferry	1
	1

Falkland

	Value (£)
Heritable Property Assets	
Land, The Loan, Falkland	1,000
Falkland Golf Club, The Myre, Falkland	3,040,080
	3,041,080

Other Property Assets	
Bruce Fountain, High Street	-
Amenity Ground, Victoria Place	-
Old Town House Clock Tower, Back Wynd	-

Newburgh

	Value (£)
Property Assets Leased to Fife Council	
Cupar Road Car Park, Newburgh	399,070
3 Garage Site, Scotland Terrace, Newburgh	3,000
	402,070

Other Property Assets	
5 Garage Site, The Sweerie, Woodriffe Road	5,000
Garage Site, Clinton Street	1,000
Tayside / Mugdrum Park, Abernethy Road, Newburgh	-
Newburgh Clock Tower, 67 High Street, Newburgh	-
Orchard, Cupar Road	-
Scotland Terrace/Lyall Place Housing, Lyall Place/Scotland Terrace	-
	6,000

Appendix 3 (Cont)

Newport-On-Tay

	Value (£)
Heritable Property Assets	
Newport War Memorial, Tay Street, Newport on Tay	1
	1

Other Property Assets	
Community Garden, 64, West Road	-

Pittenweem

	Value (£)
Heritable Property Assets	
Grazing Paddock, Milton Road, Pittenweem	2,500
Land at East & West Park, Milton Road, Pittenweem	2,500
Agricultural Land, West Braes, Pittenweem	2,500
Pittenweem Tolbooth , Market Cross, High Street, Pittenweem	407,541
Coastal Slopes and Outdoor Swimming Pool, West Braes, Pittenweem	1
Amenity Land (South of Town Hall), Cove Wynd, Pittenweem	1
	415,043
Property Assets Leased to Fife Council	
Pittenweem Old Town Hall and Library, Cove Wynd, Pittenweem	569,192
New Playing Field, David Street, Pittenweem	441,560
West Braes Park, West Braes, Pittenweem	122,610
West Braes Car Park, Pittenweem	190,818
	1,324,180
Other Property Assets	
West Braes Playing Field, West Braes	-

Appendix 3 (Cont)

St Andrews

	Value (£)
Heritable Property Assets	
Shop, 78 South Street, St Andrews	225,500
Site for Golf Museum , Golf Place, St Andrews	198,000
Aquarium , Bow Butts / The Scores, St Andrews	92,000
Car Park, Bruce Embankment, St Andrews	457,000
Fishermens Stores, Nos 1-9 Shoremill, The Harbour, St Andrews	36,025
St Andrews Mussel Beds, Eden Estuary, Strathtyrum, St Andrews	1
Amenity Ground, Mavis Bank, St Andrews	1
Amenity Ground, Lade Braes, St Andrews	1
Dismantled Railway (Jacobs Ladder), Links Crescent, St Andrews	1
Dismantled Railway, Old Station Road, St Andrews	1
Amenity Land adjacent Car Park, North Haugh, St Andrews	-
	1,008,530
Property Assets Leased to Fife Council	
St Andrews Town Hall, Queens Gardens, St Andrews	6,277,416
Victory Memorial Hall, St Marys Place, Market Street, St Andrews	1,294,652
St Andrews Public Convenience, Bruce Embankment, St Andrews	228,227
City Road Car Park, St Andrews	781,650
Cockshaugh Public Park, Lades Braes, St Andrews	611,318
Bow Butts, The Scores, St Andrews	31,000
Amenity Ground East Bents, Woodburn Place, St Andrews	66,430
	9,290,693

Other Property Assets

Carron Bridge Recreational Area, Lade Braes	-
Amenity Land, The Shore	-
Amenity Land, Hallow Hill	-
Amenity Land, Jacobs Ladder	-
Whyte-Melville Memorial Fountain, Market Street	-

Appendix 3 (Cont)

St Monans

	Value (£)
Heritable Property Assets	
St Monans Caravan Site, The Common, St Monans	423,000
Amenity Land, Rose Street, St Monans	5,000
St Monans Bowling Green, Hope Place, St Monans	11,875
	439,875
Property Assets Leased to Fife Council	
St Monans Library, Hope Place, St Monans	770,371
St Monans Town Hall, Hope Place, St Monans	1,161,689
St Monans Primary School, Hope Place, St Monans	2,903,625
St Monans Public Convenience, Hope Place, St Monans	94,947
The Common Car Park, Hope Place, St Monans	167,159
Hope Place Car Park, St Monans	93,799
St Monans Common, Hope Place, St Monans	2,001
11 Garage Site, Miller Terrace, St Monans	10,000
Land, The Shore, Rose Street, St Monans	2,000
	5,205,591

Other Property Assets	
St Monans Heritage Collection, 5 West Shore, St Monans	-
Car Park and Amenity Land, Forth Street	-
Garage Site, Hope Place	-
Serenity Garden, Hope Place	-

Tayport

	Value (£)
Heritable Property Assets	
Tayport Caravan Site, East Common, Tayport	490,000
Tayport Amateur Football Club, Shanwell Road, Canniepairt, Tayport	697,212
	1,187,212

Property Assets Leased to Fife Council	
Gregory Hall, 8 Queen Street (old Town Hall), Tayport	1,237,552
Tennis Court & Pavilion, Queen Street, Tayport	272,270
Tayport Library, 17 Queen Street, Tayport	483,434
East Common (South), Links Road North, Shanwell Road, Tayport	1
	1,993,257

Other Property Assets	
East Common (North), Mill Lane, Tayport	-
West Common, Commonty Road	-
Shanwell Road South Housing, Shanwell Road South	-

Total Heritable Property	8,877,331
Total Leased to Fife Council	39,557,131
Total	48,434,462

2023-24 FINANCIAL STATEMENT - TRUSTS & FUNDS			2023-24 Income and Expenditure			Balances Held at 31st March 2024		
North East Fife Area		Grants Awarded	Bank & Investment Interest	(Gains) / Losses on Investments	(Surplus) / Deficit for year	Investments	Cash at Bank (incl Debtors)	Total
	Area	£	£	£	£	£	£	£
Settlement Trusts								
Anstruther & Cellardyke		6,890	(8,039)	906	(243)	118,165	68,243	186,408
Auchtermuchty		100	(876)	47	(729)	6,132	7,996	14,128
Collesie		0	(122)	8	(114)	1,086	1,633	2,719
Crail		2,268	(4,799)	373	(2,157)	48,646	57,484	106,130
Cupar		2,314	(2,934)	281	(339)	36,679	29,110	65,789
Elie		0	(796)	56	(740)	7,344	10,453	17,798
Falkland		0	(157)	12	(144)	1,623	1,900	3,523
Freuchie & area		0	(335)	19	(316)	2,518	4,897	7,415
Kilconquhar		0	(310)	24	(286)	3,139	3,819	6,958
Kingskettle		0	(107)	8	(99)	996	1,392	2,389
Ladybank		100	(422)	34	(288)	4,392	5,022	9,413
Newburgh		800	(3,734)	398	(2,536)	51,945	33,663	85,608
Pittenweem		0	(1,006)	68	(937)	8,904	13,525	22,429
St Andrews		2,700	(5,829)	749	(2,381)	97,635	36,941	134,576
St Monans		1,760	(2,414)	219	(435)	28,571	25,125	53,696
Tayport		0	(598)	34	(563)	4,450	8,768	13,218
Other OSCR Registered Trusts								
Ogilvie Dalgleish Mortification Coal for the poor	Ceres	0	(100)	8	(92)	1,054	1,207	2,261
MacKintosh Bequest Benefit of industrious poor	Dairsie	0	(43)	4	(40)	456	518	974
Thomas Ireland's Trust Provision of coal etc	Largoward & Colinsburgh	0	(185)	16	(170)	2,034	2,148	4,183
Thomas S Greig's Bequest Provide Pavilion, Tayside Park	Newburgh	5,000	(855)	99	4,244	12,940	6,473	19,414
Thomson Bequest & Laing Library Coal and other comforts for the poor; Upkeep of Library	Newburgh	0	(1,019)	168	(850)	21,963	2,432	24,395
Bell Fund / Good Templars Fund Moral and religious improvement of St. Andrews	St Andrews	4,850	(13,021)	1,145	(7,026)	149,388	140,982	290,371
Other Trusts & Funds								
J. Ferguson's Trust Benefit of the aged/sick poor - Maintenance of District Nurse	Auchtermuchty & Dunshalt	7,125	(9,487)	1,166	(1,196)	152,111	64,128	216,239
Crail Public Library Trust	Crail	0	(1,027)	0	(1,027)	0	21,722	21,722
Crail War Memorial Upkeep of War Memorial	Crail	0	(290)	24	(266)	3,140	3,404	6,544
Duffus Park Disabled Garden Appeal Repairs to Gardens	Cupar	23,877	(1,390)	410	22,898	53,504	(36,902)	16,601
Flisk Parish Trust Benefit of the poor	Flisk	0	(25)	2	(24)	198	358	556
Leuchars Parish Trust Benefit of the poor	Leuchars, Guardbridge & Balmullo	0	(516)	53	(463)	6,947	4,871	11,818
<u>Tayport Community Trust</u>	Tayport	10,109	(6,071)	926	4,964	120,780	19,964	140,744
<u>Graves Dressing Fund</u>	North East Fife Area	2,500	(11,806)	4,255	(5,051)	278,338	(7,800)	270,538

Charitable Purposes

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture, or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

9 December 2024

Agenda Item No. 7

North East Fife Area Committee Work Programme

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

Wards Affected:

Purpose

This report supports the committee's consideration of the workplan for future meetings of the committee.

Recommendation(s)

It is recommended that the committee review the workplan and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

Resource Implications

Committee should consider the resource implication for Council staff of any request for future reports.

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

Impact Assessment

None required for this paper.

Consultation

The purpose of the paper is to support the committee's discussion and therefore no consultation is necessary.

1.0 Background

- 1.1 Each area committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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North East Fife Area Committee of 26 February 2025			
Title	Service(s)	Contact(s)	Comments
Update - 'Humanutopia' Secondary Schools Project	Police Scotland	Chief Inspector Michael Reilly/ Kirstie Freeman, Community Manager	DB - invite Vaughan Clarke, Ambassador for Humanutopia. Previous meeting 23.10.24, Para 172 refers. Link to Min 23 10 24 and Link to Min 28 02 24 (funding allocated).
Health & Social Care Locality Planning - North East Fife	Health and Social Care	Jennifer Rezendes	Annual Update, previously considered 28.02.24 - Para 121 refers. Link to Min 28 02 24
Common Good and Settlement Trust Funds 2023-24	Finance and Corporate Services	Eleanor Hodgson	Previously considered 28.02.24 - Para 123 refers. Link to Min 28 02 24
Fife Local Area Economic Profiles 2023-24	Business and Employability		Previous annual report 28.02.24 - Para 126 refers. Previously delivered by Peter Corbett (retired). Link to Min 28 02 24
Area Roads Programme 2025-26	Roads & Transportation	Vicki Storrar, Alistair Donald	Annual report - previously considered 28.02.24, Para 125. Link to Min 28 02 24
Cupar Recycling/Reuse Hub	Planning	Robin Baird, Ross Spalding	Para 173 of meeting 23.10.24 refers - update report on options for Cupar. Link to Min 23 10 24
North East Fife Economic Profile	Business and Employability	Alison Laughlin	Kirsty Martin to present.
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 23 April 2025			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan Update	Housing Services	Claire Hallett	6-monthly update. Previous update 23.10.24, Para 181 refers. Link to Min 23 10 24
North East Fife - Anti-poverty 2023/24 - 'Access' to Services	Communities and Neighbourhoods Service	Laiza Lorimer	Requested 24.04.24, Para 144 (2). Link to Min 24 04 24
Tay Cities Deal Annual Report and Benefits Realisation Plan	Business and Employability	Carlene Simpson, Morag Millar	Considered 24.04.24, Para 141. Next annual report due April 2025. Link to Min 24 04 24
Justice Social Work Service - Community Payback: Unpaid Work Scheme		Joan Gallo	Considered 24.04.24 - Para 141. Link to Min 24 04 24
Report on Education Outcomes - 2023/24	Education	Rona Weir, Stuart Booker	Previous report 24.04.24, Para 142. Link to Min 24 04 24
Tay Cities Region Deal Annual Report	Business and Employability	Carlene Simpson	Annual performance report.
Cupar DID Re-Ballot	Business and Employability	David Grove	Outcome of the Ballot 27.02.25 (governance). Previously considered 09.12.24 (DB - add link to minute when available).
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 18 June 2025			
Title	Service(s)	Contact(s)	Comments
Safer Communities Team Update Report	Housing Services	Paul Coleman, Sara Gray	Previously considered 19.06.24, Para 147 refers. Link to Min 19 06 24
Operational Briefing on Policing Activities within North East Fife April 2024 - March 2025	Police Scotland		Previously considered 19.06.24, Para 148. Link to Min 19 06 24

North East Fife Area Committee of 18 June 2025			
Title	Service(s)	Contact(s)	Comments
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		Previously considered 19.06.24, Para 149. Link to Min 19 06 24
North East Fife Area Local Community and Community Learning and Development (CLD) Plans	Communities and Neighbourhoods Service	Vicky Wilson, Laiza Lorimer	Annual update - previously considered 19.06.24, Para 155. Link to Min 19 06 24
KINGDOM GREENWAYS - Speed limits	Roads & Transportation	Allan Maclean	Roads & Transportation to report to the committee before the end of the current cycle on the implementation of the proposed Kingdom Greenway routes. The report to include an update on a proposed pilot project to identify and evaluate for a specific case the costs and benefits of enhanced signage and speed limit reductions on the route. The report should include recommendations regarding how the findings might inform future projects on the Kingdom Greenway routes.
North East Fife Area Committee Forward Work Plan			

North East Fife Area Committee of 27 August 2025			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 29 October 2025			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 17 December 2025			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 25 February 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 22 April 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 17 June 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 26 August 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 28 October 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 16 December 2026			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 3 February 2027			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

North East Fife Area Committee of 17 March 2027			
Title	Service(s)	Contact(s)	Comments
North East Fife Area Committee Forward Work Plan	Finance and Corporate Services	Helena Couperwhite	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Update Report on Service Provision for North East Fife Holiday Villages and St Andrews	Business and Employability	Kirstie Freeman	Motion agreed at meeting 29.09.21, Para 382. Link to Min 29 09 21 - "We request that officers prepare a report to the Area Committee outlining the proposed levels of service in respect of

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			<p>toilets maintenance, refuse collection, parking management and traffic safety including harbours and Management of Wild Camping, Motorhomes and Countryside Access during the busy summer period of 2022 and subsequent years, to address the challenges experienced in areas of North East Fife, particularly the East Neuk and Landward Holiday Villages and St Andrews this year?" Moved to March 2023 for short life working group to report - advised by Paul Vaughan email 13.12.21.</p> <p>Briefing note was to be issued as approach at early stage of process - advised by Gordon Mole email 22.02.22.</p> <p>No briefing note was sent. GM suggested by email 13.06.23 update report early 2024.Scheduled for 07.02.24 then deferred to April.</p> <p>Further deferred from April to a future meeting (tbc) (Carlene</p>

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			<p>Simpson/Gordon Mole).</p> <p>21.08.24 - email from PV to CS suggesting Kirstie Freeman take this forward if now necessary (3 years on).</p> <p>10.10.24 - Kirstie to progress/discuss with PV with a view to arranging a briefing note on 'business as usual'.</p>
Review of Position following implementation of 50 mph speed limit at Strathkinnes Crossroads	Assets, Transportation and Environment	Steven Sellars	<p>Agreed at meeting 24.11.21 - Para. 387 (3) - review one year after implementation of speed limit. Link to Min 24 11 21</p> <p>14.08.24 - Steven Sellars advised 50mph in place. Further feedback to follow.</p> <p>09.10.24 - Convener was to arrange Teams meeting with ward members/service.</p>
Pupil Equity Fund	Education	Sarah Else, Zoe Thomson	<p>Previous report 26.01.22, Para 410. Link to Min 26 01 22.</p> <p>05.10.23 - advised by Zoe PEF would be included in a member Workshop on attainment for each area (pm, 23.10.24).</p>

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Title	Service(s)	Contact(s)	Comments
			Outcome/follow up report to come to committee following the workshop (service to confirm which committee date).
Common Good Funds Update	Finance and Corporate Services	Eleanor Hodgson	Service to advise - report only as required/necessary.
Capital Plan Projects in North East Fife	Communities and Neighbourhoods Service	Kirstie Freeman	<p>Requested at meeting on 21.06.23, Para 83 (1). Link to Min 21 06 23</p> <p>Deferred from 28.08.24 meeting.</p> <p>09.10.24 - Kirstie compiling EMB on projects in the Council's Capital Plan relating to NEF, including their status and spend to date.</p>
South Street, St Andrews	Roads & Transportation	Allan Maclean	<p>Previously considered 24.11.21, Para 392 (2) and (3). Link to Min 24 11 21.</p> <p>26.04.23, Para 67 '(3) agreed that officers would progress preliminary design work for the footway extensions on South Street, St Andrews and submit a further report to the committee once these designs had been developed'. Link to Min 26 04 23.</p> <p>Member briefing proposed as an alternative, 21.11.23.</p>

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Title	Service(s)	Contact(s)	Comments
			Planning consent to be sought in the first instance.
Director of Public Health Annual Report	Health and Social Care		Previously considered 19.06.19, Para 187. Link to Min 19 06 19 . Joy Tomlinson (Director of Public Health) advised not finalised until December 2024, publication expected in January 2025.
OnFife Six-Monthly Update	Fife Cultural Trust	Sheona Small	Previously considered 25.10.23, Para 106. Link to Min 25 10 23 . Advised newsletter available online in the interim.
Disposal of Coal Tar Waste	Roads & Transportation	Mark Dewar	For info - EMB requested 01.09.24 - to include cost implications for the council, impact on the area roads programme - the impact of this issue across Fife and how it is being dealt with? 09.10.24 - Kirstie to progress chase.
Planning Obligations Update	Planning	Kathleen Illingworth	19.09.24 - email from J Tepp requesting EMB - providing comments on the status of obligations and why they appear not to have been spent over a number of years. Possible future report to NEFAC.

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Title	Service(s)	Contact(s)	Comments
Chief Social Work Officer Annual Report		James Ross-fc-d1	<p>People & Communities Scrutiny Committee, Para 151. Link to Min 14 11 24.</p> <p>JT requested briefing note in the first instance to inform committee on the scope and complexities of work in NEF (14.11.24).</p>
Active Travel Strategy and Action Plan	Roads & Transportation	Holly Hunter	For info: Workshop, arranged by the Service, for each Area Committee to be held late February/early March 2025.