

**The Highland Council  
City of Inverness Area Committee**

Minutes of Meeting of the **Inverness Common Good Fund Grants Sub-committee** held in the 1st Floor Committee Room, Town House, Inverness on Monday, 12 May 2014 at 9.15 am.

**Present:**

Mrs H Carmichael  
Mr A Christie  
Mr A Graham  
Mr R Laird  
Mrs B McAllister  
Mr T Prag  
Mr G Ross  
Mrs J Slater

**Officials in Attendance:**

Mr S Wardlaw, Ward Manager  
Mr B Mackinnon, Employability Team Leader  
Ms N MacKenzie Employability Officer  
Mr S Taylor Civic Officer  
Mrs H Tolmie, Administrative Assistant, Business Support

**Mr A Christie in the Chair**

**1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mrs G Sinclair.

**2. Declarations of Interest**

The Sub-committee **NOTED** the following declarations of interest:-

Item 5 Booklet A (5) – All Members present  
Item 5 Booklet A (7) Mrs H Carmichael  
Item 5 Booklet A (9) Mrs B McAllister & Mr R Laird  
Item 5 Booklet A (11) Mr A Christie  
Item 12 Booklet D (7) Mr R Laird

**3. Exclusion of the Public**

The Sub-committee **RESOLVED** that, under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 and 9 of Part 1 of schedule 7A of the Act.

#### 4. Deprived Area Fund 2014-15

Following on from the last Grants Sub Committee Meeting a verbal update was given by Ms MacKenzie on the progress made to engage with community areas where there had been no application to the Deprived Area Fund (DAF).

Work Clubs have been set up in Smithton and Raigmore with support from DAF. Hilton Community Centre is currently undergoing a major refurbishment but on completion DAF will fund new laptops, sessional workers and volunteer expenses to get the Work Club operational. Ardersier have still to be contacted. Members were concerned that notable absences from the list were Dalneigh and the City Centre.

Following a discussion Members all agreed that the Merkinch Partnership was a good example of what can be achieved. However there were concerns that not all Job Clubs gave the same level of service. Consideration should be given to setting standards and encouraging collaboration between Work Clubs across the area, especially in relation to ensuring appropriate training and engagement with specialist advice services.

Although the Grants Sub Committee has been appointed to decide on awards of the DAF they do not set the local policy. This should be done at City Committee level. It was proposed that other organisations involved in community development including the NHS and Jobcentre Plus should also be involved and that a meeting should be arranged. Feedback on this meeting will be given to the City of Inverness Area Committee.

#### 5. Requests for Financial Assistance 2013/14

There had been circulated Report No. GSC/08/14 dated 29 April 2014 by the Inverness City Manager. In this connection, there had been circulated separately a copy of the applications and any supporting documentation as Booklets A, B and C.

Mr Wardlaw drew the Sub Committee's attention to Appendix 1 and the funds available to the Committee for dispersal. There is also a roll-forward budget of £160,904 for grants committed in 2013/14 but not yet paid out.

The Sub Committee **NOTED** the Financial Monitoring information contained in Appendices 1- 5. Cllr Laird asked for the date of homologation to be inserted for applications approved outwith meeting dates.

Following consideration of the applications submitted, the Sub-committee **AGREED** to make the decisions regarding, disbursement of funds from the Grants Budget within the City of Inverness Common Good Fund Revenue Budget for 2013/14 as detailed in Appendix 1.

Cllr Laird left the room while Booklet A, item (9) was considered and Cllr McAllister took no part in the discussion.

## 6. Highland Military Tattoo

The Sub-Committee **AGREED** to homologate the decision to recommend approval to the City of Inverness Area Committee for a further award of £9,900 to the Highland Military Tattoo making a total of £14,900.

## 7. Addictions Counselling Inverness

The Sub-Committee **AGREED** to the request from Addictions Counselling Inverness for an amendment to their project to extend their project duration from December 2014 to June 2015.

## 8. Friends of Arms

The Sub-Committee **AGREED** to continue to waive the rent for the Multiple Sclerosis Therapy Centre for the year to 31<sup>st</sup> March 2015.

## 9. Requests for extension to Grant Period

The Sub-Committee **AGREED** to extend the time period to the Grants awarded to:-

- i. The Highlands Buildings Preservation Trust to end June 2014
- ii. Charleston Academy to October 2014 (project to be completed during the School Summer holiday).

## 10. Civic Functions – Protocol and Procedures

There had been circulated Report No. GSC 09/14 dated 29 April 2014 by the Inverness City Manager. This report followed on from the Protocol (affecting decision making) which was agreed after the Inverness City Committee held on 12 November 2007. Detailed within the report were proposals which: review the application process; enhance the information available; improve scrutiny; clarify the competency aspects that Members may wish to consider when making decisions and; confirm that a list of functions usually given support will be provided at the start of the new financial year.

The Sub-Committee **AGREED:-**

- I. that applications will be considered competent if; (i) lodged 7 working days prior to each GSC meeting or (ii) if the event falls on a date prior to or just after the next appropriate GSC, or otherwise requires an urgent decision, consideration will be given to the application by emailing the Members of the GSC the application form. Members will be given a date to respond by and if no response received by that date it will be taken that they are in agreement with the recommendation. In the event of a majority of Members being in agreement, it shall be at the discretion of the Provost and the GSC Chair to confirm if they have any objection to the application being granted. In the event of any decision other than approval, the application shall be considered at a meeting of the GSC

- II. a list of all relevant applications and any decisions taken by the Inverness City Manager will be presented to the next appropriate meeting of the GSC;
- III. in any other circumstance, the application will be considered at a meeting of the GSC;

and **NOTED:-**

- IV. the current Protocol attached in Appendix 1;
- V. the other operational changes being made to enhance the process to include a list of functions usually given support being provided to the GSC at the start of the new financial year.

## **11. Recurring Annual Events**

There was circulated Report No. GSC/10/14 dated 29 April 2014 by the Inverness City Manager inviting Members to consider approval for recurring annual events.

Following a discussion the Sub Committee **AGREED:-**

- I. The expenditure for the following annually recurring events;
  - a. Hogmanay
  - b. Beating of the Retreat
  - c. Armed Forces Day
  - d. Highland Games
  - e. Kirking of the Council
  - f. Remembrance Sunday
  - g. Armistice Parade
  - h. Community Dinner
  - i. Quality Awards
  - j. Christmas Lights Switch On
  - k. Highland Hospice Long Service Awards
  - l. Blood Transfusion Awards
  - m. Shinty/Hurling International
  - n. STUC Congress
  - o. Northern Meeting Piping Competitions
  - p. Highland Poppy Launch
  - q. UHI Graduation Ceremony
  - r. Boy's Brigade Queen's Badge
  - s. Inverness Town Twinning – Visits 2014
- II. one Long Service Volunteer Award Ceremony be held annually where organisations can nominate a recipient to receive an award rather than hold individual organisations award ceremonies; and
- III. the list to be presented to the Grants Sub Committee annually for consideration

## **12. Requests for Civic Hospitality 2013/14**

There was circulated Report No. GSC/11/14 dated 31 January 2014 by the Inverness City Manager. In this connection, there had been circulated separately a copy of the applications and any supporting documentation as Booklet D.

Following consideration of the applications submitted, the Sub Committee

**AGREED** to make the decisions regarding, disbursement of funds from the Civic Hospitality Budget within the City of Inverness Common Good Fund Revenue Budget for 2013/14 as detailed in Appendix 2.

Cllr Laird took no part in the discussion when Booklet D item 7 was considered.

### **13. Inverness Caledonian Thistle FC Civic Reception**

There was circulated Report No. GSC/012/14 dated 3 April 2014 by the Inverness City Manager inviting Members to homologate the decision to offer a Civic Reception to Inverness Caledonian Thistle FC.

The Sub-Committee **AGREED** to homologate the decision to award a Civic Reception to Inverness Caledonian Thistle FC.

### **14. Date of Next Meeting**

The Sub Committee **NOTED** that the next meeting will take place on Monday August 2014 at 9.15am.

The meeting ended at 11 am.

**INVERNESS COMMON GOOD FUND GRANTS SUB-COMMITTEE MONDAY 12 MAY 2014**

	Applicant	Project	Amount Requested	Project Costs	%	Previous Beneficiary	Capital or Revenue Project	Comments	Decision
<b>BOOKLET A - Applications Under £10,000</b>									
1	Starlight Musical Theatre Ltd	Production of West Side Story in Eden Court in August 2014	£ 5,000.00	£ 54,065.00	9%	No	Revenue		<b>AGREED</b>
2	The National Trust For Scotland	The Culloden Blunderbuss : Help us keep it at Culloden	£ 5,000.00	£ 65,000.00	8%	No	Capital	Members requested that Inverness residents could visit the Blunderbuss for free maybe on a particular day	<b>AGREED</b>
3	Music in Hospitals	Highland Sing - Live Music in Care Units	£ 4,950.00	£ 7,350.00	67%	Yes	Revenue	Grant awarded for Inverness Area Concerts only at £245 per concert.	<b>Up to a maximum of £4,950 AGREED</b>
4	Performers UK	High School Musical Jr - Community Performance Project	£ 5,000.00	£ 5,169.00	97%	No	Revenue		<b>DECLINED</b>
5	Aulnaskaich Dell SCIO	Aulnaskaich Dell	£ 3,900.00	£ 9,700.00	40%	Yes	Revenue		<b>AGREED</b>
6	Inverness BID	Inverness Street Festival 2014	£ 7,000.00	£ 28,000.00	25%	Yes	Revenue	Officers to decide appropriate cost centre to use for funds	<b>AGREED</b>
7	Inverness Leisure	Purchase of medals for City of Inverness Commonwealth Games Event	£ 4,100.00	£ 4,690.00	87%	Yes	Revenue	Agreed to underwrite any shortfall in Commonwealth Games Celebrate Funding	<b>Up to a maximum of £4,100 AGREED</b>

	Applicant	Project	Amount Requested	Project Costs	%	Previous Beneficiary	Capital or Revenue Project	Comments	Decision
8	The Manna House Trust	Upgrade and replacement of internal facilities including kitchen	£ 5,000.00	£10,000.00	50%	No	Capital	Members would like to visit Manna House on completion of works	AGREED
9	Merkinch Enterprise	Information Technology Training for the Unemployed	£ 5,000.00	£ 78,732.00	6%	Yes	Revenue		AGREED
10	Inverness Street League	Summer Under 14 Football Tournament in Stoke on Trent	£ 5,000.00	£ 17,010.00	29%	Yes	Revenue		AGREED
11	Inverness Tennis and Squash Club	Squash Court Restoration	£ 4,000.00	£ 9,000.00	44%	Yes	Capital		£3,000 AGREED
12	Royal British Legion Scotland - Inverness Branch	National Armed Forces Day 2014	£ 10,000.00	£ 13,077.00	76%	Yes	Revenue	Members agreed that next year the RBLs must follow the correct procedures for applying to MOD for Armed Forces Day Funding.	£10,000 AGREED Cllr Laird proposed reducing the Grant to £7,000. Cllr Carmichael seconded by Cll McAllister proposed awarding the full £10,000 this was carried 5 votes to 1.
			£ 63,950.00						
<b>Booklet C - Subvention Funding</b>									
1	Hands Up for Trad	The Scottish Traditional Music Awards to be held in Inverness in December 2014	£ 26,800.00	£ 71,800.00	37%	No	Revenue	Award subject to a full breakdown of ticket sales	£10,000 RECOMMENDED
			£ 26,800.00						

Grants Sub Committee Meeting 12 May 2014  
Civic Hospitality Requests

Booklet D	Date Request Received	Applicant	Organisation	Event	Date Requested	Estimated Cost £	Comments	Decision
1. (pp.1-2)	12/03/14	Ruairidh MacLennan of MacLennan	Clan MacLennan	International Clan MacLennan Gathering	4 <sup>th</sup> July 2014	498.25		<b>AGREED</b>
2. (pp.3-4)	14/03/14	D Streames, Poppyscotland	Poppyscotland	Sam Steele – My Toolbx Doesn't Like Me	16th May 2014	933.79	Recommend 100 guests	<b>AGREED</b>
3. (pp. 5-7)	18/03/14	Stewart MacDonald	Boys Brigade	Boys Brigade Queen's Badge	30 <sup>th</sup> June 2014	699.09		<b>AGREED</b>
4. (pp. 7-8)	26/03/14	Eileen Russel	Drakies Rainbows, Brownies and Guides	Birthday Centenary Year Finale	28 <sup>th</sup> May 2014	981.29	1900 hrs start time	<b>AGREED</b>
5. (pp. 9-10)	04/04/14	David Haas	The Highland Council	4 SCOTS Homecoming/Armed Forces Day	29 <sup>th</sup> June 2014	930.72		<b>AGREED</b>
6. (pp. 11-14)	17/04/14	Mo Simpson	Highland Wheelchair Curling Club	3 <sup>rd</sup> Highland Wheelchair Curling Triples Competition	6 <sup>th</sup> November 2014			<b>£1,500 Donation AGREED BY VOTE</b> Cllr Laird dissented
7. (pp. 15)	22/04/14	Miss A Mullen/Mr K Muir		Fitkidz in the Community	4 <sup>th</sup> October 2014	1,706.96		<b>AGREED</b>
8. (pp. 16-18)	25/04/14	Gordon Summers	The Highland Council	Meeting of the Political Bureau of the Conference of the Peripheral & Maritime Regions (CPMR)	6 <sup>th</sup> June 2014	3,255.29	£1,000 has been awarded from the Chief Executive's Fund so CGF Contribution would now be £2,255.29	<b>AGREED</b>
9. (Late paper)	07/05/14	Mark McKinlay	Poppyscotland	2014 Inverness Poppy Launch Appeal	30 <sup>th</sup> October 2014	593.25		<b>AGREED</b>