

Agenda Item	12c
Report No	CIA/45/18

HIGHLAND COUNCIL

Committee: City Of Inverness Area Committee

Date: 30 August 2018

Report Title: Inverness Common Good Fund Sub Committee – Annual report 2017/18

Report By: Inverness City Area Manager

1. Purpose/Executive Summary

- 1.1 The CIAC granted the former ICGF Grants Sub Committee extended Delegated Powers at the meeting held on 30th November 2017. This has permitted the Sub –Committee to address a wider range of issues previously reserved to the City of Inverness Area Committee
- 1.2 The Inverness Common Good Fund Sub-Committee (ICGFSC) retained its powers in respect of decisions on Grant allocations and extended its powers to include;
- Policies and Administrative Procedures relevant to the management of the Grants Process in respect of Applications of £10,000 or less
 - All Policies and Administrative Procedures relevant to the management of all applications for Civic Hospitality
 - Promotion of the work supported by the Inverness Common Good Fund (ICGF) to include approval of Logos and Public Relations plans
 - Power to allocate funds for any competent purpose from the Inverness Common Good Fund in respect of sums of £10,000 or less, with the proviso that this power be limited to the allocation of sums held within the current Inverness Common Good Fund budget approved by the City of Inverness Area Committee.
- 1.3 This report updates on the work of the former ICGF Grants Sub Committee and the ICGF Sub Committee for the financial year 2017/18.

2. Recommendations

- 2.1 Members are asked to note and scrutinise the work of the ICGF Sub Committee as described within the report:

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3. Background

- 3.1 At the meeting held on 30th November 2017, Members also agreed that the Sub-Committee shall be required to submit an Annual Report to the City of Inverness Area Committee summarising the work of the Sub-Committee for the immediately preceding Financial Year.

- 3.2 The ICGSC has representation drawn from Political Groups using the agreed formula. This has produced a Sub-Committee of 11 Members which provides strong and consistent scrutiny. **Appendix 1** details the current membership.
- 3.3 The main areas of business are set out below and **Appendix 2** details the powers delegated to the Sub Committee.
- 3.4 **Appendix 3** summarises budget activity in 2017/18.
- 3.5 **Appendix 4** summarises the sums allocated for Grants, including Conference Support, in 2017/18.
- 3.6 **Appendix 5** gives details of the allocations made to Civic Events. The refurbished Town House is attracting greater interest for use as an events venue. As an historic building and an administrative hub for the City, the Town House presents challenges however the Town House Team are working to find solutions which will allow for as much flexibility as possible to accommodate new events. These would include revenue earning events with net income being shared appropriately between the ICGF and the Council.
- 3.7 **Appendix 6** Schedules the recurring events which are supported from the Civic Hospitality budget. Prior to an event being included in this category careful consideration is given to the events status, with only those of significance to the City being included.

4. Powers

- 4.1 Grants – Delegated Powers to oversee the administration of the grant application process, including the setting of Grant Conditions and reviewing any decision should the circumstances of the application change or the grant remain unclaimed for more than 6 months.
- 4.2 Civic Hospitality – Delegation to decide on all applications which relate to the provision of support for the Civic Office except Staffing which would remain reserved to the City of Inverness Area Committee. This power would be limited to sums of £10,000 or less
- 4.3 City Promotions - Delegated Powers to decide upon allocations to be made from the City Promotions Budget. The Power would be limited to sums of £10,000 or less.
- 4.4 City Projects/Property Maintenance – Powers to scrutinise and make recommendations to the City of Inverness Area Committee are suggested which would augment the existing power in respect of Grant Applications in excess of £10,000.
- 4.5 Delegation to Inverness City Area Manager – Power to delegate expenditure on Civic Hospitality up to a maximum of £300 per event in consultation with the Provost and Sub-Committee Chair..

5. Conclusion

- 5.1 The changes made have enhanced the effective management of the Common Good Fund. The Sub Committee has scrutinised project funding with a focus on ensuring that projects bring principal benefit to residents of the Burgh. Hospitality has been awarded in line with Policy and with the rejuvenated Town House, will provide for an enhanced experience as well as raising the profile of the City.
- 5.2 The Sub Committee has agreed a new Logo and also agreed a new communications plan which will ensure that supported events and projects receive a higher profile. Supported projects are required to publicise that they have received support from the ICGF within all appropriate publicity.
- 5.3 Conference Support has been allocated £0.040m and work is underway to improve take up to enhance the City as a Conference location. Meetings have taken place with the new Chief Executive of Eden Court Theatre – James Mackenzie – Blackman. We need to enhance the City’s capability to host larger Conferences and our fund helps build the City’s reputation as a conference base.

6. Implications

- 6.1 Resource – No additional resources will be required to administer the new ICGF Sub-Committee

Legal – There are no legal implications as a result of this report.

Community (Equality, Poverty and Rural) – The changes will not be detrimental to these implications.

Climate Change/Carbon Clever –None

Risk – The extended powers will retain Members scrutiny and allow for continued risk management to be applied

Gaelic – None

Designation: City of Inverness Area Manager

Date: 2 July 2018

Author: David Haas

Background Papers: None

Inverness Common Good Fund Sub-Committee

The current membership of the Inverness Common Good Fund Sub-Committee is as follows:

Cllr Graham Ross (Chair)
Provost Helen Carmichael
Cllr Bill Boyd
Cllr Ian Brown
Cllr Carolyn Caddick
Cllr Janet Campbell
Cllr George Cruickshank
Cllr Alex Graham
Cllr Andrew Jarvie
Cllr Richard Laird
Cllr Bet McAllister

Inverness Common Good Fund Sub-Committee

Powers Delegated in Full by the City of Inverness Area Committee to the Inverness Common Good Fund Sub Committee

1. To carry out any duties delegated from the City of Inverness Area Committee in relation to the administration of the Inverness Common Good Fund.
2. All powers delegated shall be exercised as fully delegated powers and be applicable to the operation of the Inverness Common Good Fund.
3. Notwithstanding the above powers specifically delegated are;
 - a. To decide on all administrative matters relating to the operation of the Inverness Common Good Fund excepting decisions affecting Cash or Equity Investments.
 - b. Grants – to decide on all applications for financial assistance where the sum applied for is £10,000 or less. In respect of applications in excess of £10,000, to make recommendations to the City of Inverness Area Committee.
 - c. Other applications for funding – to decide upon all other applications for financial assistance where the sum applied for is £10,000 or less or where the sum requested relates to the provision of Staff
 - d. Project Monitoring – to consider reports from officers on the progress of projects approved by the City of Inverness Area Committee and to make recommendations to the City of Inverness Area Committee as appropriate
 - e. Civic Hospitality – to decide upon all applications for Civic Hospitality where the total cost of the event does not exceed £10,000, including the power to delegate approval of events to the Inverness City Area Manager in consultation with the Chair and the Provost where the cost of the event does not exceed £300.
 - f. Property Maintenance - Power to scrutinise all expenditure from property maintenance budgets where the sum expended exceeds £10,000 on any one project.
 - g. City Promotions - to decide upon allocations to be made from the City Promotions Budget where the sum does not exceed £10,000
 - h. Tenancy Management – to decide upon all applications for lease, Assignment of Lease, Rent Review or any other Tenancy related matter where the Director of Development and Infrastructure has seen fit not exercise Delegated Powers

APPENDIX 1

**Inverness Common Good Fund
Available Resource for Allocation**

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Budget Balance Available - Grants	315,000
Underspend from 2016/17	253,655
	568,655

Committee Date	Category	Award	Total for meeting	
(Committed from previous financial years)	Grants < £10k	138,194		
	Grants > £10k	115,461	<u>253,655</u>	315,000
27/03/17 Grants Sub Committee	Grants < £10k	40,461	<u>40,461</u>	274,539
19/06/17 City of Inverness Area Committee	Grants > £10k	20,000	<u>20,000</u>	254,539
21/08/17 Grants Sub Committee	Grants < £10k	45,040	<u>45,040</u>	209,499
14/09/17 City of Inverness Area Committee	Grants < £10k	7,900	<u>7,900</u>	201,599
06/11/17 Grants Sub Committee	Grants <£10k	24,730	<u>24,730</u>	176,869
30/11/17 City of Inverness Area Committee	Grants <£10k	4,700		
	Grants >£10k	54,200	<u>58,900</u>	117,969
29/01/18 Grants Sub Committee	Grants <£10k	79,596	<u>79,596</u>	38,373
09/04/2018 ICGF Sub Committee	Grants < £10k	27,330	<u>27,330</u>	<u>11,043</u>

Budget Balance Available - Conference Funding	40,000
Underspend from 2016/17	12,330
	52,330

Committee Date	Category	Award	Total for meeting	
(Committed from previous financial years)	Convention		<u>12,330</u>	40,000
27/03/17 Grants Sub Committee	Grants < £10k	9,500	<u>9,500</u>	30,500
21/08/17 Grants Sub Committee	Grants <£10k	6,500	<u>6,500</u>	<u>24,000</u>

Inverness Common Good Fund Grants Approved 2017/18

Budget £315,000

Applicant/Organisation	Project	Grant Approved
ClachnacuddinFC Youth Development	Participation in the Dana Cup U17 Football Tournament in Denmark in July 2017	£3,500
Merkinch Community Centre	Celebrating forty years of the Merkinch Community Centre book	£2,000
The Boys Brigade Highland Battalion	Lease arrears on the Eddie Macgillivray Hall	£1,360
MS Therapy Centre Inverness Ltd	Rent Relief for the MS Therapy Centre	£3,750
Balloan FC	Participating in a Football Competition in Manchester in July 2017	£3,000
The Highlanders' Museum	Highlanders' Museum Digitisation Project	£8,308
Inverness Street League	Under 13 International Football Tournament in Dublin in August 2017	£4,000
Inverness YMCA	Replavement Heaters in the lower sports hall	£500
Coisir Ghaidhlig Inbhir Nis (Inverness Gaelic Choir)	Grioglachan - Liet International 2017	£1,200
Music In Hospitals	Live Music in Inverness Care Units	£4,743
2nd Inverness (Kingsmills) Scout Troop	International Jamboree in Sweden	£900
The Highland Council	Highland APP Project	£5,000
Highland Senior Citizens Network	Annual Conference on 26th April 2017	£2,200

Visit Inverness Loch Ness Ltd (VILN)	Funding support for VILN 2017	£20,000
LEAP Sports Scotland	Out and About in the Highlands	£7,900
Merkinch Partnership	Reach for the Future Project	£7,000
Inverness Floral Art Club	Floral Art Exhibition in conjunction with the re-opening of the Town House	£1,000
Arts In Merkinch	Save the Bike Shed	£9,000
Inverness Blitz	Strengthening Highland Project	£7,260
Mikeysline	The Hive Project	£10,000
LOC MNR 2020	Inverness Provincial MOD 2018	£3,500
Highland Literary Salon	Programme of Events for 2017/18	£2,280
Chamber Music Tours Scotland	The Masters Piano Recital Series	£5,000
Inverness Festival Association	2018 Inverness Music Festival	£9,750
Inverness Camera Club	The Highland Challenge	£300
Inverness Science Festival	Inverness Science Festival 2018	£5,000
Inverness & District Diabetes UK Scotland Group	Information Stand and Advertising during Diabetes Week in June and World Diabetes Day in November	£570
Inverness Shinty Club	Schools St Andrew's Shinty Festival	£500

The Royal Society of Edinburgh	RSE@Inverness	£4,700
The Shirlie Project	Securing the Shirlie Project's presence in Inverness	£34,200
Blythswood Crae	Highland Foodbank 2017	£20,000
Inverness Women's Aid	Renovation of refuge accommodation	£9,110
ClachnacuddinFC Youth Development (Under17s)	Participation in the Dana Cup U17 Football Tournament in Denmark in July 2018	£4,500
Clachnacuddin FC Youth Development (Under14/15s)	Participation in the Barcelona Cup in Salou Spain in March/April 2018	£5,000
Inverness High School	S1 Outdoor Transition Project 2018	£8,415
Gaelic Society of Inverness	Annual Showcase Concert at Eden Court Theatre in March 2018	£700
Highland Multicultural Friends	HMF - Steps to Social Integration	£4,750
Inverness Angling Club	Financial Support for the continuing management of the ICGF Town Fishings	£9,500
Northern Meeting Charitable Piping Trust	Northern Meeting Solo Piping Championships at Eden Court Theatre in August 2018	£9,800
NessBookFest	NessBookFest 2018	£2,000
Signpost INC	Recovery Café	£9,990
Partnerships for Wellbeing	Inverness Voluntary Transport Scheme (IVTS)	£9,500
Highland Senior Citizens Network	Annual Conference on 28 April 2018	£1,000

MS Therapy Centre Inverness Ltd T/A The Oxygen Works	The Oxygen Works	£3,750
Cycle to Health Inverness	Purchase of 2 Copenhagen Triobikes for Cycling Without Age project	£9,191
Befrienders Highland	Scottish Mental Health Arts Festival, Inverness Events	£1,000
Polish Saturday School	Polish Community Celebrations	£2,000
Inverness Shinty Club	Inverness Primary Girls Shinty Festival	£330
City of Inverness Pipe Band	Community Pipe Band	£10,000
The Archie Foundation	Fresh Air Project - PVC Sails for year round shelter	£10,000
The Archie Foundation	Fresh Air Project - Wild Flower Garden	£5,000

Total Sum Approved

£303,957

Inverness Common Good Fund Conference Support Grants 2017/18

Budget £40,000

Applicant/Organisation	Project	Grant Approved
Scottish Draughts Association	2018 British Open Draughts Championships	£1,500
Rethinking Remote	Rethinking Remote Conference 2018	£5,000

Total Sum Approved

£6,500

Inverness Common Good Fund Civic Hospitality Requests Approved 2017/18

Budget £132,000

Applicant/Organisation	Event	Approved	Amount Approved
Inverness Business Improvement District (BID)	Inverness City Centre Business Awards	Financial Contribution to offset the cost at an alternative venue	£3,005.55
Highland Area Aberdeen Angus Club	Northern Exposure 2017	Financial Contribution to offset the cost at an alternative venue	£4,200.00
Highland Disability Sports	Scottish Disability Sport National Swimming Championships	Financial Contribution to offset the cost at an alternative venue	£1,360.55
Scottish Provincial Press Ltd	Inverness Courier's 200th Anniversary	Civic Reception	£5,419.68
Mr Jimmy Gray	Roddy Riddles's Unique Achievements	Civic Buffet	£1,508.61
Highland & Moray Area (Area 13) Royal Caledonian Curling Club	Strathcona Cup Canadian Curling Team	Civic Buffet	£1,448.61
Association for Heritage Interpretation (AHI) in Conjunction with Interpret Europe (IE)	Making Connections – Re-imagining Landscapes	Financial Contribution to offset the cost at an alternative venue	£2,312.00
Highland Wheelchair Curling Club	6th Highland Wheelchair Curling Triples Competition	Financial Contribution to offset the cost at an alternative venue	£2,500.00
Highland Military Tattoo	Band of the Royal Regiment of Scotland March Through	Civic Reception	£1,455.49
4 th Battallion The Royal Regiment of Scotland (The Highlanders 4 SCOTS)	Homecoming Parade	Civic Reception	£5,000.00
Highland Council	Celebrations Relating to the Opening of the West Link	Civic Reception	£1,000.00

Highland Rugby Club	Official opening of the new Sports Facilities at Canal Park	Civic Reception	£1,044.75
PSYV Police Scotland Youth Volunteers	Passing Out/Awards Ceremony	Civic Reception	£1,729.63
Clan MacLennan Association	International Clan Gathering	Civic Buffet Lunch	£1,128.00
Inverness Chamber of Commerce	125th Anniversary	Civic Reception	£3,647.63
The Highland Council	United States Tartan Day Celebrations	Civic Reception	£2,520.68
The Highland Battalion of The Boys Brigade	Boys Brigade National Table Tennis Final	Civic Buffet	£1,491.68
Henri Forman Event Management	Innovative Solutions in Remote Healthcare International Conference	Civic Reception	£3,607.35
Inverness Business Improvement District	Inverness City Centre Business Awards 2018	Financial Contribution to offset the cost at an alternative venue	£1,200.00
Inverness Town Twinning Committee	Domingknaben (Boys Choir) from Augsburg	Civic Buffet	£1,478.00
Befrienders Highland	25th Anniversary	Civic Dinner	£2,759.61
Girlguiding Inverness-shire	World Thinking Day (Girlguiding)	Civic Reception	£250.00

Total Sum Approved

£41,502

<u>EVENT</u>	<u>LOCATION</u>	<u>FUNCTION</u>	<u>NUMBERS ATTENDING</u>	<u>COST</u>
Hogmanay VIP Reception	Northern Meeting Park	Civic Reception	200	£1,000
Beating of the Retreat	Town House	Civic Reception	150	£2,700
Armed Forces Day	Town House	Civic Reception	60	£750
Highland Games	Northern Meeting Park	Civic Reception	100	£4,500
Kirking of the Council	Town House	Civic Reception	200	£2,500
Remembrance Sunday	Town House	Civic Reception	30	£1,300
Armistice Parade	Town House	Civic Reception	40	£1,000
Community Dinner	Town House	Civic Dinner	60	£3,000
THC Quality Awards	Town House	Contribution towards drinks reception	N/A	£2,000
Christmas Lights Switch On	Town House	Civic Reception	20	£450
Commonwealth Flag Raising	Town House	Civic Reception	50	£700
Highland Hospice Long Service Awards	Town House	Civic Reception	150	£2,250
Blood Transfusion Awards	Ironworks	External	N/A	£500
Shinty /Hurling International	Town House	Civic Reception	130	£1,300
STUC Congress	Town House	Civic Lunch	60	£1,000
Northern Meeting Piping Competitions	Town House	Civic Reception	120	£3,200
Highland Poppy Launch	Town House	Civic Reception	70	£1,800
Boy's Brigade Queen's Badge	Town House	Civic Reception	60	£1,000
Inverness Town Twinning – Visits	Town House	Civic Lunch x 3 visits	60 per visit	£4,500
Best Bar None Awards	Mercure Hotel	External	N/A	£500
Scottish Ambulance Awards	Town House	Civic Reception	180	£2,700
VVIP Visits	Town House	Civic Reception	N/A	£3,000
Highlands & Islands Fire & Rescue Service	Town House	Civic Reception	120	£1,800
			Total	£43,450

Already Agreed Incidental Events

Internation Speycast Competition	Town House	Civic Reception	150	£2,093.48
Merkinch Community Centre 40th	Town House	Civic Dinner	60	£3,040.32
RBLs Women's Section AGM	Town House	Civic Reception	80	£1,543.66
			Total	£6,677.46

Committed

£50,127.46