

Agenda Item	12.
Report No	CC/11/20

THE HIGHLAND COUNCIL

Committee: Caithness Committee

Date: 22 October 2020

Report Title: Wick Common Good Fund – Asset Register

Report By: Executive Chief Officer – Communities and Place
Executive Chief Officer – Resources and Finance

1. Purpose/Executive Summary

- 1.1 This report provides information on the title and ownership investigations that have taken place with a view to identifying Common Good property relating to the former Burgh of Wick. It also details what steps will be necessary to commence a public consultation under section 102 Community Empowerment (Scotland) Act 2015 leading to the establishment of the Wick Common Good Asset Register.

2. Recommendations

- 2.1 Members are asked to:
- i. Note the contents of the list of property proposed to be included in the Common Good Asset Register for Wick (**Appendix 1**).
 - ii. Agree the commencement of the public consultation on the list of proposed property in accordance with the Community Empowerment (Scotland) Act 2015.

3. Implications

- 3.1 Resource - there are financial implications in re-activating the Common Good Fund in Wick. This property has been mis-classified for a number of years and, as a result, it will initially have property assets but no funds. The current arrangement is that all Highland Common Good Funds bear a proportionate cost of central overhead costs. The same will be expected of Wick once the Asset Register is established and in the event that the assets generate income for the Fund. In addition, it will become subject to the regular monitoring and reporting in line with the other Highland Common Good Funds.

- 3.2 Legal – section 102 Community Empowerment (Scotland) Act 2015 introduced statutory duties which the Council must comply with to identify and establish a Common Good Register.
- 3.3 Community (Equality, Poverty, Rural and Island) – the duties contained in Part 8 of the Community Empowerment (Scotland) Act 2015 are designed to increase communities involvement in decisions affecting Common Good assets. This includes consultation on establishing and asset register and consultation on the disposal (by sale or long lease) or change of use of Common Good assets.
- 3.4 Climate Change / Carbon Clever – no implications.
- 3.5 Risk – once the consultation commences timescales will apply and there is always a risk of non-compliance due to the requirement to fully investigate any representations received and the length of time these investigations may take, but this is mitigated by having clear processes in place.
- 3.6 Gaelic – no implications

4. Background

- 4.1 Common Good assets are property including buildings, land, rights (e.g. fishing), artwork, regalia, furniture, stocks and shares and cash funds. that belonged to the Burghs of Scotland (pre-1975). They are held by the Council principally for the benefit of the local community within the specified geographical boundary of the former burgh to which each fund relates and must be accounted for separately to other Council property.

The Local Government (Scotland) Act 1973 brought an end to the burgh system in 1975 by abolishing the town councils which had responsibility for the burghs. Their Common Good assets were, however, transferred to the new district or islands councils and then, in 1996, to the current unitary local authorities by the Local Government etc. (Scotland) Act 1994. Common Good property is, therefore, limited to those assets held by the burghs at the time of their abolition and no new Common Good property can now be created. Any property acquired since the abolition is held as investment property.

- 4.2 There is no firm definition of Common Good property however established case law states that all property held by a former Burgh prior to 1975 is Common Good property unless it has been acquired using statutory powers or acquired and held under a special trust. Therefore, Common Good property would have existed in Wick prior to 1975 however, at some point in the intervening period, it has been misclassified.

A title investigation into the car park at Riverside Park confirmed the existence of Common Good property in Wick. As a result, the situation has now been the focus of detailed investigations which have uncovered a range of property which the Council now believes should be reclassified as Common Good (list at **Appendix 1**).

5. Wick Common Good Asset Register and consultation process

- 5.1 The first step to formally establishing a Common Good Fund for Wick is to establish an

asset register. Before the Council can establish an Asset Register, it must first publish and conduct a public consultation on a list of property it is proposing to include – land, buildings, moveable property, investments and funds.

- 5.2 Part 8 Community Empowerment (Scotland) Act 2015 which covers Common Good property came into force on 27 June 2018 with the statutory guidance being published a month later. Section 102 places a duty on local authorities to establish and maintain a Common Good Register. The statutory guidance provides the procedure for the consultation and a recommended format for the Asset Register. The Council already held a number of existing Common Good Funds across the Highlands. The public consultation was undertaken on those Registers and they were established and published in February 2020. It is proposed that the Wick Asset Register should be in the same format.
- 5.3 The list of property the Council is proposing to include in the Common Good Asset Register for Wick can be found at **Appendix 1**. To assist anyone wishing to make representations in the consultation, a document entitled Common Good Property Asset Register – Process has been produced and published on the Council website. A copy is attached at **Appendix 2**.
- 5.4 The process for the public consultation is:-
- The Council must publish the list on its website. It should also be available for viewing in Council offices, hubs and libraries but this will not currently be possible due to the ongoing Covid 19 situation. However, people can request a copy of this given that these premises are not currently open.
 - The Council must advertise the fact the list is available to view on its website and social media pages. In the current circumstances, there may be merit in an advert in the local press to ensure wide notification.
 - The Council must notify Community Councils and any community bodies of which it is aware and invite representations.
 - The Council will also accept representations from any member of the public.
 - The list must be publicly available for comment for 12 weeks.
 - All representations must be in writing, either email or letter.
 - The Council should seek to respond to representations within 12 weeks.
 - Representation(s) and the Councils final response(s) should be published in the same place as the asset list.
 - The Council should publish its Common Good Asset Register as soon as practicable after the initial 12 week consultation period and, in any event, within 6 months of the end of the consultation.
 - The Register must be available to view free of charge on the Councils website and in Council offices, hubs and libraries (see comment above regarding this).

The guidance states that once the Council has fully considered a representation, its decision is final unless significant new information comes to light or a court decides otherwise. This effectively removed the potential of the Council receiving repeated representations in respect of the same asset where there is no new information and the query has already been dealt with.

- 5.5 If a representation is received it will be fully investigated by the Common Good Fund Officer. Area Members will be kept up to date on any representations received and the outcome of any investigations.
- 5.6 The guidance envisages the possibility that some representations may result in

protracted enquiries extending beyond the date by which the Register is to be published. Provision is made to allow for the Register to be published in partial form. However, based on the experience of the consultation resulting in the publication of the existing Registers, it would be preferable to be in a position to publish the Register in its final form rather than piecemeal.

6. Review of the Wick Common Good Asset Register

- 6.1 The duty in section 102 to maintain the Asset Register includes undertaking regular reviews. The guidance states that the process for this should be published and it is contained in the final part of the document at **Appendix 2**.
- 6.2 The Asset Register will be updated in the event of a disposal of an asset or if any new property (either newly identified or acquired investment property) needs to be included. In any event, the guidance provides that a review must happen at intervals of no more than 5 years.

7. Practical considerations and next steps

- 7.1 The current focus has been on identifying possible property that needs to be reclassified as Common Good. However, it must also be recognised that there is not, at present, a fund of financial assets available to be considered as Common Good unless or until any of the reclassified assets earn an income for the fund.
- 7.2 Following the abolition of the burghs in 1975, Common Good property passed to the new authorities (District and Island Councils). As part of this, a requirement for the authorities to account separately for the Common Good funds was imposed. Highland Council provides financial monitoring reports to all Area Committees in respect of the Common Good funds within their area and all funds are included in a separate section in the Annual Accounts. The process is underway to facilitate the appropriate form of accounting procedures for Wick once the consultation has been completed and in the event of an Asset Register being published. Progress in this regard will be reported to subsequent Area Committee meetings.
- 7.3 In Highland, the general Common Good policy is that Common Good property is maintained, where possible, by the relevant fund. In respect of most (although not all) of the already established Highland funds, they have financial assets, income generating assets and reserves which allow them to undertake such maintenance. This will not immediately be the position in respect of any property transferred to Wick Common Good fund as work is required to review the assets of the fund to consider what income generating opportunities there may be in order for the fund to take on maintenance responsibilities. It is important to understand that Common Good property is owned by Highland Council and managed by them having regard to the inhabitants of the former Burgh. It is a requirement that Common Good funds are accounted for separately. Therefore, the responsibility for maintenance will continue to fall to the Council until such time as Wick Common Good fund is in a position to take on such responsibility.

Designation: Carron McDermid, ECO, Community & Places
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Date: 12 October 2012

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Background Papers:

APPENDIX 1

LIST OF PROPERTY PROPOSED TO BE INCLUDED IN THE HIGHLAND COMMON GOOD FUND
ASSET REGISTER IN RESPECT OF THE FORMER BURGH OF WICK

LAND AND BUILDINGS		
Wick was erected into a Royal Burgh by a Charter of King James VI dated 25 September 1589. All land deriving title from the Charter is considered to be inalienable.		
Name of asset	Location	Description
Bignold Park including: Changing rooms	South Road, KW1 5NH. CAGUPRN: 130113195. Bordered on north by Northcote Street, on east by Harrow Hill, on south by Harmsworth Park and on west from adjacent to 25 Northcote Street running south to rear of 13 Randolph Place.	Total site area: 70,738.15m ² . Title deed: Deed of Gift by Arthur Bignold to Provost, Magistrates & Councillors of Burgh of Wick registered 4 May 1903. Arthur Bignold acquired the ground with a view “to its being utilised as a public park and recreation ground for the inhabitants of Wick and Pultneytown”. He gifted it to the Royal Burgh of Wick “for the use and enjoyment of the inhabitants thereof heritable and irredeemably”.
Camps Bay car park	The Shore, KW1 4LU. CAGUPRN: 130112116. Located on the shore adjacent to Wick Harbour Bridge on the west and opposite 1 & 2 The Shore (Wick College building & restaurant premises).	Total site area: 1,005.40 m ² . Title investigation completed January 2020 – historical plans as far back as 1870s show the area now used as Camps car park as being “Burgh Quay”. It does not appear to have formed part of the foreshore or to have been owned by the Crown. It also falls outwith the Royalty Boundary. No other owners have been identified by Registers of Scotland therefore it is assessed as being Common Good deriving title from the Royal Charter of 1589.
Green Road Playing Fields	Green Road, KW1 4DA. CAGUPRN: 130113095. Bordered on north by rear of properties 11a to 21a Henrietta Street, on east by rear of properties 12 to 40 Coach Road, on south by St Fergus Court car park & rear of properties 8 to 24 Louisburgh Street and on west by rear of properties 15 to 39 Green Road.	Total site area: 11675.18m ² . The playing fields were acquired in 2 separate deeds – 1948 and 1950: 1. Title deed: Feu Charter by the Trustees of Garden Duff Dunbar to Provost, Magistrates & Councillors of Burgh of Wick registered 12 May 1948 – 10,157.61m² - all of land except south east plot adjacent to 12 to 18 Coach Road and St Fergus Court car park – contained in feu charter by Trustees of Garden Duff Dunbar to Provost,

		<p>Magistrates & Councillors of Royal Burgh of Wick subject to the condition that the land is to be “used in all time coming for Playing Fields or for recreational purposes only and not otherwise”. This deed does not dedicate the ground as a King George V playing field.</p> <p>2. Title deed: Feu Charter by George Cospatrick Duff Sutherland Dunbar to Provost, Magistrates & Councillors of Burgh of Wick registered 4 December 1950 – 1,517.57 m² - located in south east corner bordered by 12 to 18 Coach Road, St Fergus Court car park and land contained in 1948 deed – contained in feu charter by George Cospatrick Duff Sutherland Dunbar to Provost, Magistrates & Councillors of Royal Burgh of Wick to be held “in all time coming for the purposes of a playing field for public recreation for the inhabitants of the Royal Burgh of Wick and for the public generally”. This deed does dedicate this smaller area of ground as a King George’s Playing Field however it does not appear on the official list of such fields in Scotland and, given the larger area is assessed as Common Good, it would make sense for the smaller area to be similarly classified.</p>
<p>Market Place</p>	<p>Market Place, KW1 4LP. Bordered on north by High Street, on east by The Crown Bar & building containing offices, on south & part of west by The Alexander Bain public house and on rest of west by Caithness House.</p>	<p>Total site area: 595.30 m². The area of land making up Market Place derives title from Oswald’s Tenement and Redburn’s Tenement.</p> <p>1. Title deed: Redburn’s Tenement - Feu disposition by Duke & Earl of Sutherland to Provost, Magistrates & Town Council of Wick registered 30 March 1889 – Specifically this was for behoof of</p>

		<p>community & declared that part of the subjects “shall be at all times used and appropriated for the purposes of a public market place for the said Burgh”. It also provided that, whilst the Burgh could remove and erect buildings on the tenement, none could be erected on the front area facing High Street without permission of the Duke & Earl of Sutherland.</p> <p>2. Title deed: Oswald’s Tenement – disposition by honourable Edith Mary Haldane Oswald or Yorke & Honourable John Manners Yorke with consent of Trustees to magistrates & Town Council of Wick registered 23 October 1885.</p>
<p>Riverside Park (north of River) including: Riverside car park</p>	<p>CAGUPRN: 130113368. Bordered on north by farmland, The Glebe & rear of properties 1, 3 & 5 George Street, on east by St Fergus Road, on south east by Macleay Lane, on south west & south by River Wick continuing westwards tapering to a point 112m north west of footbridge.</p>	<p>Total site area: 27,120 m². The land at Riverside Park north of the River was acquired in 2 ways:-</p> <p>1. Title deed: Feu Charter by His Grace the Duke of Sutherland to the Magistrates of Wick registered 24 January 1883 – 13,000 m² or thereby – eastern portion of land between St Fergus Road and River Wick – gifted in Feu Charter by Duke & Earl of Sutherland to Royal Burgh of Wick to be held, in all time coming, for the “use and benefit of the community of the Royal Burgh of Wick as a bleaching green, place of recreation and a stance for a market”. Gift was in recognition of the reclamation work undertaken by the Burgh and also noted that since then it had been held for the behoof of the community with such rights of possession having been exercised for “time immemorial”.</p> <p>2. Title information but no deed: Minute of Agreement between Rev Alexander Clark and Town Council of Wick dated 21 January</p>

		<p>1892 – 14,120 m² or thereby – area of land between The Glebe and the River to the west of the land mentioned as 1. above. The Minute of Agreement confirms an arrangement for the building of a wall along the south boundary of The Glebe.</p> <p>The Minute recites that, at one time, the land south of The Glebe had consisted of foreshore and an island in the River which the people of Wick had used for drying clothes and over which they had exercised unrestricted freedom. The foreshore was then used as a deposit for rubbish resulting in part of the space between it and the island being filled up. Subsequently the land was levelled & improved by the Council. The Minute further notes that the land south of the wall to be built on the boundary of The Glebe was to be “used by the people of Wick solely for the purposes of a public park and for recreation”.</p>
<p>Riverside Park (south of River) including: Fountain</p>	<p>CAGUPRN: 130113368. Bordered on the north by River Wick, on the east by Bridge Street, on the south by Station Road and on the west by land acquired by the Council in 1979 from British Railways Board.</p>	<p>Only part is assessed as Common Good, the rest is held in part by the Council subject to a trust and in part following an acquisition in 1979 after the abolition of the Burgh.</p> <p>Common good area: 1820 m².</p> <p>Title deed: Disposition by Trustees of James Louttit to Town Council of Wick registered 12 July 1900.</p> <p>Title was acquired on behalf of the Burgh with consideration paid by Wick Riverside Improvement Committee. The deed recited that the area of land was acquired for “behoof of the whole body and community thereof (<i>Wick</i>) and also for behoof of the community of the Burgh of Pultneytown, to be held in all time coming primarily for recreation purposes heritably and irredeemably”.</p>

<p>Riverside Fountain</p>	<p>Located in the Common Good area of Riverside Park (south of the River).</p>	<p>The fountain bears a plaque stating, "This fountain presented to the town of Wick by ex-Provost W Paterson Smith 1906". Considered to be Common Good. Memorials & statues are managed by the Council Community Services & there is no proposal to change this.</p>
<p>Town Hall – including Town Hall car park</p>	<p>CAGUPRN: 130112661. 3 Bridge Street, KW1 4AG. Located on the corner of Bridge Street and Victoria Place, between the gardens and the Courthouse.</p>	<p>Site area: 466m².</p> <ol style="list-style-type: none"> 1. Title deed: Feu disposition by Rev Thomas Anderson to Magistrates & Town Council of Burgh of Wick dated 6 April 1829. 2. Disposition by County Council of Caithness to Provost, Magistrates & Councillors of Burgh of Wick registered 14 October 1932. <p>In 1829 Rev. Thomas Anderson disposed the tenement and piece of ground known as Meikle Yard to the Burgh of Wick for behoof of the Town Council and the community of the Burgh. The Burgh constructed a Tolbooth and jail on this site then, jointly with the County Council of Caithness, a Town & County Hall, Courtroom and other buildings were constructed.</p> <p>In 1880 the burgh disposed a one half share to the County Council to reflect the arrangement.</p> <p>In 1932 County Council of Caithness disposed to Burgh of Wick its one half share together with the public health offices, house occupied at the time by Inspector of Weights and Measures and an area of ground to the east.</p> <p>The disposition was not for a statutory purpose nor held in trust therefore, is considered to be Common Good.</p>
<p>ART AND ARTIFACTS</p>		
<p>Name of asset</p>	<p>Location</p>	<p>Description</p>
<p>Charter of Royal Burgh of Wick</p>	<p>Original document was sent to the Keeper of the Records of Scotland by Town Clerk on 7 May 1975.</p>	<p>Charter of King James VI dated 25 September 1589 erecting Wick to a Royal Burgh. Copy in Latin, sasine and early translation are held in the deed safe at Highland Council HQ.</p>

Illustrated copy of Charter	Wick Town Hall 3 Bridge Street, KW1 4AG.	Printed by A J Paterson of Parliament Hall, Wick in April 1972.
Chains of Office	Wick Heritage Museum 10-27 Bank Row, KW1 5EY	The chains of office of the Royal Burgh are on display in the Wick Heritage Museum. Provost chain – gold links joining shields bearing names of Provosts with centre enamelled pendant showing Arms of Royal Burgh. Town Clerk chain featuring discs joined by figure of eight links with centre pendant featuring date of erection into Royal Burgh (1589) and a representation of St Fergus being rowed in an open boat on the sea.
Robes of office	Wick Heritage Museum 10-27 Bank Row, KW1 5EY	The chains of office of the Royal Burgh are on display in the Wick Heritage Museum. Provost - red robe with white fur yoke and trim. Town clerk - black robe.
Main Chair of Town Council	Wick Town Hall 3 Bridge Street, KW1 4AG.	One of a pair of wedding chairs made from an oak rafter from St Magnus Cathedral in Kirkwall and presented to the Town Council by John Bruce in 1846.
Wooden carving of Wick Coat of Arms	Wick Town Hall 3 Bridge Street, KW1 4AG.	Presented to Provost & Town Council of Wick by Glasgow Corporation Belgian Committee on 10 September 1918 in appreciation of services rendered to Belgian refugees by the people of Wick.
Portrait – James Reiach, Provost	Wick Town Hall 3 Bridge Street, KW1 4AG.	Presented by friends as a mark of respect for his services as Provost of Wick. A Johnston, oil on canvas, 126x100cm 1889.
Portrait – John Kirk, Provost	Wick Town Hall 3 Bridge Street, KW1 4AG.	First Chairman of the Wick & Pulteney Town Chamber of Commerce and distinguished for philanthropy and public services to community. Artist unknown, oil on canvas, 75x62cm, date unknown.
Portrait – General The Lord Horne of Stirkoke	Wick Town Hall 3 Bridge Street, KW1 4AG.	David Macbeth Sutherland, oil on canvas, 117x93cm, 1929.
Portrait – Sir John Pender, MP for Wick Burghs	Wick Town Hall 3 Bridge Street, KW1 4AG.	Hubert von Herkomer, oil on canvas, 139x108cm, c.1887-1888.

Portrait – Thomas Telford	Wick Town Hall 3 Bridge Street, KW1 4AG.	M. Hyslop – may be a copy of the 1822 portrait by Samuel Lane – oil on canvas, 160x126, 1881.
Portrait – William Rae, Provost	Wick Town Hall 3 Bridge Street, KW1 4AG.	Presented by friends connected with Wick & Caithness-shire in 1887 in recognition of long, continued & valuable public services as Provost, Chairman of the Wick & Pulteney Town Harbours Trust & other important capacities. James Irvine, oil on canvas, 125x101cm, 1887.
Portrait – Josiah Rhind of Sibster, Provost	Wick Town Hall 3 Bridge Street, KW1 4AG.	Artist unknown, oil on canvas, 74.5x62.5, 1840.
Portrait – James Bremner	Wick Town Hall 3 Bridge Street, KW1 4AG.	Artist unknown, oil on canvas, 126.5x101cm, date possibly 1856.
Painting – Wick Harbour	Wick Town Hall 3 Bridge Street, KW1 4AG.	Albert Dunnington, oil on canvas, 49x39.5, date possibly 1880.
Painting – Wick’s Black Saturday	Wick Town Hall 3 Bridge Street, KW1 4AG.	Robert Anderson, oil on canvas, 108x181.5cm, 1885.
Painting – Entrance to Wick Harbour (scene with lighthouse)	Wick Town Hall 3 Bridge Street, KW1 4AG.	W.J. Renny, 117x85cm, 1884.
COMMON GOOD FUND		
The Wick Common Good Fund is in the process of being re-established therefore, as yet, there are no Annual accounts or monitoring reports available.		

HIGHLAND COUNCIL

COMMON GOOD PROPERTY ASSET REGISTER – PROCESS
REVIEWING COMMON GOOD PROPERTY ASSET REGISTER - PROCESS

A. INTRODUCTION

The Community Empowerment (Scotland) Act 2015 Part 8 came into force on 27 June 2018. It seeks to increase transparency about the existence of common good assets and to ensure there is community involvement in decisions taken about their identification, use and disposal.

The Act places duties on local authorities to establish and maintain a common good register (section 102) and to undertake a consultation process before taking any decision to dispose of or change the use of a common good asset (section 104).

This document details the process the Highland Council must follow to establish the register and to review the register. The process for disposing of or changing use of a common good asset is contained in a separate document.

B. ESTABLISHING THE COMMON GOOD REGISTER

1. First step

Before establishing the register, the Council must publish a list of all the property it is proposing to include. This list must include not just land and buildings but also the moveable items like official regalia (chains and robes), furniture and art works as well as a reference to the income funds.

The list must include enough information about each item to allow it to be identified. The type of information might be – name, postcode, property reference number, description, whether it is leased out (information disclosed in this regard will be subject to commercial confidentiality).

The Council must undertake consultation on the contents of the list to allow the community the chance to make a case for property to be included in or excluded from the register.

2. Consultation

2.1. Publishing and advertising the list

- The list will be published on the Council's website. It will also be available to view in person at local council offices, council hubs and libraries. Availability in these places may be by paper copies or staff assistance to view online. Copies of the list will also be made available in other languages or formats if requested.
- The Council will advertise the fact the list is available to view on its website and social media pages as well as in Council publications.
- The Council must make contact with community councils and any community bodies and tell them of the availability of the list so they can consider it and make any representations. The Council will use such means as are available to identify community bodies and seek to ensure that all relevant bodies are notified.

- It is not only community councils and community bodies that can make representations and the Council will accept representations from any person/body wishing to make them.
- The list will be publicly available for viewing for a minimum of 12 weeks to allow for consideration and representations to be made.

2.2. Making representations

- All representations must be made in writing either by letter or email stating clearly the land, building or item referred to and giving reasons why it should or should not be included in the register. The contact for submission of representations will be clearly stated in the proposal document
- When the consultation is opened a closing date for the receipt of representations will be stated.
- All representations received will be published on the Council's website in the same place as the list. The person/body making the representation will be identified by name but any signature and/or other personal information will be blacked out.

2.3. Responding to representations

- The Council will investigate the contents of any representations received. Common good property is unique and historical and some investigations may need to be more extensive involving other agencies and will take longer than others to resolve as a result. However the Council will aim to respond within a 12 week period.
- The Council will publish its final response alongside the original representation. The Council is only required to consider a similar representation in respect of the same asset if there is significant new information or a court decision.

3. Publishing the common good register

- The Council has from the end of the initial 12 week period to 6 months after the end of the consultation to publish the common good register.
- The register will be published even if there are still ongoing investigations in respect of some assets. This will be noted on the register and an appendix produced giving information on progress and the expected date of completion of enquiries. In the event of a number of ongoing enquiries, the appendix will give an indication of the order that the enquiries will receive attention.

4. Accessing the common good register

- The register will be publicly available to inspect free of charge.
- The register will be accessible on the Councils website. It will also be available in local Council offices, hubs and libraries. Availability in these places may be by paper copies or staff assistance to view online. Copies of the register will also be made available in other languages or formats if requested.

5. Updating the register

- The Council must update the register if new property is identified or any existing property is disposed of.

- Any amendment following acquisition or disposal will be done in the same financial year as the property is acquired or disposed of.

C. REVIEWING THE REGISTER

- The Council aims to conduct an annual review of the common good register to ensure details held for any property continue to be up to date and any conditions/requirements are being complied with.

- For Inverness, the review process will involve the City Area Manager, Common Good Fund officer and officers from the finance, property and estates teams.

- In respect of the other Highland common good funds, the review will be conducted by the Senior Ward Manager for the area concerned together with the Common Good Fund officer.

- The register will be updated with any amendments resulting from the reviews of the various Highland funds as soon as practicable but in any event **within 4 weeks of the final area review having been completed.**