

Agenda Item	7
Report No	DSA/004/22

THE HIGHLAND COUNCIL

Committee: Dingwall and Seaforth Area Committee

Date: 7 February 2022

Report Title: Dingwall Common Good – Annual Audited Accounts, Quarter Three Monitoring Report and Proposed Budget for 2022/23

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

1. Purpose/Executive Summary

- 1.1 This report presents the Dingwall Common Good Fund audited accounts for 2020/21, the Quarter Three monitoring statement for 2021/22 and a proposed budget for 2022/23.

2. Recommendations

- 2.1 Members are asked to:
- i. Note the Dingwall Common Good Fund Annual Report for 2020/21:
 - ii. Note and scrutinise the position of Dingwall Common Good Fund as shown in the 2021/22 Quarter Three monitoring statement:
 - iii. Approve the proposed budget for 2022/23.

3. Implications

- 3.1 Legal, Gaelic – there are no implications.
- 3.2 Resource Implications: The Quarter Three monitoring statement highlights predicted income and expenditure against the budget.
- 3.3 Community (Equality, Poverty and Rural) Implications – Any current and future major projects for the protection or refurbishment of Common Good assets would seek to improve equality of access.
- 3.4 Climate Change/Carbon Clever implications: Any current and future projects for protection of Common Good assets would seek to increase energy efficiency where possible.

3.5 Risk implications – as reported to previous committees, there are a number of issues associated with the condition of the Dingwall Town Hall which will require further future investment. Ongoing work continues to seek to identify appropriate funding sources including an application to the Place Based Investment Programme.

4. Annual Report

4.1 **Appendix 1** of this report shows the Income and expenditure Account and Balance Sheet in respect of the Dingwall Common Good for Financial year 2020/21. Usable reserves as at 31 March 2021 were £261,980.

5. Quarter Three Monitoring Statement

5.1 A monitoring statement showing transactions to the end of December 2021 against budget and estimated year end position is as **Appendix 2**.

5.2 **Income** – The income for Dingwall Common Good arises from Highlife Highland for rental of Dingwall Town Hall and from the Camping and Caravanning Club for Jubilee Park Caravan Site. The total income received for Quarter Three 2021/22 for these properties is £24,814. The remainder of income will show in Quarter 4 monitoring statement along with income of £700 interest for the year. Income is predicted to be on budget.

5.3 **Expenditure** - There has been minimal expenditure in Dingwall Common Good Quarter Three statement. This spend relates to property costs for an emergency telephone line for the lift in the Dingwall Town Hall. There is committed expenditure planned relating to Common Good Assets Property Costs. It is anticipated that the works will be completed by end of March 2022. However, if this is not achievable then the funds will be carried forward to 2022/23 and the budget amended. Total Staff costs will show in Q4 and there have been a small number of grants to date. Expenditure is expected to be on budget.

6. Property – Project Updates from Property Facilities Management Team

6.1 Dingwall Town Hall

6.1.1 The roof refurbishment tender package was initially issued in September 2021. Five Contractors were invited to tender but only one tender was received at the end of October 2021. The returning Contractor only included for a slate roof and not the two cement tile options listed in the tender documentation.

6.1.2 Due to a lack of competitive responses received during the first tender period the reroofing project will now be reissued for pricing during February.

6.1.3 To support the tender process various surveys have also been carried out such as: an asbestos survey, bat survey, timber preservation survey, roof covering survey, structural survey and a mechanical and electrical engineering survey.

6.2 **Dingwall Community Hub** (former toilets, Cromartie Car Park)

6.2.1 The building works for the repurposing of the former Cromartie car park toilets to a Community Hub are soon to be completed and handed over to the Highland Council before end of March 2022.

6.2.2 The construction period for the project was greatly extended due to a combination of various factors outwith the control of the Contractor. In addition to managing the Covid situation these included: issues with the services to and from the building which were only evident once works had commenced; additional internal and external works to deal with floor level discrepancies, again only evident following the internal strip out of the building; and a delay to the Utility Company installing the meter which took several weeks.

6.2.3 The resultant space will fulfil a variety of functions and provide an energy efficient environment for its users.

7. **Proposed Budget for 2022/23**

7.1 The proposed budget for 2022/23 is set out in **Appendix 3** of the report for Committee to consider.

7.2 **Anticipated Income**

7.2.1 **Rental Income** – Rental income for Dingwall Common good Fund arises from Highlife Highland for rental of Dingwall Town hall and from the Camping and Caravanning Club for Jubilee Park Caravan Site. The total anticipated income from these assets for 2022/23 is £28,564.

7.2.2 **Interest and Revenue Balances** – Assuming that current low interest rates continue, it is anticipated that interest receivable or projected surplus balances will be approximately £700 in £2022/23.

7.3 **Anticipated Expenditure**

7.3.1 **Property Costs** – These costs relate to Dingwall Town Hall which is leased on a full and repairing and insuring basis to The Highland Council and managed by Highlife Highland and other Common Good assets. It is suggested that a revenue property budget of £12,000 is made for 2022/23 towards urgent repairs/works or other maintenance as required relating to Common Good Assets. Insurance costs are also included in this heading.

7.3.2 **Central Support and Common Good Fund Officer**– Expenditure in this regard relates to support from Corporate Resources and a proportion of the costs of the Common Good Fund Officer. It is proposed that a sum of £1,200 is budgeted to cover these costs.

7.3.3 **Grants and Contributions** – In order to protect the reserves and the likely future requirement for protection or developments of Common Good assets, it is proposed that a budget of £2,000 is made available for small grants to community groups and a budget of £2,000 for special project grants or donations towards Common Good assets.

Designation: Interim Executive Chief Officer, Community and Place
Executive Chief Officer, Resources and Finance

Date: 31 January 2022

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Appendix 1

STATEMENT OF ACCOUNTS 2020-21 Dingwall Common Good Fund

Income and Expenditure Account

	2020/21 £	2019/20 £
<u>Expenditure</u>		
Special grants	-	3,306
Administration charges	100	98
Property costs	59,083	18,869
Staff costs	3,689	28,538
Other costs	89	-
Total expenditure	62,961	50,811
 <u>Income</u>		
Rents	24,814	32,314
Interest and investment income	1,647	2,087
Grants and contributions	62,463	33,097
Total income	88,924	67,498
Surplus/(deficit) for the year	25,964	16,687
Revaluation gains/(losses)	5,000	2,800
Total comprehensive income and expenditure	30,964	19,487

Balance Sheet

	31/03/2021 £	31/03/2020 £
<u>Non current assets</u>		
Investment properties	195,000	190,000
 <u>Current assets</u>		
Sundry debtors	-	3,750
Loans fund deposits	261,980	232,767
	261,980	236,517
 <u>Current Liability</u>		
Other creditors	-	(500)
Total Net Assets	456,980	426,017
 Usable reserves		
Revenue funds	261,980	236,017
 Unusable reserves		
Capital adjustment account	195,000	190,000
	195,000	190,000
Total reserves	456,980	426,017

Appendix 2

Dingwall Common Good - Quarterly Monitoring Period to Dec 2021

	Actual to date £	Budget £	Year End Estimate
INCOME			
Rents	24,814	28,564	28,564
Interest and investment income	<u>0</u>	<u>700</u>	<u>700</u>
TOTAL INCOME	24,814	29,264	29,264
EXPENDITURE			
Staff Costs - CGF Officer and Central Support	434	1,200	1,200
Property costs	76	12,000	12,000
Community Grants and Donations	1,000	1,000	1,000
Special Project Grants - CG Assets	<u>0</u>	<u>3,000</u>	<u>3,000</u>
TOTAL EXPENDITURE	1,510	17,200	17,200
PROJECT EXPENDITURE			
DCGF Contribution to projects	<u>0</u>	<u>55,000</u>	<u>8,000</u>
TOTAL PROJECT EXPENDITURE	0	55,000	8,000
Income less Expenditure to be funded by reserves	23,304	(42,936)	4,064
Audited Usable Reserves 2020/21		£261,980	
Estimated year end reserves 2021/22		£266,044	

Appendix 3

DINGWALL COMMON GOOD FUND DRAFT BUDGET 2022/23

	Draft Roll Forward 2022/23 £
<u>Income</u>	
Rents	28,564
Interest and investment income	700
Total income	<u>29,264</u>
<u>Expenditure</u>	
Central Support/ Staff costs - CGF Officer	1,200
Property costs	12,000
Community Grants and Donations	2,000
Special Project Grants - CG Assets	2,000
Total expenditure	<u>17,200</u>
PROJECT EXPENDITURE	
DCGF Contribution to projects (c/f from 21/22)	<u>47,000</u>
TOTAL PROJECT EXPENDITURE	47,000
Income less Expenditure	(34,936)
Anticipated reserves year end 21/22	£266,044
Forecast year end reserves 22/23	£231,108