

Agenda Item	6
Report No	NC/06/23

HIGHLAND COUNCIL

Committee: Nairnshire Committee

Date: 20 February 2024

Report Title: Nairn Common Good Fund – 2022/23 Audited Accounts, 2023/24 January Monitoring and General Update, Proposed Budget 2024/25

Report By: Executive Chief Officer Communities and Place
Head of Corporate Finance

1. Purpose/Executive Summary

- 1.1 This report presents the Statement of Accounts and final monitoring for 2022/23 for Nairn Common Good Fund (NCGF/the “Fund”). An overall revenue surplus of £85,215 was achieved (before revaluation gains and other year-end accounting adjustments). The adjusted surplus of £30,489 has been added to reserves (£45,192 to Revenue Reserves; (£14,703) depreciation to the Capital adjustment account).
- 1.2 This report also presents the expenditure monitoring position for the Common Good Fund as at 31 January 2024 and the projected year end position for 2023/24.
- 1.3 The report further sets out the proposed revenue budget for the Fund for the financial year 2024/2025.
- 1.4 The report also presents a revised charging framework in respect of applications received for pitch lettings on the NCGF lands.

2. Recommendations

- 2.1 Members are asked to:
 - Consider and agree the Nairn Common Good Fund Statement of Accounts for 2022/23 at **Appendix 1a** and the final 22/23 Monitoring Statement at **Appendix 1b**;
 - Consider and discuss the position of the Nairn Common Good Fund and 2023/24 outturn as shown in January monitoring statement against budget presented at **Appendices 2a and 2b**);
 - Agree the Nairn Common Good Fund budget for 2024/25 detailed at **Appendix 3**; **and**
 - As part of that 2024/25 budget, agree the revised Nairn Common Good Fund Lets Charging Framework at **Appendix 4** for implementation from 1st April 2024.

3. Implications

3.1 **Resource** – Financial implications are as outlined in this report. Utilising the Fund's increased capacity in reserves, proposed expenditure for 2023/24 is being maintained to develop, replace and protect NCGF assets such as those set out below:

- Links Development projects
- Harbour Street former public toilet site

As noted previously to this committee, ongoing work is required to develop an approach to income generation and development of the NCGF asset portfolio to ensure a source of revenue. This work is now being supported by the Nairn Common Good Fund Project Officer who took up post in 2023.

3.2 **Legal** – The application of funds will fall within the competency guidelines set out both in statute and in common law in relation to Common Good Funds.

3.3 **Community (Equality, Poverty and Rural)** – There are no specific implications associated with this report however, any proposed change of use of Common Good assets falling within the requirements of Community Empowerment legislation or regulations, will be subject to community consultation.

3.4 **Risk** – Increased project cost expenditure in 2023/24 as detailed in the proposed budget does present a risk in respect of Fund's ability for growth.

3.5 **Gaelic and Climate Change** – None

4. 2022/23 Statement of Accounts

4.1 **Appendix 1a** of this report shows the Income and Expenditure Account and Balance Sheet in respect of the Nairn Common Good Fund (NCGF) for the Financial Year 2022/23 and detail on the movement on these accounts is noted below.

The statement of accounts has not been individually audited, but the total common good fund balances, comprising all of the Highland Council Common Good Funds, which appear as a note to the Highland Council accounts, have been audited as they appear in the Highland Council accounts. The auditors have found no significant issues to report.

4.2 Expenditure

4.2.1 The main area of expenditure related to Property maintenance costs which comprised grounds maintenance (largely grass cutting), general maintenance costs for Common Good areas but principally related to the Links, and the operational management agreement with Highlife Highland in respect of the Splashpad.

4.2.2 Admin and staff costs related to the NCGF share of charges for the Common Good Fund Officer as well as central support charges.

4.2.3 Other costs include the operational management agreement with Highlife Highland in respect of the Splashpad and investment management fees. Also included are costs for electricity and water for the Links.

4.2.4 Depreciation relates to the Splashpad whereby the costs of the assets are being written down over the expected life of the asset.

4.3 **Income**

4.3.1 The principal income for the NCGF came mainly from rents (e.g. Lochloy Caravan Park) and lettings from short term lets for the Nairn Links for the stalls, hospitality tent and Showmen's Guild lets at the Nairn Games, plus small ad hoc lets for e.g. the Bandstand. These are shown separately in the 22/23 Final Monitoring.

4.3.2 Income from lettings in 2022/23 was £15,705 which is a much improved income level in respect of general property rentals, short pitch lettings at the Links and the income from the Nairn Games arising from the annual letting to the Showmen's Guild and the provision of a hospitality tent. This income has increased in comparison to previous reported years as a result of COVID 19 restrictions on public events and pitch lettings at the Nairn Links no longer being in place.

4.3.3 Interest and investment income shows a modest amount which is the interest on cash balances held with the Council's Loans Fund plus income from investments held with Adam & Co.

As in previous years, income from the investment portfolio has been re-invested.

4.3.4 Miscellaneous income was primarily income from invitation pay car parking.

4.3.5 Realised losses of £5.7k were incurred in the year on investments held with Adam & Co.

4.4 **Other Comprehensive Income**

4.4.1 Revaluation losses of £40k were recorded on the investments held with Adam & Co.

4.5 **Balance Sheet**

4.5.1 The underlying concept of the Balance Sheet is that each category of asset in the top half of the balance sheet has an equivalent reserve in the bottom half of the balance sheet.

4.5.2 Unusable Reserves – The revaluation reserve represents the value held in terms of the Heritage assets of the fund, which for the NCGF is the Provost's Chain.

4.5.3 The capital adjustment account represents the value of the investment properties and property, plant & equipment. The movement in the year in this reserve is the result of gains on revaluation of investment properties along with the value of the property, plant and equipment, net of the depreciation charged in the year.

4.5.4 The value of the investment portfolio (£558k) along with that of loans fund deposits (£248k) and creditors (£-13K) are held in Revenue Funds This is the Usable Reserve and represents actual funds available.

4.6 **2022/23 Final Monitoring Statement**

4.6.1 **Appendix 1b** sets out the 2022/23 final monitoring, which shows the Revenue results for the year against Budget (whereas Appendix 1a shows prior year comparatives), including a reconciliation to the Income and Expenditure Account.

5. **January 2024 Monitoring Statement**

5.1 A monitoring statement showing transactions against budget to the end of January 2024 is attached at **Appendix 2a**. This shows the anticipated impact on reserves resulting from the estimated outturn presented in the Monitoring Statement.

5.2 **Income**

The income received to date relates principally to property rentals, which are anticipated to be slightly higher than budgeted by £1.4k by year end due to lease amendments.

Income in respect of Pitch Lettings is higher than budgeted by £5.5k as a result of a higher volume of short terms pitch let applications than expected at the Links in 2023/24.

Overall, income is estimated to be £7.9k higher than budget.

5.3 **Expenditure**

Property costs reported for the year to date reflect the Highlife Highland management fee for the Leisure Park & Paddling Pool/Splash Pad and maintenance costs for the Splashpad and Links area. The annual levies have been paid for the River Fishings, as have charges for insurance for common good property.

Under property maintenance, spend is reflected for grass cutting and grounds maintenance, the Highlife Highland management fee for the Splash Pad, replacement equipment and for maintenance works carried out across the Links and repairs as well as remedial works to Common Good assets. Central Support expenditure listed relates to the Common Good fund Officer's costs. The outturn for the year has been increased by £10.3k to reflect the additional charges for the Common Good Fund Officer due to the amount of work relating to common good fund statutory consultations and leases during 2023/24, particularly related to the Grant Street Yard.

Expenditure is forecast to be £9.4k higher than budget. This is due to additional costs incurred in respect of the maintenance of the Splashpad during 2023/24 and £11.7k resurfacing works carried out at the lower Nairn Links footpath.

5.4 **Project expenditure** – £18,943 has been incurred in respect of Project Expenditure which has been in respect of specialist cleaning at the Splashpad, the demolition and removal of the former Links Store and for the replacement of some playpark equipment at the Links.

5.6 **Annual Surplus** – The approved budget for the year was planned to generate a surplus of £6,564 this has now reduced to £5,031 of income against expenditure. With the revenue and expenditure noted above combined with £72,501 realised from the Sale of Investment Property (Grant Street Yard), the surplus is now anticipated to be £77,532.

5.6 **Nairn Common Good Fund Investments**

The Council has delegated power to manage investments by NCGF to the Investment Sub-Committee, which reports to the Pensions Committee. The Nairn Area Committee has power to administer the Revenue income of the NCGF and Projects.

The report for the quarter to 31 December, 2023. Officers are able to confirm that the value of the fund increased by 6% over the quarter ending 31.12.23, in comparison to a benchmark return over the quarter of 4.4%. On a year-to-date basis, the Fund has risen 8.4% in contrast to the benchmark return of 7.5%. The value of the investments at end of December 2023 was £0.589m. The value of the investments is subject to constant change based on the market conditions (see **Appendix 2b**).

6. **Proposed 2024/25 Budget**

6.1 **2024/25 Budget** – The proposed budget for 2024/25 is set out in **Appendix 3**. In accordance with Council policy, wherever practicable, no inflationary increase has been applied to budget heads.

6.2 **Available funds** – This budget plans for the expenditure of revenue which will be received in 2024/25. If income and expenditure are set at levels proposed in **Appendix 3**, and if no unforeseen spend is encountered, the NCGF should provide a surplus (after project spend) of £5,654.

6.3 **Anticipated Revenue**

6.3.1 **Rental income** – The total rental income from rentals expected to be available from Common Good Assets in 2024/25 is £135k.

6.3.2 **Lettings Income** – Lettings income relates largely to the Nairn Games and is dependent on the income from stalls, the successful tendering for provision of a hospitality tent and the annual let of the Links by the Showmen's Guild. A small level of income is also derived from the letting of the Bandstand, and from areas of the Links let largely for sporting events; a budget of £18k is projected for 2024/25.

6.3.3 **NCGF Pitch Lettings Charging Framework** - As requested by Nairnshire Members, a revised Nairn Common Good pitch lettings charging framework has been developed and is detailed at **Appendix 4**. The revised framework has been devised to prevent the need for fees to be waived on a discretionary basis in respect of community events but to also set out what is free to hold on the common good lands. If approved by this Committee it is proposed that this revised framework will be implemented on 1st April 2024 for an initial period of 12 months when it will be subject to further review by this Committee.

6.3.4 **Car parking income** – Income of £25.1k has been generated from the invitation to pay scheme on NCGF car parks in the period to January 2024. A budget income of £25,000 is projected for 2024/25.

6.3.5 **Miscellaneous Income** – This is usually generated in the form of income for wayleaves, principally from SSE. This has been minimal for 2023/24 and a budget of £125 is projected for 2024/25.

6.4 **Expenditure Budget**

6.4.1 **Property Costs** – a budget of £75k is proposed. This includes the annual charge from the Council for grounds maintenance for Common Good, the management fee for Highlife Highland for the seasonal management of the Splash Pad and year-round overseeing of the Links and Leisure Park. This includes provision for the replacement of, for example, the beach life belts which are prone to vandalism and theft. It also makes provision and builds in contingency for ongoing repairs and remedial works to Common Good assets, including the Links and Riverside areas.

6.4.2 Discussions have taken place during 2023/24 with Highlife Highland, #TeamHamish and THC Facilities Management, in an attempt to find a more affordable but effective method of cleaning at the Splashpad in light of escalating costs. Options are being progressed on best value principles to commission THC Facilities Management to carry out the periodic deep cleaning of the Splashpad at a cost of £2,840 per clean. The existing contract with HLH will continue with spray washing weekly and a further deep clean scheduled as required using THC Facilities Management.

Monthly monitoring of the cleaning will be done by the Nairn Common Good Fund Officer to ensure it remains in good, clean order and reflects positively on the partners and community.

At the request of a previous meeting of Committee work is ongoing to develop an invitation to pay donation scheme for the NCGF Links amenity facilities proposals will be brought to a future meeting of the Committee.

6.4.3 **Electricity and Water Charges** – A budget of £2,000 is proposed for electricity charges in line with charges received in 2023/24 on NCGF properties, and a budget of £700 for water charges on a similar basis.

6.4.3 **Rent, Rates and Insurance** – A budget of £3,600 is proposed for the River Fishing Licence Fees and for necessary insurance cover.

6.4.4 **Nairnshire Events** - As agreed at the August 2022 Committee the budget again contains a proposed budget line of £10,000 to be used to support Nairnshire events. It is proposed that any intended use of this budget line will be discussed with Members at Area Business Meetings with expenditure thereafter being approved by the Community Development Manager in line with existing delegated authority as per the Scheme of Delegation.

6.4.5 **Staff costs** - Nairn Common Good Fund Development Officer. This is a 2 year fixed term post which commenced on September 2023 following recruitment. The budget includes provision for this part time 17.5 hour per week post to support the development of the Fund and its associated project work in line with previous decisions of this Committee. A budget line of £24k is included for the post in 2024/25.

6.4.6 **Central Support Charges** – A budget of £10,000 is proposed in respect of Corporate Resources officer support for Finance, Administration and Property services for the NCGF and includes a proportion of the costs of the Common Good Funds Officer post.

It should be noted that this will vary to reflect the actual levels of Highland Council officer support provided to the fund in the year ahead. Any variations will be reported through the Quarterly Monitoring Report.

6.4.7 **Car parking costs** – as for 2024/5, the costs of running the invitation to pay car parking have been budgeted at £3,000.

- 6.4.8 **Legal Expenses** – A budget of £1,000 is proposed to cover legal costs associated with work ongoing on the NCGF.
- 6.4.9 **Project Costs** – A budget line of £25,000 is proposed to be allocated to provide for support of possible progression of the Development Plan for the Links.
- 6.4.10 **Sandown Lands Community Food Growing Feasibility Study** – As previously agreed by this Committee, a budget line of £18,000 has been included in respect of the commissioning of a feasibility study into Community Food Growing and Green Energy projects at the Sandown Lands. This work is underway and will be completed early in 2024/25. A report on the outcome of this work will be presented to this Committee in due course.

Designations: Executive Chief Officer Communities and Place
Head of Corporate Finance

Date: 20 February 2024

Author: Lewis Hannah, Community Development Manager
Lara Harrison, Accountant

Appendix 1a Statement of Accounts 2022/23
Appendix 1b Final Monitoring Statement 22/23
Appendix 2a Monitoring Statement January 2023/24
Appendix 2b Quarter 3 Reserves and Investments
Appendix 3 Budget 2024/25
Appendix 4 Pitch Lettings Charging Framework

STATEMENT OF ACCOUNTS 2022-23

Appendix 1a

Nairn Common Good Fund

Income and Expenditure Account
Year ended 31 March

	2022/23 £	2021/22 £
<u>Expenditure</u>		
Property maintenance	58,660	50,755
Rent, rates and insurance	1,529	-
Administration charges	12,228	980
Staff costs	15,924	20,174
Special Grants	17,000	-
Other costs	18,517	5,785
Realised losses on sale of investments	5,652	2,660
Depreciation	14,703	14,703
Total expenditure	144,213	95,057
<u>Income</u>		
Rents	149,619	121,990
Miscellaneous income	41,908	11,281
Interest and investment income	17,546	14,373
Total income	209,073	147,644
Surplus for the year	64,860	52,587
Revaluation gains - investment properties	-	4,500
Revaluation gains/(losses) - investments	(40,023)	956
Realised losses recycled through CIES	5,652	2,660
Total comprehensive income and expenditure	30,489	60,703
Balance Sheet		
As at	31/03/2023	31/03/2022
	£	£
<u>Non current assets</u>		
Investment properties	8,300,089	8,300,089
Heritage assets	60,000	60,000
Investments at valuation	557,970	587,602
Property, plant and equipment	176,790	191,493
	<u>9,094,849</u>	<u>9,139,184</u>
<u>Current assets</u>		
Loans fund deposits	248,139	159,936
<u>Current liabilities</u>		
Sundry creditors	(13,464)	(85)
Total assets	9,329,524	9,299,035
Usable reserves		
Revenue funds	792,645	747,453
Unusable reserves		
Revaluation reserve	60,000	60,000
Capital adjustment account	8,476,879	8,491,582
	<u>8,536,879</u>	<u>8,551,582</u>
Total reserves	9,329,524	9,299,035

**Nairn Common Good
Period to March 2023**

APPENDIX 1b

	Actual	Budget	Variance
	£	£	£
INCOME			
Rents	133,915	121,800	12,115
Lettings	15,705	12,500	3,205
Invitation to pay parking	23,523	12,000	11,523
Invitation to pay parking - 21/22	17,681	-	17,681
Interest and investment income	4,496	-	4,496
Investment income	13,050	-	13,050
Miscellaneous Income	702	125	577
TOTAL INCOME	<u>209,073</u>	<u>146,425</u>	<u>62,648</u>
EXPENDITURE			
Property Costs	74,678	69,000	5,678
Electricity	2,061	2,000	61
Water charges	147	700	(553)
Rents, Rates and Insurance	1,529	3,600	(2,071)
Special Grants	17,000	-	17,000
Central support	28,152	10,500	17,652
Advertising	290	250	40
Legal Expenses	-	1,000	(1,000)
TOTAL EXPENDITURE	<u>123,858</u>	<u>87,050</u>	<u>36,808</u>
Surplus/(deficit) before projects	<u>85,215</u>	<u>59,375</u>	<u>25,840</u>
PROJECTS			
Project Costs - Links Development	-	15,000	(15,000)
NCGF Playparks	-	12,000	(12,000)
Demolition & removal of Links Store	-	5,000	(5,000)
(Surplus)/deficit on projects	<u>-</u>	<u>32,000</u>	<u>(32,000)</u>
Surplus/(deficit) after projects	<u>85,215</u>	<u>27,375</u>	<u>57,840</u>
Year end accounts adjustments not in Monitoring:			
Depreciation	(14,703)		
Revaluation gains/(losses)	(40,023)		
	<u>(54,726)</u>		
Total comprehensive income and expenditure	<u>30,489</u>		
Usable reserves (Appendix 1a)	<u>792,645</u>		

Nairn Common Good
Period to Jan 2024

APPENDIX 2a

	Actual	Annual	Estimated	Variance
	£	Budget	Outturn	£
		£	£	
INCOME				
Rents	130,291	134,489	135,890	1,402
Lettings	17,421	12,500	18,000	5,500
Invitation to pay parking	25,145	24,000	25,000	1,000
Miscellaneous Income	85	125	125	-
TOTAL INCOME	172,942	171,114	179,015	7,902
EXPENDITURE				
Property maintenance	13,291	69,000	86,700	17,700
Electricity	2,353	2,000	2,600	600
Water charges	214	700	700	-
Rents, Rates and Insurance	1,906	3,600	3,600	-
Staff costs	9,530	22,000	12,833	(9,167)
Central support	10,269	10,000	12,000	2,000
Car parking costs	-	3,000	3,000	-
Advertising	290	250	300	50
Events and festivals	8,251	10,000	8,251	(1,749)
Legal Expenses	335	1,000	1,000	-
TOTAL EXPENDITURE	46,439	121,550	130,984	9,434
Income less Expenditure	126,504	49,564	48,031	(1,532)
PROJECTS				
EXPENDITURE				
Project Costs - Links Development	18,943	25,000	25,000	-
Sandown feasibility study	-	18,000	-	(18,000)
	18,943	43,000	25,000	(18,000)
To be added to reserves	107,561	6,564	23,031	16,468
Sale of investment property	72,501	-	72,501	72,501
(to capital receipts reserve)				
Unaudited revenue reserves 22/23			792,645	
Change in value of investment portfolio to 31 Dec 2023			31,069	
Estimated outturn for 23/24			23,031	
Estimated revenue reserves 23/24 *			846,746	

* does not take into account any potential movement in value of investments over remainder of the year

**MONITORING STATEMENT 2023/24
NAIRN COMMON GOOD FUND RESERVES
FOR PERIOD ENDING DEC 2023**

APPENDIX 2b

	£000
Value of investment portfolio at 30.09.2023	562
Change in value of investment portfolio over 2023/24 Q3	<u>27</u>
Value of investment portfolio at 31.12.2023	589
Loans Fund balance (cash reserves) as at 31.03.2023	248
Net creditors at 31.03.23	(13)
Total reserves balance as at 31.12.23	<u>824</u>
Anticipated use of reserves during 2023/24:	
To be added to reserves/(fund core budget spend) (from Appendix 1)	48
To fund project spend (from Appendix 2)	<u>(25)</u>
	<u>23</u>
ANTICIPATED RESERVES AFTER COMPLETION OF ALL PLANNED PROJECTS	<u>847</u>

* does not take into account any potential movement in value of investments over remainder of the year

**Nairn Common Good Fund
Budget 2024/25**

	Draft Budget 2024/25 £
INCOME	
Rents	135,079
Lettings	18,000
Invitation to pay parking	25,000
Miscellaneous Income	125
TOTAL INCOME	<u>178,204</u>
EXPENDITURE	
Property maintenance	75,000
Electricity	2,000
Water charges	700
Rents, Rates and Insurance	3,600
Events and festivals	10,000
Staff costs	24,000
Central support	10,000
Car parking costs	3,000
Advertising	250
Legal Expenses	1,000
TOTAL EXPENDITURE	<u>129,550</u>
Income less Expenditure	<u><u>48,654</u></u>
PROJECTS	
EXPENDITURE	
Project Costs	25,000
Sandown feasibility study	18,000
	<u>43,000</u>
Net spend on Projects	<u>(43,000)</u>
FUNDS AVAILABLE/(REQUIRED) AFTER PROJECT SPEND	<u>5,654</u>
Estimated Usable Reserves 2023/24	846,746
Budget surplus/(deficit) for 24/25	5,654
Forecast year end reserves 24/25	<u><u>852,399</u></u>

Nairn Common Good Fund Charges (draft)

Nairn Common Good Fund – Short Term Lets Charging Framework						
Service						2024/25
Circuses						
Small Circus (up to 25 m ²)	Daily Fee					£250
Large Circus	Daily Fee					£500
Weddings (including exclusive use of Bandstand)						
Ceremony	Nairn Residents (subject to verification)					FREE
	Others					£100
Performers (use of Bandstand or Team Hamish Seating Area – non-ticketed)						
All Performances/Musicians Performance times limited to two hours. Application must be made to deconflict with other users. A noise management and/or event plan will be required in most circumstances.	Non-commercial					FREE
	Commercial					£100
Trader/Vendors (unless under major commercial event agreement - unlicensed)						
	OFF PEAK TIMES		PEAK TIMES		HIGH PEAK	
	DAY	HOUR	DAY	HOUR	DAY	HOUR
Large Catering (max 21 m ²)	£100	£20	£200	£40	£400	£80
Medium Catering (max 10 m ²)	£50	£10	£100	£20	£200	£40
Market Trader (max 10 m ²)	£15	£0 (2 hr max – then day rate)	£30	£6 (2 hr max – then day rate)	£60	£15 (2 hr max – then day rate)
Fairground Rides (small)	£50	£10	£100	£20	£200	£40
Fairground Rides (large)	£100	£20	£200	£40	£400	£80
Additional space requirements incur additional fees. Setting up times are calculated as part of rate.						
Peak times are as follows (see attached calendar for peak and off-peak times): October to March – off-peak apart from: peak times at weekends and UK School/public holidays (9am-4pm), peak or high-peak during planned events. April to September – off-peak apart from: peak times at weekends and UK school/public holidays, peak or high-peak during planned events Charity vendors are charged at half rate or free in some circumstances. Street trader licenses and land permission is still required in all cases.						
Trader/Vendors (unless under major commercial event agreement – licensed)						
Tendering for licensed traders at events is a tendering process. This will be notified a minimum of eight weeks in advance on Highland Council's social media and bids invited from interested parties.						
Recreational Activity Instructors (commercial activities that fall under Right of Access)						
Any time						FREE (See notes)
Wellbeing and Fitness Classes (e.g. bootcamps, yoga class)						
* 12 persons or less (not including instructor) – must be registered with council and hold liability insurance. Limited to two hours per day per instructor.	October to March					FREE*
	April to Sept - Per Hour					£10
	Single block fee					£200*

Nairn Common Good Fund Charges (draft)

Major Commercial Events (licensed and ticketed – includes all vendors within the footprint of event)

£2,000 venue hire plus an additional £1 per ticket sold subject to successful application and submission of an approved Event Management Plan.

Links (May to August)	£80 per day (0800 to 2100)
Links (September to April)	£45 per day (0800 to 1700)
Maggot (May to August)	£45 per day (0800 to 2100)
Maggot (September to April)	No charge
	Out with these hours an application to close may be permitted on application but will not incur a charge.

Closure of Invitation to Pay Car Parks to facilitate events.

NOTES:

There may be additional fees for licensing of events under the Civic Government (Scotland) Act. The rates above are only in respect of the temporary let of Common Good ground.

There will be no charge for events which benefit the community of Nairn and where no charge is proposed for entry and the event is freely open to public attendance.

In respect of free use of the NCGF lands for Wellbeing and Fitness purposes set out above. Providers must deliver services relating to health and fitness and cannot involve rental or sale of products or equipment except where the product is provided temporarily for the class and the user is under instruction while using it.

Commercial activities that fall under Rights of Access are granted in the Land Reform (Scotland) Act 2003. Guidance on rights of access can be found in the Outdoor Access Code or by contacting the Highland Council.

All event organisers may require evidence of liability insurance and must submit an application for a short term lease at least 28 days in advance of any proposed event taking place to

wardmanagersupport.townhouse@highland.gov.uk