

REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE - 24 MARCH 2020 AREA COMMITTEE BUDGET 2020 – 2021

1 Reason for Report / Summary

- 1.1 To agree the criteria for the Area Committee Budget and acknowledge the amendments to the application form.

2 Recommendations

The Committee is recommended to:

- 2.1 **Consider this report and adopt the amended criteria for the use of the Area Committee Budget, which stands at £80,000.00 for 2020/2021, as detailed in Appendix 1 to this report,**
- 2.2 **Instruct officers to continue to assemble information based on feedback from the groups that are funded in 2020/2021. This will be used to promote what the budget can achieve and highlight opportunities for improvement of the process.**

3 Purpose and Decision Making Route

- 3.1 At the end of each financial year, the Area Committee is asked to agree the criteria for the subsequent financial year in relation to the Area Committee Budget. This is in line with the general criteria agreed by the Policy and Resources Committee in May 2007, which contains any subsequent agreed revisions by the Area Committee and importantly, in the current climate, acknowledges the Council's Priorities which are to:
- Support a strong, sustainable, diverse and successful economy;
 - Have the best possible transport and digital links across our communities;
 - Provide the best life chances for all our children and young people by raising levels of attainment and achievement;
 - Work with parents and carers to support children through every stage of their development;
 - Encourage active lifestyles and promote well-being with a focus on obesity and mental health;
 - Have the right mix housing across all of Aberdeenshire;
 - Support and delivery of Health and Social Care Strategic Plan;
 - Work to reduce poverty and inequalities within our communities;
 - Deliver responsible, long-term financial planning;
 - Have the right people, in the right place, doing the right thing, at the right time;
 - Protect our special environment, including tackling climate change by reducing greenhouse gas emissions.

3.2 The Kincardine and Mearns Area Committee conducted a full review of criteria in 2016/2017, with slight revisions being made in 2018/2019. The current criteria is attached as **Appendix 1**. A further revision is being sought to point 14, to extend the closing date of the fund from December to February. This would enable more applications to be submitted however it is recognized that this places an added pressure on groups to submit the necessary paperwork before the end of the financial year.

4 Discussion

4.1 Thirty projects have been supported this year at a total cost of around £310,497.63. This equates to a figure of £230,497.63 being achieved through match funding of projects. Groups have been supported through the process of not only applying to the Area Committee Budget but also when applying for match funding from Tullo Community Benefit Fund, Meikle Carewe, Comic Relief, Community fundraising and for the groups own reserves. **Appendix 2** to this report sets out the range of projects funded by the 2019/2020 Area Committee Budget. Grant recipients have been asked to provide feedback on the impact of their awards, this will be appended to a future report

4.2 From discussions whilst considering previous Area Committee reports it was felt that further information could be sought from community groups using the application process. **Appendix 3** is the current application form for the 2019/20 Area Committee Budget. **Appendix 4** is a revised version of the application form in order to gain more information on the group's aims and purpose and a detailed breakdown of costs. A declaration has been added to the application form along with requesting a copy of the group's constitution, accounts and any quotes and specifications of items.

5 Council Priorities, Implications and Risk

5.1 This report helps deliver;

- Council Priority 1 - Support a strong, sustainable, diverse and successful economy,
- Council Priority 5 - Encourage active lifestyles and promote well-being with a focus on obesity and mental health,
- Council Priority 8 - Work to reduce poverty and inequalities within our communities, and
- Council Priority 11 - Protect our special environment, including tackling climate change by reducing greenhouse gas.

5.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial	x		
Staffing		x	
Equalities		x	
Fairer Scotland Duty		x	
Town Centre First		x	
Sustainability			
Children and Young People's Rights and Wellbeing			

5.3 An equality impact assessment is not required because the recommended actions will not have a differential impact on any of the protected characteristics.

5.4 There are no particular staffing implications arising from this report. The management of this budget will be undertaken within existing area management resources. The proposals outlined in this report are in line with the allocation of financial resources due to be approved as part of the approval of the Councils Revenue Budget on 18 March 2020.

5.5 The following Risks have been identified as relevant to this matter on a Corporate Level:

The following Risks have been identified as relevant to this matter on a Corporate Level: ACORP001 – Budget Pressures and ACORP005 – Working with other organisations. Corporate Risk Register).

6 Scheme of Governance

6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

6.2 The Committee is able to consider and take a decision on this item in terms of Section B.6.3 of the [List of Committee Powers in Part 2A](#) of the Scheme of Governance as it relates to the authorisation of expenditure from the Area Committee Budget.

Stephen Archer
Director of Infrastructure Services

Report prepared by Emma Storey, Kincardine and Mearns Area Committee Officer.
Report Date 15 March 2020

List of Appendices

- Appendix 1 - Area Committee Budget Criteria
- Appendix 2 - Community Groups Funded in 2019/20
- Appendix 3 – 2019/20 Area Committee Budget Application Form
- Appendix 4 - 2020/21 Area Committee Budget Application Form

Appendix 1

Criteria for the Use of the Kincardine and Mearns Area Committee Budget 2019/20 onwards, agreed by Area Committee (26.03.19).

1. The budget should be used to enable the Kincardine and Mearns Area Committee to respond to local needs by supporting projects within its Area. Projects will be favourably considered if they have clear evidence **of fit to the Councils Strategic Priorities**, including community economic development, and emerged from, or take cognisance of:
2. Community Action Plans; **Settlement Plans**
3. Town Centre First approach;
4. The Local Community Plan
 - a. Strong Communities,
 - b. Wellbeing, and
 - c. Connecting People.
5. Community Empowerment Act– in support of the assembly of business plans; feasibility studies etc.
6. Under normal circumstances the maximum payment for any one project or initiative is **£8,000.00**.
7. The Area Committee Budget should, in normal circumstances, only be used as part of the wider funding package with a maximum contribution normally being (50%) Voluntary/in kind contributions will be considered as part of the contribution of a project.
8. The use of the Area Committee Budget is open to Council Services and constituted groups who can prove that a funding package is being assembled and cannot be met from normal budgets.
9. The applicant must demonstrate that this is the final part of a wider funding package and that the money will be spent before the end of the financial year (31 March). This would not preclude an agreement in principle, earlier in the process, if that is of assistance to the applicant in attracting other funding.
10. The Area Committee Budget may **not** be used to directly fund a continuation of a service or a grant which has been stopped or reduced as a result of budget savings agreed by the Council. It can however, be used to facilitate the transfer of such service delivery or facility to the community or other third sector partner.
11. Where the funding level is in excess of £5,000.00 applicants will be asked to address the Area Committee. Applicants will be given advice on how and what to present to the Committee.
12. The Area Committee Budget will not commit the Council to recurring expenditure and if there are any employee implications, the approval of the Director of Business Services will be obtained. Any proposal that has an implication on a Council revenue or capital budget will have this clearly identified.

13. Recurring annual costs of a group or event will not be supported. The following costs will be considered on a case by case basis:

1. Developmental costs of a new group that is being established with
 - (a) aims consistent with
 - (b) Council objectives (i)
2. Setting up costs of a new event (i)
3. Costs of a one off event which is consistent with Council objectives
4. Event costs due to circumstances which could reasonably be considered as unforeseen (ii) and (iii)
 - i. An application would have to provide evidence of longer term financial sustainability.
 - ii. Excludes cancellation, weather, poor planning and retrospective applications.
 - iii. An application would have to provide evidence that all other avenues have been exhausted.

14. The Fund will close at the end of December to enable the end of year financial process to progress.

15. A reporting and monitoring system is to be put in place and made available to the Area Committee.

16. All applications must be agreed by the Area Committee.

For Information:

1. You need to evidence how your project meets the criteria and priorities. Depending on the type of project, some criteria and priorities may be more relevant and some not applicable.
2. Some of the Council Priorities are clearly only pertinent to the Council - *.

Council Priorities:

- Support a strong, sustainable, diverse and successful economy;
- Have the best possible transport and digital links across our communities;
- Provide the best life chances for all our children and young people by raising levels of attainment and achievement;
- Work with parents and carers to support children through every stage of their development;
- Encourage active lifestyles and promote well-being with a focus on obesity and mental health;
- Have the right mix housing across all of Aberdeenshire;
- Support and delivery of Health and Social Care Strategic Plan;
- Work to reduce poverty and inequalities within our communities;
- Deliver responsible, long-term financial planning; *
- Have the right people, in the right place, doing the right thing, at the right time; *
- Protect our special environment, including tackling climate change by reducing greenhouse gas emissions.

Appendix 2

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET						22
AWARDS GRANTED 2019-2020						
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
1.	Ward 18	Stonehaven Town Partnership	Audio Visual Installation	£4,447.62	£2,223.81	£1,000.00 Roundtable and £500.00 STD.
2.	Ward 19	Mill of Benholm Trust	Assist the Trustees to seek professional services such as legal representation and the services of a Quantity Surveyor to assist a CAT.	Unknown	Up to £5,000.00	
3.	Ward 19	Auchenblae Parks Committee	Assist in repair a Vertidrain machine, purchase a Fairway mower and legal fees.	£18,207.00	£8,000.00	Existing funding from Midhill Windfarm - £4,000.00, and Auchenblae Parks Reserves - £6,207.00
4.	Ward 18	Mackie Academy FP	To assist in the purchase of used portacabins and to convert them into a gymnasium area, changing facilities and physio room.	£24,130.00.	£8,000.00	Funding available to match the project cost of £16,130.00 has been collected through a number of fundraising events at the club including their Annual tournament, Rugby 7s, Fee'in market and membership contributions.
5.	Ward 18	Community Learning & Develoment	To provide young carers the opportunity to meet up in the summer holidays fortnightly (16 July - 13 August) to gain peer support and respite from their caring role.	£282.00	£141.00	£141.00

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET						
AWARDS GRANTED 2019-2020						
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
6.	Ward 19	Laurencekir k Hanging Baskets	Purchase 2 x Electric Powered Hanging Basket Water Units	£3,744.00	£1872.00	£1872.00
7.	Ward 19	Fordoun Defib Group	Provide, purchase, install and maintain a public access defibrillator in an unlocked climate controlled cabinet outside the Village Hall and roll out CPR and Defib training within the Fordoun Community	£1,567.00	£872.00	£695.00

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
8.	Ward 17	Active Schools	Purchase of New Age Kurling Combo Bundle (£249.29)	£249.29	£249.29	
9.	Ward 19	Inverbervie Burgh Hall	Upgrade fittings to current standard regulations for accessibility to toilet.	£2,516.00	£1,250.00	Balance from their reserves

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
10.	Ward 19	Marykirk Village Hall Committee	Replace roof covering and replace roof guttering.	£4,750.00	£2,250.00	Balance from their reserves.
11.	Ward 18	Stonehaven Business Association	Removing old roof, replacing damaged wood, re-bonding to next door garage and fit new glass reinforced plastic.	£3,000.00	£1,500.00	Balance from their reserves.
12.	Ward 19	Mearns Minibus Link .	Purchase of a laptop, printer and mobile (for one year).	£745.00	£745.00	£13,000 has already been raised in the community towards the purchase of the minibus.
13.	Ward 18	Stonehaven Fireballs Association	Costs incurred with the provision of additional security and first aid cover.	£6,050.00	£4,250.00	Balance from their reserves
14.	Ward 19	Luthermuir Hall & Park Committee	Purchase of 100 Chairs and Acoustic Panels.	£6,648.00	£2,905.00	Legacy from villager bequest and fundraising events in hall.
15.	Ward 19	Bervie Caley Youth & Junior Football Teams	Costs incurred with grass seeding and levelling a car park area.	£1,920.00	£960.00	Bervie Caley Committee.

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
16.	Ward 17	Portlethen Paths Development Group	Purchase of 4 benches.	£1,733.49	£533.49	Meikle Carewe Wind Farm Fund £1,200.00
17.	Ward 17	Portlethen Town Association	Costs towards the purchase of 19 notif lights to replace the old Christmas Lights for Portlethen.	£5,066.00	£2,500.00	Meikle Carewe Wind Farm Fund £2,500.00
18.	Ward 19	Tangleha Artists Collective	Purchase of tools and safety equipment for volunteers and two benches.	£22,825.52	£3,000.00	1. Tullo and Twinshiels Wind Farms Funds
19.	Ward 18	Cycling Without Age, Stonehaven	Two Brose trishaws, shed storage for the trishaws and Hi-Vis vests for volunteer pilots.	£16,762.40	£8,000.00	£2,500.00 Stonehaven Cycling Club £2,500.00 Stonehaven Cycle Club member £2,600.00 Stonehaven Lions.
20.	Ward 18	Stonehaven Cycling Club	Purchasing Bicycles and Helmets to support Schools in their Bike Ability.	£3,612.00	£1,806.00	Funding provided to Stonehaven Cycling Club as a donation from Mid Summer Beer Happening.
21.	Ward 19	Gourdon Community Council	Costs towards the purchase of a defibrillator and case and the installation within a recently purchases	£3,060.00	£1,060.00	Tullo Windfarm £1,700.00 £160.00 raised by Community £300.00 KDP.

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
			phone box, fitting of defibrillator and purchase of Heartstart Community Package.			
22.	Ward 18	Rendezvous Café	Initial set up costs; purchase food hygiene training, games, advertising costs and tablecloths.	£302.00	£137.00	Public Health Funding £137.00 Donations in kind from Co-op (Tea & Coffee) £28.00
23.	Ward 18	Pillar Kincardine	Purchase of a data hub with suitable graphics capabilities, 3 laptops to accommodate multiple users per session, installation and technical support.	£21,074.00	£4,554.00	Comic Relief £7,470.00 Cora Foundation £5,500.00 The Health and Social Care Alliance Scotland £3,550.00
24.	Ward 17	Maryculter Woodlands Trust	Purchase materials to repair sections of the forest road and to upgrade a section of the path to form an extension of the forest road.	£5,000.00	£2,500.00	Private Donations from the Community

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
25.	Ward 19	Fettercairn Public Property Committee	Costs involved with the renovation of the internal areas of Fettercairn public hall (as well as the electrical work, this includes re-plastering of the original ceiling and decoration works).	£22,080.00	£8,000.00	Developers Obligations and balance from their reserves.
26.	Ward 17	Rhythm Nation Dance	Purchase Show props, a MacBook laptop, 2 portable music systems, 2 iPods and safety matting.	£4,177.00	£2,548.00	Windfarm Grant £1,000.00, Bag Pack £578.08
27.	Ward 17	Jubilee Hall, Portlethen	Purchase of 50 chairs, improvements to the front office space and the installation of wall lights.	£43,356.00	£4,196.40	Meikle Carewe Wind Farm Community Fund £2469.00 Asda £500.00 Co-Op Funeral Office £500.00 Fundraising by committee and community groups.
28.	Ward 17	Maryculter Scouts	Replace/upgrade existing camping/cooking equipment, which is obsolete/not fit for purpose, with	£821.15	£410.57	Balance from their reserves.

No.	Project Location	Recipient	Details:	Full Cost of Project	Amount £	Matched Funding
			new and more efficient kit.			
29.	Ward 18	St. James' Episcopal Church	Purchase of 16 rectangular full size tables and 3 children's tables to replace existing which have been damaged through prolonged use.	£872.16	£430.00	Balance from their reserves
30.	Ward 18	Swanley Riding Club	Costs to purchase and install a defibrillator and training on the equipment.	£1,500.00	£750.00	Balance from their reserves
		Totals		£230,497.63	£80,643.56	

Appendix 3



**KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET
2019/2020**

The Area Committee has a small budget which can be used to 'top up' other funding sources in cases where otherwise there would be inadequate funding to allow something to happen.

The use of the budget has to be within guidelines agreed by the Council and in line with themes agreed by the Area Committee. These are listed on the reverse of this form.

To apply, please complete the form below and return it to: Area Committee Officer Emma Storey – emma.storey@aberdeenshire.gov.uk

Name:	Organisation:
Address:	
E-mail:	Telephone:
Amount requested:	Please note any deadlines:
Total Project Cost and breakdown of the costs:	
Outline of the project:	
Other available funding (note the sources):	
Other funding sought but refused:	
How will the application fit the criteria described over (please put n/a if a criteria is not applicable):	
Office use: If funding granted agree a date for monitoring and reporting of the project.	



**KINCARDINE AND MEARNES AREA COMMITTEE BUDGET
2020/2021**

The Area Committee has a small budget which can be used to 'top up' other funding sources in cases where otherwise there would be inadequate funding to allow something to happen.

The use of the budget has to be within guidelines agreed by the Council and in line with themes agreed by the Area Committee. These are listed on the reverse of this form.

To apply, please complete the form below and return it to: Area Committee Officer Emma Storey – emma.storey@aberdeenshire.gov.uk

Name:	Organisation:
Address:	
E-mail:	Telephone:
Amount requested:	Please note any deadlines:
Tell us about your group's aims and purposes (include details of your membership and evidence that the organisation has the right level of resource, skills, and capacity to deliver the project)	

Outline of the project:

What is the total project cost? (The cost of everything related to your project, even the items or activities you aren't asking us to fund)

£

Please tell us the costs of each item or activity you would like us to fund:

Item / Activity	Total Cost	Amount Requested from Area Committee Budget
Total		£

Other available funding (note the sources):

Other funding sought but refused:

How will the application fit the criteria described over (please put n/a if a criteria is not applicable):

Applicant Declaration: -

I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group. I understand that decisions made by the Kincardine and Mearns Area Committee are final.

Name
(Please print)

Signature

Date

Checklist – please attach the following items

- Constitution or Memorandum & Articles of Association
- Your most recent verified accounts
- Two most recent bank statements
- Quotes / Specifications

Application should be emailed to emma.storey@aberdeenshire.gov.uk

Or

Sent by post to Kincardine and Mearns Area Team, Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Please Note -Successful applicants will require to complete a short feedback form on the project by no later than 31st March 2021.