

REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE – 27 APRIL 2021 AREA COMMITTEE BUDGET 2021 – 2022

1 Reason for Report / Summary

- 1.1 To agree and acknowledge the amended criteria for the Kincardine and Mearns Area Committee Budget for 2021-2022 and confirm the spends for 2020-2021.

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 **£80,800.00** for 2021/2022, as detailed in Appendix 2 to this report.

3 Purpose and Decision-Making Route

- 3.1 At the start of each financial year, the Area Committee is asked to agree the criteria for 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 the budget set for Aberdeenshire Council on 17 March 2021. The Kincardine and Mearns Area Committee Budget for 2021-2022 has been set at **£80,800.00**.

4 Discussion

- 4.1 Twenty-three projects have been supported this year, totaling £78,283.80. **Appendix 1** to this report sets out the range of projects funded by the 2020/2021 Area Committee Budget and highlights the total spend by Ward. Groups have been supported through the process of not only applying to the Area Committee Budget but also when applying for match funding.
- 4.2 Four projects have required an extension past the end of the financial year to allow for further invoices to be submitted, they are Johnshaven Community Garden, Friends of Stonehaven Open Air Pool, Portlethen Town Association and Stonehaven and District Community Council. Two projects came in under budget, SHARK and Maryculter Community Hall Association resulting in £480.00 being unspent, this plus the remainder of the Area Committee Budget means that £2,196.20 will be distributed to the local food larders as agreed at Kincardine and Mearns Area Committee on 19 January 2021.
- 4.3 As a result of the current climate and from experience of the process, several proposed amendments to the criteria are shown in red in **Appendix 2**. We have been made aware that some groups have found it difficult to acquire the total match funding amount required to be able to submit an application. Taking into account that we will still be in the recovery phase from the pandemic and that community groups have not been able to fundraise

throughout the year or hold annual events to support their reserves, it is suggested that the match funding amount required, be reduced from 50% to 25%. This will hopefully allow more groups to apply to the Area Committee Budget and be presented at Area Committee. This amendment is highlighted in the criteria at point 7.

- 4.4 The second proposed amendment also at point 7 is to allow further clarity around Voluntary/in kind contributions, these have always been part of the criteria and whilst easy to attribute a value to an item of equipment, volunteer time is a little more difficult. There will potentially be more reliance on volunteers and being able to attach a monetary value should help community groups with their application.
- 4.5 The final amendment at point 17, states that grants should be claimed within 6 months of the award and before the end of the financial year. This is to ensure that the maximum amount of funding is claimed within the correct timescales. Awards cannot be carried over into the next financial year however groups could be awarded funding in May and then wait until February to submit invoices or indeed not submit any invoices resulting in that award being unspent.
- 4.6 The criteria has also been updated to reflect the new Council priorities as agreed at Full Council on 23 July 2020.

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver Council Priorities: Our People, Our Environment and Our Economy.
- 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		x	
Children and Young People's Rights and Wellbeing		x	

- 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 as contained in the 2021/22 Revenue Budget for Area Managers.

5.5 The following Risks have been identified as relevant to this matter on a Corporate Level: Budget Pressures; Working with other organisations ([Corporate Risk Register](#)).

No risks have been identified as relevant to this matter on a Strategic Level ([Directorate Risk Registers](#)).

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 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 expenditure of the Area Committee Budget.

Alan Wood
Interim Director of Infrastructure Services

Report prepared by Emma Storey, Kincardine and Mearns Area Committee Officer.
Report Date 12 April 2021

List of Appendices

Appendix 1 - Community Groups Funded in 2020/2021
Appendix 2 - Area Committee Budget Criteria

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET							
AWARDS GRANTED 2020-2021							
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount	Matched Funding	
1	Ward 17	Portlethen Town Association	Purchase of a garage and legal fees.	£5,300.00	£2,000.00	Reserves	
2	Ward 17	Maryculter Community Hall Association	To purchase a second hand Ransomes Field Mower.	£12,000.00	£6,000.00	Reserves	
3.	Ward 17	Portlethen Paths Development Group	Develop new grass meadows in Portlethen.	£495.28	£247.64	Reserves.	
4.	Ward 17	Mearns FM Radio (2)	Funding to utilise for work experience and for the foundation apprenticeship run by North East Scotland College.	£3,740.18	£1,705.50	Advertising Revenue	
Total allocation for Ward 17					£9,953.14		
5.	Ward 18	Panthers Basketball Club	To replace basketball equipment.	£4,069.61	£1,784.55	Reserves	
6.	Ward 18	Friends of Stonehaven Open Air Swimming Pool	Purchase paint for pool tank, terraces and paddling pool, re-vamp and upgrade garden frontage and perimeter.	£7,969.06	£3,984.53	Reserves	
7.	Ward 18	Benholm and Johnshaven Heritage Society	Creating Augmented Reality in video form.	£5,000.00	£3,750.00	Coastal Communities Fund	
8.	Ward 18	Stonehaven Thistle Cricket Club	To purchase new mobile cricket covers.	£4,260.00	£2,130.00	Reserves	
9.	Ward 18	Stonehaven Business Association	Sponsorship for a sculptured painted lighthouse to take part in the CLAN "Light the North" Lighthouse Sculpture Trail.	£6,000.00	£3,000.00	SBA Members and other local businesses - £3,000.00.	

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET							
AWARDS GRANTED 2020-2021							
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount	Matched Funding	
10.	Ward 18	Stonehaven Tennis Club	Resurfacing and upgrade to Courts 1-3, and associated drainage works.	£56,394.80	£8,000.00	Stonehaven Recreational Grounds £10,000 Aberdeenshire Developer contributions fund - £14,000 Reserves - £10,594.80 Lawn Tennis Association Loan - £14,000	
11.	Ward 18	Mearns FM Radio (3)	Purchase of additional software and a computer.	£3,460.00	£1,730.00	Reserves	
12.	Ward 18	Stonehaven Community Council	Supply and installation of a defibrillator at Mackie Academy, supply equipment for existing defibrillators and install new boxes.	£11,560.00	£5,000.00	£3,500 from local community groups, organisations and businesses.	
13.	Ward 18	Stonehaven Recreational Grounds	Purchase of a mower and general maintenance works.	£40,000 approx.	£8,000.00	Reserves and external funding.	
Total allocation for Ward 18					£37,379.08		
14.	Ward 19	MERCHAT	Restoration and preservation of the Mearns Coastal Heritage Trail.	£2,702.00	£1,351.00	Tullo and Twinshiels Community Fund £9,912,	

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET							
AWARDS GRANTED 2020-2021							
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount	Matched Funding	
15.	Ward 19	Mearns Writers	To assist those that require additional ICT equipment, software upgrades, licenses and to provide the necessary support to enable members to participate from home.	£4,000.00	£4,000.00	Coastal Communities Fund	
16.	Ward 19	Luthermuir Hall and Park Committee	To provide new play equipment at Luthermuir Park.	£7,611.23	£3,077.31	Reserves	
17.	Ward 19	Johnshaven Community Garden	Purchase bedding plants, tools and further maintenance.	£411.84	£411.84	Reserves.	
18.	Ward 19	Mearns Coastal Heritage Trail (MERCHAT)	Costs for materials, plant hire and labour involved in the restoration of the Mearns Coastal Trail from Johnshaven to St. Cyrus.	£9,000.00	£4,000.00	Tullo and Twinshiels Community Fund : £9,912	
19.	Ward 19	Mill of Benholm Trust	Legal Fees	£2,321.80	£2,321.80	N/A	
20.	Ward 19	Auchenblae Parks Committee	Purchasing a new steel building to replace the current one on the football pitch in Auchenblae.	£55,144.00	£8,000.00	Applications being submitted to Midhill Windfarm and Tullo Windfarm. Reserves available.	
21.	Ward 19	SHARK	Purchase a metal storage container	£1,800.00	£900.00	Reserves.	
Total allocation for Ward 19					£24,061.95		

KINCARDINE AND MEARN'S AREA COMMITTEE BUDGET							
AWARDS GRANTED 2020-2021							
No.	Project Location	Recipient	Details:	Full Cost of Project	Amount	Matched Funding	
22	All	Aberdeenshire Council Waste Services	Purchase 100 litter pickers to be used by all schools and community groups in the Kincardine and Mearns area.	£3,681.60	£1,840.00	Waste Services	
23.	All	Mearns FM Community Radio (1)	The purchase of 3 replacement transmitters for Stonehaven, Inverbervie and Laurencekirk along with a new transmitter for Portlethen.	£10,412.89	£5,049.63	Reserves	
Total K&M Area Committee Budget Awarded					£6,889.63		
					£78,283.80		

APPENDIX 2

Criteria for the Use of the Kincardine and Mearns Area Committee Budget 2021/22 onwards, agreed by Area Committee (24.03.20).

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 fitting **the Council's 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 **(75%)**. Voluntary/in kind contributions will be considered as part of the contribution of a project, **for example, contribution of a piece of equipment or volunteer time. Below is a table that indicates the standard rates, which should be used to calculate volunteer time:**

Type of voluntary/in-kind contribution	Per Hour	Per Day
General, unskilled labour (for example, supervised scrub clearance, ditch-digging, planting, basic administrative support)	£9.50*	£76.00
Specialist, skilled, trained labour (for example, operations for which certificated training is a requirement, such as operating dangerous equipment, driving off-road vehicles, using chemicals)	£18.75	£150.00
Specialist services, (for example, supervising, training labour teams, surveys, counts, trapping, ringing, diving, printing, designing, photography)	£31.25	£250.00

Professional services (for example, consultants, lawyers, planners, engineers, accountants, auditors) £50.00 £350.00

*The Living Wage in Scotland.

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 February 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.
17. Grants should be claimed **within 6 months of award** and before the end of the financial year in which they are awarded. If outwith timescale a further application will be required if funding still available. A key factor in assessing applications as the financial year progresses will be the likelihood of funding being used.

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. All Proposals must be in line with and address the **Council Plan priorities** which are:

Our People – Education; Health & Wellbeing
Our Environment – Infrastructure; Resilient Communities
Our Economy – Economy & Enterprise; Estate Modernisation

Further information can be found here:

<https://www.aberdeenshire.gov.uk/council-and-democracy/council-plan/delivering-our-priorities-across-services/>