

## REPORT TO KINCARDINE AND MEARNIS AREA COMMITTEE – 18 MAY 2021

### ALLOCATION OF KINCARDINE AND MEARNIS COMMUNITY COUNCIL GRANTS 2021-2022

#### 1 Reason for Report / Summary

- 1.1 This report outlines the process for the allocation of the Kincardine and Mearns Community Council Grants for 2021-2022.

#### 2 Recommendation

- 2.1 It is recommended that the Committee agree to allocate the Kincardine and Mearns Community Council Grants for 2021-2022 on the same terms as 2020-2021.**

#### 3 Purpose and Decision-Making Route

- 3.1 Each year, the Council provides funding to Community Councils towards their administrative costs. The Community Council budget for Aberdeenshire for 2021/22 is £65,000. The costs of insurance, data protection registration and an amount for election expenses are deducted from the budget. The balance is allocated to the six administrative areas on the basis of a fixed lump sum per Community Council plus an amount per elector. The allocation of the budget to central costs and to each area is detailed at **Appendix 1**.
- 3.2 Each of the six administrative areas has flexibility in deciding how to allocate their sum within their area.

#### 4 Discussion

- 4.1 Last year, given the current movement restrictions in force due to the pandemic and the implications of this on Community Council elections, no elections took place and there were no requirements for an AGM to take place until later in the year. It was also considered that, as some Community Councils may require the funds to be available to them on the normal timescale, the requirement for audited accounts and AGM minutes to be provided in advance of the grant being released would not be required last year.
- 4.2 Arrangements are currently in place for elections to take place in April and May 2021. Aberdeenshire Council webpages have been updated to enable the nomination forms to be available online along with supporting documents, see [link](#). We will be requesting the relevant AGM minutes and audited accounts to date in order to release the grants for 2021/2022.
- 4.3 At this time, due to uncertainty over Covid-19 restrictions, there are no plans to hold an in person Aberdeenshire wide networking event, so the training events budget will be released this year as part of the administration grant. However, it

is the intention to arrange online induction training for Community Councils following the elections in all six areas.

- 4.4 The allocation to Kincardine and Mearns Community Councils for 2021-2022 is £9,812.00.
- 4.5 Last year, as was the case in previous years, Kincardine and Mearns distributed the funds to local Community Councils by way of a fixed base amount of £475.00 for each Community Council, with the balance allocated on the number of electors in each Community Council area. It is proposed that this method be carried out again for 2021-2022 and the proposed allocations are detailed at **Appendix 1**.
- 4.6 Where appropriate, extra insurance premiums for Community Councils where additional cover has been requested will be deducted from grants before they are released.
- 4.7 All 12 Community Councils in the Kincardine and Mearns Area are currently established and active. Community Councils have adapted well and are having virtual meetings or carrying out their role via emails and ensuring they are recording decisions, circulating minutes and representing their communities.
- 4.8 The main purpose of the Community Council Grant is to cover administrative costs. These may include the hire of venues, secretary fees, website and social media costs, costs of equipment required, as well as general admin. Community Councils are also able to utilise the grant to fund hosting online meetings on a number of different platforms.

## 5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver the Council Priority: Our Environment.
- 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	
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- 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 Sections B.1.1 and B.3.2 of the [List of Committee Powers in Part 2A](#) of the Scheme of Governance as it may determine any matter that is specific to the Kincardine and Mearns Area not otherwise properly delegated to any other Committee and because it relates to the consideration of the award of grants to Community Councils within the approved budget.

**Alan Wood**  
**Interim Director of Infrastructure Services**

Report by Emma Storey, Kincardine and Mearns Area Committee Officer  
Report Date 13 April 2021

### List of Appendices:

**Appendix 1** – Allocation of the budget

Appendix 1

**Community Council Budget 2021-22**

Aberdeenshire Budget and Central Costs	2020/21	2021/22
Budget	65,000	65,000
<b>less</b>		
Insurance	5,848	5,934
Community Council Elections	1,140	1,140
Data Protection Fees @ £40 each	2,720	2,760
Community Events	1,500	0
	<b>53,792</b>	<b>55,166</b>

Allocation to Areas		
	2020/21	2021/22
Banff & Buchan	8061	8192
Buchan	8140	8285
Formartine	9297	9495
Garioch	9671	9899
K&M	9589	9812
Marr	9034	9484
	53,792	55,167

Kincardine & Mearns Area Budget = **£9,812**

Administration Grant								
	No. of Electors	Fixed Grant	Per Elector	Total Grant 2021/22	Grant 2020/21	Variance	Premiums 2021/22	Additional Premiums
Arbuthnott	277	475	32	<b>507</b>	505	2	86	0
Benholm & Johnshaven	664	475	77	<b>552</b>	547	5	86	0
Catterline Kinneff & Dunnottar	954	475	111	<b>586</b>	581	5	86	0
Crathes, Drumoak & Durris	2175	475	252	<b>727</b>	712	15	114	<b>28</b>
Gourdon	664	475	77	<b>552</b>	548	4	143	<b>57</b>
Mearns	6464	475	749	<b>1,224</b>	1,181	43	86	0
Newtonhill, Muchalls & Cammachmore	2839	475	329	<b>804</b>	787	17	114	<b>28</b>
North Kincardine	2032	475	235	<b>710</b>	697	13	86	0
Portlethen & District	7253	475	840	<b>1,315</b>	1,273	42	162	<b>76</b>
Royal Burgh of Inverbervie	1819	475	211	<b>686</b>	674	12	86	0
St Cyrus	1312	475	152	<b>627</b>	619	8	96	<b>10</b>
Stonehaven	9043	475	1,048	<b>1,523</b>	1,467	56	86	0
	35,496	5,700	4,112	9,812	9,591	221	1,231	199