

REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE – 31 AUGUST 2021 AREA COMMITTEE BUDGET 2021 - 2022

1 Reason for Report / Summary

- 1.1 Three applications have been submitted for funding from the Kincardine and Mearns Area Committee Budget 2021/22.

2 Recommendations

2.1 The Committee is recommended to consider and agree applications to the Kincardine and Mearns Area Committee Budget from:

- Stonehaven and District Sea Cadets - £8,000.00
- Auchenblae Parks Committee - £8,000.00
- Stonehaven Town Partnership - £2,740.31

3 Purpose and Decision-Making Route

- 3.1 The Council has allocated £80,800 to each Area Committee for the financial year 2020/21 for the Area Committee Budget. Three applications have been submitted and approved at Area Committee leaving a balance of £76,295.30 see **Appendix 1**. The criteria for the Area Committee Budget has been appended to this report as **Appendix 2**.

4 Discussion

- 4.1 An application has been received from Stonehaven and District Sea Cadets for £8,000.00 towards a total project cost of £19,301.00 to purchase and install a disabled access lift. Stonehaven Sea Cadets typically comprises of 40 cadets and 12 civilian members of staff. They are near completion of their new headquarters and all that remains is the purchase and installation of an access lift to ensure the building is fully accessible to all. The lift will connect the ground floor to the first floor. Match funding has been met through fundraising.
- 4.2 Auchenblae Parks Committee have submitted an application for £8,000.00 towards a total project cost of £18,031.20. The Committee maintain all the recreational facilities for and on behalf of the village. These include the football pitch, bike track, two tennis courts, bowling green, playground, outdoor gym, pavilion, and golf course. The Committee are looking to purchase the below equipment to continue to maintain the facilities.
- General purpose Utility Vehicle - £12,000.00
 - Trailer - £1,282.80
 - Wheeled Strimmer - £1,110.00
 - Backpack Blower - £441.60
 - Replacement Roof for the machinery store - £3,196.80

Match funding is secured through their own reserves, any income generated from the facilities pays for the annual running costs.

- 4.3 An application has been received from Stonehaven Town Partnership (STP) for £2,740.31 towards a total cost of £3,914.74. STP are a local charity which aims to support the community of Stonehaven. They have taken onboard the Court House building which has been refurbished and now provides offices for third sector groups. In order to comply with fire regulations and advice from the Fire Service, they are required to purchase and install new fire doors. Total cost of the project is £3,914.74 and match funding has been matched through their own reserves. This application is greater than the 50% match funded criteria, STP on this occasion are asking for funding to support 70% of the total project.

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver Council Priority 1 – Our People and Council Priority 2 – 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

- 5.3 An integrated impact assessment is not required as the award of funding will not have a differential effect on persons sharing the same protected characteristics.
- 5.4 No risks have been identified as relevant to this matter on a Corporate Level.
- 5.5 Approval of the applications will reduce the remaining balance of the Area Initiatives Budget to £57,554.99.

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, any comments are included 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 in Part 2A, List of Committee Powers in the Scheme of Governance, as it relates to the authorisation of expenditure from the Kincardine and Mearns Area Committee budget.

Alan Wood
Director of Infrastructure Services

Report prepared by Emma Storey, Area Committee Officer
Date 19 August 2021

List of Appendices

- Appendix 1 – Area Committee Balance
- Appendix 2 – Area Committee Budget Criteria

Appendix 1

KINCARDINE and MEARNS AREA COMMITTEE BUDGET FINANCIAL YEAR 2021-22						
			BUDGET		£80,800.00	
		DATE RECEIVED	AMOUNT REQUESTED	DATE TO COMMITTEE	AMOUNT AGREED	RUNNING TOTAL
APPLICANT	PURPOSE					
FINANCIAL YEAR 2021-22						£80,800.00
Redmyre Primary School	Outdoor Classroom	April 2021	£2,794.00	18 May 2021	£2,794.00	£78,006.00
Auchenblae Primary School	Allotment	April 2021	£410.70	18 May 2021	£410.70	£77,595.30
Laurencekirk Primary School	Allotment	May 2021	£1,300.00	8 June 2021	£1,300.00	£76,295.30

APPENDIX 2

Criteria for the Use of the Kincardine and Mearns Area Committee Budget 2021/22 onwards, agreed by Area Committee (27.04.21).

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