



REPORT TO KINCARDINE AND MEARN'S AREA COMMITTEE – 4 SEPTEMBER 2018

AREA COMMITTEE BUDGET 2018 - 2019

1 Recommendation

It is recommended that the Kincardine and Mearns Area Committee consider the following applications:

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|-----|---|------------------|
| 1.1 | Stonehaven Fireballs Association | £8,000.00 |
| 1.2 | Benholm & Johnshaven Community Council | £ 290.00 |
| 1.3 | Marykirk Outdoor Bowling Club | £5,000.00 |
| 1.4 | Arbuthnott, Bervie & Kinneff Parish Church | £1,283.23 |
- (The group are seeking £5,000.00 but currently there is insufficient funds in the budget if above applications are all approved.)

2 Background / Discussion

- 2.1 The Council has allocated £80,000 to each Area Committee for the financial year 2018/19 for the Area Committee Budget. Members agreed to set aside £20,000 of the budget for a Participatory Budgeting exercise in Portlethen for projects emerging from the Settlement Action Plan. Thirteen applications have been approved, leaving a balance of £14,573.23. If the applications presented in this report are agreed that will complete the distribution of funds for this financial year. Criteria for the Area Committee Budget has been appended to this report.
- 2.2 An application has been received from Stonehaven Fireballs Association for £8,000.00 to replace the 7 cradles used to hold the 420 crowd barriers which were originally purchased for the Hogmanay event some 15 years ago. The total project cost is £25,200.00 broken down as follows:

Fabrication of prototype barrier cradle £3,600.00 (incl VAT)
Fabrication of a further 6 barrier cradles £21,600.00 (inc VAT)

Members of the Fireballs Committee have worked hard on a new and improved design which will allow the barriers to be loaded and unloaded more efficiently and allow for safer stacking, storage and transportation of the barriers. The design will offer greater protection to the barriers themselves meaning less frequent need for repairs and replacements.

The crowd barriers are a key element of the Fireballs event, allowing organisers to keep the public out of harm's way and control the flow of 10,500 spectators visiting the ceremony annually. In addition the barriers are used throughout the year by other community groups and organisations who deliver a wide range of public events for thousands of residents and visitors. These include: 'Fein'

Market, Stonehaven Half Marathon, Stonehaven Highland Games, Stonehaven Folk Festival, Thomson Memorial Rally and most recently Fettercairn Show.

- 2.3 An application has been received from Benholm & Johnshaven Community Council for £290 of the £550 required to commemorate the 100th anniversary of the end of the First World War. Viscount Arbuthnott will be officiating at the event and a beacon will be lit at 7pm when the Last Post will be sounded. Lathallan School will read a brief synopsis of the War followed by children from Johnshaven Primary School reading selected war poems. The children will then read out the name of each country involved together with details of their dead and wounded, as each name is read out an illuminated cross will be placed at the War Memorial. The village bell will toll and a piper will play a series of laments.

It should be noted that information on the commemoration of the conclusion of the First World War has been circulated to all Community Councils. There is a funding stream available for community to access silhouettes. These would represent those who left their communities and never returned. They would be used as part of a community event. There is also a programme encouraging communities to light a beacon and have a lone piper. To date, only Benholm and Johnshaven Community Council has asked for funding but if all applications in this report are approved the budget will be fully committed so no further applications could be considered.

- 2.4 Marykirk Outdoor Bowling Club are seeking £5,000.00 towards the replacement of their bowling surface. The total project cost is £21,600 which includes uplift and removal of the existing bowling surface, repair the underlay, supply and fit and secure the new surface, mark the surface ready for play and replace and recover the banks and ditches. The project involves replacing the artificial bowling surface before the existing one is no longer usable. The work would be scheduled to take place in March 2019 ready for the start of the season in April.

The existing surface was laid in 2006 and was guaranteed for 7 years. With careful maintenance the surface has now lasted 12 years but the rate of deterioration is increasing. Marykirk has few resources for sport and the bowling green provides an invaluable resource for the residents of Marykirk and the surrounding area. The Club also works with Marykirk Primary School during their health and fitness programme, when pupils are invited to the green to learn how to play bowls, helping their wellbeing and fostering sportsmanship and teamwork.

- 2.5 Arbuthnott, Bervie & Kinneff Parish Church have applied for £5,000 towards a project cost of £51,059 to build an extension to the Church to house a disabled toilet and small kitchen/hospitality area.

Currently the Church has no toilet facilities and on a number of occasions during baptisms and weddings, guests have required such facilities only to be told they had none. A group of elders and volunteers formed a group to look at potential options. Portaloos were ruled out as difficult to service, existing outbuildings were ruled out as too far to travel in winter conditions and access would not be suitable for disabled. The facilities in the Church itself were ruled out as acoustically not acceptable. An Architect was appointed and put forward a plan to extend along the north wall to encompass the existing unused north door to house a disabled toilet and small kitchen/hospitality area. This was agreed and as a result the group have been busy trying to raise the necessary funds. To date they have raised £41,000 with applications submitted to St

John's Hill windfarm and the Church of Scotland Central Fabric Fund leaving the project with a shortfall of £5,000.00.

Applications are dealt with in the order that they are received. If all applications in this report are approved then there is only £1,283.23 available unless there is slippage in other projects. It is suggested that if Committee agrees to support this project then it is on the basis of £1,283.23 plus any slippage in other projects up to a maximum of £5000.

- 2.6 At its meeting on 20 March 2018 the Area Committee agreed to earmark £20,000 for Participatory Budgeting exercise in the Portlethen Community Plan. A verbal update will be given at the meeting following the voting day at Portlethen Gala on 18 August.
- 2.7 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report, their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 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.

4 Implications and Risks

- 4.1 An equality impact assessment is attached at appendix 1 for the application from Arbuthnott, Bervie & Kinneff Parish Church.
- 4.2 There are no particular staffing implications arising from this report.
- 4.3 The management of this budget will be undertaken within existing Area Manager's resources. The proposals outlined in this report are in line with the allocation of financial resources as contained in the 2018/19 Revenue Budget for Area Managers.
- 4.4 The following risks have been identified as relevant to this matter on a Corporate Level: Budget Pressures; Working with other organisations. No risks have been identified as relevant to this matter on a Strategic Level.
- 4.5 A Town Centre First Impact Assessment (TCFIA) is not required as none of the applications relate to the key towns which are considered under the Town Centre First Principle.

**Report by Director of Infrastructure Services
Stephen Archer**

**Report prepared by Diane Strachan, Area Project Officer
(Kincardine & Mearns)
15.08.18**

KINCARDINE and MEARNES AREA COMMITTEE BUDGET							APPENDIX 1
FINANCIAL YEAR 2018-19	APPLICANT	PURPOSE	DATE RECEIVED	BUDGET AMOUNT REQUESTED	DATE TO COMMITTEE	AMOUNT AGREED	
						£104,500	
							£80,000.00
							£60,000.00
	Portlethen Participatory Budgeting	Participatory Budgeting Event	20.03.18	£20,000.00	20.03.18	£20,000.00	
	Auchenblae Defibrillator Group	Defibrillator	08.03.17	£300.00	24.04.18	£300.00	£59,700.00
	Laurencekirk Memorial Park Group	Storage Unit and Toilet	02.04.18	£8,000.00	24.04.18	£8,000.00	£51,700.00
	Dickson Memorial Hall, Laurencekirk.	Refurbishment and floor cleaning machine.	03.04.18	£3,298.00	24.04.18	£3,298.00	£48,402.00
	Newtonhill Festive Lights	Replacement LED lights	26.04.18	£4,250.00	15.05.18	£4,150.00	£44,252.00
	Johnshaven School	Community room.	26.04.18	£2,687.15	15.05.18	£2,687.15	£41,564.85
	Stonehaven & District Men's Shed	Refurbishment of the Green pavilion	17.05.18	£8,000.00	05.06.18	£8,000.00	£33,564.85
	Home-Start Kincardine	IT equipment and training fees	21.05.18	£1,850.00	05.06.18	£1,850.00	£31,714.85
	Luthermuir Village Improvement Group	Path signage	22.05.18	£233.62	05.06.18	£233.62	£31,481.23

Maryculter Community Hall Association	Toilet Refurbishment	06.06.18	£7,000.00	26.06.18	£7000.00	£24,481.23
Mesolithic Deeside	Archaeological fees and equipment	06.06.18	£2,500.00	26.06.18	£2,500.00	£21,981.23
Johnshaven Village Hall Committee	Tar the recycling area to provide wheel chair access to the hall.	06.06.18	£3,108.00	26.06.18	£3,108.00	£18,873.23
Dunnottar School	Outdoor Classroom, woodland area, bin stores and bins, instruments, wall of mirrors, whiteboards, boat and costal area, water sensory area and signage.	06.06.18	£4,000.00	26.06.18	£4,000.00	£14,873.23
Mearns FM	Heavy duty cable protectors.	08.06.18	£300.00	26.06.18	£300.00	£14,573.23
Stonehaven Fireballs Association	Fabrication of new barrier cradles	03.07.18	£8,000.00	04.09.18		
Benholm & Johnshaven Community Council	Purchase beacon for 1 st World War commemoration ceremony	09.07.18	£290.00	04.09.18		
Marykirk Outdoor Bowling Club	Replace existing bowling green surface	14.07.18	£5,000.00	04.09.18		
Arbuthnott, Bervie & Kinneff Parish Church	Create a disabled toilet and small kitchen/ hospitality area	17.07.18	£5,000.00	04.09.18		

Appendix 2

Criteria for the Use of the Kincardine and Mearns Area Committee Budget, agreed by Area Committee (20.03.18).

1. The budget should be used to enable the Kincardine and Mearns Area Committee to respond to local needs by adjusting the level of Council Services within its Area and supporting projects which respond to local needs. Projects will be favourably considered if they have clear evidence of fit to the Council's Strategic Priorities, including community economic development and emerged from, or take cognisance of:
 - Community Action Plans; Settlement Plans
 - Town Centre First approach;
 - The Local Community Plan (emerging)
 - Strong Communities,
 - Wellbeing, and
 - Connecting People.
 - Community Empowerment Act– in support of the assembly of business plans; feasibility studies etc.

See NB 1 below.

2. Under normal circumstances the maximum payment for any one project or initiative is **£8,000.00**.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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 aims consistent with Council objectives (a)
 2. Setting up costs of a new event (a)
 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 (b) and (c)
 - (a) An application would have to provide evidence of longer term financial sustainability.
 - (b) Excludes cancellation, weather, poor planning and retrospective applications.
 - (c) An application would have to provide evidence that all other avenues have been exhausted.
10. The Fund will close at the end of December to enable the end of year financial process to progress.
11. A reporting and monitoring system is to be put in place and made available to the Area Committee.
12. All applications must be agreed by the Area Committee.

For Information:

NB –

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;

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Protect our special environment, including tackling climate change by reducing greenhouse gas emissions.

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure
Section	Area Manager
Title of the activity etc.	Application to K&M Area Committee for funding
Aims of the activity	Creation of disabled toilet and small kitchen/hospitality area at Arbuthnott Church.
Author(s) & Title(s)	Diane Strachan, Area Project Officer K&M

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Not applicable.
Internal consultation with staff and other services affected.	Not applicable.
External consultation (partner organisations, community groups, and councils).	Not applicable.
External data (census, available statistics).	K&M Area Committee budget application form.

Other (general information as appropriate).	Supporting documentation with application.
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	

Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership	Yes			

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	The Church does not currently have toilet facilities, the addition of a disabled toilet will provide facilities for everyone that visits the Church in the future.	None identified.
	It is hoped that this will lead to an increase in bookings of marriages, baptisms and private functions.	
	Will also provide toilet facilities for those visiting the cemetery across the road.	

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Not directly, although through fund raising the congregation and wider community are aware of the plans.
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

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Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Not applicable.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The provision of disabled toilet facilities will make them accessible to all.

Stage 11: What equality monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal	
These should be included in any action plan (for example customer satisfaction questionnaires).	None.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The provision of a disabled toilet at the Church is an additional facility available to everyone using the Church facilities and cemetery nearby as the Church is open 24/7.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure, Area Manager's Team	
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Diane Strachan Position: Area Project Officer Date: 15/08/18 Signature: D Strachan	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: William Munro Position: Area Manager Date: 21.08.18	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date: 21.08.18	
	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk	Date:	

(Equalities team to complete)
Has the completed form been published on the website? YES/NO

Date:

