

Public Document Pack

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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1 August 2014

SUPPLEMENTARY PACK

BUTE AND COWAL AREA COMMITTEE -EAGLESHAM HOUSE, ROTHESAY on TUESDAY, 5 AUGUST 2014 at 9:30 AM.

I refer to the above meeting and enclose herewith agenda items 7 (Actions for Growth – Bute & Cowal Economy), 13 (Castle Lodge Gate House) and 23 (Toward Sailing Club) which were marked on the agenda as “to follow” and agenda item 8 (Third Sector Grants) which is an updated report.

Douglas Hendry
Executive Director - Customer Services

- 7. ACTIONS FOR GROWTH - BUTE & COWAL ECONOMY**
Presentation by Head of Economic Development and Strategic Transportation
(Pages 1 - 10)
- 8. THIRD SECTOR GRANTS**
Report by Community Development Officer (Pages 11 - 36)
- 13. CASTLE LODGE GATE HOUSE**
Report by Head of Roads and Amenity Services (Pages 37 - 44)
- E1 23. TOWARD SAILING CLUB**
Report by Legal Services Manager (Pages 45 - 50)

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an “E” on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraphs are:-

E1 Paragraph 8 The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services; and

Paragraph 9 Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

BUTE & COWAL AREA COMMITTEE

Councillor Gordon Blair	Councillor Michael Breslin
Councillor Robert Macintyre (Chair)	Councillor Bruce Marshall (Vice Chair)
Councillor Alex McNaughton	Councillor James McQueen
Councillor Len Scoullar	Councillor Isobel Strong
Councillor Dick Walsh	

Contact: Danielle Finlay, Senior Area Committee Assistant

Actions for growth in the Bute and Cowal Economy

Bute and Cowal Economic Development Action Plan: Progress to Date

- All CHORD projects:
 - Rothesay THI:
 - Guildford Court Apartments – completed summer of 2014.
 - Guildford Square gap site development progressing with November end date
 - All funds committed
 - Rothesay Pavilion – SURF visit to Bute from October
 - Dunoon Pier & Queens Hall – being progressed by new Dunoon CHORD Manager, John Gordon.
 - Dunoon CARS bid being prepared – linked to Dunoon Town Centre Action Plan and simplified planning regime.
 - Portavadie:
 - spa/leisure development now on-site.
 - Council officers looking to create small team to assist business expansion
 - Potential site for whisky distillery
 - Examining potential for tourism skills centre
 - SMILEGOV project on Bute:
 - Development of a Bute Sustainable Energy Action Plan – taken forward by Scottish Islands Federation
- Argyll Islands Taskforce
 - Tackling key issues affecting Bute

Bute and Cowal Economic Development Action Plan: Progress to Date

- Superfast Broadband rollout in Dunoon (December 2014)
- Castle Toward – Economic Development input into business case
- Centre of Excellence for Aquaculture , Ardyne
 - Potential major investment focussed on aquaculture covering a full range of activities
 - Sandbank Strategic business site new quality office units to be constructed by HIE
- Compelling Bute and Cowal:
 - Compelling study brief prepared to cover Bute and Cowal as well as Argyll and Bute as a whole
 - Skills Audit – included as part of the economic profiling research required in the Compelling study brief.



Bute and Cowal Economic Development Action Plan

Key Actions, **Lead Partner and Other Partners** and **Success Measures**:

- All CHORD projects (**ABC, HS, HLF, HIE, PT & community**):
 - Rothesay THI – Guildford Court Apartments – completion, summer of 2014.
 - Guildford Square gap site development – March 2015.
 - Rothesay Pavilion – secure HLF Stage 2 funding – January 2015.
 - Dunoon Pier – deliver pier improvements by March 2015.
 - Dunoon Queens Hall – contract let by March 2015.
 - SMILEGOV project on Bute (**ABC, ABRA, Scottish Islands Federation & Bute community**):
 - Develop a Bute Sustainable Energy Action Plan – includes training – by end of March 2015.
- Quality accommodation audit (**AITC, AISTP, VS, HIE & ABC**):
 - Seek support from AITC to conduct and complete an accommodation audit during 2014/15.
- Cultural and heritage events packages – day tripper and overnight stays (**AITC, AISTP, VS, HIE & ABC**):
 - Increase in tourist spend by 5% during 2014/15.
- Clear marketing proposition for cruise ships (**CS, ABC, shipping cos, VS & RYA**):
 - Increase the number of cruise ship passengers to the area by 5% during 2014/15.
- Skills Audit (**A&B Employability Partnership – inc. ABC, SDS & HIE – also AITC & AIAF**):
 - Completion of skills audit by end of March 2015.
- Promotional Plan for B&C (**A&B, AITC & other CPP partners**):
 - Delivery of unified approved plan – by the summer of 2014.

TEAMTOWNS concept

- Pilot Dunoon
- Pooling resources (EDST, Planning, Housing, Roads and Amenity, Community, Education) to prepare focused and holistic action plans for our main towns and the surrounding area that supports them
- Establish and clearly articulate priorities for action; bring in partners i.e. HIE, Cal Mac); maximise external funding opportunities; work with the private sector (BID PA 23) and community groups

Key Outcomes

- Creating certainty and a shared vision.
- Better understanding of community needs and aspirations.
- Establishing a clear sense of duty amongst public and private sectors.
- Improved co-operation.
- Improved economic literacy i.e. understanding of economic viability; need for innovation; flexibility to changing economic circumstances.
- Delivery of clear holistic action plan incorporating a statement of commitments agreed by development and public sector.
- Identification of opportunity areas for growth.

Critical Areas to Achieve Economic Growth

- **Creating Positive Business Culture**
 - Focusing on competitive advantage and identifying more business outcomes
- **Education/Skills/Innovation**
 - Schools/colleges/libraries/skill set matched to jobs
- **Sense of Place/Quality of Life**
 - Built heritage
 - Open space/public realm
 - Leisure facilities/healthcare/events/cultural attractions – digital access
- **Image**
 - Promotion and marketing attract inward investment – highlighting opportunities
 - Minimising conflict
 - Sustainable growth Champion
- **Transport and infrastructure**
 - Roads
 - Ferries/reliability/affordability/time
 - Broadband/Digital connectivity

Critical Areas to Achieve Economic Growth

- Accessing Finance
 - Start Up Finance Scotland - Business Gateway to become a delivery partner for the Start Up Loans Company;
 - New Enterprise Allowance – Argyll and Bute Business Gateway included in bid by Jobs and Business Glasgow on behalf of Glasgow City Council to deliver the NEA services throughout Argyll and Bute;
 - Argyll and Bute Council’s European Team has actively contributed to the national strategic interventions for the new European programmes, including ERDF and ESF funds.
 - Argyll and the Islands LEADER LAG – currently preparing a Local Development Strategy and Business Plan to secure LEADER funding; programme due to commence early 2015.
 - Lottery/Sustrans/HS/RCG/SPT/HIE etc.

Any Questions?

ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****5 August 2014**

THIRD SECTOR GRANTS 2014/15

1.0 SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations in Bute and Cowal.
- 1.2 Applications are considered twice yearly in April and August. This is intended to avoid allocation of the full budget at one meeting and enable activities held later in the year to be funded.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal for 2014/15 is £35,000, of which £27,805 was allocated in April, and a balance of £7,195 is available for allocation at this meeting.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 Eleven applications have been received 2 of which are for Events and Festivals.

2.0 RECOMMENDATIONS

- 2.1 The 11 organisations listed below are awarded funding from the Third Sector Grants budget.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2013/14 unless increased developmental aspects are detailed in the application.
- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an end of project monitoring report (if a grant was awarded in previous year).

Ref No	Organisation	Grant 12/13	Grant 13/14	Total Project Cost	Amount Requested	Recommendation
1	26 th Argyll (Sandbank) Scout Group	£0	£0	£1,139	£568	£500
2	Beachwatch Bute	£0	£1,050	£3,660	£1,830	£870
3	*Bute Bowling Association	£250	£0	£3,453	£1,400	£950
4	Cowal Fiddle Workshop	£1,080	£360	£2,640	£1,500	£300
5	Dunoon Burgh Hall Trust	£2,995	£2,500	£6,030	£3,015	£1,500
6	Fathoms	£0	£2,120	£2,630	£1,315	£1,300
7	Fyne Futures Ltd	£0	£0	£2,400	£975	£700
8	*Kirn Gala	£500	£320	£2,200	£300	£250
9	Sandbank Parents and Toddlers Group	£0	£0	£250	£125	£125
10	Sandbank Senior Citizens	£220	£200	£2,870	£1,370	£200
11	Strachur and District Youth Club and Drama Performers	£0	£0	£1,264	£632	£500
Total Recommended						£7,195
Balance						£0

**Events and Festivals*

3.0 DETAIL

Ref No	Organisation	Rationale for grant allocation
3.1	26 th Argyll (Sandbank) Scout Group	The funding is to purchase outdoor equipment. The organisation is trying to increase its membership as at present there is no provision for senior scouts in Sandbank and older children have to travel to Dunoon.
3.2	Beachwatch Bute	The funding is for running costs of the group which delivers a valuable service clearing the coast and beaches. In the last year over 10 tonnes of litter has been removed. This enhances the island and makes it more attractive to both visitors and local residents.
3.3	*Bute Bowling Association	The Bute Bowling Association does not have enough reserves to meet the anticipated running costs of the annual bowling open competition. The event is popular and attracts visitors to the Island.
3.4	Cowal Fiddle Workshop	The group is being asked to give more performances and needs the funding for hiring a tutor to bring new members up to the standard required to perform in public.
3.5	Dunoon Burgh Hall Trust	This project is building on the success of last year's open studio guest artist project. This year's event is a joint exhibition of work by John Cunningham and Dan Ferguson, both famous artists, who studied at Glasgow School of Art. As part of the project an education and outreach programme will be developed for local schools and community groups.
3.6	Fathoms	The project provides a much needed service to the local

		community as it allows individuals suffering from MS and other illnesses to be treated locally rather than having to travel to Lochgilphead MS Centre.
3.7	Fyne Futures Ltd	The project is a pilot to assist people to grow their own food and thus save money. A pilot Foodbank run by Bute Advice and Bute Area Development Group has proved that there is a need for this service for people affected by food poverty. This project is complementary to the Bute Foodbank.
3.8	*Kirn Gala	Kirn Gala committee has run these events successfully for a number of years and has been funded from the Council over this period. The reduced recommendation is to encourage the group to look for alternative sources of funding.
3.9	Sandbank Parents and Toddlers Group	This project is for young children to undertake an outing to a petting farm. The activity is a first for this group and it is the intention to coincide the outing with an arts project to encourage the children to draw the animals which will add to their learning experience.
3.10	Sandbank Senior Citizens	The club provides valuable social activities including themed days, coach outings and a Christmas lunch for older people in Sandbank. The activities improve the health and wellbeing of participants and reduce social isolation.
3.11	Strachur and District Youth Club and Drama Performers	The funding is for the purchase of new equipment for group activities. The group is catering for the needs of young people from a rural area of Cowal. .

4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

6.0 APPENDICES

6.1 Officer assessment reports submitted.

Margaret Fyfe
Community Development Manager
7 July 2014

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166.

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		26 th Argyll (Sandbank) Scout Group	
Contact Person in Organisation		Elizabeth Aitken	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£569	
b) Grant awarded last year?		£0	
c) Total Project cost?		£1139	
d) How much coming from own resources?		£570	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Contribution towards purchase of camping equipment so that young people can be more active outdoors.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>	
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The organisation is trying to expand its membership. At present there are no scouts in Sandbank and older children have to attend scouts in Dunoon. They need to purchase outdoor equipment in order to expand their provision.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	8 - 10
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 3/7/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

2 **Details**

Name of Assessing Officer		Liz Marion	
Name of Organisation		Beachwatch Bute	
Contact Person in Organisation		Sandra MacMillan	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,830	
b) Grant awarded last year?		£1,050	
c) Total Project cost?		£3,660	
d) How much coming from own resources?		£1,830	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£870	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running costs of the project including insurance, fuel costs and replacement of broken equipment		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		
c)	Community Capacity Building		√
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		√
g)	Positive impact on the local environment		√
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project delivers a valuable service to Bute as it clears the coast and beaches. In the last year they have removed over 10 tonnes of litter from the beaches. This enhances the island and makes it more attractive to visitors and the local residents.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only had funding in 2013/14. Previous funding was received for 2011/12.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	?
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

3 **Details**

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Bowling Association	
Contact Person in Organisation		George McNae	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input type="checkbox"/>		Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?		£1,400	
b) Grant awarded last year?		£0	
c) Total Project cost?		£3,453	
d) How much coming from own resources?		£1,503	
e) How much coming from other agencies?		£550	
f) Grant Recommendation		£950	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running of the annual open bowling tournament from 10 th August to 16 th August.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	√	
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors	√	
e)	Positive impact on local communities	√	
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Bute Bowling Association does not have enough reserves to meet the full anticipated costs of the event. This is a popular event which attracts visitors to the Island. They need to give good prize money to participants to compete with similar events on the mainland.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A. Last received funding in 2012/13			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	150 - 200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

4 Details

Name of Assessing Officer	Liz Marion	
Name of Organisation	Cowal Fiddle Workshop	
Contact Person in Organisation		
Have you contacted/visited the organisation to assess this application?	Contacted	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,500	
b) Grant awarded last year?	£360	
c) Total Project cost?	£2,640	
d) How much coming from own resources?	£1,140	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£300	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the hiring of a professional tutor	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason N/A		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The group is being asked to give more performances and need the tutor to teach new members to be up to the standard required to perform in public.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
This organisation has received funding for the past 3 years and the recommendation reflects this.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	No	
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	N/A	
h)	A marketing plan for the activity	N/A	
i)	A previous event budget	N/A	
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A	
k)	Evidence of appropriate insurance coverage	N/A	
l)	Compliance with all relevant legal and licensing requirements	N/A	
m)	Letters of support from other funders or local organisations	N/A	

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	64
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

5 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Dunoon Burgh Hall Trust	
Contact Person in Organisation		Jenny Hunter	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£3,050	
b) Grant awarded last year?		£2,500	
c) Total Project cost?		£6,030	
d) How much coming from own resources?		£2,325	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards an Open Studio event and workshops to allow participants to showcase their own works alongside international artists		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This project is building on the success of last year's event. A lot of interest has been generated in the area with volunteers in the Burgh Hall. Local schools are also interested in getting involved.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Burgh Hall has received funding in 2010/11, 2011/12 and 2013/14. The recommendation reflects the amount of funding that they have received in previous years.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

6 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Fathoms	
Contact Person in Organisation		Rima DeFord	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£1,315	
b) Grant awarded last year?		£2,120	
c) Total Project cost?		£2,630	
d) How much coming from own resources?		£630	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,300	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the supply of medical oxygen, insurance cover and membership of the national therapy centre.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		√
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project provides a much needed service to the local community. It allows people to be treated locally as opposed to having to travel to Lochgilphead. People treated suffer from various ailments such as diabetes, MS and foot ulcers to mention a few.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only one year of previous funding			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	25
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

7 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Fyne Futures Ltd	
Contact Person in Organisation		Reeni Kennedy-Boyle	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£975	
b) Grant awarded last year?		N/A	
c) Total Project cost?		£2,400	
d) How much coming from own resources?		£450	
e) How much coming from other agencies?		£975	
f) Grant Recommendation		£700	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards a pilot project to raise awareness of Grow Your Own including a set of four workshops.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		√
c)	Community Capacity Building		√
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		√
g)	Positive impact on the local environment		√
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
A pilot Food Bank has proved that there are a number of people affected by food poverty. This project will assist people to grow their own foods rather than paying for more expensive items from the shops. Welfare reforms are having a severe effect on low income families. This project is complementary to the Rothesay Foodbank.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes Not signed
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	62
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

8 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Kirn Gala	
Contact Person in Organisation		Colin Harris	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£300	
b) Grant awarded last year?		£320	
c) Total Project cost?		£2,200	
d) How much coming from own resources?		£1,900	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£250	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards insurance, performers and advertising of the Kirn Gala event in August		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input checked="" type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This is an annual event which is well received by members of the public. It is also an integral part of Cowal Week. The event has been run successfully for many years.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Kirn Gala has received funding for the last three years. The recommendation reflects this with a reduced level of support			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	3,500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

9 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Sandbank Parent and Toddlers Group	
Contact Person in Organisation		Isabel Taylor	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£125	
b) Grant awarded last year?		£0	
c) Total Project cost?		£250	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£125	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the cost of a trip to a petting farm so that children can learn to interact with animals.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		<input type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input type="checkbox"/>
g)	Positive impact on the local environment		<input type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This activity has not been carried out before and will coincide with an arts project to encourage the children to draw the animals. It will add to the learning experience of the children.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Requested
c)	Has submitted a bank statement for all bank/savings accounts	Requested
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	50
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	On-going training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No
Comments :			

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

10 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Sandbank Senior Citizens Club	
Contact Person in Organisation		Arthur Oliver	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£1,370	
b) Grant awarded last year?		£200	
c) Total Project cost?		£2,870	
d) How much coming from own resources?		£1,000	
e) How much coming from other agencies?		£500	
f) Grant Recommendation		£200	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards live entertainment, speakers and coach outings. They also have themed days such as Burns afternoon, St Patrick's day event and Christmas dinner.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The club provides valuable social activities for older people in a quiet part of Cowal. They provide a variety of services which help to improve the health and wellbeing of their participants.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The club has had funding for several years. The recommendation reflects this.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

11 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Strachur and District Youth Club and Drama Performers	
Contact Person in Organisation		Arlene Stirling	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£632	
b) Grant awarded last year?		£0	
c) Total Project cost?		£1264	
d) How much coming from own resources?		£400	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards purchase of equipment for the Youth Club		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		√
c)	Community Capacity Building		√
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The group is catering for the needs of young people from a rural area of Cowal and wish to purchase new equipment for group activities. They have limited unrestricted funds so could not purchase the equipment without a grant.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	55
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

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ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

**DEVELOPMENT AND
INFRASTRUCTURE SERVICES**

5 AUGUST 2014

CASTLE LODGE GATE HOUSE

1.0 EXECUTIVE SUMMARY

This report provides an update regarding the lodge house building at Castle Gardens, Dunoon.

ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

4 AUGUST 2014

CASTLE LODGE GATE HOUSE

2.0 SUMMARY

- 2.1 This report provides an update regarding the Castle Lodge Gate House building at Castle Gardens, Dunoon.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Members note the report.

4.0 DETAILS

- 4.1 Bute and Cowal Area Committee at its meeting held on 11 June 2014 considered the report, copy of which is Appendix 1 to this report.

- 4.2 The decision of the Area Committee was:

Decision:

- The Members noted the contents of this report, and*
- Agreed that a further report be brought back to the Area Committee meeting in August, exploring options 1, 2 and 8, and providing a breakdown of costs for each option. In regards to the information provided for option 8, it was agreed that advertising for tenders be carried out.*

- 4.3 As previously reported an estimate has been produced for bringing the building to a serviceable condition on its existing footprint. Colleagues are also working on a proposal for an extension to the existing building, to bring the building up to a suitable size for use as residential accommodation. As part of that work, discussions are ongoing with Planning and Historic Scotland to establish what would be acceptable for this prominent and sensitive setting, particularly given the listed status.

4.4 In tandem with the above, a formal marketing initiative is being carried out to establish if there are any viable commercial proposals that would see this building restored.

4.5 Table 1 below summarises the three options that are being pursued.

Option Number	Description	Comment	Current Position
1	General Upgrade	Would bring the building back into use.	Initial estimate - £130,000 to bring the building back into use.
2	General Upgrade with extension	Would bring the building back into use and widen the potential market and use.	Ongoing discussions with Planning, Historic Scotland et al.
3	Market Property	Two tentative enquiries has been received neither of which have yet provided any detailed plans in terms of how the building could be brought back into use.	Marketing initiative ongoing.

4.7 A further report will be brought back to the Area Committee once estimates are ready along with comments from Planning, Historic Scotland and any expression of interest through the marketing initiative.

5.0 CONCLUSION

5.1 This is an interim report setting out the current activities taking place in relation to the Castle Lodge Gate House.

6.0 IMPLICATIONS

- | | | |
|-----|------------|---|
| 6.1 | Policy | None |
| 6.2 | Financial | No budget identified |
| 6.3 | Legal | Duty of care to keep the building safe |
| 6.4 | HR | None |
| 6.5 | Equalities | None Known |
| 6.6 | Risk | Building needs to be maintained to ensure there is no risk to the public. |

6.7 Customer Services None Known

Executive Director of Development and Infrastructure

Policy Lead Councillor Ellen Morton

July 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services

APPENDICES

Appendix 1 – Report to Bute and Cowal Area Committee on 11 June 2014

ARGYLL & BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

**DEVELOPMENT &
INFRASTRUCTURE SERVICES**

11 JUNE 2014

CASTLE LODGE GATE HOUSE

1. SUMMARY

- 1.1 The Castle Lodge gatehouse structure is a listed building which lies within the Development and Infrastructure inventory of assets. The structure is located within the Castle House site and is classed as a grade B listed building.
- 1.2 The Gatehouse Structure is currently in a state of disrepair and in need of works to initially make safe and then bring back into use.

2. RECOMMENDATIONS

- 2.1 That Area Committee make a representation to Council for funding to be made available to deliver option two.

3. DETAILS

- 3.1 An outline business case has been produced for the Castle Lodge building. This business case has been summarised in this report and includes 8 options as follows:
 - Option One - General Upgrade, this would be to take the structure to a condition where it would be suitable to provide a usable unit for accommodation. In doing so, addressing structural, timber decay and dampness issues and including complete internal and external refurbishment. Estimated cost £130,000.
 - Option Two - General upgrade with a single story extension to bring the building up to a suitable size required for current day requirements. Estimated costs being worked up currently. This option could result in a future income source for the Council either through capital receipt of rental income.
 - Option Three - Superficial Upgrade, this action would address structural, timber decay and dampness issues but only producing basic wind and watertight shell with the same outward appearance as the general

refurbishment option. No plumbing, electrical or heating installation would be provided. Estimated costs £77,200.

- Option Four – Masonry Shell, taking down and removing the roof structure, doors, windows, floors and non-masonry internal partitions leaving a masonry shell only, applying protective measures to exposed wallheads and internal faces of external walls. Estimated costs £24,000.
- Option Five – Transfer to Registered Social Landlord – Offer the property to a registered social landlord to develop as housing.
- Option Six - Demolition, to demolish the existing structure and remove the resulting material from site. Estimated cost £23,500.
- Option Seven – Do nothing. Leave existing structure as is, maintaining the safety fencing currently securing the structure.
- Option 8 – market the property subject to the purchaser providing a satisfactory restoration plan. Developer interests have been received including an outline proposal to renovate the building on its current site and use it as holiday accommodation. In order to progress this, the building would need to be declared surplus and the Council would be obliged to advertise the property.

Table 1 below summarises the basic options available:

Option Number	Description	Comment
1	General Upgrade	Would bring the building back into use.
2	General Upgrade with extension	Would bring the building back into use and widen the potential market and use.
3	Superficial Upgrade	Would ensure that the building was made safe and improve its appearance but would not provide any opportunity to bring the building back into use.
4	Masonry Shell	Would ensure that the building was made safe, would improve its current appearance but would not allow the building to be brought back into use.
5	Transfer to Registered Social Landlord	Initial contact with social landlords have not been met with a positive response. Existing building is considered to be too small for current use.
6	Demolition	Historic Scotland would object to a listed building being demolished. As a general rule HS would only consider demolition as a last resort.

7	Do nothing	Not considered to be a viable option due to public safety
8	Market Property	Two tentative enquiries have been received. Officers will provide an verbal update to the meeting on this matter.

3.2 From the options listed above option 2 is considered to be the most viable option in terms of restoring the building back to a condition where it can be brought back into use. However, there is a risk that the investment required to bring this building back to a state of use could exceed any income that would be generated through disposal.

3.3 It is proposed that Council be asked to consider making funding available to enable this building to be brought back into use.

4. CONCLUSION

4.1 The Castle Lodge gatehouse structure is a listed building which lies within the Development and Infrastructure inventory of assets. The structure is located within the Castle House site and is classed as a grade B listed building.

4.2 The Gatehouse Structure is currently in a state of disrepair and in need of works to initially make safe and then bring back into use.

5. IMPLICATIONS

- 5.1 Policy None
- 5.2 Financial No budget identified - there is a risk that the investment required to bring this building back to a state of use could exceed any income that would be generated through disposal.
- 5.3 Legal Duty of care to keep the building safe
- 5.4 HR None
- 5.5 Equalities None Known
- 5.6 Risk Building needs to be maintained to ensure there is no risk to the public.
- 5.7 Customer Services None Known

Executive Director of Development and Infrastructure
 April 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services
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