



**Argyll and Bute Council**  
**Comhairle Earra-Ghàidheal Agus Bhòid**

*Customer Services*  
*Executive Director: Douglas Hendry*

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*20 September 2017*

**SUPPLEMENTARY PACK 2**

**HELENSBURGH & LOMOND AREA COMMITTEE - MARRIAGE ROOM, HELENSBURGH & LOMOND CIVIC CENTRE on THURSDAY, 21 SEPTEMBER 2017 at 9:30 AM.**

I refer to the above meeting and enclose herewith agenda item 8 (Helensburgh and Lomond Festive Lighting 2017) which was marked on the main agenda pack as “to follow”.

Douglas Hendry  
Executive Director of Customer Services

**“TO FOLLOW” ITEM**

**8. HELENSBURGH AND LOMOND FESTIVE LIGHTING 2017**

Report by Project Manager – Transformation

(a) Report by Executive Director of Development and Infrastructure Services (Pages 3 - 6)

**E1** (b) Appendix (Pages 7 - 14)

The Committee will be asked to pass a resolution in terms of Section 50(a)94) 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 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

**E1 Paragraph 6** Information relating to the financial or business affairs of any particular person (other than the authority)

**HELENSBURGH & LOMOND AREA COMMITTEE**

Councillor Lorna Douglas                      Councillor George Freeman  
Councillor Graham Archibald Hardie      Councillor David Kinniburgh  
Councillor Barbara Morgan (Vice-Chair)

Councillor Aileen Morton  
Councillor Gary Mulvaney  
Councillor Richard Trail  
Kevin McIntosh

Councillor Ellen Morton (Chair)  
Councillor Iain Paterson

Contact: Danielle Finlay, Senior Area Committee Assistant - 01436657646

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**ARGYLL AND BUTE COUNCIL****HELENSBURGH AND LOMOND AREA  
COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE****21 SEPTEMBER 2017**

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**HELENSBURGH AND LOMOND FESTIVE LIGHTING**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 Across Argyll and Bute the council works with communities to help them enjoy a range of lighting displays over the festive period. There is no statutory requirement nor GAE allocation associated with providing this service, which has historically cost around £100,000 each year.
- 1.2 At its budget meeting in February 2016 the council took the decision to look at alternative, community-led delivery methods, with £300,000 earmarked from reserves to support council delivery and transitional arrangements for the following three years.
- 1.3 Early discussions with community groups have been positive, with groups indicating an ambition to work towards community-led delivery. It is intended that these discussions continue in the early part of 2018.
- 1.4 At its meeting of 7 September 2017 the Environment, Development and Infrastructure Committee noted that festive lighting in 2017 would be delivered on the basis of historic arrangement; and agreed that should a community group wish to take on delivery this year (2017), and they wish to apply to the Council for funding to do so, any such application would be subject to the Council's normal funding request process, and would be a matter for area committees to determine, on the basis that the budget has been delegated to them.
- 1.5 This report details the outline arrangements for Arrochar, Rosneath, Kilcreggan, Rhu, Garelochhead and Cardross, as well as asking members to determine a funding request from a community group in Helensburgh to deliver festive lighting independently.

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**ARGYLL AND BUTE COUNCIL**
**HELENSBURGH AND LOMOND AREA  
COMMITTEE**
**DEVELOPMENT AND  
INFRASTRUCTURE**
**21 SEPTEMBER 2017**


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**HELENSBURGH AND LOMOND FESTIVE LIGHTING**


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**2.0 INTRODUCTION**

- 2.1 This report details the outline arrangements for festive lighting in Arrochar, Rosneath, Kilcraggan, Rhu, Garelochhead and Cardross, as well as asking members to determine a funding request from a community group in Helensburgh to deliver festive lighting independently.

**3.0 RECOMMENDATIONS**

Members are asked to:

- 3.1 Note the work programme detailed at 4.1
- 3.2 Determine the funding request from the Helensburgh Festive Lighting Charitable Trust

**4.0 DETAIL OF WORK PROGRAMME**

- 4.1 The outline arrangements for council delivery on the basis of historic arrangements are:

<b>Village</b>	<b>Arrangements</b>
Arrochar	Dress one permanent tree
Rosneath	Provide and dress one tree
Kilcraggan	Dress one permanent tree
Garelochhead	Provide and dress one tree
Rhu	Provide and dress one tree
Cardross	Dress one permanent tree

- 4.2 Unit cost estimates by the council's streetlighting team indicate that the cost of dressing an existing tree is £541.80 and the cost of providing and dressing a tree is £1083.60. In delivery this year officers will monitor the unit costs closely.

- 4.3 Officers will work with communities to ensure the above work programme is

delivered to meet their desired timescales where possible.

## **5.0 FUNDING REQUEST**

- 5.1 The council has received a funding request for £20,000 from the Helensburgh Festive Lighting Charitable Trust, a group formerly known as the Friends of Victoria Hall, to deliver a festive lighting spectacle in Helensburgh in 2017, out of a total project cost of £21,180, and then for a further £20,000 for delivery in 2018 contingent on successful delivery in 2017.
- 5.2 It is the view of officers that this request is competent insofar as the group has submitted the relevant legal and financial paperwork. This includes: a copy of the constitution or articles of association; the most recent accounts or OSCR return signed and dated by an auditor or someone external to the organisation who is appropriately experienced or qualified; the most recent annual report or a summary of the work/activities of the group over the past year; current bank certificates/statements showing balances held in every account; a breakdown of any staff costs applied for and a business plan. The covering application is available at Appendix One
- 5.3 The items/activities for which the grant is requested includes: contractors for the erection and removal of lighting features; contingencies; testing and certification; training and development of volunteers; replacement of damaged features and repair of damaged features. A full breakdown is available in the submission at Appendix One.
- 5.4 When approving the granting of public money there are certain general conditions which officers would recommend:
- 1) Funding is awarded at the discretion of Argyll and Bute Council
  - 2) Costs already committed to, or incurred at or before the date of application submission will not be eligible
  - 3) The applicant must provide a minimum of two quotes for expenditure costing more than £500; and three quotes for expenditure costing more than £1,000 to ensure that best value is demonstrated; and those quoting should be suitably reputable, competent and qualified
  - 4) Funds will be released only against proof of costs incurred
  - 5) The council will require to see proof of expenditure
  - 6) Items purchased with cash and handwritten receipts are not eligible
  - 7) Invoices and receipts must bear the name of the company or organisation providing the service
  - 8) The applicant must not have outstanding debts to Argyll and Bute Council
  - 9) The applicant, by accepting the grant, agrees to all reasonable further monitoring by Argyll and Bute Council which will allow the council to follow the spend of any public money awarded, and this monitoring includes but is not limited to the council being able to view audited annual accounts.
  - 10) Argyll and Bute Council may be required to make any application to the council for funding available for public scrutiny to fulfil its obligations in terms of the Freedom of Information (Scotland) Act 2002. The group should make the council aware of any information which the council holds which may prejudice its

interests if made public

## **6.0 CONCLUSION**

6.1 Arrangements are in place to deliver festive lighting on the basis of historic arrangements in Arrochar, Rosneath, Kilcreggan, Garelochhead, Rhu and Cardross. There has been a funding request for full community delivery in Helensburgh.

## **7.0 IMPLICATIONS**

7.1 Policy: The funding request is within the framework of a policy position already set by the council

7.2 Financial: The funds are from earmarked reserves, ref decision of Argyll and Bute Council at its budget meeting in February 2016

7.3 Legal: None known

7.4 HR: None known

7.5 Equalities: None known

7.6 Risk: None know

7.7 Customer Service: None known

**Executive Director of Development and Infrastructure, Pippa Milne  
Policy Lead for Roads and Amenity Services, Councillor Roddy McCuish**

**19 September 2017**

**For further information contact:** Mark Calder on 01546 604756

**Appendix One:** Covering application document

NOT FOR PUBLICATION by virtue of paragraph(s) 6  
of Schedule 7A of the Local Government(Scotland) Act 1973

Document is Restricted

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