

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604444
DX 599700 LOCHGILPHEAD
e.mail –douglas.hendry@argyll-bute.gov.uk

22 March 2013

NOTICE OF MEETING

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in the **EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY** on **TUESDAY, 2 APRIL 2013** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
Bute and Cowal Area Committee – 5th February 2013 (Pages 1 - 6)
- 4. AREA SCORECARDS**
Report by IOD Programme Manager (Pages 7 - 10)
- 5. WIND FARM ANNUAL REPORTS**
Report by Cruach Mhor and Clachan Flats Windfarm Trusts (Pages 11 - 18)
- 6. BUTE AND COWAL HEADSTONES**
Report by Area Streetscene Manager (Pages 19 - 22)
- 7. THIRD SECTOR GRANTS**
Report by Senior Officer, Community Regeneration (Pages 23 - 50)
- 8. PROPOSED LOCAL NATURE RESERVE DECLARATION AT THE HOLY LOCH/BROXWOOD, SANDBANK.**
Report by Local Biodiversity Officer (Pages 51 - 62)

9. KAMES HIGH ROAD

Report by Head of Roads and Amenity Services – (to follow)

10. PUBLIC AND COUNCILLOR QUESTION TIME

E1 11. DUNOON 5 ASIDE PITCH

Report by Head of Roads and Amenity Services – (to follow)

E2 12. LEASE EXTENSION, ROTHESAY PLAYGROUP, ROTHESAY

Report by Executive Director of Customer Services (Pages 63 - 64)

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 paragraph is:-

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

E2 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 Robert Macintyre

Councillor Alex McNaughton

Councillor Len Scoullar

Councillor Dick Walsh

Councillor Michael Breslin

Councillor Bruce Marshall

Councillor James McQueen

Councillor Isobel Strong

Contact: Eilidh FitzPatrick, Area Governance Assistant

**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the QUEEN'S HALL,
DUNOON
on TUESDAY, 5 FEBRUARY 2013**

Present: Councillor R Macintyre (Chair)

Councillor G Blair	Councillor J McQueen
Councillor M Breslin	Councillor L Scoullar
Councillor B Marshall	Councillor I Strong
Councillor A McNaughton	Councillor J R Walsh

Attending: Patricia O'Neill, Central Governance Manager
Cleland Sneddon, Executive Director, Community Services
Graham Whitefield, GIS Manager
Bill Brackenridge, Independent Chair, Argyll and Bute Adult Protection Committee
Rebecca Barr, Area Manager Adult Protection
Martin Gorringe, Marine Operations Manager
Callum Robertson, Roads Performance Manager
Lynda Robertson, Built Heritage Conservation Officer
Bruce West, Head of Strategic Finance
Jim Robb, Head of Adult Care
Jayne Lawrence-Winch, Area Manager, Adult Care
Inspector Paul Robertson, Strathclyde Police.

1. APOLOGIES

Councillor R Macintyre and Councillor I Strong intimated their apologies for late attendance due to the weather conditions and would join the meeting as soon as possible.

2. NOTICE OF MOTION UNDER STANDING ORDER 14

The Chair indicated receipt of an urgent motion in relation to a Change to School Holidays and In-service Days for Bute. In terms of Standing Order 16.1 no motion which seeks to alter or revoke a decision of the Council or has that effect will be considered within a period of 6 months of the original decision. In terms of Standing Order 16.2 it would be competent to review a decision before the end of the 6 months period, provided that the Chair was satisfied that a material change of circumstances had occurred.

The Chair ruled that he was satisfied that a material change or circumstance had occurred.

Motion

The Bute Agricultural show is a valuable asset to the wider local community and is of substantial benefit to the Pupils of the schools located on Bute who attend the show and exhibit work and livestock at this event.

In order to facilitate pupil's attendance at the event on 14th August 2013 it is

proposed to re-designate this date as a Teachers "in service" day by exchanging it with the "in service day" on 14 November 2013.

Schools on Bute would therefore reopen to pupils on 15th August 2013 and would close on 14th November rather than the 13th.

The Chairman ruled that the motion be considered as a matter of urgency by reason of giving parents, pupils and staff sufficient notice.

The Committee agreed to consider the motion and this is deal with at item 10 of these Minutes.

3. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

4. MINUTES

The Minutes of the Meeting of the Bute and Cowal Area Committee held on 4th December 2012 were approved as a correct record.

5. ARGYLL & BUTE ADULT PROTECTION COMMITTEE - BIENNIAL REPORT APRIL 2010 - MARCH 2012

The Committee considered a report by the Independent Chair of the Argyll and Bute Adult Protection Committee on the Adult Protection Biennial Report.

Decision

Noted the contents of the report.

(Ref: Report by Independent Chair of the Argyll and Bute Adult Protection Committee, submitted)

6. EMERGENCY SERVICES POSTCODES

Councillors R Macintyre and I Strong apologised for being late and joined the meeting at this stage. Councillor R Macintyre then took over the Chair.

The Committee heard from the GIS Manager on the updating of postcodes and postal addressed by emergency services.

Decision

The Committee –

1. Noted the contents of the report.
2. Agreed the GIS Manager would pursue a range of options which would include discussions of three problems with postcodes with a senior officer of Royal Mail and bring a report back to the June Area Committee.

7. FERRIES PLAN RESPONSE

The Committee considered a report which advised of the recently published Ferries Plan and how it impinged on the Bute and Cowal area.

Decision

The Committee –

3. Noted the contents of the report
4. Noted that a further report will be presented to the Council in March which will set out the Council's proposed position with regard to the Ferries Plan and associated actions.
5. Agreed the Area Committee would represent in the strongest terms to the Council to seek an urgent meeting with Government colleagues to rectify the unacceptable service provision to Bute and Cowal.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 18th January 2012, submitted)

8. PROVISION OF FOOTWAY ON A815 AT HUNTERS QUAY HOLIDAY VILLAGE

The Committee considered a report on the options towards the completion of the footway connection between Hunters Quay and Sandbank on A815.

Decision

Noted the contents of the report.

(Ref: Report by Head of Roads and Amenity Services, Development and Infrastructure dated 14th January 2013, submitted)

9. CHILDREN'S CHAMPION

The Committee considered a report for the appointment of a Children's Champion in Bute and Cowal.

Decision

Agreed that Councillor Bruce Marshall would be the Children's Champion in Bute and Cowal.

(Ref: Report by the Executive Director of Community Services dated 26th November 2012, submitted)

10. NOTICE OF MOTION UNDER STANDING ORDER 14

In terms of Standing Order 14 the following Notice of Motion had been received

for consideration as a matter of urgency at this meeting.

Change to School Holidays and In-service Days for Bute

Motion

The Bute Agricultural show is a valuable asset to the wider local community and is of substantial benefit to the Pupils of the schools located on Bute who attend the show and exhibit work and livestock at this event.

In order to facilitate pupil's attendance at the event on 14th August 2013 it is proposed to re-designate this date as a Teachers "in service" day by exchanging it with the "in service day" on 14 November 2013.

Schools on Bute would therefore reopen to pupils on 15th August 2013 and would close on 14th November rather than the 13th.

Moved by Councillor L Scoullar, seconded by Councillor I Strong.

Decision

Agreed to re-designate the 14th August as a Teachers "in-service" day by exchanging it with the "in service day" on 14 November 2013 and that schools on Bute would reopen to pupils on 15th August 2013 and would close on 14th November rather than the 13th.

11. PUBLIC AND COUNCILLOR QUESTION TIME

Members of the public asked a number of questions on the Adult Protection Biennial Report. In relation to concerns raised in relation to cuts in the budget and the potential for people to fall through the cracks and not get help Mr Brackenridge advised that with the new Adult Support Legislation more people are being picked up than previously. On being asked if people know where to get the help Mr Brackenridge advised that many people go to Social Work the Police or their GP and they are referred through them. Mr Brackenridge advised the he did not know why there was a difference in the urban/rural community and that there are the same amount of referrals across the age groups.

In relation to the Ferries Review Mr Barr advised that in his opinion the proposed Pontoons at Dunoon would only make things worse. Mr Smith asked if the Members agreed that the change in the ferry service was a contributing factor to the Pipe Band Association withdrawing the championships, Mrs Woodward asked if Members felt the change in ferry service was also contributing to unemployment figures. Councillor Marshall agreed with the points made. Councillor Strong advised that Argyll and Bute have 15 of the most deprived areas in Scotland and that unemployment was a major concern. Councillor Walsh agreed that it was an important issue and was aware of concerns about people leaving the area.

Mrs Armstrong asked if the Council would be interested in a Social Enterprise Company running Struan Lodge. The Executive Director of Community Services outlined the position in respect of a staff bid and advised that an Enterprise

Company would require to be registered with the Care Commission.

There followed a lengthy discussion in relation to Struan Lodge which included, staff wages, running costs, the standard of care between Private Care Homes and Struan Lodge, the grading awarded by the Care Commission, the quality of care and moving of the residents.

The terms of a motion were intimated by Councillor Walsh however this was ruled by the Chair as not being competent in terms of standing order 14.1.

The Committee agreed to advise the Council that the topic of the proposed closure of Struan Lodge was discussed during questions from the public at the Bute and Cowal Area Committee. There was broad concern expressed at this proposal and it was agreed to convey their concerns to the full Council meeting on 14th February 2013. It was also recommended that the Council should look at reducing unit costs as a means of averting closure.

The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 6 & 9 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

12. ROYAL HOTEL, ROTHESAY

The Committee considered a report on the current status of the Royal Hotel building in Rothesay.

Decision

The Committee -

1. Noted the contents of the report.
2. Agreed to option 1 of the SMT report.

(Ref: Report by the Head of Planning and Regulatory Services, submitted)

13. FORMER HOLY LOCH COMMUNITY CENTRE, SANDBANK

The Committee considered a report on the options appraisal in respect of the proposed demolition of the former Holy Loch Community Centre, Sandbank.

Decision

Agreed a further report would come to the March Business Day.

(Ref: Report by the Executive Director of Customer Services dated 16th February 2013, submitted)

This page is intentionally left blank

ARGYLL AND BUTE COUNCIL

**BUTE & COWAL
AREA COMMITTEE**

CHIEF EXECUTIVE'S UNIT

2nd APRIL 2013

AREA SCORECARD FQ3 2012-13

1 Background

- 1.1 This paper presents the Area Scorecard, with exceptional performance for financial quarter 3 of 2012-13 (October to December 2012).

2 Recommendations

- 2.1 It is recommended that the Area Committee notes the exceptional performance presented on the Scorecard.

Jane Fowler
Head of Improvement and HR

For further information, please contact:

David Clements
Improvement and Organisational Development Programme Manager
(Planning and Performance Management)
01465 604205

Environment	<i>Target</i>	<i>Bute & Cowal</i>	<i>Council</i>
Car Parking income to date - B&C	£ 101,705	£ 58,790 R U	
Dog fouling - number of complaints B&C	27	0 G U	
Dog fouling - number of fines issued B&C	1	1 D	
LEAMS - B&C Cowal	73	84 G U	
LEAMS - B&C Bute	73	76 G U	
% of ALL Planning Apps Processed within timescale in B&C	68.0 %	84.6 % G U	75.1 %
% of Householder Planning Apps Processed in 2 months in B&C	90.0 %	87.0 % R D	88.3 %
% of Local Planning Apps Processed in 2 months in B&C	80.0 %	82.8 % G U	70.4 %
Street lighting - % A&B faults repaired within 7 days		Currently no B&C data	74 %
CC1 Affordable social sector new builds - B&C	24	0 R U	12
* ACHA - currently no ACHA data in Pyramid *			

Education	<i>Target</i>	<i>Bute & Cowal</i>	<i>Council</i>
% Positive destinations	ACY 12/13 86.0 %	Currently no B&C data	89.1 %
HMIE positive School Evaluations - B&C	75 %	100 % G U	88 %
% 5+ SCQF level 6 (Dunoon Grammar)	12.60 %	6.45 % R U	11 %
% 5+ SCQF level 6 (Rothesay Academy)	12.60 %	10.00 % R D	
School % unauthorised absence (Dunoon Grammar)		3.2 % U	1.3 %
School % unauthorised absence (Rothesay Academy)		2.8 % U	

Roads	<i>Target</i>	<i>Bute & Cowal</i>	<i>Council</i>
% road network to be considered for maintenance - SRMCS Red	20 %	Currently no B&C data	20 %
% road area resurfaced/reconstructed - B&C	FY 11/12 1.63 %	1.74 % G	1.88 %
% road area surface treated - B&C	FY 11/12 3.26 %	3.62 % G U	4.45 %
% Cat 1 road defects repaired by end of next working day - B&C	90 %	86 % R D	94.3 %

Social Services	<i>Target</i>	<i>Bute & Cowal</i>	<i>Council</i>
B&C - % of Older People receiving Care in the Community - In Year	80.0 %	75.7 % R D	74.8 %
B&C - % of Older People receiving Care in the Community	70 %	65 % R U	69 %
B&C - No of Substance Misuse Clients			
B&C - No of SM Care Assessments outstanding over 21 Days	5		
CA12 B&C - Total No LAAC	34	34 D	123
CA25 B&C - % Reviews of LAAC Convened within Timescales	100 %	95 % R D	82 %
CP5 B&C - No of Children on CPR	16	16 D	39
CP16a B&C - No of Children on CPR with a completed CP plan	15	15	38

Community Resilience	<i>Target</i>	<i>Bute & Cowal</i>	<i>Council</i>
B&C % community councils with emergency plan	0 %		
B&C % community councils developing an emergency plan			



Bute and Cowal Area Scorecard Exceptions FQ3 12/13

Performance with exceptional characteristics

Environment

	FQ2	FQ3	Target FQ3
Car Parking income to date - B&C	£ 38,677 R ↑	£ 58,790 R ↑	£ 101,705
% of ALL Planning Apps Processed within timescale in B&C	59.6 % R ↑	84.6 % G ↑	68.0 %
% of Local Planning Apps Processed in 2 months in B&C	44.1 % R ↓	82.8 % G ↑	80.0 %
% of Householder Planning Apps Processed in 2 months in B&C	100.0 % G ↑	87.0 % R ↓	90.0 %
CC1 Affordable social sector new builds	0 G ↓	12 R ↑	24

Education

	AY 10/11	AY 11/12	Target AY 11/12
% 5+ SCQF level 6 (Dunoon Grammar)	6.13 % R ↑	6.45 % R ↑	12.60 %
% 5+ SCQF level 6 (Rothesay Academy)	13.95 % G ↑	10.00 % R ↓	12.60 %

Social Services

	FQ2	FQ3	Target FQ3
B&C - % of Older People receiving Care in the Community - In Year	78.4 % R ↓	75.7 % R ↓	80.0 %
B&C - % of Older People receiving Care in the Community	61 % R ↓	65 % R ↑	70 %
CA25 B&C - % Reviews of LAAC Convened within Timescales	97 % R ↑	95 % R ↓	100 %

Roads

	FQ2	FQ3	Target FQ3
% Cat 1 road defects repaired by end of next working day - B&C	93 % G ↑	86 % R ↓	90 %

Streetscene

	Target	Bute & Cowal	Council	
LEAMS - B&C Cowal	73	84 G ↑	76	✓ Continuing positive trend
Dog fouling - number of complaints B&C	27	0 G ↑		✓ Considerable improvement

Social Services

	Target	Bute & Cowal	Council	
CP5 B&C - No of Children on CPR	16	16 ↓	39	! Significant increase in 6 months

This page is intentionally left blank

**ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES**

**BUTE AND COWAL
AREA COMMITTEE
2nd April 2013.**

CRUACH MOR AND CLACHAN FLATS WIND FARM TRUSTS.

1.0 SUMMARY

1.1 This report updates Members on the work of both the Cruach Mhor and Clachan Flats Wind Farm Trusts.

2.0 RECOMMENDATION

2.1 Members are asked to note these updates, which are the most recent of the annual updates required by the Area Committee on the work of the Trusts.

3.0 DETAIL

3.1 The detail of this report is contained at Appendix 1.

4.0 CONCLUSIONS

Members are asked to note the content of the submitted information.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: None
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities: None
- 5.6 Risk: None
- 5.7 Customer Service: None

For further information contact: Shirley MacLeod, Area Governance Manager 01369 707134

Date: 18th March 2013.

This page is intentionally left blank

CRUACH MHOR WIND FARM TRUST

REPORT FOR YEAR TO 31ST MARCH 2012

This report is made to the Bute and Cowal area committee of Argyll and Bute Council of the activities of Cruach Mhor Wind Farm Trust for the year ending 31st March 2012. At the year end the Trustees in office were Councillor Alex McNaughton as elected member and chairman, Councillor Bruce Marshall, Danuta Steedman and Tom Mowat nominees of Colintrave and Glendaruel Community Council and Martin Mather a representative of Scottish Power.

The annual index linked grant from Scottish Power for the year was £27,361.87. No deposit or investment account had been operated during the year due to the very low interest rates but the position would be reviewed when interest rates improved.

During the year twenty five payments had been made totalling £ 40,482.50. The last two payments of the agreed grant to the local Development Trust had been paid and a grant approved previously to the Cowal Way of £12,000 had also been paid. Grants were awarded for many purposes including children's activities, Scouts and Guides, village hall renovations, the local shinty club and the Church friends group.

At the close of the year funds in the Royal Bank of Scotland current account stood at £ 31,103.56 as shown in the attached statement which has been examined by an independent person.

This report has been prepared by Tom Mowat Secretary and Treasurer.



Waulkmill
Glendaruel,
Argyll.

5th March 2013

CRUACH MHOR WIND FARM TRUST

ACCOUNTS FOR YEAR ENDING 31ST MARCH 2012

CASH IN BANK and RECEIPTS

Royal Bank of Scotland funds at 01/04/11

Current Account	£ 45,839.19	
Less unrepresented cheques	<u>1,555.00</u>	
Adjusted total		£ 44,284.19

RECEIPTS

24/06/11	GRE Energy annual grant		<u>27,361.87</u>
----------	-------------------------	--	------------------

Total	Bank at start and receipts		<u>£ 71,646.06</u>
-------	----------------------------	--	--------------------

PAYMENTS

GRANTS AWARDED

24/05/11	Colintraive Village Hall	£ 800.00	
24/05/11	Kilmodan school Parent Council	1,000.00	
24/05/11	Glendaruel Hall Architects fees etc	1,128.00	
16/06/11	Col/Glen Shinty club	1,000.00	
16/06/11	Glen Hall summer school	2,000.00	
16/06/11	Development Trust installment	7,000.00	
20/07/11	Lochgoilhead fiddle workshop	1,000.00	
30/09/11	Colintraive Bowling green	200.00	
30/09/11	Kilmodan school for children's activities	995.50	
30/09/11	Development Trust Hydro survey	500.00	
30/09/11	Glen Hall final fees	255.00	
30/09/11	1 st Glendaruel Guides establishment costs	990.00	
30/09/11	Children's Hallowe'en party	150.00	
10/11/11	Cowal Way	12,000.00	
03/12/11	Col/Glen Fellowship	500.00	
10/12/11	Glendaruel dance fund	250.00	
15/12/11	Development Trust part final instalment	3,000.00	
18/02/12	Shinty club for new goals	1,000.00	
22/02/12	Friends of Kilmodan and Colintraive Church	2,500.00	
08/03/12	Lochgoilhead Feis	660.00	
08/03/12	Kilmodan Parent Council cost of new shed	1,397.50	
08/03/12	Glendaruel Scouts establishment costs	950.00	
08/03/12	Friends of Kilmodan and Colintraive Church	500.00	
08/03/12	Kilmodan school for children's waterproofs	206.50	
10/03/12	Kilmodan Parent Council	<u>500.00</u>	
	Total Grants		£40,482.50

	Carried forward	£ 40,482.50
SUNDRY COSTS		
Royal Bank of Scotland Charges		60.00
FUNDS IN BANK		
Royal Bank of Scotland Funds at 31/03/12		
Current Account	£ 32,053.56	
Less unpresented cheques	950.00	
Adjusted total		31,103.56
Total Grants awarded, costs and remaining balance in Bank		
Equal to Receipts etc		£ 71,646.06

Examiner's Report

I have examined the financial statements set out above & report that, in my opinion, the financial statements are in accordance with the books of the Fund.

16th April 2012.



FOR DAVID MITCHELL
WEST COWLE MANOR
KAMES

TIGRINA BOWEN
P21 2AD.

This page is intentionally left blank

Clachan Flats (Cairndow) Windfarm Trust

Report to: Bute & Cowal Area Committee

Report From: Alison Hutchins, Secretary/Treasurer

Date: 14th March 2013

Committee:

Ernie McPherson – Chair

Alison Hutchins – Secretary/Treasurer

Glyn Toplis – Cairndow Community Council Representative

Dot Chalmers – Cairndow Community Council Representative

Martin Mathers – Scottish Power Representative

Councillor Bruce Marshall – Argyll and Bute Council Representative changed to

Councillor Blair

January 2012 – December 2012 (9 applications received)

1 - Cairndow Community Holiday Activities (a sub committee of the Cairndow Community Childcare):
funding Cairndow community summer activities for primary school children.

£850 awarded

2 - Cairndow Childcare: Professional Puppet Show for the village and also for the purchase of
Hall/Room dividers

£900 awarded

3 – Here We Are: funding towards 2 work experience places

£576 awarded

4 - Strachur and District Youth Club: funding towards music fundraising event for the club

£800 awarded

5 – Kirsty Bremner: This application was for funding to enable Kirsty to go to Malawi to help build
classrooms, teach English and organise sports for local children

£400 awarded

6 – Strachur Primary School: The application was to help with funding for a Stramash day

£600 awarded

7 –Lochgoilhead Fiddle Workshop: funding to help organise the 10th Anniversary of the club

£2500 requested no funding awarded

8 - Cairndow Childcare: funding towards booking Professional Pantomime for the village

£650 awarded

9 – Kilmorich Church: for help to purchase a dehumidifier and with help to purchase new hymn
books

£1014 awarded

Total funding applied for - £8,290

Total funding awarded - £5,790

ARGYLL & BUTE COUNCIL

**BUTE AND COWAL
AREA COMMITTEE
2nd April 2013**

**DEVELOPMENT AND
INFRASTRUCTURE**

CEMETERY HEADSTONE SAFETY PROJECT - UPDATE

1. SUMMARY

- 1.1 Previous reports to this committee have described the position regarding headstone safety in Bute and Cowal.
- 1.2 This report updates progress in the Bute and Cowal area, and the recommendations that have been put in place to address the situation.

2. RECOMMENDATIONS

- 2.1 Members are asked to note the information contained and the remedial actions proposed.

3. DETAIL

- 3.1 A report presented to the Bute and Cowal Area Committee in Oct 2012 listed a number of proposed actions throughout the burial grounds across the Bute and Cowal area, this was subject to resource availability and to carry out a trial of a substance called "Wet Grab" that had been used in other councils. This is summarised in Table 1.
- 3.2 As highlighted previously, the main area of concern within cemeteries is where we have most visitors and in sections where the larger type memorials are situated, we have carried out headstone repairs in 4 main cemeteries over the winter months where Risk Assessments showed risk to be High, namely Kingarth and North Bute cemeteries on Isle of Bute and Strachur and Lochgoilhead cemeteries in Cowal.
- 3.3 Seven additional staff members have gone through a NAMM registered training course in January on the inspection of headstones to bring the number of trained staff to eleven in B&C within Streetscene, A further

inspection of all memorials will be carried out over the coming months to take forward a further programme of repairs from Oct 2013.

- 3.4 A generic Argyll and Bute council headstone policy is being produced along with updated cemetery rules and regulations, once approved by full council, this suite of information will be sent to monumental masons and new lair holders advising them of this new policy, we currently have in place a process where we find newly erected headstones do not meet the criteria laid down by National Association of Monumental Masons (NAMM), we ask the lair owner to contact the monumental mason who installed the memorial to have the remedial work carried at their own expense.
- 3.5 With the introduction of future work schedules and the implementation of annualised hour's systems of works from April 2013, resources will be available for headstone repairs during winter of 13/14 and beyond as focus on repairs will be addressed as part of Streetscene review and future priorities.
- 3.6 Repairs in Cowal (Sandbank) cemetery are complete.

TABLE 1 - Number of stones in each area by cemetery

Area	Cemetery	Already lowered	Stones currently unsafe & still standing	Proposal
Bute	Kingarth	0	54	Repairs carried out to 11 stones in older section. Wet Grab trialled on 30 headstones of which 10 remain secure.
	Barone	0	151	Trial adhesive on smaller stones
	North Bute	6	19	. Trial adhesive on 57 smaller stones – 38 remain secure
	Townhead	15	86	Restrict access or lower stones in older section Trial adhesive on smaller

				stones
Cowal	Millhouse	0	212	Trial adhesive
	Kilmodan	0	74	Restrict access or lower stones
	Strachlachlan	18	0	Identify resource for phased re-erection
	Kilmorlich	0	38	Restrict access or lower stones
	Colintraive	0	9	Trial adhesive on smaller stones
	Kilmun	100	0	Identify method of work for steep ground
	Lochgoilhead	0	6	59 have been lowered and pinned / re-erected over winter months (many older type foundations were built on brick construction and completely rebuilt).
	Strachur	0	116	1 large type headstone within gate area has been repaired- caution signs placed on entrance gates alerting public to potential danger.
	Dunoon (old cemetery)	540		Identify resource for phased re-erection

4. CONCLUSIONS

- 4.1 The actions summarised above in Table 1 are those previously proposed in the April 2011 Area Committee report, for each of the burial grounds across the Bute and Cowal area, this information has been updated to show works in Kingarth, North Bute, Strachur and Lochgoilhead cemeteries over the past 6 months.

- 4.2 Where larger / older memorial stones present a serious health and safety issue and we cannot identify lair owners, we will lower the headstone to remove the immediate danger, where we can identify lair holders; we will ask that the monumental masons are requested to rectify the problem at their own expense. This would be the preferred option prior to Streetscene teams; the option to close off access to certain areas within the appropriate burial grounds will only be taken on a risk based approach.
- 4.3 The substance namely “Wet Grab” had been used by a London council and the feedback from them was very positive, It is clear given information from this report, that this is not an economic or trustworthy short-term fix as hoped, possibly due to our climate, we will need consider alternative ways of carrying out quick fix repairs to lawn type memorials.

5. IMPLICATIONS

- | | | |
|-----|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | Policy | Service Asset Management, Cemetery Management Rules |
| 5.2 | Financial | Resources need to be identified to enable safe re-erection of stones, although a proportion of work may be completed by Streetscene staff. Contributions can initially be sought from lair holders and monumental masons. Resource required for investigation of large stones and subsequent repair programme. |
| 5.3 | Personnel | Additional staff trained to inspect stones and rectify dangerous examples. |
| 5.4 | Equalities Impact Assessment | None |
| 5.5 | Legal | Argyll and Bute Council duty of care. |

For further information, please contact: Tom Murphy, Streetscene Manager, Tel: 01436 658908.

Jim Smith
Head of Roads and Amenity
April 2013

ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****2 APRIL 2013**

THIRD SECTOR GRANTS 2013/14

1.0 SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for 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 2013/14 is £35,000.
- 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 A minimum of £5,000 should be carried forward for allocation at the Area Committee meeting in August.
- 1.6 Twelve applications have been received, including 3 for Events and Festivals, and 1 which is for capital works and therefore ineligible.

2.0 RECOMMENDATIONS

- 2.1 The 11 organisations listed below are awarded funding from the Third Sector Grants budget, as per the table below.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2012/13 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 form (if a grant was awarded in previous year).

Ref No	Organisation	Grant Award 11/12	Grant Award 12/13	Total Project Costs	Amount Requested	Recommendation
3.1	Beachwatch Bute	£650	N/A	£3,272	£1,400	£1,050
3.2	Bute Advice Centre	N/A	£2,000	£2,550	£1,275	£845
3.3	*Bute Agricultural Society	£720 underwrite	N/A	£12,600	£1,200	£900 - Underwrite
3.4	Caol Ruadh Sculpture Park	N/A	N/A	£5,020	£2,500	£2,500 Audited accounts required
3.5	*Cowal Walking Festival Association (Cowalfest)	£1,000	£2,775	£4,800	£2,400	£1,585
3.6	Dunoon & Cowal Youth Project	£6,750	£6,750	£23,500	£11,750	£4,000
3.7	Dunoon and Cowal Elderly Forum	£450	£300	£1,175	£500	£300 Provisional pending end of grant form
3.8	Dunoon Burgh Hall Trust	N/A	£2,955	£10,500	£5,000	£2,500
3.9	Dunoon Community Development Group - Recycling Project	N/A	£250	£1,000	£500	£375
3.10	*Argyll and Bute Youth Forum	N/A	N/A	£4,000	£1,000 across all 4 areas	£250
3.11	Strachur & District Community Development Co Ltd	N/a	N/A	£3,005	£1,500	£1,500
				Total Recommended		£15,555
				Balance		£19,445

**Events and Festivals*

3.0 DETAIL

	Organisation	Rationale for grant allocation
3.1	Beachwatch Bute	The funding is required for insurance and promotional equipment. Beachwatch Bute is a well-established organisation who carry out environmental projects such as beach cleaning and educational programmes with the schools on Bute
3.2	Bute Advice Centre	The funding is required for a case management Information system to allow the group to provide a more efficient service. Bute Advice Centre provides support to an increasing number of clients in particular the elderly, carers, people with disabilities and low income families.
3.3	*Bute Agricultural Society	The funding is for a contribution towards the annual agricultural show which is a well-established event that attracts a large number of people. Over the last few years the committee have lost a number of sponsors and

		weather has not been kind to them but they are working hard to make the event successful.
3.4	Caol Ruadh Sculpture Park	The funding is a contribution towards the cost of three performances of the Global Water Dances to take place in Colintrave and the surrounding area. Each performance will be unique to its location and choreographer. The event should help to boost local tourism and the economy.
3.5	*Cowal Walking Festival Association (Cowalfest)	The funding is sought for promotional materials to market the Cowal Walking Festival which takes place over 7 days in October.
3.6	Dunoon & Cowal Youth Project	The funding is towards salary and sessional costs to deliver a programme of events in the youth centre for children between the ages of 11-16. This organisation is supported by many volunteers which allows the project to continue. No matched funding has been identified.
3.7	Dunoon and Cowal Elderly Forum	The funding is a contribution towards the costs of social events and outings throughout the year for approx. This organisation has 40 members age 60+.
3.8	Dunoon Burgh Hall Trust	The funding is a contribution towards marketing costs and exhibition costs for a local heritage and contemporary art project. The project will celebrate artist/designer Bob Stewart, design pioneer of the 20 th century. The education programme is for local volunteers, the community and schools in Cowal.
3.9	Dunoon Community Development Group - Recycling Project	The funding is for purchase of spare parts and software to allow the group to upgrade old computers which are then distributed to the community. At present the group has a waiting list for computers.
3.10	*Argyll and Bute Youth Forum.	The funding is for an event that will support the achievements of young people across Argyll and Bute. Each Area is being asked to contribute £250 towards the event which will be held in Oban.
3.11	Strachur & District Community Development Co Ltd	Funding is for improvement of drainage of Strachur sports centre pitch

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

21 March 2013

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

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****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 <input checked="" type="checkbox"/> Visited	
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?	£1,400	
b) Grant awarded last year?	£0	
c) Total Project cost?	£2,812	
d) How much coming from own resources?	£1,412	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,050	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of goods and contributions towards running costs of the project. to allow promotion of the organisation. This will include Insurance, toners for printer and laminating pouches for promotional activities.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
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	
g)	Positive impact on the local environment	<input checked="" 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		
Beachwatch Bute is a well-established organisation who delivers both environmental and educational programmes in Bute.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

Last received funding of £650 in 2011 – 2012 financial year. The amount requested has been reduced to take this fact into account

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?	200 - 300
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: 13 March 2013

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		Bute Advice Centre	
Contact Person in Organisation		Julie Semple	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/> Visited
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?		£1,275	
b) Grant awarded last year?		£2,000	
c) Total Project cost?		£2,550	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£842 Provisional on receipt of outstanding documents	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of a new management system with associated training and licences to allow project to apply for funding.		
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 checked="" 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			
Bute Advice provides a vital service to the residents of Bute. With the recession the project has seen a rise in clients and with the impending benefit regime changes it is anticipated that their workload will increase.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			

Bute Advice has had funding for several years and the recommendation reflects this.

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	No
h)	A marketing plan for the activity	Yes	No
i)	A previous event budget	Yes	No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	No
k)	Evidence of appropriate insurance coverage	Yes	No
l)	Compliance with all relevant legal and licensing requirements	Yes	No
m)	Letters of support from other funders or local organisations	Yes	No

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?	432
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?	N/A
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: 13/03/13

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	Bute Agricultural Society	
Contact Person in Organisation	Matthew Williamson	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£1,200	
b) Grant awarded last year?	£0	
c) Total Project cost?	£12,600	
d) How much coming from own resources?	£11400	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£900	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
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 checked="" 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		
The organisation has a long history of running this event which is popular on the island. It attracts 1,500 people and has a positive effect on the local economy.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The organisation received an award 2 years ago and the assessment 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	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?	1,500
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: 13/3/13

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	Caol Ruadh Sculptural Park	
Contact Person in Organisation	Karen Scotland	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£2,500	
b) Grant awarded last year?	£0	
c) Total Project cost?	£5,020	
d) How much coming from own resources?	£2,520	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£2,500 Provisional on production of audited accounts	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with a dancing festival in the areas around Colintrave. This will hopefully attract both locals and visitors to the area and benefit the local businesses.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" 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? 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 event should help to boost the local economy and will have a positive impact on businesses such as hotels and B&Bs by attracting visitors to the area.		
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	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).	No
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?	
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?	N/A
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: 13/3/13

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	Cowal Walking Festival Association	
Contact Person in Organisation	Fiona Page	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£2,400	
b) Grant awarded last year?	£2,775	
c) Total Project cost?	£4,800	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,584 Provisional on receipt of end of project report.	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
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 checked="" type="checkbox"/>
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? No		
If No, please give a reason Requested but still pending		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Cowal Fest runs a very successful programme of walks and cultural activities. The grant will enable them to market their activities to attract more participants.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The organisation has received grants in previous years and the reduced recommendation reflects this		

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	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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?	1,000
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: 13/3/13

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	Dunoon & Cowal Youth Project	
Contact Person in Organisation	Tracy Gray	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <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?	£11,750	
b) Grant awarded last year?	£6,750	
c) Total Project cost?	£23,500	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Contribution towards the running of the Project including sessional staff costs and resources for activities.	
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 type="checkbox"/>
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	<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 youth project has been running since 1989. The numbers using the project have steadily risen over this period. The project continues to struggle for funding and has only had moderate success in raising funds. A lot of staffing is done on a voluntary basis to allow the project to continue		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The project has received funding for a number of years. The recommendation represents a reduction in funding for this year		

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	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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?	100 - 150
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: 12/3/13

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	Dunoon and Cowal Elderly Forum	
Contact Person in Organisation	Margaret Johnston	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£500	
b) Grant awarded last year?	£150	
c) Total Project cost?	£1175	
d) How much coming from own resources?	£675	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£300 pending receipt of previous grant report	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards various trips around Scotland for members of the Forum.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" 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 checked="" 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 No		
If No, please give a reason Pending		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Forum has been in existence since 1997 and has successfully run these events every year. They actively promote the Forum and are aiming at increasing their membership.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The Forum has received funding in previous years and the recommendation reflects the decrease in funding from what was requested		

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 No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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?	30 - 40
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: 12/3/13

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	Dunoon Burgh Hall Trust	
Contact Person in Organisation	Jennifer Hunter	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/>	Visited <input 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?	?	
b) Grant awarded last year?	£2,953	
c) Total Project cost?	£10,500	
d) How much coming from own resources?	£?	
e) How much coming from other agencies?	£5,500 pending	
f) Grant Recommendation	£?	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
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? No		
If No, please give a reason Pending		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The grant will go towards providing an educational programme both for local volunteers and schools in Cowal.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The Burgh Hall has received funding in 10/11 and 11/12. The recommendation reflects this.		

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	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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?	250-400
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: 15 March 2013

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	Dunoon Community Development Group – Recyclers Project	
Contact Person in Organisation	Charles Forrest	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <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?	£500	
b) Grant awarded last year?	£250	
c) Total Project cost?	£1,000	
d) How much coming from own resources?	£500	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£375	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To purchase hardware and software to allow group to upgrade computers that they are recycling.	
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 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 checked="" 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 group has been running for 8 years and in that time they have recycled a large number of computers back to the community. At present they have a waiting list for computers.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The group received funding last year for the first time so the recommendation reflects a reduction in funding for this year.		

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 No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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
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: 12/3/13

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	Argyll and Bute Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4,000	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£250 from each area	
Reason for grant:	<i>Venue costs for Youth Achievement Event for young people across Argyll and Bute.</i>	
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 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? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event will support and celebrate the achievements of young people involved in a variety of community activities, bringing them together from across Argyll and Bute for a themed awards event. The awards committee itself comprises a number of young people with support staff – although the event is being organised by the Argyll and Bute Youth Forum, award nominations will be advertised and circulated through schools, youth organisations and partner agencies and open to all young people. An award of £250 per area is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

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	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes	√	No
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	Yes		No √
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	√	No
k)	Evidence of appropriate insurance coverage	Yes	√	No
l)	Compliance with all relevant legal and licensing requirements	Yes	√	No
m)	Letters of support from other funders or local organisations	Yes		No √

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	150 direct beneficiaries		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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)	Ongoing 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 :				

5 **Monitoring Information** (The information provided for monitoring purposes only, it will not be used to assess your application)

Is your project directed at, or of particular relevant to, people from a specific ethnic background? **No** **Yes**

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

White		Black, Black Scottish or Black British	
Scottish		Caribbean	
Other British		African	
Irish		Any other Black Background	
Any other white background			
Mixed		Other ethnic background	
Mixed ethnic background		Chinese	Any other
Asian, Asian Scottish or Asian British			
Indian		Bangladeshi	
Pakistani		Any other Asian background please	

Signed: .Liz Marion

Designation: Community Development Officer

Date: .21/03/2013

This page is intentionally left blank

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	Strachur and District Community Development Co Ltd	
Contact Person in Organisation	Douglas Currie	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£2,005	
b) Grant awarded last year?	£0	
c) Total Project cost?	£3,005	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£2,005	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" 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		
The organisation supports the use of the pitch by both the school and local children. The heavy rain over the past while has made it necessary to improve the drainage. The application is for a contribution towards this.		
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	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 No
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

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?	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: 18/3/13

ARGYLL AND BUTE COUNCIL**DEVELOPMENT AND INFRASTRUCTURE****DATE: 13 March 2013**

TITLE: Proposed Local Nature Reserve at the Holy Loch ,Broxwood, Sandbank by Dunoon, Argyll and Bute

1. SUMMARY

The case to declare a Local Nature Reserve at Broxwood, Sandbank by Dunoon was presented to the Bute and Cowal Area Committee on 26th October 2010 by a representative of the Argyll Bird Club and Cowal Natural History Society. The committee agreed that this proposal should be pursued.

Currently, Sandbank Community Development Trust (SCDT) has a lease agreement for the path and birdhide from Argyll and Bute Council who are the landowners. The Trust along with representatives of Argyll Bird Club, Cowal Natural History Society, Sandbank Community Council and Sandbank Primary School now wishes to improve the habitat out with the leased area by eradicating the existing Japanese Knotweed, planting native species as part of a habitat improvement initiative, installing bird and bat boxes, improve the educational experience and increase visitor numbers.

The proposal is supported by the current Argyll and Bute Local Plan and the Argyll and Bute Local Biodiversity Action Plan 2010-2015.

The Director of Development and Infrastructure Services, Sandy MacTaggart, requested that a paper be drawn up setting out the process for the declaration of a Local Nature Reserve at the Holy Loch, Broxwood, Sandbank, Dunoon, Argyll. This has been agreed and he has encouraged the dedicated officer to work with the relevant council departments and the community at Sandbank to achieve this aim. A small steering group (*facilitated by the Local Biodiversity Officer – Argyll and Bute Council with members representing the Sandbank Community Development Trust, Argyll Bird Club, Cowal Natural History Society, Sandbank Community Council, Scottish Natural Heritage and the Loch Lomond and the Trossachs National Park*) has been initiated to draw up one of the elements of the process – the Draft Holy Loch Local Nature Reserve Management Plan, the group wish to have a Local Councillor Representative on the steering group to support and ensure the due process is followed.

The procedure will follow Chapter 7 of Scottish Natural Heritages' LOCAL NATURE RESERVES IN SCOTLAND Guidance 'PROCEDURES FOR LOCAL NATURE RESERVE DECLARATION' see **Appendix 1**.

2. Recommendation:

In view of the current support and recommendations from the previous Area Committee and the Director of Development and Infrastructure, I ask that Area Committee support the declaration of the Holy Loch Local Nature Reserve by providing a Local Councillor to sit on the steering group to ensure that the due process is followed.

3. BACKGROUND

- 3.1 Sandbank Community Development Trust set up a steering group to fund and build an all ability access path, birdhide and interpretation at the Holy Loch, Broxwood, Sandbank in 2009 with agreement from Argyll and Bute Council. The path, birdhide and interpretation were opened in April 2010. The site is well serviced with a carpark and is adjacent to an area of population. The Holy Loch, Broxwood site consists of native woodland, foreshore, mudflats and an infestation of Japanese Knotweed. It also provides an excellent viewing point for a wide range of seasonal birds and other wildlife such as Otter and butterfly species. Visitors to the site range from seasoned

bird enthusiasts, tourists, schools and members of the public. The site is well placed at the entrance to Sandbank and can provide an additional resource for all to explore.

4. **IMPLICATIONS-**

4.1 **Legal** Yes.

1. Extend the current lease to reflect the agreed Holy Loch Local Nature Reserve area, see **Appendix 2**
2. Set up a Partnership Local Nature Reserve Management Group with clear aims and objectives- all partners to sign and agree to the development of a site Management Plan.

4.2 **Policy:**

1. *Local Plan (2009)*

'To review landscape and local nature conservation designations and to protect and enhance additional sites where appropriate.

To reassess and if appropriate designate new Conservation Areas, Article 4 Directions, Tree Preservation Orders and local cultural sites'.

2. Argyll and Bute Local Biodiversity Action Plan 2010-2015 project:

BE11: Identify, designate and manage new LNRs

Use the open space audit to identify and assess potential new community wildlife sites and possible LNRs. The Argyll Bird Club (ABC) is supporting a new proposal by Sandbank Community Development trust for an LNR at Broxwood, Sandbank, centred on the new bird hide to which it contributed funding but the ABC would also be interested in supporting similar proposals elsewhere in Argyll.

3. The Local Nature Reserve process is documented in the attached report and has been agreed by Scottish Natural Heritage. They will provide support to Argyll and Bute Council in designating the Holy Loch Local Nature Reserve. This guidance and process will be followed to ensure all parties agree the Draft Holy Loch Local Nature Reserve Management Plan

4.3 **Personnel:**

- i. Legal support through the initial stages of declaring the site, lease agreement and partnership agreement.
- ii. Support by the Local Biodiversity Officer who will assist with drawing up the
- iii. LNR declaration and provide advice on the management plan to ensure that they meet the agreed aims and objectives of the site, see **Appendix 3 Draft attached seperatly**
- iv. A Local Councillor to sit on the Steering Group.

4.4 **Financial:**

- i. None in terms of funding from Argyll and Bute Council.
- ii. The contribution from Argyll and Bute Council will be expertise in terms of Legal, Estate, Biodiversity and a steer for funding.
- iii. Funding **requirements to deliver the site Management Plan:** Sandbank Community Development Trust are best placed to acquire funds to carry out the work required as set out in the Draft Holy Loch Local Nature Reserve Management Plan.

4.5 **Equal Opportunities:** Yes- currently exists for the access and birdhide.

For further information contact:

Marina Curran-Colthart- Local Biodiversity Officer,

Appendix 1.

7. PROCEDURES FOR LOCAL NATURE RESERVE DECLARATION

7.1 Steps to establish an LNR

This section describes some of the actions typically required by a local authority in establishing an LNR, including acquiring a legal interest in the land, involving the local community, declaration, alteration of boundaries, and establishing byelaws. Within the constraints of legislative requirements, many variations are possible, particularly over the involvement of the local community and the preparation of a management plan. A common-sense approach should be adopted, taking account of the needs of each particular LNR.

7.2 Securing Local Authority Legal Interest in the Land

Under the 1949 Act, prior to declaration of an LNR a local authority is required to have a legal interest in the land in question through ownership, lease, or an agreement with the owners and occupiers involved.

The declaring local authority must also have jurisdiction over the area in which the proposed LNR lies. For sites which extend across a local authority boundary, a joint declaration could be made by the two local authorities acting jointly.

A local authority cannot declare a reserve on land which is already declared as a National Nature Reserve by SNH, but it can declare an LNR on land notified as a Site of Special Scientific Interest.

7.2.1 Agreements and Leases

Section 16 of the 1949 Act sets out the basis for securing agreements to ensure the management of land as a nature reserve. Agreements may have restrictive and positive elements, and may also allow for payments to be made. Local authorities can make such agreements in respect of Crown Land, statutory bodies and with nongovernmental

organisations wishing to see their reserves officially recognised as LNRs. If the land is subject to an owner-tenant arrangement then, depending on the nature and extent of the tenant's occupancy, it may be essential that both owner and tenant enter into an agreement.

An agreement may take a variety of forms but must as a minimum give the local authority a legal interest in the land, set out who is responsible for doing what, and be clear about what is being agreed to the satisfaction of the legal advisors on all sides.

A local authority may also wish to consider securing public access to or through a reserve under Countryside (Scotland) Act 1967 (as amended) powers. These can enable a wider range of byelaws to be used in support of management of the LNR.

7.2.2 Compulsory Purchase

Section 17(1) as applied through Section 21(4) of the 1949 Act gives powers of compulsory purchase to local authorities to enable the establishment of LNRs. However, compulsory purchase is exercisable only where the authority is satisfied that they cannot conclude an adequate agreement on reasonable terms, and has exhausted all reasonable other measures to secure a reserve. Compulsory purchase is also one remedy available to the local authority if, having entered into an agreement in respect of an LNR, a breach of the agreement occurs which prevents or impairs the satisfactory management of the LNR. This power is subject to normal limitations and dispute procedures that apply to any local authority compulsory purchase.

7.3 Forming a Local Management Group

The parties involved in identifying, evaluating, declaring and managing the LNR may

form a group to help steer the process, which is often termed the Local Management Group (LMG). An LMG could typically be composed of representatives of the local authority, the local community, and potential users of the LNR which may include environmental or other local interest groups. Ideally an LMG should be established early on in the process. However, it is recognised that there may be instances where local authority commitment to LNR establishment is required before an LMG can be formed. Indeed it may not be appropriate to involve a wider group of interests in the sometimes lengthy process of fulfilling basic legal requirements. Therefore, the timing of the establishment of an LMG will vary. However, as a matter of good practice, preliminary steps to establish such a group should have been taken by the time of the formal consultation with SNH.

LMGs tend to be established and serviced by the local authority. Experience has shown that LMGs can become involved in a wide range of activities. Key among these should be establishing the purpose and management objectives for the LNR at least in outline prior to declaration; and the preparation and monitoring of the LNR management plan. An LMG can also have an important role in the active management or day to day running of a LNR. For example, local representatives may be able to provide a formal or informal method of policing for litter, vandalism and other anti-social activities.

Where an LNR has close links with schools, it may be worth considering setting up a Junior Management Sub-group made up of young people elected by their schools. This has the potential to ensure that their needs and ideas are fed into the management structures of the reserve.

7.4 Declaration

Section 19 of the 1949 Act sets out the procedures for declaration (and de-declaration) of nature reserves. Declaration provides the public with formal notification of the existence of an LNR. The local authority makes a declaration that:

1. the land is subject to an agreement entered into with them or has been acquired and is held by the authority; and
2. the land is being managed as a nature reserve.

The declaration document may be executed by the local authority in the same manner in which it executes legal documents. It is strongly recommended that a map with precise boundary details is appended to the declaration, in order to avoid confusion, though this is not a legal requirement. The declaration can also take the form of a minuted formal Council resolution, eg: at Montrose Basin LNR.

Notice of the declaration should be published in a way that best informs relevant and local people. For example, certified copies of any declaration may be kept for public inspection in appropriate local authority offices and public libraries. This fact is usually advertised by a public notice in local and (where appropriate) national newspapers and the Edinburgh Gazette. Other publicity could include involving local councillors, sponsors, residents and users. Local publicity such as events or declaration ceremonies could be supplemented by producing information sheets and brochures that can be made available through tourist information offices and other visitor facilities.

Once declared, it does not matter who is the LNR managing body, as long as the site is managed as a nature reserve. Therefore, the local authority could hand over LNR management to others on whatever terms may be agreed. Some voluntary organisations may be able to contribute to the costs of a reserve.

Local authority staff time is likely to be concentrated during the earlier stages of negotiation and consultation with interested parties and in the preparation of a management plan, costings and search for funds. These critical stages often rely on the motivation of individual officers in various departments.

7.5 Alteration of Boundaries

7.5.1 Extensions

Where a local authority proposes to extend an LNR it should also follow the above guidance, from site selection through to declaration, making suitable management arrangements and consulting with SNH. Only the extension to the LNR need be formally declared (rather than the whole thing). However, it may be useful for the local authority to remind the public of the full extent of the reserve in any public announcements. If byelaws apply to the existing LNR and it is intended to extend them to cover the whole new site, they should be revoked in entirety and reapplied to the whole site (even if the actual byelaws remain the same).

7.5.2 De-declaration

There may be circumstances where a LNR declaration is no longer appropriate for all or part of the site. Reasons could include:

- irresolvable management problems and conflicts at the site;
- ownership changes;
- the land to which the declaration relates ceases to be held by the local authority;
- the non-renewal of a management agreement; or
- a change in the site arrangements so that the purpose for which the site was

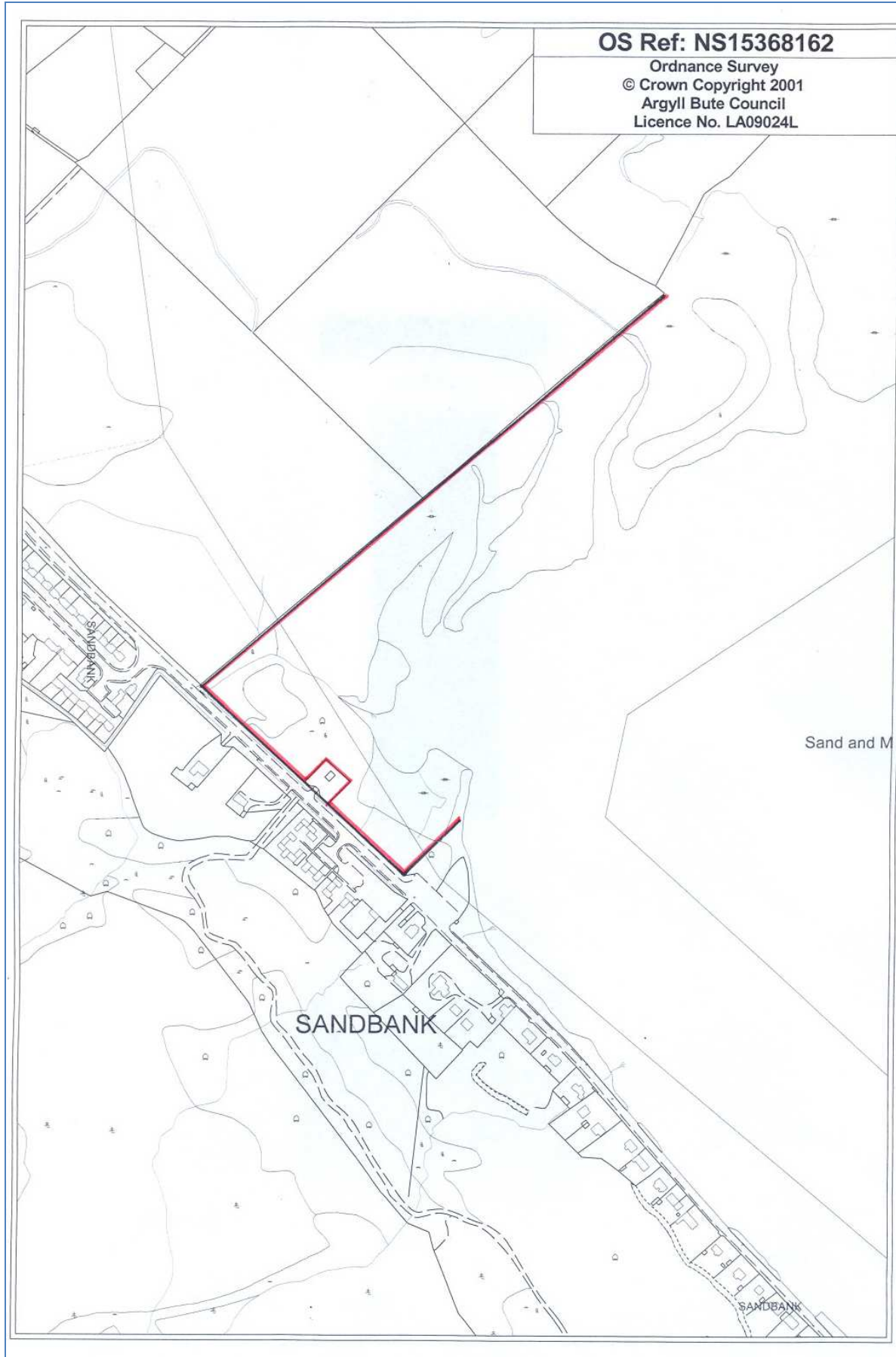
declared is no longer a priority purpose.

In such cases, the local authority can de-declare the LNR, thus removing the status of the site as an LNR. Formal consultation on de-declaration should take place with SNH. Notice of the de-declaration should be published in a way best suited to informing local people and relevant interests in the same way as the LNR was declared in the first place.

A de-declaration can vary in scale from minor alterations of a site boundary, to dedeclaration of a whole LNR. It should be borne in mind that such an action could be seen negatively by the public and local media. A de-declared LNR could still be managed for natural heritage conservation if the local authority seeks alternative management arrangements for the site.

If only part of a site is de-declared, any byelaws applying will need to be revoked and re-applied to the remaining area of land.

Appendix 2



Appendix 3.

See attached paper.

This page is intentionally left blank

Draft. Holy Loch/Broxwood Proposed Local Nature Reserve – Management Plan.

Long-term objective	Medium term objective	Short term objective	Policy	Action	Compartment	Year
<p>1. To manage the Habitat Mosaic of Shoreline (Saltmarsh, Mudflats, Gravel beds, Estuarine-scrub) and Woodland so as to maintain and enhance its semi-natural coastal and broad-leaved habitat, and conserve and improve its biodiversity. Habitat Mosaic</p>	Continue to restructure the woodland to a more natural composition and condition.	Japanese Knotweed eradication programme to commence as part of the wider LL&TNP eradication plan. Monitor invasive non-native species.	To manage the Woodland and Shoreline so as to protect and enhance its biodiversity and its landscape value, while providing suitable public access.	<p>1. Map JKW- 2. SEPA Licence- LL&TNP volunteers and start spraying programme in unison with A&BC. 3. Produce a Habitat Map- assess the effects of grazing (ad-hoc) on the saltmarsh. 4 Habitat Map to be split into compartments</p>	To be identified via mapping exercise.	<p>1</p> <p>2-4</p>
<p>2. To provide and enhance provisions for public access.</p>	Provide clear signage through the LNR		Signage should be clear and appropriate to the site setting.	<p>1. Investigate path options to the A 815 road 2. Signage for dog walkers during optimum bird nesting and feeding times- SNH has information on their website. 3. Sign declaring</p>		<p>Ongoing up to year 5</p> <p>1.</p> <p>1.</p>

Long-term objective	Medium term objective	Short term objective	Policy	Action	Compartment	Year
3. To maintain access ways and other facilities used by visitors.	Maintain paths, bridges, drainage, birdhide and signage in the Reserve.	Identify parts of the path where poor drainage and natural regeneration occurs.	Ensure that the Woodland and Shoreline is kept in a reasonably safe condition, while respecting its semi-wild character, and that access ways and equipment provided in the LNR are kept in good condition.	1. Improve path drainage and remove natural re-generation, 2. Top up the path with the appropriate material- Type 1. 3. Develop a Path Maintenance Plan. 4. Annual ongoing maintenance of the Birdhide.		1. 1-2
	Maintain the Reserve through regular inspection, repair, and safeguarding		As above	1. Investigate funding reserves to replace facilities.		3-5
4. To encourage and publicise research.	Encourage research into the Shoreline and Woodland plants and wildlife and publish the results		Identify: - which species might need protection, or might need to be controlled; - how greater biodiversity can be encouraged; - how the Wood relates to the local community and to tourism	1. Investigate Citizen Science opportunities. 2. LL&TNP Ranger involvement to be investigated.		1- 5

Long-term objective	Medium term objective	Short term objective	Policy	Action	Compartment	Year
5. To encourage and promote education and recreation.	Enhance the use of the Woodland, Birdhide and Saltmarsh for educational purposes.	To establish a website and QR code.	Develop further both the support which the Woodland, Shoreline can give to education and the support that education can give to the Shoreline and Woodland.	<p>1. LL&TNP may have an Educational resource available.</p> <p>2. Nature Reserve Website- possible to down load pdf work sheets and look to other technology like QR codes.</p>		2-4
6. To support voluntary involvement.	Establish policies for recreation which take account of the different needs of users.		Activities will be small-scale, involving individuals, families or other small groups, and those that organise activities. Priority will be given to local schools with other organised activities cleared through the Holy Loch LNR contact so as to promote enjoyment of the reserve.	1. Develop a strategy to inform action.		1-2

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank