

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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2 December 2014

NOTICE OF MEETING

A meeting of the **HELENSBURGH & LOMOND AREA COMMITTEE** will be held in the **PILLAR HALL, VICTORIA HALLS, HELENSBURGH** on **TUESDAY, 9 DECEMBER 2014** at **9:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTE OF PREVIOUS HELENSBURGH AND LOMOND AREA COMMITTEE - 14 OCTOBER 2014** (Pages 1 - 10)
- 4. PUBLIC QUESTION TIME**
- 5. AREA SCORECARD FQ2 2014-15**
Reports by Executive Director – Customer Services. (Pages 11 - 14)
- 6. IMPROVEMENT TO AREA SCORECARD** (Pages 15 - 18)
- 7. ROADS REVENUE BUDGET 2014 TO 2015 - 2ND QUARTER UPDATE**
Report by Executive Director – Development and Infrastructure (Pages 19 - 30)
- 8. HELENSBURGH CHORD - REPORT ON FLOODING AT WEE KELPIE, WEST CLYDE STREET**
Report by Executive Director – Development and Infrastructure (Pages 31 - 44)
- 9. CARE AT HOME REPORT - HELENSBURGH AND LOMOND AREA**

Report by Executive Director – Community Services (Pages 45 - 52)

10. OSCR (OFFICE OF THE SCOTTISH CHARITY REGULATOR) REQUIREMENTS FOR ARGYLL & BUTE COUNCIL TRUST FUNDS

Report by Executive Director – Customer Services (Pages 53 - 92)

11. CHARITY AND TRUST FUNDS - ESTIMATED AMOUNTS AVAILABLE FOR DISTRIBUTION

Report by Head of Strategic Finance (Pages 93 - 98)

12. FUTURE AREA COMMITTEE DATES

Report by Executive Director – Customer Services (Pages 99 - 102)

13. NOTICE OF MOTION UNDER STANDING ORDER 13

Councillor Robb, seconded by Councillor Trail had given notice of the following motion:-

Motion

1. All Council owned public are parks in Helensburgh will allow one period of free parking of up to three hours for each vehicle per day with the exception of retaining the existing arrangement for unlimited free parking on part of the Pier Head. It is further agreed that this policy be implemented as soon as possible.
2. To instruct officers to bring forward the next meeting of the Area Committee a review of on-street parking restrictions within Helensburgh to establish whether current parking restrictions support the outcomes of Local Economic Development Plan, meet the needs of residents and enhance the visitor experience.
 - (a) This review will detail current and proposed future arrangements and offer suggestions to a sustainable and stable on-street parking regime to meet the criteria as set out above.
 - (b) This review will consider the demand for residents parking permits and in council owned car parks to meet the identified needs of residents.
 - (c) It will be a fundamental principle of any proposal that on-street parking shall remain free but may be time limited where deemed beneficial.
 - (d) That these proposals form the basis of a public consultation before Implementation.

14. HELENSBURGH CHORD - ARTWORK PROGRESS REPORT

Report by Executive Director - Development and Infrastructure (Pages 103 - 110)

15. HELENSBURGH CHORD PUBLIC REALM IMPROVEMENTS - PROGRESS UPDATE

Report by Executive Director – Development and Infrastructure (Pages 111 - 114)

E1 16. HELENSBURGH CHORD RISK REGISTER -NOVEMBER 2014

Report by Executive Director - Development and Infrastructure.

(Pages 115 - 118)

- E2 17. HIGHLIGHT / PROGRESS REPORT HELENSBURGH CHORD**
Report by Executive Director - Development and Infrastructure. (Pages 119 - 126)
- E3 18. A814 HELENSBURGH AND LOMOND CYCLEWAYS PROJECT LAND ACQUISITION**
Report by Executive Director – Customer Services (Pages 127 - 140)
- E4 19. SHOP PREMISES AT 52A SINCLAIR STREET AND OFFICE AT 52 SINCLAIR STREET, HELENSBURGH - SALE TO GORDONS CHEMIST**
Report by the Executive Director – Customer Services. (Pages 141 - 148)

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

The appropriate paragraphs are:-

- E1, E2 and E3 Paragraph 8**
The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
- E1, E2, E3 and E4 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.

HELENSBURGH AND LOMOND AREA COMMITTEE

Councillor Maurice Corry
Councillor Vivien Dance
Councillor George Freeman (Vice-Chair)
Councillor David Kinniburgh
Councillor Robert G MacIntyre
Councillor Aileen Morton
Councillor Ellen Morton
Councillor Gary Mulvaney (Chair)
Councillor James Robb
Councillor Richard Trail

Shona Barton – Area Committee Manager

Contact: Theresa McLetchie – Tel: 01436 657621

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MINUTES of MEETING of HELENSBURGH & LOMOND AREA COMMITTEE held in the PILLAR HALL, VICTORIA HALLS, HELENSBURGH on TUESDAY, 14 OCTOBER 2014

Present:

Councillor Gary Mulvaney (Chair)

Councillor George Freeman
Councillor Vivien Dance
Councillor Robert G MacIntyre

Councillor Maurice Corry
Councillor David Kinniburgh
Councillor Richard Trail

Attending

Cleland Sneddon

Shona Barton
Stewart Clark
Ishabel Bremner

Moya Ingram

Laura Scott-Simmons

Executive Director –
Community Services
Area Governance Manager
Roads Performance Manager
Economic Development
Manager
Strategic Transportation
Manager
CHORD Project Manager

The Chair advised that there would be an urgent item of business tabled which related to the Provision, Installation and Maintenance of Festive Lighting which he had accepted by reason of the need for a decision to be made prior to the festive lights switch on scheduled for 21 November 2014.

1. APOLOGIES

Apologies for absence were intimated on behalf of the following:-

Councillor Aileen Morton
Councillor Ellen Morton
Councillor James Robb

2. DECLARATIONS OF INTEREST

Councillors Dance and Trail declared a non-financial interest in relation to Item 8 on the agenda -Historic Plaques by reason of being Members of the Heritage trust, but having had regard to the objective test in the Councillors Code of Conduct advised that they would remain in the room and take part in the discussion on the item.

Councillor Mulvaney declared a non-financial interest in relation to Helensburgh Pier Car Park – Winter Festival Fireworks Display which is dealt with at Item 11 of this Minute by reason of being Chair of the Helensburgh Winter Festival Committee. He left the room and took no part in the discussion of this issue.

Councillor Dance declared a non-financial interest in relation to the item

Provision, Installation and Maintenance of Festive Lighting which is dealt with at Item 12 of this Minute by reason of being a Director of the Friends of Victoria Halls. She left the room and took no part in the discussion of this issue.

3. MINUTES

(a) MINUTE OF PREVIOUS HELENSBURGH AND LOMOND AREA COMMITTEE - 12 AUGUST 2014

The Minute of the meeting held on 12 August 2014 was approved as a true record.

(b) MINUTE OF PREVIOUS HELENSBURGH AND LOMOND AREA COMMITTEE - 9 SEPTEMBER 2014

The Minute of the meeting held on 9 September 2014 was approved as a true record.

4. PUBLIC QUESTION TIME

The Chair invited questions from the public in attendance.

Mr John Black introduced himself and asked two questions which he had tabled for Members as follows:-

- 1) In relation to the Minutes of 12th August 2014 and specifically to Item 10 Skate Board Park at Pierhead. There was a motion to repair the facilities proposed by Councillor Robb and seconded by Councillor Trail. There was then an Amendment proposed by Councillor Morton and seconded by Councillor Mulvaney. The minutes state "on a show of hands vote, the amendment was carried by 5 votes to 4". Surely, the Councillors voting for and against a motion is an important part of public record?

The Chair, responded that when a vote is taken it is normally by way of a show of hands and in this case the names of the Members are not recorded in the minutes. He advised that there is provision in the Council's Constitution for a vote to be taken by roll call, but this has to be requested and agreed by one quarter of the Committee present. In this circumstance the votes of individual Members would be recorded.

- 2) Why is there no parking policy for Helensburgh and Area? This meeting will consider Park and Ride proposals for Station Road, Craigendoran and the former Gasometer site. The Pierhead proposal will result in the loss of 190 car park spaces. The Pierhead Project is conditional on parking being available elsewhere in Helensburgh. Where is this parking provision?

The Chair drew attention to the report at Item 6 - Update on Park and Ride Investigation advising that any change to parking provision would take place in tandem with any developments on the Pier.. The Chair continued that any potential work would take a few years to plan and develop and would not be completed straightaway. Council officers would look at possible alternative

parking as the Pierhead proposals proceed.

Councillor Dance pointed out that work was in hand to develop a local parking policy and the public would be consulted on this issue. She highlighted that the needs of each area within Argyll and Bute would be taken into account and she envisaged that a Parking policy would be delivered by September, 2015.

The Chair enquired if Mr Black had received satisfactory replies to his questions and he affirmed that he had.

5. ROADS REVENUE BUDGET 2014-2015 - 1ST QUARTER - UPDATE

The Committee considered a report providing information on road maintenance revenue activities being delivered in 2014/15.

Discussion followed in regards the increase in gully cleaning and Members advocated this maintenance and commended the work undertaken by local operatives. Members highlighted some difficulties in the correlation between the charts provided and actual spends. The Roads Performance Manager agreed to look at the format of the information provided in future reports. Discussion also took place regarding the costs of grass cutting with the Roads Performance Manager agreeing to circulate details of the actual costs for grass cutting to Members.

Members also raised the issue of changing climate and how the Roads Department were implementing plans to take account of this. The Roads Performance Manager highlighted an instance whereby Council officers had taken remedial action by changing the diameter of drainage pipes to effectively deal with large spates of torrential rain. He also advised that Council officers routinely receive 10-day weather forecasts which assisted in the effective planning of their Winter Maintenance programme. Members also requested an update on the Jet Patcher and the frequency of work undertaken in the local area. The Roads Performance Manager agreed to circulate an updated programme of works for the Jet Patcher when this was available.

A further issue was raised in relation to survey work which had been commissioned on a gully on the A814. The Roads Performance Manager confirmed that the survey had outlined various options and he advised Members of ongoing discussions with the Ministry of Defence (MOD) to remediate this.

Decision:

The Committee agreed to note the report

(Reference: Report by Executive Director of Development and Infrastructure, dated 15 September 2014, submitted).

6. UPDATE ON PARK AND RIDE INVESTIGATION

The Committee considered a report providing details on possible option sites within Helensburgh which could potentially be taken forward to provide additional car parking in the area.

Discussion followed in regards the cost of the delineation of the parallel parking along Station Road and Members agreed that it would provide a level of comfort to local residents having formalised parking spaces. The possibility of having a Traffic Regulation Order (TRO) to instigate yellow restrictive lines on the other side of Station Road was discussed with it being noted that this would be a decision undertaken by the Roads Department.

The issue of having a multi-storey car park on the Gasometer site was raised and the Strategic Transportation Manager highlighted that previous studies had illustrated that this would be cost prohibitive.

Decision:

The Committee agreed to the amendment of the recommendations as outlined in the report with the addition of the word "Gasometer" at recommendation 3.3. Thereafter the Committee agreed:-

1. That the option site of Craigendoran Pier is not taken forward at this present time;
2. That Roads and Amenity Services takes forward the delineation of parallel parking along Station Road to provide approximately 50 spaces at an appropriate time and in tandem with proposals for the Pier Head in Helensburgh; and
3. That Estates continue to pursue Scottish Gas Networks for a valuation of the Gasometer site and confirmation of the site's geotechnical condition/integrity.

(Reference: Report by Executive Director of Development and Infrastructure, dated 12 September 2014, submitted).

7. LOCAL ECONOMIC DEVELOPMENT PLAN

The Committee heard a verbal update on the Local Economic Development Plan by the Economic Development Manager and a handout was tabled which provided the detail of the Actions for Growth in the Helensburgh and Lomond Economy.

Discussion followed and Members raised concerns in regards a counter being implemented on the cycleway at Colgrain when the path had not, as yet, been completed due to ongoing land negotiations. It was noted that the counter had been installed as part of the funding package but would not be used for the purpose of ascertaining the viability of the route.

Other issues highlighted by Members included the importance of both the voluntary sector and the Ministry of Defence in local action plans, the need to identify local priorities which were deliverable within a short timescale with clarification on the extent and willingness from Scottish Enterprise to help advance these and the policy in relation to piers.

Decision:

The Committee agreed:

1. To note the update;
2. That the Economic Development Manager would provide a further updated report for the November Business Day on the land negotiations in relation to the Colgrain - Helensburgh cycleway;
3. That the Economic Development Manager would request that a further report on Digital Connectivity and the roll out of Superfast Broadband for all areas in Helensburgh and Lomond be circulated to local Members;
4. That an updated report come to the January 2015 Business Day meeting detailing the meeting detailing the key priorities and timeframes for economic development in the Helensburgh and Lomond Area and outlining the input made by Scottish Enterprise.; and
5. That the Economic Development Manager would compile a report advising on the changes to the LEADER programme for a future Helensburgh and Lomond Area Committee meeting.

8. HISTORIC PLAQUES

The Committee considered a report which outlined the background of two historic plaques which had been discovered in offices in Sinclair Street, Helensburgh.

Decision:

The Committee agreed to loan the two historic plaques to the Heritage Trust and to delegate authority to the Director of Customer Services to draw up such legal agreement as required.

(Reference: Report by Executive Director of Customer Services, dated 22 September 2014, submitted).

9. HELENSBURGH CHORD - ARTWORK PROGRESS REPORT

The Committee considered a report which outlined to date the delivery of the Artwork elements of the Helensburgh CHORD Town Centre public realm improvement works which had been funded through the main CHORD budget allocation and the S75 Artworks fund of £100,000.

The CHORD project manager advised Members that commencing 20 October, progress would include the installation of the three town maps, three plinth artworks and three of the 1845 plaques (within the completed area of the works).

The Chair drew attention to the Launch event which was scheduled for 24 October 2014.

Decision:

The Committee agreed:-

1. To note the report.
2. That a further report updating Members on progress be brought to the Helensburgh and Lomond December Area Committee.

(Reference: Report by Executive Director of Development and Infrastructure, dated 16 September 2014, submitted).

10. HELENSBURGH PIER CAR PARK - FIREWORKS DISPLAY

Members gave consideration to a report requesting permission for Helensburgh and District Round Table to host a Fireworks Display in Helensburgh Pier car park and to utilise the main pier for the Firework Display.

Decision

Members agreed:

1. To approve the request from Helensburgh and District Round Table to host the Firework Display on Saturday 8 November 2014 in Helensburgh Pier car park; and
2. That no charge would be made for use of the car park.

(Reference: Report by Executive Director of Development and Infrastructure dated 14 October 2014 submitted).

11. HELENSBURGH PIER CAR PARK - WINTER FESTIVAL FIREWORKS DISPLAY

Councillor Mulvaney in accordance with his declaration of interest left the room and took no part in the discussion of this item. Councillor Freeman assumed the chair for the discussion.

Members gave consideration to a report requesting permission by Helensburgh Winter Festival Committee to host a Fireworks Display in Helensburgh Pier car park and to utilise the main pier for the Firework Display.

Decision

Members unanimously agreed:

1. To approve the request from Helensburgh Winter Festival Committee to host the Firework Display on Sunday 30 November 2014 in Helensburgh Pier car park; and
2. To recommend to Policy and Resources Committee that parking charges are suspended on Saturday 29 November 2014 and Sunday 30 November during the Winter Festival from 8.00 a.m. to 6.00 p.m. for all car parks in Central Helensburgh.

(Reference: Report by Executive Director of Development and Infrastructure dated 14 October 2014 submitted).

Councillor Mulvaney re-entered the meeting following conclusion of the previous item of business and assumed the Chair.

In accordance with her declaration of interest, Councillor Dance left the meeting prior to discussion of the following item of business.

12. PROVISION, INSTALLATION AND MAINTENANCE OF FESTIVE LIGHTING

Members gave consideration to a report which confirms arrangements that have been put in place between the Council and the Friends of Victoria Halls. The arrangements allow the Friends to provide assistance to the Council in connection with the provision of festive lighting in Helensburgh and Inveraray. Members asked that a copy of the legal agreement referred to in the report be circulated to all local Members for their information.

Decision

Members agreed to note the report

(Report: Director of Development and Infrastructure, dated 14 October 2014, tabled).

Councillor Dance re-entered the meeting following conclusion of the previous item of business.

The Committee resolved in terms of Section 50(A)(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 Paragraph ** of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

13. HELENSBURGH CHORD PUBLIC REALM IMPROVEMENTS - PROGRESS UPDATE

The Committee considered a report which advised Members on the delivery of the Helensburgh CHORD Town Centre Public Realm Improvement works.

Decision:

1. To note the report;
2. To approve a contribution of up to £5,500 towards the redevelopment of the Skatepark on the Pierhead;
3. That a joint presentation on Traffic Management within the CHORD area by both Road's officers and CHORD consultants (traffic consultant and design consultant) be brought to the November Business Day meeting; and
4. That a further progress report updating Members be brought to the Helensburgh and Lomond December Area Committee meeting.

(Reference: Report by Executive Director of Development and Infrastructure, dated 12 September 2014, submitted).

(Reference: Report by Executive Director of Development and Infrastructure, dated 12 September 2014, submitted).

14. HELENSBURGH SHOPFRONT ENHANCEMENT INITIATIVE EVALUATION OF STAGE 2 APPLICATIONS

The Committee considered a report providing the outcome of the Helensburgh Shopfront Initiative Stage 2 applications.

.Decision:

The Committee agreed to the recommendations contained within the report.

(Reference: Report by Executive Director of Development and Infrastructure, dated 12 September 2014, submitted).

15. POTENTIAL RELOCATION OF HELENSBURGH AMATEUR ATHLETICS CLUBHOUSE

Members gave consideration to a report which provided an update on the marketing of the remainder of the former Hermitage Academy site and the potential relocation of the Clubhouse belonging to the Helensburgh Amateur Athletics Club.

Decision:

Members agreed:

1. To the recommendation as outlined in the report; and
2. That officers seek further clarification and update the information for Members accordingly.

(Reference: Report by Executive Director of Customers Services, dated 26 September 2014, submitted).

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ARGYLL AND BUTE COUNCIL

**HELENSBURGH &
LOMOND AREA
COMMITTEE**

CUSTOMER SERVICES

9th December 2014

AREA SCORECARD FQ2 2014-15

1 Background

- 1.1 This paper presents the Area Scorecard, with exceptional performance for financial quarter 2 of 2014-15 (July - September 2014). Where commentary has been entered in Pyramid, it is included here.

2 Recommendations

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

Douglas Hendry
Executive Director, Customer Services

Jane Fowler
Head of Improvement & HR

For further information, please contact:

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

Environment

	Target	Helensburgh & Lomond	Council
Car Parking income to date - H&L	£ 184,678	£ 64,883 R ↓	£ 561,088
Dog fouling - number of complaints H&L	12	12 G ↓	68
Dog fouling - number of fines issued H&L		0 →	1
LEAMS - H&L Helensburgh	73	74 G ↑	79
No of Complaints ref Waste Collection H&L		1 ↓	2
Dark street lamps – number of dark-lamp-nights * no data currently *			

Education

	Target	Helensburgh & Lomond	Council
Primary schools % attendance H&L	95.5 %	97.1 % G ↑	97.1 %
School % attendance <small>Hermitage Academy Term 1 14/15</small>	92.5 %	94.8 % G ↑	94.4 %
H&L Teachers absence per FTE	1.63 Days	0.65 Days G ↑	1.58 Days
H&L Non-teaching staff absence per FTE	3.70 Days	1.49 Days G ↑	1.16 Days
% positive destinations <small>Hermitage Academy ACY 12/13</small>		88 % ↓	92.4 %

Adult Care

	Target	Helensburgh & Lomond	Council
H&L - No of DP Clients		27 →	88
H&L - No of Children receiving DP		0 →	11
H&L - No of People Awaiting FPC within their Homes	0	0 G →	1
H&L - % of Older People receiving Care in the Community	80 %	76 % R ↑	76 %
H&L - % of Older People receiving Care in the Community - In Year	80.0 %	81.5 % G ↓	87.8 %
H&L - Delayed Discharges awaiting Admission to a Care Home - In Year		3 ↓	10
H&L - No of Delayed Discharges over 4 Weeks		0 →	1
H&L - % of LD Service Users with a PCP	80 %	96 % G ↓	93 %

Children and Families

	Target	Helensburgh & Lomond	Council
CP5 H&L - No of Children on CPR		5 ↓	18
CP16a H&L - No of Children on CPR with a completed CP plan		2 ↓	13
CABD53 H&L - Open Cases - children with disability		37 →	119
CA12 H&L - Total No LAAC		35 ↓	114
CA17 H&L - No of External LAAC		6 ↑	12
CA25 H&L - % Reviews of LAAC Convened within Timescales	100 %	100 % G →	100 %

Economy

	Target	Helensburgh & Lomond	Council
H&L Business Gateway Customer satisfaction	85.0 %	83.0 % R ↓	
CC1 Affordable social sector new builds - H&L		9 ↓	67
All Local Planning Apps: % processed in 2 months in H&L	70.0 %	88.7 % G ↓	77.6 %
Householder Planning Apps: % processed in 2 months in H&L	90.0 %	97.1 % G ↑	94.9 %
% of Building Warrants Apps responded to within 20 days - H&L		98.5 % ↑	97.2 %

Roads

	Target	Helensburgh & Lomond	Council
% road area resurfaced/reconstructed - H&L <small>FY 13/14</small>	3.51 %	3.95 % G ↑	1.95 %
% road area surface treated - H&L <small>FY 13/14</small>	3.88 %	4.01 % G ↓	2.02 %
% Cat 1 road defects repaired timeously - H&L	90 %	0 % R ↓	96.0 %

Community Resilience

	Target	Helensburgh & Lomond	Council
H&L % community councils with emergency plan	80 %	13 % R →	
H&L % community councils developing an emergency plan			

Success Measure	Target FQ2 14/15	Actual FQ2 14/15	Traffic Light	Trend	Comments
Car Parking income to date - H&L	£184,678	£64,883	Red	Ascending	The actual income from the Helensburgh and Lomond car parking operation remains below the targeted projection, the main factor contributing to this being the ongoing CHORD works programme. On the reintroduction of the pay and display programme in Helensburgh, with the Council now responsible for the on-street parking enforcement, it would be hoped that the enforcement of our town centres and surrounding areas would encourage drivers to use the off-street parking facilities and therefore, the Council should see an increase in the car parking income.
H&L - % of Older People receiving Care in the Community	80%	76%	Red	Ascending	We are currently just under target but we are working with Health in Helensburgh and Lomond and whereas we have 7 hospitals to manage, we are combining our efforts to understand how we can improve outcomes for discharged patients who want to return home. We are currently struggling to achieve coverage in our 7 hospitals and their wards and so this is ongoing with plans to improve our processes. We could be using our reablement service to build confidence and get people back home but this is not working out well due to OT and Physio funding being restricted. We would also be able to utilise a step up and down model in a person's own home if we had further access to 24 hour care short term. We are working with our health Colleagues to seek clarification on this service development.
H&L % community councils with emergency plan	80%	13%	Red	Constant	Progress has been slow due to the time of year. We are due to meet with Police Scotland to ensure we accelerate the progress of outstanding plans before the Winter period.
H&L Business Gateway Customer satisfaction	85%	83%	Red	Descending	No commentary in Pyramid

Success Measure	Target FQ2 14/15	Actual FQ2 14/15	Traffic Light	Trend	Comments
Percentage of Cat 1 road defects repaired timeously – H&L.	90%	0%	Red	Descending	The Lomond performance appears very poor, however, only one Cat 1 defect was in fact reported in the Lomond area. This defect was on a footway and was attended to and made safe by out of hours standby operatives. Unfortunately, the time to respond with a permanent repair was greater than the minimum 5 days

ARGYLL AND BUTE COUNCIL

**HELENSBURGH &
LOMOND AREA
COMMITTEE**

CUSTOMER SERVICES

9th DECEMBER 2014

IMPROVEMENTS TO AREA SCORECARD

1 Background

The Area Committee has reviewed performance through their bespoke Area scorecard since it was developed during 2011-12. This paper presents a proposal to improve the H&L Area scorecard.

2 Recommendations

It is recommended that the Area Committee adopts the attached improvements to their current Area scorecard.

3 Detail

The H&L Area scorecard has a small number of measures that need updating in line with improved Service performance management in the Planning Service. Additionally, with the advent of the Health & Social Care Integration, the Area Committee could benefit from increased performance information across the Social Work function.

A small number of additional changes are proposed including the removal of community resilience planning (removed to Local Community Planning Group scorecard). The 'exceptions' box has been removed to give a simpler overall look to the scorecard.

Attached are the full details of all proposed changes along with the current and proposed improved scorecards.

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

Helensburgh & Lomond Area Committee

Proposed Area scorecard improvements

Adult Care

Add

- number of substance misuse clients
- number of clients receiving a mental health service
- number of clients with a learning disability

Economy

Remove

- local (excl HH) planning applications: % processed in 2 months
- ACHA data – none data available now (remove to CPP Area scorecard)

Add

- average number of weeks to determine all local planning applications (target = 12 weeks)
- % of pre-application enquiries processed in 20 working days (target = 70%)

Roads & Lighting

Remove

- % road network to be considered for maintenance (annual *and* A&B level only)

Add

- Street lighting - % faults repaired within 7 days

Community Resilience

Remove

- Both measures (remove to CPP Area scorecard)

Environment

	Target	Helensburgh & Lomond	Council
Car Parking income to date - H&L	£ 78,425	£ 20,932 R ↓	£ 164,623
Dog fouling - number of complaints H&L	12	11 G ↑	70
Dog fouling - number of fines issued H&L		0 ↓	2
LEAMS - H&L Helensburgh	73	50 R ↓	77
No of Complaints ref Waste Collection H&L		2 ↑	12
Dark street lamps – number of dark-lamp-nights * no data currently *			

Education

	Target	Helensburgh & Lomond	Council
Primary schools % attendance H&L	96.0 %	96.2 % G	95.8 %
School % attendance Hermitage Academy FQ1 14/15	94.5 %	93.9 % R	93.4 %
H&L Teachers absence per FTE	1.63 Days	1.19 Days G ↓	1.83 Days
H&L Non-teaching staff absence per FTE	3.70 Days	2.22 Days G ↑	2.24 Days
% positive destinations Hermitage Academy FQ1 14/15			

Adult Care

	Target	Helensburgh & Lomond	Council
H&L - No of DP Clients		27 ↓	91
H&L - No of Children receiving DP		0 ⇔	11
H&L - No of People Awaiting FPC within their Homes	0	0 G ⇔	0
H&L - % of Older People receiving Care in the Community	80 %	75 % R ↓	74 %
H&L - % of Older People receiving Care in the Community - In Year	80.0 %	82.7 % G ↓	90.2 %
H&L - Delayed Discharges awaiting Admission to a Care Home - In Year		6 ↑	13
H&L - No of Delayed Discharges over 4 Weeks		0 ⇔	1
H&L - % of LD Service Users with a PCP	80 %	97 % G ↓	93 %

Children and Families

	Target	Helensburgh & Lomond	Council
CP5 H&L - No of Children on CPR		9 ↓	19
CP16a H&L - No of Children on CPR with a completed CP plan		9 ↓	19
CABD53 H&L - Open Cases - children with disability		37 ↓	119
CA12 H&L - Total No LAAC		38 ↑	121
CA17 H&L - No of External LAAC		2 ⇔	10
CA25 H&L - % Reviews of LAAC Convened within Timescales	100 %	100 % G ↑	100 %

Economy

	Target	Helensburgh & Lomond	Council
H&L Business Gateway Customer satisfaction	85.0 %	84.0 % R ↓	
CC1 Affordable social sector new builds - H&L	0	15 G ↑	15
All Local Planning Apps: % processed in 2 months in H&L	70.0 %	91.1 % G ↑	79.2 %
Householder Planning Apps: % processed in 2 months in H&L	90.0 %	92.9 % G ↓	90.1 %
% of Building Warrants Apps responded to within 20 days - H&L		97.0 % ↑	95.2 %

Roads

	Target	Helensburgh & Lomond	Council
% road area resurfaced/reconstructed - H&L FQ1 14/15			
% road area surface treated - H&L FQ1 14/15			
% Cat 1 road defects repaired timeously - H&L		100 % ↑	97.8 %

Community Resilience

	Target	Helensburgh & Lomond	Council
H&L % community councils with emergency plan	80 %	13 % R ↓	
H&L % community councils developing an emergency plan	0 %	0 % ↓	

Environment

	Target	Helensburgh & Lomond	Council
Car Parking income to date - H&L	£ 184,678	£ 64,883 R ↓	£ 561,088
Dog fouling - number of complaints H&L	12	12 G ↓	68
Dog fouling - number of fines issued H&L		0 →	1
LEAMS - H&L Helensburgh	73	74 G ↑	79
No of Complaints ref Waste Collection H&L		1 ↓	2

Education

	Target	Helensburgh & Lomond	Council
Primary schools % attendance H&L	95.5 %	97.1 % G ↑	97.1 %
School % attendance <small>Heritage Academy Term 1 14/15</small>	92.5 %	94.8 % G ↑	94.4 %
H&L Teachers absence per FTE	1.63 Days	0.65 Days G ↑	1.58 Days
H&L Non-teaching staff absence per FTE	3.70 Days	1.49 Days G ↑	1.16 Days
% positive destinations <small>Heritage Academy ACY 12/13</small>		88 % ↓	92.4 %

Adult Care

	Target	Helensburgh & Lomond	Council
H&L - % of Older People receiving Care in the Community	80 %	76 % R ↑	76 %
H&L - % of Older People receiving Care in the Community - In Year	80.0 %	81.5 % G ↓	87.8 %
H&L - Delayed Discharges awaiting Admission to a Care Home - In Year		3 ↓	10
H&L - No of LD Cases		102 ↑	364
H&L - % of LD Service Users with a PCP	80 %	96 % G ↓	93 %
H&L - Total no of MH Clients		46 ↑	257
H&L - Number of SM Clients		84 ↑	407

NEW
NEW
NEW
Children and Families

	Target	Helensburgh & Lomond	Council
CP5 H&L - No of Children on CPR		5 ↓	18
CP16a H&L - No of Children on CPR with a completed CP plan		2 ↓	13
CABD53 H&L - Open Cases - children with disability		37 →	119
CA12 H&L - Total No LAAC		35 ↓	114
CA17 H&L - No of External LAAC		6 ↓	12
CA25 H&L - % Reviews of LAAC Convened within Timescales	100 %	100 % G →	100 %

Economy

	Target	Helensburgh & Lomond	Council
H&L Business Gateway Customer satisfaction	85.0 %	83.0 % R ↓	
CC1 Affordable social sector new builds - H&L		9 ↓	67
% of Pre-App Enquiries Processed in 20 working days in H&L	70.0 %	58.6 % R ↑	78.5 %
Householder Planning Apps: % processed in 2 months in H&L	90.0 %	97.1 % G ↓	94.9 %
NEW All Local Planning Apps: Ave no of Weeks to Determine - H&L	12.0 Weeks	8.7 Weeks G ↓	10.6 Weeks

NEW
NEW
Roads & Street Lighting

	Target	Helensburgh & Lomond	Council
% road area resurfaced/reconstructed - H&L <small>FY 13/14</small>	3.51 %	3.95 % G ↓	1.95 %
% road area surface treated - H&L <small>FY 13/14</small>	3.88 %	4.01 % G ↓	2.02 %
% Cat 1 road defects repaired timeously - H&L		0 % ↓	96.0 %
Street lighting - % H&L faults repaired within 7 days	88 %	88 % G ↓	94 %

NEW

ARGYLL AND BUTE COUNCIL**Helensburgh and Lomond Area Committee****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****9 DECEMBER 2014**

ROADS REVENUE BUDGET 2014 TO 2015 – 2nd QUARTER UPDATE

1.0 EXECUTIVE SUMMARY

- 1.1 The main purpose of this report is to advise Members of the roads revenue budget position for the 2nd Quarter of financial year 2014/15.
- 1.2 The overall roads maintenance budget for the 2014/15 year (excluding winter maintenance and coastal protection) is £4,145,227. Spend at the end of the second quarter of the financial year is £2,247,916; this equates to a 54% spend, with 46% remaining for the last two quarters.

ROADS REVENUE BUDGET 2014 TO 2015 – 2nd QUARTER UPDATE

2.0 SUMMARY

2.1 This report is the second of four reports which will provide Members with information on road maintenance revenue activities being delivered in 2014/15.

3.0 RECOMMENDATIONS

3.1 That the Committee notes this report.

4.0 DETAILS

Members were presented with four reports for each quarter of the 2013 to 2014 financial year which provided information on the roads maintenance revenue budget. This second of four reports provides financial information on roads maintenance spend for the second quarter of the 2014 to 2015 financial year.

The Roads Operations Budget is proposed in line with the Roads Maintenance and Management Strategy and the Roads Maintenance and Asset Management Plan (RAMP). As Members are aware, the available revenue budget is currently insufficient to allow all of the required works to be fully undertaken at the level of maintenance activity identified in the RAMP. Roads revenue expenditure is closely monitored by separating types of work into different 'activities'. This report is based upon financial information which has been collated through the 'Total' costing system. Winter maintenance and coastal protection costs have been excluded from this report.

Following requests from Members, an additional table has been added to this report which did not appear in previous reports; appendix 1a) now provides details of spend for each activity in each specific Area - in this case, Helensburgh and Lomond actual costs to date are provided. Appendix 1b), still indicates the overall roads revenue maintenance budget for each area. The overall roads maintenance budget for the 2014/15 year (excluding winter maintenance and coastal protection) is £4,145,227 as indicated in the table.

Appendix 1c) provides information on percentage spend for each area. Spend at the end of the second quarter is £2,247,916 which equates to a 54%, of the available budget. Spend in the Helensburgh and Lomond Area for the same period equates to 45%.

In Appendix 1d) the budget spent for each activity has been divided by the estimated unit rate for that activity to give the amount of work that would be expected to have been achieved within that budget spend. Roads Operations is now in the process of comparing actual quantities of works carried out in each area with spend for particular activities; this process involves careful correlation of quantities input by inspectorial staff in the WDM

system with corresponding costs in the Total costing system. Early results are encouraging and this process will form the basis for future reporting of area unit rates.

Appendix 1e) shows graphically how some of the main work activities have progressed in the first quarter of the year in financial terms. Budget profiles are set for each budget line and are used to manage actual expenditure against available budget. Graphs show 'target' spend versus 'actual and re-profiled' spend. The last two graphs indicate the overall position.

5.0 CONCLUSION

This report provides Members with a financial update on the roads revenue maintenance budget for the first quarter of the financial year 2014 to 2015. It indicates an average spend of 54% at the end of the second quarter. Further quarterly reports will continue to be presented to Members at future Area Committees.

6.0 IMPLICATIONS

6.1	Policy	Works assessed and carried out under the current Roads Asset Management and Maintenance Plan.
6.2	Financial	The available Roads revenue budget is below that required in terms of the RAMP.
6.3	Legal	None
6.4	HR	Roads revenue maintenance works are delivered by both Roads Operations and Amenity Operatives.
6.5	Equalities	None
6.6	Risk	Deterioration of road network if budget not spent effectively.
6.7	Customer Services	Maintains service level commitment set out in Service Plan.

Executive Director of Development and Infrastructure: Pippa Milne

Head of Roads & Amenity Services: Jim Smith

12 November 2014

For further information contact: Stewart Clark, Roads Performance Manager,

Tel: 01546 604893

APPENDICES

Appendix 1a – Actual spend to date – Helensburgh & Lomond Area.

Appendix 1b – Overall Budget – All Areas.

Appendix 1c – Percentage Spend – All Areas.

Appendix 1d – Estimated quantity of works carried out.

Appendix 1e – Graphs

APPENDICES

HELENSBURGH & LOMOND - COSTS TO DATE Q2

Activity Description	2014 / 15 Budgets	Costs to date	Remaining Budget
Resurfacing	£0	£0	£0
Anit Skid Treatment	£0	£0	£0
Patching	£214,875	£38,492	£176,383
Potholing	£55,000	£18,050	£36,950
Bridges	£0	£0	£0
Cattle Grids	£0	£16,398	-£16,398
Footways/Kerbs	£29,000	£11,695	£17,305
Cycleway/Patching	£0	£0	£0
Remedial Earthworks	£0	£0	£0
Drainage/Culverts	£63,000	£13,800	£49,200
Drainage/Ditches	£72,000	£42,527	£29,473
Scrub/Tree Maintenance	£26,000	£6,613	£19,387
Roads Markings/Studs	£24,000	£10,469	£13,531
Boundary Fences/Walls	£0	£1,989	-£1,989
Pedestrian Guardrails	£0	£0	£0
Traffic Signals	£0	£0	£0
Traffic Signs	£10,000	£12,156	-£2,156
Illuminated Bollards	£0	£0	£0
Vehicle Safety Fence	£1,500	£348	£1,152
Street Name Plates	£700	£0	£700
Sweeping and Cleaning	£0	£0	£0
Emergency Incidents	£7,000	£517	£6,483
Summer Standby	£19,000	£9,939	£9,061
Roads	£522,075	£182,993	£339,082
Grass Cutting	£44,000	£854	£43,146
Weed Spraying	£20,000	£0	£20,000
Amenity	£64,000	£854	£63,146
Road Master	£52,000	£28,589	£23,411
Gully Emptying	£41,000	£95,062	-£54,062
Fleet	£93,000	£123,651	-£30,651
	£679,075	£307,498	£371,577

Percentage Spend to date -

45% *

* Note - 'Costs to date' from Total Costing system - does not allow for committed works not in system.

Roads Revenue Maintenance Budget 2014 to 2015

Activity	Activity Description	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B&C	Lomond	Central	Total
0201	Resurfacing				0			0			0			0
0301	Anit Skid Treatment				0			0			0			0
0501	Patching	130,000	140,000	60,000	330,000	179,000	88,000	267,000	92,000	205,000	297,000	214,875		1,108,875
0502	Potholing	28,000	26,000	118,000	172,000	172,000	86,000	258,000	26,000	42,000	68,000	55,000		553,000
0701	Bridges				0			0			0		225,000	225,000
0801	Cattle Grids				0			0			0		30,000	30,000
1001	Footways/Kerbs	2,500	2,500	2,500	7,500	4,500	3,000	7,500	22,000	26,000	48,000	29,000		92,000
1002	Cycleway/Patching				0			0			0			0
1301	Remedial Earthworks				0			0			0			0
1401	Drainage/Culverts	9,000	17,000	18,000	44,000	54,000	20,000	74,000	6,000	14,000	20,000	63,000		201,000
1402	Drainage/Ditches	43,000	45,000	66,000	154,000	91,000	58,000	149,000	29,000	69,000	98,000	72,000		473,000
1601	Scrub/Tree Maintenance	12,000	12,000	12,000	36,000	22,000	9,000	31,000	8,000	20,000	28,000	26,000		121,000
1701	Roads Markings/Studs	6,500	14,000	14,000	34,500	19,000		19,000	4,500	28,000	32,500	24,000		110,000
2001	Boundary Fences/Walls				0			0			0			0
2101	Pedestrian Guardrails				0			0			0			0
2201	Traffic Signals				0			0			0		30,000	30,000
2301	Traffic Signs	6,000	6,000	6,000	18,000	18,000	23,000	41,000	4,500	9,000	13,500	10,000		82,500
2311	Illuminated Bollards				0			0			0		5,000	5,000
2401	Vehicle Safety Fence	8,500	1,000	1,000	10,500	2,000	1,000	3,000	852	1,500	2,352	1,500		17,352
2411	Street Name Plates	400	400	400	1,200	700	500	1,200		900	900	700		4,000
2501	Sweeping and Cleaning				0			0			0			0
3201	Emergency Incidents	4,000	4,000	4,000	12,000	12,000	5,000	17,000		9,000	9,000	7,000		45,000
3202	Summer Standby	7,000	7,000	7,000	21,000	7,000	5,000	12,000		13,000	13,000	19,000	13,000	78,000
	Roads	256,900	274,900	308,900	840,700	581,200	298,500	879,700	192,852	437,400	630,252	522,075	303,000	3,175,727
1501	Grass Cutting	23,000	23,000	23,000	69,000	42,000	18,000	60,000	6,500	37,000	43,500	44,000		216,500
1503	Weed Spraying	4,000	4,000	4,000	12,000	14,000	6,000	20,000	8,000	4,000	12,000	20,000		64,000
	Amenity	27,000	27,000	27,000	81,000	56,000	24,000	80,000	14,500	41,000	55,500	64,000	0	280,500
0503	Road Master	82,000	61,000	47,000	190,000	56,000	93,000	149,000	33,000	99,000	132,000	52,000		523,000
1801	Gully Emptying	13,000	13,000	3,500	29,500	38,000	3,500	41,500	9,000	45,000	54,000	41,000		166,000
	Fleet	95,000	74,000	50,500	219,500	94,000	96,500	190,500	42,000	144,000	186,000	93,000	0	689,000
		378,900	375,900	386,400	1,141,200	731,200	419,000	1,150,200	249,352	622,400	871,752	679,075	303,000	4,145,227

Roads Revenue Maintenance Budget 2014 to 2015

Spend for Q2

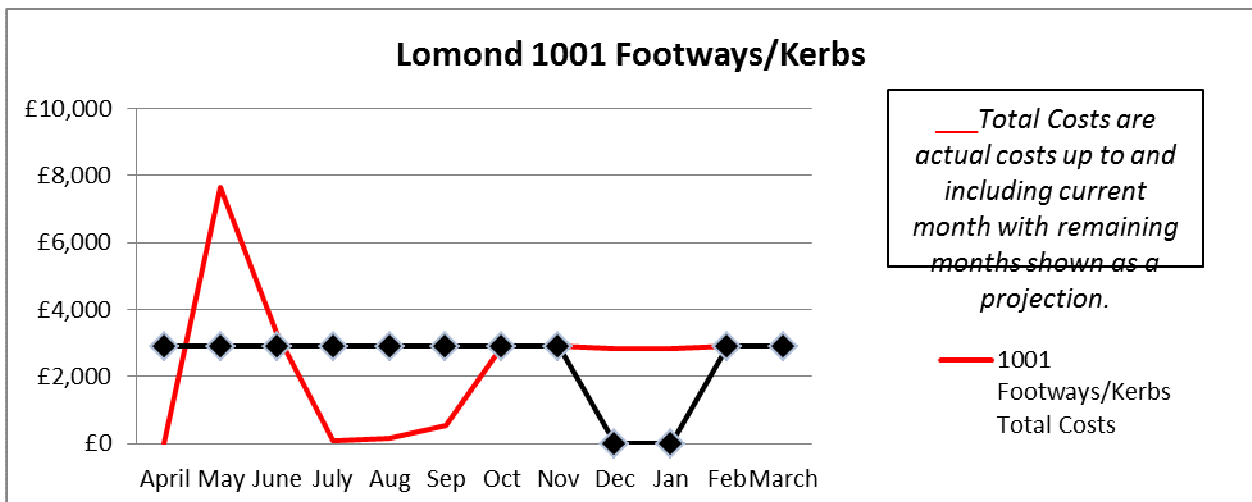
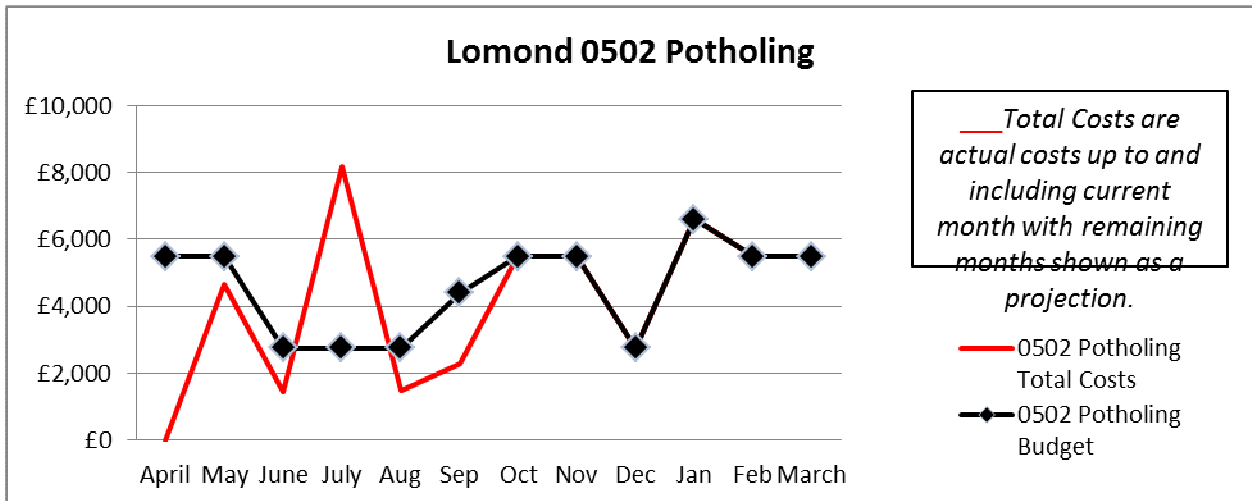
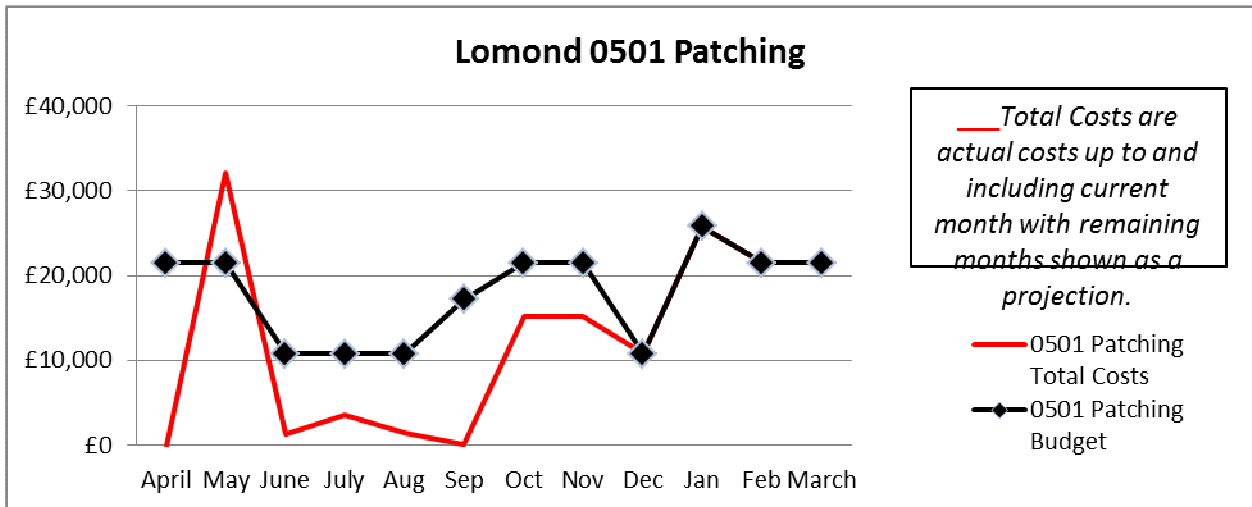
	COMBINED AREA BUDGETS *												
	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B & C	H & L	**Bridges / Cattle grids etc.	Total
Area Budget	£378,900	£375,900	£386,400	£1,141,200	£731,200	£419,000	£1,150,200	£249,352	£622,400	£871,752	£679,075	£303,000	£4,145,227
Actual Spend - End of Q2	£156,905	£230,312	£217,852	£605,069	£330,633	£332,414	£663,047	£189,760	£273,143	£462,903	£307,498	£209,399	£2,247,916
Remaining Budget	£221,995	£145,588	£168,548	£536,131	£400,567	£86,586	£487,153	£59,592	£349,257	£408,849	£371,577	£93,601	£1,897,311
Percentage Spend	41%	61%	56%	53%	45%	79%	58%	76%	44%	53%	45%	69%	54%

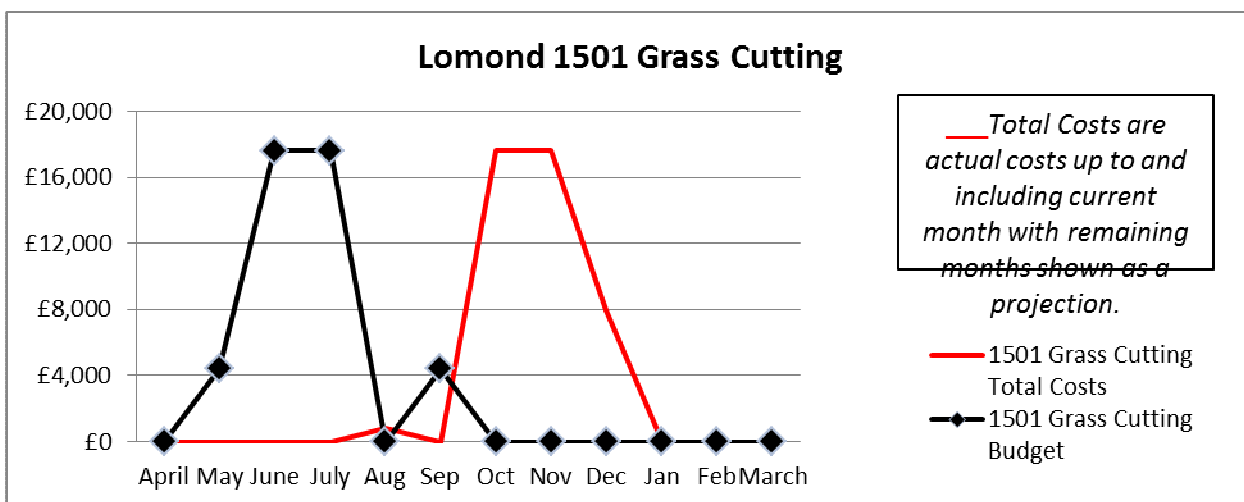
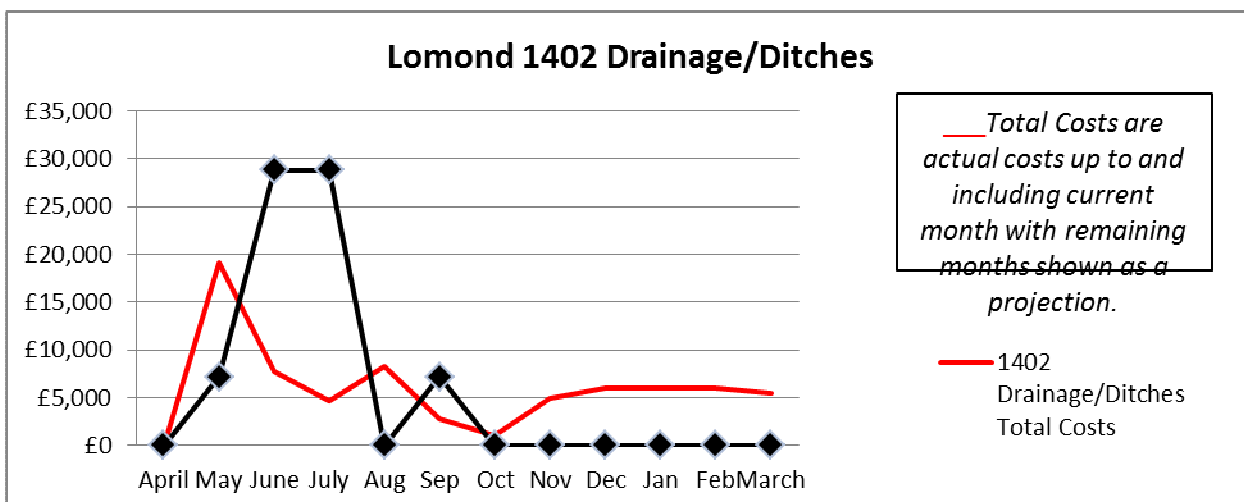
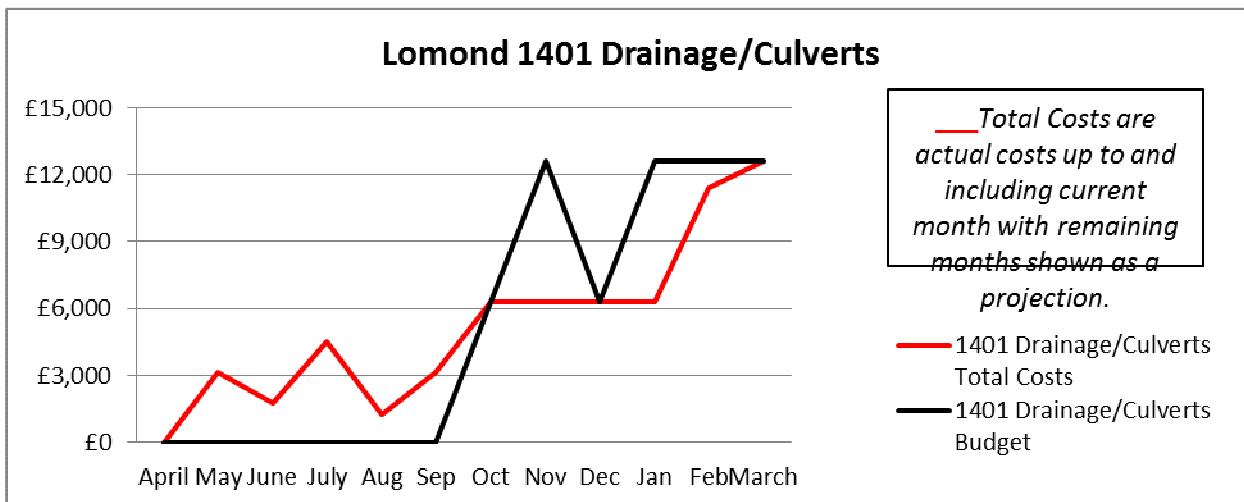
* Combined Area Budgets - See Appendix 1b for list of activities included.

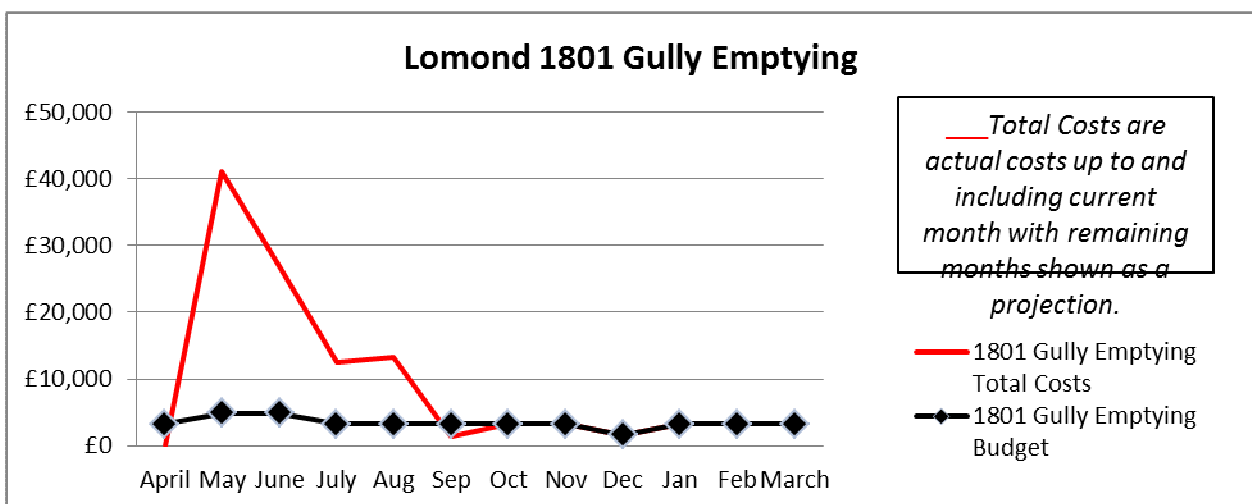
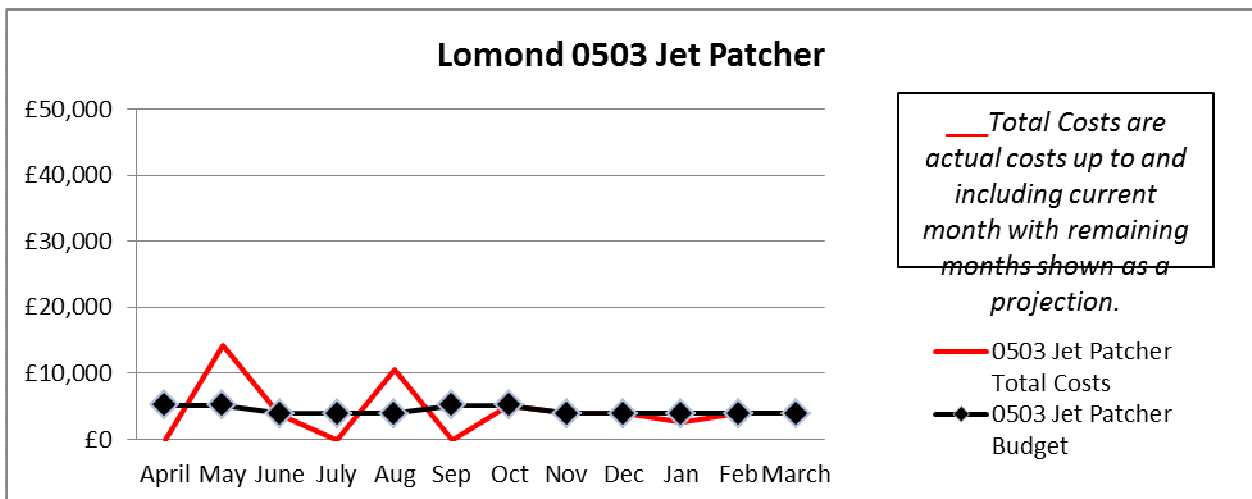
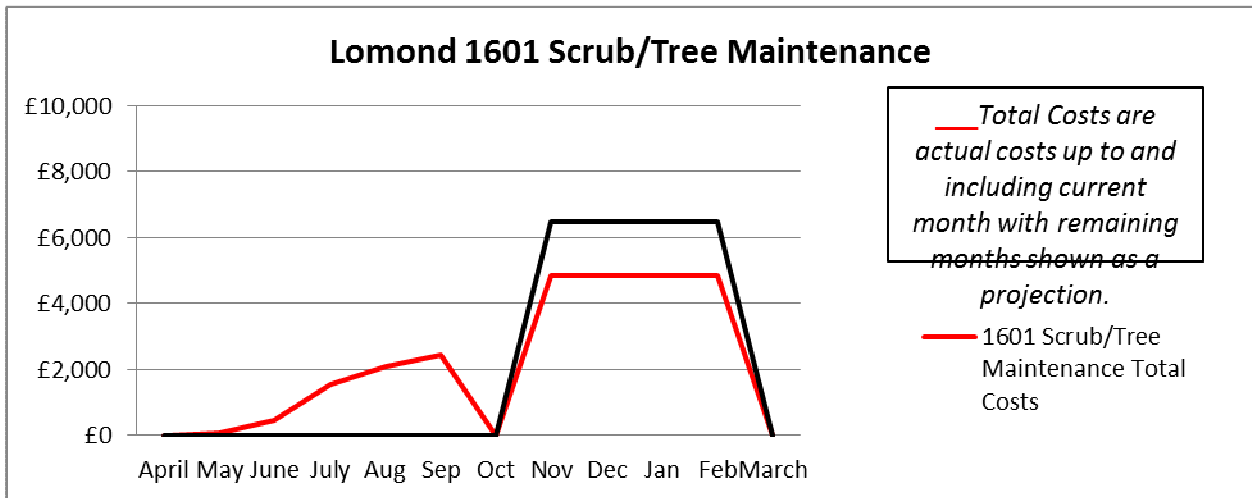
** Remaining 'central budget' - Bridges, cattle grids and illuminated bollards

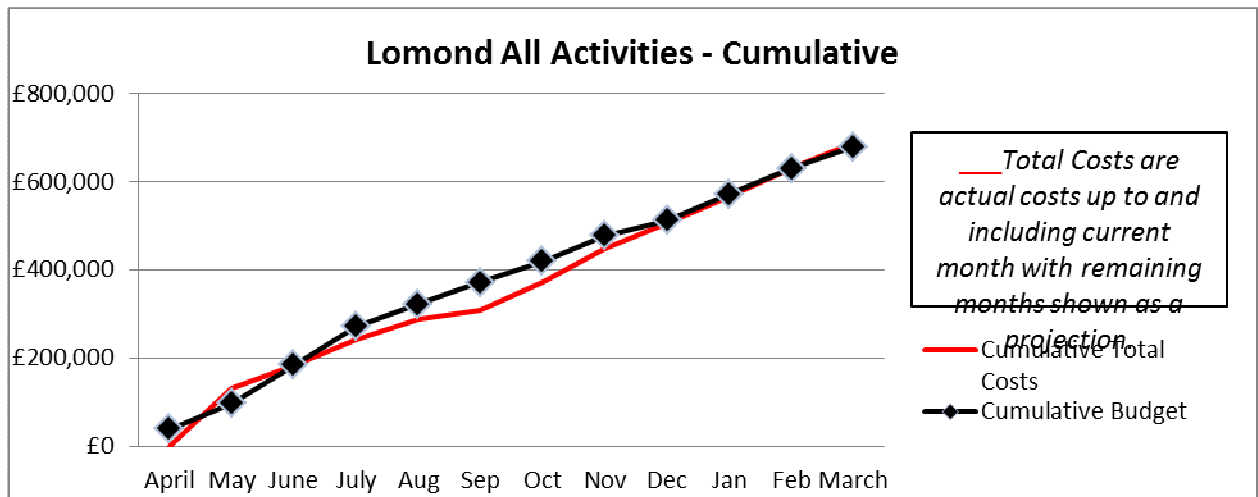
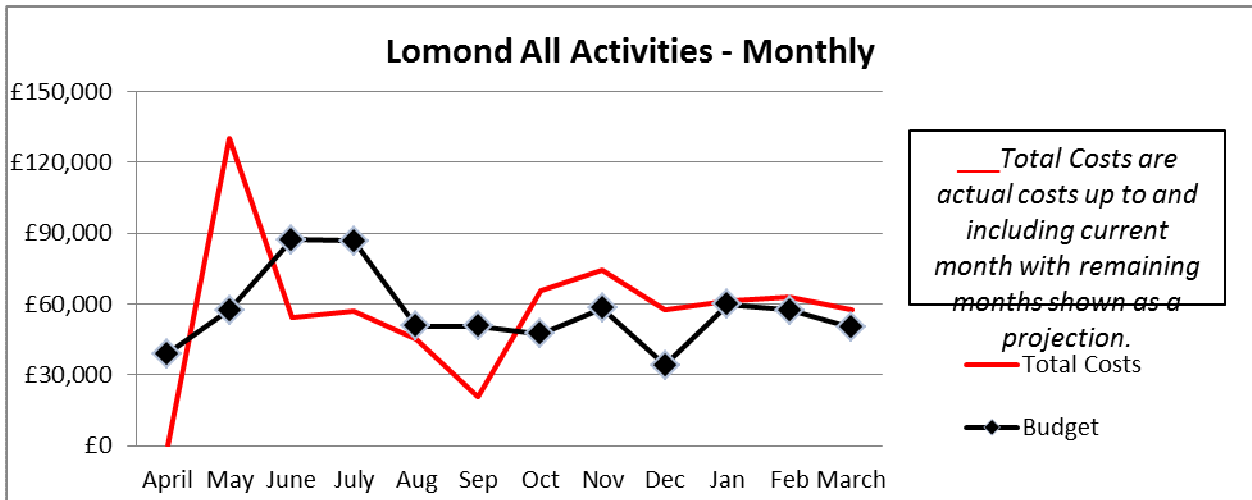
Roads Revenue Maintenance Budget – Helensburgh and Lomond
End of 2nd Quarter Spend and Estimate of Percentage of Target Achieved

		H&L 2014/15						Asset
Funding	Activity	Unit	Spend to Date	Estimated Works Quantity	% of Asset Management Plan achieved	Target Unit Rate	Target Quantity (from Asset Management Plan)	Inventory Quantity
R10	0501 Patching	sq.m	£ 38,492.00	1262.03	9.33%	£ 30.50	13,526.72	1,352,672.00
	0502 Potholing	n/a	£ 18,050.00					-
	1001 Footways Resurfacing	sq.m	£ 11,695.00	683.28	34.55%	£ 17.12	1977.58	108,148.00
	1401 Drainage Culverts	no.	£ 13,800.00	354.30	55.32%	£ 38.95	640.50	896.00
	1402 Drainage Ditches	m	£ 42,527.00	23891.57	102.38%	£ 1.78	23336.00	23,336.00
	1501 Grasscutting	m	£ -	0.00	0.00%	£ 0.03	749440.00	750,000.00
	1503 Weedkilling	sq.m	£ -	0.00	0.00%	£ 0.13	261291.00	318,171.00
	1601 Scrub / Tree Maintenance	n/a	£ 6,613.00					-
	2301 Traffic Signs	no.	£ 12,156.00	138.83	57.37%	£ 87.56	242.00	2,078.00
	Totals		£ 143,333.00				177957.65	









ARGYLL AND BUTE COUNCIL**Helensburgh and Lomond Area Committee****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****9 December, 2014**

Helensburgh CHORD – Report on flooding at Wee Kelpie, West Clyde Street

1.0 EXECUTIVE SUMMARY

This report has been prepared to update Members following concerns expressed by the general public in relation to flooding on West Clyde Street adjacent to the Wee Kelpie. Following Scottish Water approval of the scheme design in November 2011, the Phase 1 CHORD works were completed in this area in November 2013. There has historically been an issue with flooding in this location as it sits in the natural low point on this section of West Clyde Street. The issue is both strategic i.e. within Scottish Water's area of responsibility as it relates to issues with their infrastructure and local i.e. within the responsibility of Argyll and Bute Council (ABC) who has responsibility for the management and maintenance of road and footways gullies. A resolution therefore needs to be worked through jointly by Scottish Water and ABC.

In light of the concerns raised a thorough site assessment was undertaken by the CHORD Design Team and independently reviewed by ABC Officers. This confirmed that the design has been constructed in accordance with the Scottish Water approved drawing A242S/036 Rev D and approval letter dated 17 November, 2011 – See Appendix A attached

The recent flooding event ultimately needs to be addressed at the strategic level by Scottish Water. The CHORD works, whilst built in accordance with the Scottish Water approved scheme, were not designed to address historical capacity issues, relating to Scottish Waters infrastructure.

A review by the CHORD Design Team and ABC Officers has identified additional works that could be undertaken to mitigate the situation but these, as with the improvements put in place under the original CHORD scheme are predicated on addressing issues within Scottish Water's infrastructure.

It is therefore recommended that officers are instructed to seek a detailed technical meeting to discuss and agree a way forward is set up between senior representatives from Scottish Water and ABC as a matter of urgency.

To help alleviate flooding to the Wee Kelpie and other affected properties on West Clyde Street; Members may wish to consider providing flood gates funded through CHORD, as a gesture of goodwill.

ARGYLL AND BUTE COUNCIL

Helensburgh & Lomond Area Committee

**DEVELOPMENT AND
INFRASTRUCTURE SERVICES**

09 December 2014

CHORD Helensburgh – Report on flooding at Wee Kelpie, West Clyde Street

2.0 INTRODUCTION

This report has been prepared to update Members following concerns expressed by the general public in relation to flooding on West Clyde Street adjacent to the Wee Kelpie. Following Scottish Water approval of the scheme design in November 2011, the Phase 1 CHORD works were completed in this area in November 2013. There has historically been an issue with flooding in this location as it sits in the natural low point on this section of West Clyde Street. The issue is both strategic i.e. within Scottish Water's area of responsibility as it relates to issues with their infrastructure and local i.e. within the responsibility of Argyll and Bute Council (ABC) who has responsibility for the management and maintenance of road and footways gullies. A resolution therefore needs to be worked through jointly by Scottish Water and ABC.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Members note the contents of this report and approve the recommendation that a detailed site review of infrastructure and local connections is undertaken jointly by Scottish Water and ABC. As part of this review both short term and long term resolutions should be identified and their delivery, within an agreed timeframe.

4.0 DETAILS

- 4.1 In light of the concerns raised, a thorough site assessment was undertaken by the CHORD Design Team and independently reviewed by ABC Officers. This confirmed that the design has been constructed in accordance with the Scottish Water approved drawing A242S/036 Rev D. See attached letters from Scottish Water dated the 17th November, 2011 giving approval to the CHORD scheme and requesting payment of £312.60 for connection and infrastructure charge. This was subsequently paid by ABC on 14th December, 2011. – See Appendix A attached
- 4.2 The manhole covers were lifted and the system inspected to ensure that it was running freely and that the 'Hippo' gullies and 'WaStops', implemented as part of the approved CHORD scheme to increase flow and prevent foul sewage return

were functioning. The inspection of the system confirmed that the drainage system was operating freely.

- 4.3 The approved CHORD scheme has addressed the immediate local issues in accordance with the original project brief. This was to help surface water drain away more quickly after a flood event. Issues currently being experienced are being exacerbated by inherent constraints within Scottish Water's infrastructure itself. These issues relate to both the capacity and frequency of maintenance of the existing system. Scottish Water's system needs to be fully operational in order to accept the flow from the CHORD works.
- 4.4 Prior to commencement of the CHORD works on West Clyde Street there have been logged flooding events by the roads officers on West Clyde Street adjacent to the Wee Kelpie. The flooding prior to CHORD would have been more focussed on the carriageway rather than on the footway. During extreme weather events the Scottish water system is struggling to accept the flows as a result ponding of surface water will occur on the footway adjacent the Wee Kelpie, as this is the lowest point on West Clyde Street.
- 4.5 The CHORD works have not altered the road/footway finished levels, but the footways are now slightly wider with dedicated parking bays. In front of the Wee Kelpie the footways falls to a new drainage channel and footway gullies, which provided Scottish Waters infrastructure is not at capacity, works as designed.
- 4.6 The existing drainage network in the side streets to each side of the Wee Kelpie, John Street and Williams Street have limited capacity for capturing surface water and may also be contributing to flooding at the Wee Kelpie. These roads are outside the CHORD scheme and would benefit from further investigations between ABC and Scottish Water.
- 4.7 Although the flooding predominantly lies with Scottish Water, the CHORD designers in consultation with Roads have come up with a design solution to mitigate against the majority of flooding outside the Wee Kelpie. The capacity of the Scottish Waters infrastructure is the not the responsibility of CHORD/ABC This design solution is outlined in 4.8 below
- 4.8 It may be possible to connect the 2 Manhole either side of the existing culvert with emergency over flow pipes. This would mean that in severe weather conditions when the tide is out that any surface water that backs up in these 2 lines i.e. the footways and road could drain freely into the culvert when the Scottish Water network is backed up. WaStop's would also be installed into these 2 pipes to prevent sea water getting into the Scottish Water system when the tide is in. This could possible sort out the majority of the storm water backing up and being prevented from escaping the system and flooding outside the Wee Kelpie. Note this is in no way a solution that would prevent future flooding but would certainly reduce the risk of it.
- 4.9 To help alleviate flooding to the Wee Kelpie and other affected properties on West Clyde Street; Members may wish to consider providing flood gates funded through CHORD as a gesture of goodwill.

5.0 CONCLUSION

- 5.1 The recent flooding event ultimately needs to be addressed at the strategic level by Scottish Water. The CHORD works, whilst built in accordance with the Scottish Water approved scheme, were not designed to address historical capacity issues, relating to Scottish Waters infrastructure. The CHORD scheme is dependent on maintenance and clearing of the Scottish Water Infrastructure and by gully cleaning by ABC

The approved CHORD scheme has addressed the immediate local issues in accordance with the original project brief. This was to help surface water drain away more quickly after a flood event. Issues currently being experienced are being exacerbated by inherent constraints within Scottish Water's infrastructure. These issues relate to both the capacity and frequency of maintenance of the existing system. Scottish Water's system needs to be fully operational in order to accept the flow from the CHORD works.

A review by the CHORD Design Team and ABC Officers has identified additional works that could be undertaken to mitigate the situation but these, as with the improvements put in place under the original CHORD scheme are predicated on issues within Scottish Water's infrastructure being addressed.

It is therefore recommended that a detailed technical meeting to discuss and agree a way forward is set up between senior representatives from Scottish Water and ABC as a matter of urgency.

To help alleviate flooding to the Wee Kelpie and other affected properties on West Clyde Street; Members may wish to consider providing flood gates funded through CHORD as a gesture of goodwill.

6.0 IMPLICATIONS

POLICY The delivery of this project fits with the Council's Corporate Plan. Single Outcome Agreement and approved Development Plan key actions and policy for safeguarding our built heritage and town centre regeneration. The economic outcomes from this project will contribute to the Councils' Economic Development Action Plan at a strategic and area based level.

FINANCIAL To be advised, this will be dependent on discussions between Scottish Water and ABC, and the agreed way forward.

LEGAL None

HR Personnel commitment from Roads and CHORD Design Team.

RISKS Reputational Risk to ABC in the event of further flooding at the Wee Kelpie and West Clyde Street, as this will be perceived to have been caused by CHORD works. Clear communication between ABC and Scottish Water is required to mitigate against risk occurring.

Pippa Milne Executive Director Development and Infrastructure Services
Policy Lead: Cllr Ellen Morton

For further information contact: Andrew Collins, Regeneration Project Manager,
Tel: 01436 657633

1 December 2014

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17th November 2011



FAO: Martin McCrossan
O'Connor Sutton Cronin
Suite 4/4
53 Bothwell Street
Glasgow
G2 6TS

SCOTTISH WATER

Customer Connections
419 Balmore Road
Glasgow
G22 6NU

Customer Support Team
T: 0141 355 5511
F: 0141 355 5386
W: www.scottishwater.co.uk
E: customerconnections@scottishwater.co.uk

Dear Mr McCrossan

**Helensburgh Town Centre - Surface Water
Application to Connect to the Public Sewerage Network
Your Ref: N/A
Our Ref: 595430**

Thank you for your application for new services at the above site.

Subsequent to completion of successful technical assessment of your application, I am pleased to enclose for your attention your sewer quotation for the above site.

The following information must be provided prior to commencing any onsite works:-

- Programme of works. Scottish Water requires a minimum of 14 days notice in writing before any work starts on site.
- The name of the Contractor who will carry out the work.
- The name and telephone number of your site representative who we will contact and send all communication about construction.
- Full payment of our invoice to be sent under a separate cover
- The invoice must be paid prior to the connection
- Prior to the final connection, I require to be supplied with a copy of your Road Permit from the appropriate Local Authority, if this is applicable.

A site audit of your drainage works will be required when you are ready to connect to our sewerage infrastructure. You should telephone our Customer Support Team on 0141 355 5511 to request this when your site is ready.

Following payment, you are required to contact our central Support Team on 0141 355 5511 to confirm that your site is ready for connection so that we may carry out a site audit.

I trust you will find the above to be satisfactory, however, if you would like to discuss anything in more detail or require further assistance please contact our Central Support Team on 0141 355 5511.

Yours sincerely

Ashley Cheney
Customer Connections Administrator
Tel: 0141 355 5266
Ashley.Cheney@scottishwater.co.uk

Scottish Water Disclaimer:

"It is important to note that the information on any such plan provided on Scottish Water's infrastructure, is for indicative purposes only and its accuracy cannot be relied upon. When the exact location and the nature of the infrastructure on the plan is a material requirement then you should undertake an appropriate site investigation to confirm its actual position in the ground and to determine if it is suitable for its intended purpose. By using the plan you agree that Scottish Water will not be liable for any loss, damage or costs caused by relying upon it or from carrying out any such site investigation."

**Helensburgh Town Centre - Surface Water
Sewer Connection Quote**
Your Ref: N/A
Our Ref: 595430



The costs within the quote include a charge for connection and an infrastructure charge, as detailed below; please refer to our current scheme of charges for further information.

Please note that quotes are prepared based on the information in the application. If information provided is found to be incorrect, you may be invoiced for any additional costs or alternatively you may receive a refund from us.

Description	Qty	Unit Cost	Total
Inspection Charge	6	£ 52.10	£312.60
Total Cost			£312.60

*****Please note that an invoice will be issued which will include an indication of any VAT costs associated. Please await receipt of invoice before making payment.**

17th November 2011



SCOTTISH WATER

FAO: Martin McCrossan
O'Connor Sutton Cronin
Suite 4/4
53 Bothwell Street
Glasgow
G2 6TS

Customer Connections
419 Balmore Road
Glasgow
G22 6NU

Customer Support Team
T: 0141 355 5511
F: 0141 355 5386
W: www.scottishwater.co.uk
E: connections@scottishwater.co.uk

Dear Mr McCrossan

**Helensburgh Town Centre - Surface Water
Application to Connect to the Public Waste Water (Sewerage) Network
Design Approval
Your Ref: N/A
Our Ref: 595430**

I confirm I have carried out an audit of your application on behalf of Scottish Water and am satisfied you have complied with the guidelines as detailed in our current policy documents.

This letter of compliance is valid for **six months** from the date shown at the top of the page, on expiry of this letter you will require to re-apply

I have listed your approved drawing numbers below: -

- A242S/036 Rev D – West Clyde Street/Esplanade Proposed Drainage Layout
- A242S/037 Rev B – West/East Princess Streets Proposed Drainage Layout
- A242S/038 Rev B – Coquhoun & Sinclair Streets proposed Drainage Layout

Subject to the following conditions:

- The tail connection between the disconnecting chamber & adopted sewer shall be a minimum of 150mm. If plastic pipe is to be used it shall be structured wall pipe
- All connections shall be branched into the sewer where possible, any proposed tail connecting into an existing manhole shall connect at pipe crowns level, the manhole base shall then be re-benched to an acceptable standard
- The connection to the CSO must be via a manhole connection. The manhole base shall then be benched to an acceptable standard.

2.

In terms of section 3A (2) of the Sewerage (Scotland) Act 1968, the sewers to be constructed By the developer will not vest in Scottish Water through the operation of 16(1A) (c) of the Act but will instead vest in the developer. The sewers / public drains will only vest in Scottish water once the developer has been formally notified. This will normally be when the development has been completed to our technical standards prescribed in "Sewers for Scotland 2nd Edition" and elsewhere, all monies due by the developer having been paid and all properties connected.

Should any of the above drawings require to be redesigned in whole or in part to suit any amendment introduced by the developer, these changes must be approved by Scottish Water Prior to work commencing. All additional costs incurred by Scottish Water in appraising any amendments may be recharged to the developer.

The following information must be provided: -

- Acceptance of the Quote to be confirmed to Customer Connections, quoting your reference number. The quote will arrive shortly after this approval letter. Once accepted an invoice based on this quote will be sent to you.

PRIOR TO MAKING YOUR CONNECTION full payment of the invoice is required along with all other points noted on the Quote letter addressed to the Authorities satisfaction. You should note that any connection make to the existing adopted network before all points noted on both this & the Quote letter having been addressed shall result in the Authority deeming your connection illegal & shall take all necessary steps to have the connection removed from the system at your cost.

You should telephone our Customer Support team on 0141 355 5511 to request an inspection 5 days prior to making the connection.

Failure to comply fully with the approved scheme and/or any other requirement of, or instruction given by, Scottish Water will render this Design Approval letter null and void.

If you require any further information regarding this matter, please contact me on 0141 355 5266 or on the email shown below.

Yours sincerely

Ashley Cheney
Customer Connections Adminstrator
Ashley.Cheney@scottishwater.co.uk

Scottish Water Disclaimer

"It is important to note that the information on any such plan provided on Scottish Water's infrastructure, is for indicative purposes only and its accuracy cannot be relied upon. When the exact location and the nature of the infrastructure on the plan is a material requirement then you should undertake an appropriate site investigation to confirm its actual position in

the ground and to determine if it is suitable for its intended purpose. By using the plan you agree that Scottish Water will not be liable for any loss, damage or costs caused by relying upon it or from carrying out any such site investigation."

3.

Conditions of Design Approval

- 1) **The Latter shall remain valid for a period no longer than six months.** If the Quoted fee has not been paid & all other details within the Quote letter addressed within this time period you will have to re-apply enclosing the Inspection fee applicable at the time of re-applying
- 2) The working methods and safety precautions to be taken must be in accordance with the provision of the Health and Safety at Work Act 1974 and all other statutory obligations governing work in excavations, trenches and making connections to live sewers.
- 3) All work must be carried out in strict accordance with Sewers for Scotland 2nd Edition. No deviation from the approved drawings and method statements shall be allowed without further approval from Scottish Water.
- 4) This Design Approval letter does not carry with it the right to interfere with any apparatus in or above private land, street or pavement. Consequently, before the commencement of work, the position of any apparatus must be obtained from the respective utilities concerned.
- 5) Before making an opening in the public highway, the applicant must obtain a Road Opening Permit from the relative Roads Authority.
- 6) This Design Approval letter does NOT give authorisation to open any manhole cover or enter any manhole, sewer or other confined space owned by Scottish Water other than those directly associated with this approval. These operations should only be carried out by Scottish Water personnel or with the approval of Scottish Water Asset Operations.
- 7) Where it is essential to execute the works associated with this connection that necessitates Scottish Water supervision out-with normal working hours, the applicant will be required to pay all recoverable costs involved.
- 8) On satisfactory completion of the sewer connection, a Certificate of Compliance will be issued.



Scottish Water
Always serving Scotland



12

Argyll & Bute Council
FAO: Fiona MacGregor
1 Manse Brae
Lochgilphead
United Kingdom
PA31 8RD

Customer Ref CCS00000005882 Invoice no. CCS0007265
Invoice/tax point date 22/11/2011 Our reference
Printed 23/11/2011 Our VAT Reg No (GB) 878 2781 66

Your Invoice

	Unit	Rate	VAT	Charge £
Inspection Charge (Ind) SW Case Reference Number : 595430	6.0000	52.10	UK3	312.60

NOTICE

Our vision is to be Scotland's most valued and trusted business, one that we can all be proud of.

We are committed to providing a positive customer experience and we continue to strive to provide an ever improving, more efficient and effective service to our customers.

Help us do this by making a prompt payment of this invoice.

OUR BANK DETAILS HAVE CHANGED.
If you pay by BACS or internet banking please update your records as shown below.

Total amount now due £ 312.60



Trans cash

bank giro credit



Reference	Credit account number	Amount due (standard fee payable at PO counter)
138 32 CCS0007265	281 5451	£ 312.60

CHEQUE ACCEPTABLE

Cashiers stamp and initials

Signature

Date

Argyll & Bute Council
FAO: Fiona MacGregor
1 Manse Brae
Lochgilphead
United Kingdom
PA31 8RD

Lloyds TSB Scottish Water
Sort code 30-00-02, Account no: 03249501

CASH

CHEQUE

£

Items	Fee

30-00-02

Please do not write or mark below this line and do not fold this counterfoil

CCS0007265 &7322815451 000312606 74 X

DO (01698) 847979

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ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA
COMMITTEE

COMMUNITY SERVICES

9 DECEMBER 2014

CARE AT HOME REPORT – HELENSBURGH AND LOMOND AREA

1.0 INTRODUCTION

- 1.1 The purpose of this report is to update the Area Committee on the most important issues related to the Adult Care Social Work Teams within the Helensburgh and Lomond area.

This report will aim to show the direction of travel in terms of our work in Adult Social Care. The progress and joint working that has been put into place and our aims to build on our work; evidencing an open and transparent process that strives to ensure that a high quality, personalised service is provided to our most vulnerable citizens within our local community.

2.0 RECOMMENDATION

- 2.1 That the Area Committee notes the content of the report.

3.0 DETAIL

- 3.1 In our last report we highlighted how the **Reshaping Care for Older People** (RCOP) would be amongst our greatest challenges for the foreseeable future. We also continue to raise the profile of our work in regard to the **Personalisation Agenda** (SDS), and we continue to build on the foundations for the future **integration of services**.
- 3.2 Whilst the Social Work and Health Team are co-located within the JDU; we will see both these teams integrate to become the Extended Community Care Team (ECCT) in the future. The staffing establishment within the ECCT will consist of; Community Nursing, Adult Care staff in Social Work, and Allied Health Professionals.
- 3.3 In Helensburgh & Lomond, we consider ourselves quite a way ahead already in terms of the locality of our Health and Social Care Teams.

Whilst we are set up conveniently in the Jeannie Deans Unit, we can demonstrate a clear benefit from easy access to our Health Colleagues so we can be confident that our **Hospital Discharge Processes** continue to improve.

What we would like to see more focus on is the Reablement Service that promotes our commitment to our **Balance of Care**.

3.4 Hospital Discharge Processes

Whilst we last reported how we recognise the need to be prompt at the point of admission and to identify a clear plan for discharge. We continue with our **Virtual Ward Meeting** twice a week, our District Nurse Team Leader, Carol Anne, our Occupational Health Senior Anne and our Adult Care Operations and Resource Team Leaders Liz McCrory and David Hall meet to discuss, share and update information that is gathered on site at the Vale of Leven Hospital and by other means of communication and reporting from the 6 other hospitals we work with here in Helensburgh and Lomond.

3.5 Communication

We have placed great importance on the effective streams of communication between our Hospital Wards, the Health Staff within those wards, our own community Health colleagues and our Social Care Staff because we understand how important this process is to the person who is being discharged.

We understand the importance of communication between ourselves; our workers and our Commissioning Staff (HPO's- Home Care Procurement Officers) because it is they who are responsible for ensuring there is a service set up that is individually tailored to suit the person's needs upon discharge.

The communication between Social Care Worker and the HPO and the Team Leaders has not always been great, but we are working to improve on that.

We work together in supervision and in general to ensure communication is happening outside of the Virtual Ward meetings because whilst we need to be clear about the client's needs as a discharged patient we also need to be clear about the patient who will revert back to the client who needs their discharge service Reviewed to ensure we are maximising Independence and Enablement.

3.6 Enablement

Our Health colleagues will report that whilst we can assess, co-ordinate and provide a service from our Independent Sector, we remain unable to commit to the principle of **Enablement**.

The principle of '**Enablement**' is described by Dundee City Council for example; (report is recorded in italic).

What is Home Care Enablement?

- *Enablement will help you to re-learn skills you may have lost, or to develop new skills, in order that you can be more independent and improve your quality of life.*
- *Enablement is a short term service and will last for a period of up to a maximum of six weeks*
- *As well as receiving support from enablement workers, a range of aids and equipment may also be identified to help you to be independent.*

What is a Home Care Enablement Team?

Home Care Enablement Teams are based in the community across Dundee City.

The Enablement Teams are made up of:

- *Home Care Enablement Organisers*
- *Trained Home Care Enablement Workers(the staff are made up of a mixture of both male and female workers)*

They are supported by:

- *Occupational Therapists/Occupational Therapy Assistants*
- *Physiotherapy staff*
- *Pharmacy Technicians*

What do the Enablement Teams do?

The teams provide care and support to enable you to:

- *Get home after a stay in hospital*
- *Remain at home, and live as independently as possible*

Update on Enablement:

Further November 2014 updates have informed us that we have a Physiotherapist about to commence employment so we are hopeful that this service may grow if we are able to demonstrate an increased percentage in the people we can safely support at home; so increasing our Balance of Care and decreasing our ongoing larger packages.

3.7 Balance of Care

Whilst **Enablement** supports people to remain at home for as long as possible, we believe that it also decreases the need for larger packages of care in the long term.

As you will be aware, we are measured on our Balance of Care and we have a target set at 80/20. In our Helensburgh and Lomond October 2014 Pyramid Report, I was able to comment;

‘At 76%.....We are currently just under our target but we are working with Health in Helensburgh and Lomond and whereas we have 7 hospitals to manage, we are combining our efforts to understand how we can improve outcomes for discharged patients who want to return and remain at home.

We could be using an enablement service to build confidence and get people back home but this is not working out well due to OT and Physio funding being restricted.

We would also be able to utilise a step up and down model in a person's own home if we had further access to 24 hour care short term (and increased use of Tele care technology). We are currently (October) working with our health colleagues to seek clarification on this service development’

3.8 Access to 24 hour care short term:

Our H&L Homecare Procurement Officers report at the front line so it is important to note the value we hold in our Carrgom Overnight Response Team.

The HPO's report how CORT will carry out planned care through the night and although this is not an ongoing long term arrangement for our clients, we do benefit immensely from this service.

The main benefit is that we can now plan further discharges because we can ask them to attend to clients who are just out of hospital who may need support to use the toilet or those who need to be turned in the night ‘out of hours’.

Concern

The main issue of concern for this service is that it does not extend to a wide enough area with limits for planned discharges for clients who need that service but live in Clynder or Kilcreggan, for example.

3.9 Tele Care

In our last report we included information about how a bid had been received from Allied Healthcare to support the testing of Tele Care equipment.

The bid also included the updating of key holder details and a customer quality questionnaire.

If agreed, we had hoped the service to be in place from 1st April 2014 until 31st March 2015, but to date we have not heard what came of this bid.

Whilst we can report we have a significant number of Reviews of this service still outstanding along with a significant lack of Responders in the Helensburgh and Lomond area, we are keen to address this deficit and look forward to proposals to further resource to minimise risk to those who are dependent on the equipment being in good and safe working order.

3.10 Reshaping of Care for Older People (RCOP)

Lastly, with an update on our work in **RCOP. The Reshaping of Care for Older People** we continue to meet on a 6 weekly basis at the Jeannie Deans Unit.

We aim to keep the focus on the meaning of this movement and how it aims to revolutionise the way we deliver services to people over the age of 65 years.

The model of care recognises the need for community care, health, private, voluntary and third sectors to be aligned to focus on the four common goals:

- 1. supporting people to live in their communities for longer**
- 2. anticipating, recognising and preventing difficulties**
- 3. regaining skills and confidence or learning new skills**
- 4. delivering care that is dignified, respectful and person centred**

In order to achieve these goals there are a number of principles and actions that need to be taken forward within an integrated whole system framework.

These Principles are:

- 1. Single point of access in the community for both health and social care services**

- 2. Joint use of an electronic assessment focussed on personal outcomes plans***
- 3. Person centred joint anticipatory care planning***
- 4. Joint monitoring and reviewing of care plans***
- 5. Shift in culture towards Enablement/ Reablement***
- 6. Prevention of unnecessary admissions to hospital***
- 7. Prompt discharge home from hospital***
- 8. Supporting structured community management of high risk individuals***
- 9. High quality end of life care delivered in place of choice***
- 10. People to have more control, choice and independence***
- 11. Supporting people to manage their own illness***
- 12. Support people to actively engage with the private, voluntary and third sector***
- 13. Developing services with third and private sector, co-production modelling***
- 14. Clearly defined roles and responsibilities***
- 15. Flexible and responsive team approach to care, delivered at home across 24/7***

In the Helensburgh & Lomond locality we continue to see great success in partnership working. Our local forums take place 6 weekly throughout the year and the membership of these meetings consists of the statutory services, general practitioners, voluntary organisations and members of the private sector. In the near future we hope to be able to identify a representative for the general public and in preparation for planning and mapping of our services; we have set up public consultation sessions.

Conversation Cafes

On Friday, the 21st November 2014, we are looking forward to meeting the public on a series of dates with the first meeting being held in Arrochar at the Three Villages Hall then moving onto meet folks at the Oasis in Garelochhead. This marks the first of a series of Conversation Cafes to ensure effective public consultation around what RCOP actually aims to achieve. Importantly,

the public consultation will aim to seek the opinions and concerns of the people it will have the greatest impact on.

4.0 CONCLUSION

This report updates the Area Committee on the most important issues related to the Adult Care Social Work Teams within the Helensburgh and Lomond area.

Executive Director of Community Services – Cleland Sneddon

Policy Lead – Councillor Douglas Philand

2 December 2014

For further information contact: Grace McDonald, Area Manager (Operations)
(01436) 677183

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ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA COMMITTEE

STRATEGIC FINANCE

DECEMBER 2014

**OSCR (OFFICE OF THE SCOTTISH CHARITY REGULATOR)
REQUIREMENTS FOR ARGYLL & BUTE COUNCIL TRUST FUNDS**

1. SUMMARY

- 1.1 Argyll and Bute Council currently administers 20 charitable trusts. It is a legal requirement that these charities file an Annual Return, Trustees Annual Report, Financial Statements and an Independent Examiner's Report for each with the Charity Regulator by the statutory deadline of 31st December (nine months after the year-end).

2. RECOMMENDATION

- 2.1 The audited annual accounts for each of the charities for the year ended 31 March 2014 and their filing with OSCR are noted.

3. DETAIL

- 3.1 Argyll and Bute Council currently administers 11 OSCR registered Trust Funds.
- 3.2 The trustees of the charities are the elected councillors of Argyll and Bute Council. Trustees are appointed through their election to Argyll and Bute Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. The Council has an approved constitution that governs the conduct of business by the Council and covers standing orders for meetings, a scheme of administration and delegation, financial and security regulations, contract standing orders and an ethical framework. These governance arrangements also apply to Council charities. The trustees delegate the day to day administration of the charities to officers of the Council.
- 3.3 It is a legal requirement that these charities file an Annual OSCR Return, Trustees Annual Report, Financial Statements and an Independent Examiner's Report with OSCR for each by 31st December. These returns require to be signed and dated as approved by a charity trustee on behalf of all the trustees. They have been signed by a relevant Area Trustee and Bruce West, Head of Strategic Finance as Honorary Treasurer.
- 3.4 An independent examination of the accounts of the charities is required to be carried out by the appointed auditor of the local authority following guidance from Audit Scotland regarding the requirements of the Local Government (Scotland) Act 1973. For the charitable trusts of Argyll & Bute Council, the independent auditors will be Audit Scotland.

The audit of the 2013-14 accounts has been completed by the Council's auditors, Audit Scotland, and the signed auditor's report is included in each set of accounts. In all cases, the certificate confirms that the financial statements present fairly the finances of the charity for the period. At the conclusion of their work Audit Scotland issued what is known as an ISA260 letter. This set out any audit qualifications (of which there were none), adjustments made during the audit (no significant adjustments), any unadjusted errors (none) and identified a small number of issues (seven) to be followed up. The ISA260 letter was submitted to the Council on 25 September and Audit Committee on 26 September.

- 3.5 The following charity accounts are attached:
SC013600 Kidston Park Endowment Fund
SC018697 Miss Annie Dickson Bequest
SC018698 John Logie Baird Prize Fund

4. CONCLUSION

- 4.1 This report provides members of the area committee with a copy of the annual accounts of the charities relating to their area. The accounts have been audited and OSCR returns prepared based on the audited accounts.

5. IMPLICATIONS

Policy: None

Financial: Argyll & Bute Council administers Trust Funds which generate and distribute funds.

Legal: Returns required to meet OSCR requirements.

Personnel: None

Equal Opportunities: None

Risk: Reputational risk if OSCR requirements not met.

Customer Service: None

6. APPENDICES

Appendix 1 – Summary of Trust Funds registered with OSCR

Bruce West
Head of Strategic Finance
31st October 2014

For further information please contact: Moira Miller, Principal Accountant - Corporate Support.

Appendix 1

Summary of Trust Funds Registered with OSCR

Registered Charity Number	CHARITY	Area	Area
SCO13578	BAILLIE GILLIES BEQUEST	Rothesay	B&C
SCO13600	KIDSTON PARK ENDOWMENT FUND	Helensburgh	H&L
SCO18697	MISS ANNIE DICKSON BEQUEST	Helensburgh	H&L
SCO18698	JOHN LOGIE BAIRD PRIZE FUND	Helensburgh	H&L
SCO19593	MISSES MACGILLIVRAY TRUST	Kilninver & Kilmelford	OLI
SCO19599	MCCAIG TRUST	Oban	OLI
SCO19601	NORMAN STEWART INSTITUTE TRUST	Rothesay	B&C
SCO19607	MARQUESS OF BUTE SILVER WEDDING DOWRY	Rothesay	B&C
SCO19608	MRS ANNIE MCMILLAN BEQUEST	Rothesay	B&C
SCO20382	ARGYLL EDUCATIONAL TRUST SCHEME 1960	Argyll Wide	All
SCO20366	TEN TRUSTS	Argyll Wide	All

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Argyll and Bute Council
Comhairle Earra Ghàidheal agus Bhòid



Kidston Park Trust

Annual Report and Financial Statements

2013-2014

For the Year ended 31 March 2014

Kidston Park Trust
Contents



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Statement of Receipts and Payments	8
Statement of Balances	9
Notes to the Accounts	10

Kidston Park Trust

Trustees' Annual Report – For the Year ended 31 March 2014



The Trustees present their annual report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

REFERENCE AND ADMINISTRATION INFORMATION

Charity Name:	Kidston Park Trust
Charity Number:	SC013600
Principal Office:	Argyll and Bute Council Kilmory Lochgilphead Argyll PA31 8RT
Current Trustees:	<p>Councillor Len Scoullar Councillor Douglas Philand Councillor Dick Walsh Councillor Isobel Strong Councillor Ellen Morton Councillor Roddy McCuish Councillor James Robb Councillor Aileen Morton Councillor Alex McNaughton Councillor Alexander Taylor Councillor Alistair MacDougall Councillor Anne Horn Councillor Bruce Marshall Councillor David Kinniburgh Councillor Donald Kelly Councillor Donald Macmillan Councillor Duncan MacIntyre Councillor Elaine Robertson Councillor Gary Mulvaney Councillor George Freeman Councillor Iain MacDonald Councillor James McQueen Councillor John McAlpine Councillor John Semple Councillor Louise Glen-Lee Councillor Mary Jean Devon Councillor Maurice Corry Councillor Michael Breslin Councillor Richard Trail Councillor Robert Graham MacIntyre Councillor Robert Macintyre</p>

Kidston Park Trust

Trustees' Annual Report – For the Year ended 31 March 2014



Current Trustees continued:	Councillor Robin Currie Councillor Rory Colville Councillor Vivien Dance Councillor William Blair
Other Trustees who served during the year:	Councillor Frederick Hall (Resigned 16/03/14)
Honorary Secretary:	Douglas Hendry Director of Customer Services Argyll and Bute Council
Honorary Treasurer:	Bruce West, FCCA Head of Strategic Finance Argyll and Bute Council
Independent Auditor:	Fiona Mitchell-Knight Assistant Director, Audit Services Audit Scotland 4 th Floor, 8 Nelson Mandela Place Glasgow G2 1BT

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing Document**

A bequest of £1,000 was made by William Kidston towards the upkeep of Kidston Park in April 1889. It was noted in the minutes of a meeting of the Town Council of the Burgh of Helensburgh.

Appointment of Trustees

The trustees of the charities are the elected members (councillors) of Argyll and Bute Council. Trustees are appointed through their election to Argyll and Bute Council.



Kidston Park Trust

Trustees' Annual Report – For the Year ended 31 March 2014

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and approve the annual report and financial statements and any other business such as future plans and the reorganisation of trust funds. The trustees delegate the day to day administration of the charities to officers of the Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. This includes the management of charities. The Council has an approved constitution that governs the conduct of business by the Council and covers standing orders for meetings, a scheme of administration and delegation, financial and security regulations, contract standing orders and an ethical framework.

Related Parties

Trustees hold this position because they are elected members of Argyll and Bute Council. Argyll and Bute Council provides administration services to the Trust.

Risk Management

The Head of Strategic Finance of Argyll and Bute Council has taken the steps required by trustees to consider the major risks to which the charity is exposed, in particular those related to its operation and finance, and to be satisfied that the systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of Argyll and Bute Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charity is protected.

The funds of the charity are deposited with Argyll and Bute Council. There is an investment of £1,135 in a UK Government bond (see note 8). For the balance of the funds the charity receives interest at the average market rate for the Council's borrowing. The interest received from Argyll and Bute Council is shown in the Statement of Receipts and Payments.

OBJECTIVES AND ACTIVITIES

The objective of the fund is to provide a public park, or recreation ground for the inhabitants of Helensburgh and neighbourhood at 'Cairndow', and for the purposes of boating and bathing in the Gareloch.

ACHIEVEMENTS AND PERFORMANCE

In the year to 31 March 2014, there were no grants made.

FINANCIAL REVIEW

Overview

The trust is dormant. Income during 2013/14 came from interest from deposits with Argyll and Bute Council of £10 (2012/13: £12) and UK Government bond interest of £60 (2012/13: £20). The trust held cash and bank of £2,995 as at 31 March 2014 (2013: £2,925) and a UK Government bond of £1,135 (2013: £1,135).

Kidston Park Trust

Trustees' Annual Report – For the Year ended 31 March 2014

**Reserves Policy**

The unrestricted free reserves at the financial year-end were £1,995 (2013: £1,925). This includes cash and bank only repayable on demand. The Trust has no explicit reserves policy, but the "capital" of the fund (as identified from the governing documents or available evidence) is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserve. The unrestricted reserves are available for the objects of the trust.

FUTURE PLANS

Argyll and Bute Council are continuing to conduct a review of all its charitable trusts with a view to gaining approval from OSCR to reorganise under Section 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 and the 2007 Regulations.

CONCLUSION


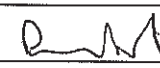
The charity did not undertake any activities during the year.

From 2013-2014 an audit is required to be carried out by the appointed auditor of Argyll and Bute Council in accordance with the requirements of the Local Government (Scotland) Act 1973.

The appointed auditor of Argyll and Bute Council is Audit Scotland and the Trustees would like to thank them for undertaking this task.

DECLARATION

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Cllr Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	29/05/14



Kidston Park Trust

Independent Auditor's report

Independent auditor's report to the trustees of the Kidston Park Trust and the Accounts Commission for Scotland

I have audited the financial statements of the Kidston Park Trust for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the receipts and payments account, statement of balances, and the related notes. The financial reporting framework that has been applied in their preparation is a receipts and payments basis.

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which properly present the receipts and payments of the charity. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2014 and its statement of balances at that date; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1), (2) and (3) of The Charities Accounts (Scotland) Regulations 2006.



Kidston Park Trust
Independent Auditor's report

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In my opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

A handwritten signature in black ink, appearing to read 'Fiona Mitchell-Knight'.

Fiona Mitchell-Knight
Assistant Director, Audit Services
Audit Scotland
4th Floor, The Athenaeum Building
8 Nelson Mandela Place, Glasgow, G2 1BT

30 September 2014

Fiona Mitchell-Knight is eligible to act as an auditor in terms of art V11 of the Local Government (Scotland) Act 1973.

Kidston Park Trust

Statement of Receipts and Payments – For the Year ended March 2014



	<i>Note</i>	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2014 £	Total Funds 2013 £
RECEIPTS					
Income from investments other than land and buildings	4	70	-	70	32
Total Receipts		70	-	70	32
PAYMENTS					
Charitable Activities - Grants and donations	5	-	-	-	-
Total Payments		-	-	-	-
Surplus / (Deficit) for Year		70	-	70	32

All income in 2014 and 2013 relates to unrestricted funds.

The notes on page 10 form an integral part of these accounts.



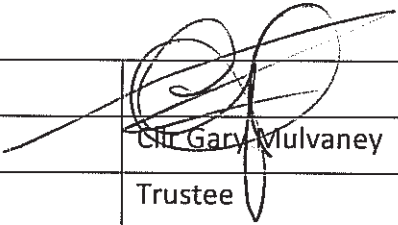
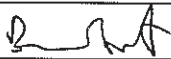
Kidston Park Trust

Statement of Balances as at 31 March 2014

	Note	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2014 £	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2013 £
Cash and Bank Balances	6						
Opening Balances		1,925	1,000	2,925	1,893	1,000	2,893
Surplus for year		70	-	70	32	-	32
Closing Balances		1,995	1,000	2,995	1,925	1,000	2,925
Investments	8						
Market Value		914	-	914	986	-	986
Cost		1,135	-	1,135	1,135	-	1,135

The notes on page 10 form an integral part of these accounts.

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Cllr Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	25/09/14



Kidston Park Trust

Notes to the Accounts

1. Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Fund Accounting

- (a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.
- (b) Permanent endowment funds are those that the original capital cannot be spent as income and must remain in the form of investments. Any income return generated by the invested endowment may be spent on the activities of the trust.

3. Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

4. Trustee Remuneration, Expenses and Related Party Transactions

- (a) No remuneration or expenses were paid to charity trustees or persons connected to a trustee during the year (2013: Nil).
- (b) The trust received interest of £10 (2012/13 £12) from deposits with Argyll and Bute Council. All transactions incoming and outgoing are made via the Council's accounts.
- (c) There were no other transactions between the charity and any trustee or any connected person during the year (2013: Nil)

5. Grants

In the year to 31 March 2014, there were no grants made.

6. Cash and Bank Balances

During the year the trust balances were held by Argyll and Bute Council, which manages the administration of the funds on behalf of the Trustees. No costs were incurred by the trust for this administration. The Council also acts as the banker for the charity and, as detailed above, all transactions incoming and outgoing are made via the Council's accounts. The balances are repayable on demand. Interest is payable on balances.

7. Changes to the Accounts

The comparative figures in the Statement of Balances have been restated to distinguish endowment funds separately.

8. Investments

The charity holds a £1,135 UK Government bond. The market value of this bond at 31 March 2014 was £914 (2013: £986). The interest rate at 21st March 2014 was 1.75%.

Argyll and Bute Council
Comhairle Earra Ghàidheal agus Bhòid



Miss Annie Dickson Burgh Bequest

Annual Report and Financial Statements

2013-2014

For the Year ended 31 March 2014



Miss Annie Dickson Burgh Bequest Contents

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Miss Annie Dickson Burgh Bequest

Trustees' Annual Report – For the Year ended 31 March 2014



The Trustees present their annual report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

REFERENCE AND ADMINISTRATION INFORMATION

Charity Name:	Miss Annie Dickson Burgh Bequest
Charity Number:	SC018697
Principal Office:	Argyll and Bute Council Kilmory Lochgilphead Argyll PA31 8RT
Current Trustees:	Councillor Len Scoullar Councillor Douglas Philand Councillor Dick Walsh Councillor Isobel Strong Councillor Ellen Morton Councillor Roddy McCuish Councillor James Robb Councillor Aileen Morton Councillor Alex McNaughton Councillor Alexander Taylor Councillor Alistair MacDougall Councillor Anne Horn Councillor Bruce Marshall Councillor David Kinniburgh Councillor Donald Kelly Councillor Donald Macmillan Councillor Duncan MacIntyre Councillor Elaine Robertson Councillor Gary Mulvaney Councillor George Freeman Councillor Iain MacDonald Councillor James McQueen Councillor John McAlpine Councillor John Semple Councillor Louise Glen-Lee Councillor Mary Jean Devon Councillor Maurice Corry Councillor Michael Breslin Councillor Richard Trail Councillor Robert Graham MacIntyre Councillor Robert Macintyre

Miss Annie Dickson Burgh Bequest

Trustees' Annual Report – For the Year ended 31 March 2014



Current Trustees continued:	Councillor Robin Currie Councillor Rory Colville Councillor Vivien Dance Councillor William Blair
Other Trustees who served during the year:	Councillor Frederick Hall (Resigned 16/03/14)
Honorary Secretary:	Douglas Hendry Director of Customer Services Argyll and Bute Council
Honorary Treasurer:	Bruce West, FCCA Head of Strategic Finance Argyll and Bute Council
Independent Auditor:	Fiona Mitchell-Knight Assistant Director, Audit Services Audit Scotland 4 th Floor, 8 Nelson Mandela Place Glasgow G2 1BT

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing Document**

A bequest by Miss Mary Ann Dickson dated 4th April, 1927 to the Town Council of the Burgh of Helensburgh. Noted in an Excerpt from copy Will and Codicils.

Miss LA Colvil bequest - A Legacy of £200 was passed by Mr J Percival Agnew to the Town Council to perpetuate his cousin's name in Helensburgh by means of a fund for necessitous cases. Noted in the minutes of a meeting of the Finance Committee of Helensburgh Town Council on 22nd December 1969.

Appointment of Trustees

The trustees of the charities are the elected members (councillors) of Argyll and Bute Council. Trustees are appointed through their election to Argyll and Bute Council.



Miss Annie Dickson Burgh Bequest

Trustees' Annual Report – For the Year ended 31 March 2014

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and approve the annual report and financial statements and any other business such as future plans and the reorganisation of trust funds. The trustees delegate the day to day administration of the charities to officers of the Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. This includes the management of charities. The Council has an approved constitution that governs the conduct of business by the Council and covers standing orders for meetings, a scheme of administration and delegation, financial and security regulations, contract standing orders and an ethical framework.

Related Parties

Trustees hold this position because they are elected members of Argyll and Bute Council. Argyll and Bute Council provides administration services to the Trust.

Risk Management

The Head of Strategic Finance of Argyll and Bute Council has taken the steps required by trustees to consider the major risks to which the charity is exposed, in particular those related to its operation and finance, and to be satisfied that the systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of Argyll and Bute Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charity is protected.

The funds of the charity are deposited with Argyll and Bute Council. There is an investment of £71 in a UK Government bond (see note 8). For the balance of the funds the charity receives interest at the average market rate for the Council's borrowing. The interest received from Argyll and Bute Council is shown in the Statement of Receipts and Payments.

OBJECTIVES AND ACTIVITIES

The objective of the fund is for the relief of distress in the Burgh of Helensburgh.

ACHIEVEMENTS AND PERFORMANCE

In the year to 31 March 2014, there were no grants made.

FINANCIAL REVIEW

Overview

The trust is dormant. Miss LA Colvil Bequest was amalgamated into this trust at the year end, the value transferred being £490. Income during 2013/14 came from interest from deposits with Argyll and Bute Council of £14 (2012/13: £16) and UK Government bond interest of £3 (2012/13: £1). The trust held cash and bank of £4,032 as at 31 March 2014 (2013: £4,015) and a UK Government bond of £71 (2013: £71).



Miss Annie Dickson Burgh Bequest

Trustees' Annual Report – For the Year ended 31 March 2014

Reserves Policy

The unrestricted free reserves at the financial year-end were £1084 (2013: £1067). This includes cash and bank only repayable on demand. The Trust has no explicit reserves policy, but the "capital" of the fund (as identified from the governing documents or available evidence) is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserve. The unrestricted reserves are available for the objects of the trust.

FUTURE PLANS

Argyll and Bute Council are continuing to conduct a review of all its charitable trusts with a view to gaining approval from OSCR to reorganise under Section 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 and the 2007 Regulations.

CONCLUSION

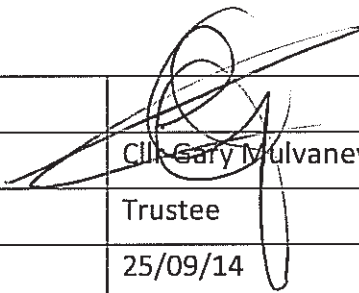
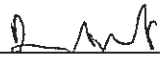
The charity did not undertake any activities during the year.

From 2013-2014 an audit is required to be carried out by the appointed auditor of Argyll & Bute Council in accordance with the requirements of the Local Government (Scotland) Act 1973.

The appointed auditor of Argyll and Bute Council is Audit Scotland and the Trustees would like to thank them for undertaking this task.

DECLARATION

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Clif Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	25/09/14



Miss Annie Dickson Burgh Bequest Independent Auditor's Report

Independent auditor's report to the trustees of Miss Annie Dickson Burgh Bequest and the Accounts Commission for Scotland

I have audited the financial statements of Miss Annie Dickson Burgh Bequest for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the receipts and payments account, statement of balances, and the related notes. The financial reporting framework that has been applied in their preparation is a receipts and payments basis.

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which properly present the receipts and payments of the charity. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2014 and its statement of balances at that date; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1), (2) and (3) of The Charities Accounts (Scotland) Regulations 2006.



Miss Annie Dickson Burgh Bequest Independent Auditor's Report

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In my opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

A handwritten signature in cursive script that reads 'Fiona Mitchell-Knight'.

Fiona Mitchell-Knight
Assistant Director, Audit Services
Audit Scotland
4th Floor, The Athenaeum Building
8 Nelson Mandela Place, Glasgow, G2 1BT

30 September 2014

Fiona Mitchell-Knight is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

Miss Annie Dickson Burgh Bequest

Statement of Receipts and Payments – For the Year ended March 2014



	<i>Note</i>	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2014 £	Total Funds 2013 £
RECEIPTS					
Income from investments other than land and buildings	<i>4</i>	17	-	17	17
Total Receipts		17	-	17	17
PAYMENTS					
Charitable Activities - Grants and donations	<i>5</i>	-	-	-	-
Total Payments		-	-	-	-
Surplus / (Deficit) for Year		17	-	17	17

All income in 2014 and 2013 relates to unrestricted funds.

The notes on page 10 form an integral part of these accounts.

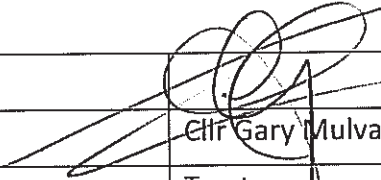
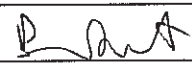


Miss Annie Dickson Burgh Bequest
Statement of Balances as at 31 March 2014

	Note	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2014 £	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2013 £
Cash and Bank Balances	6						
Opening Balances		1,067	2,948	4,015	1,050	2,948	3,998
Surplus for year		17	-	17	17	-	17
Closing Balances		1,084	2,948	4,032	1,067	2,948	4,015
Investments	8						
Market Value		71	-	71	71	-	71
Cost		71	-	71	71	-	71

The notes on page 10 form an integral part of these accounts.

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Cliff Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	25/09/14



Miss Annie Dickson Burgh Bequest

Notes to the Accounts

1. Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Fund Accounting

- (a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.
- (b) Permanent endowment funds are those that the original capital cannot be spent as income and must remain in the form of investments. Any income return generated by the invested endowment may be spent on the activities of the trust.

3. Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

4. Trustee Remuneration, Expenses and Related Party Transactions

- (a) No remuneration or expenses were paid to charity trustees or persons connected to a trustee during the year (2013: Nil).
- (b) The trust received interest of £17 (2012/13 £17) from deposits with Argyll & Bute Council. All transactions incoming and outgoing are made via the Council's accounts.
- (c) There were no other transactions between the charity and any trustee or any connected person during the year (2013: Nil).

5. Grants

In the year to 31 March 2014, there were no grants made.

6. Cash and Bank Balances

During the year the trust balances were held by Argyll and Bute Council, which manages the administration of the funds on behalf of the Trustees. No costs were incurred by the trust for this administration. The Council also acts as the banker for the charity and, as detailed above, all transactions incoming and outgoing are made via the Council's accounts. The balances are repayable on demand. Interest is payable on balances.

7. Changes to the Accounts

The comparative figures in the Statement of Balances have been restated to distinguish endowment funds separately.

8. Investments

The charity holds a £71 UK Government bond. The market value of this bond at 31 March 2014 was £69 (2013: £71). The interest rate at 23rd January 2014 was 2%.

Argyll and Bute Council
Comhairle Earra Ghàidheal agus Bhòid



Logie Baird Prize Fund

Annual Report and Financial Statements

2013-2014

For the Year ended 31 March 2014

**Logie Baird Prize Fund
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Logie Baird Prize Fund

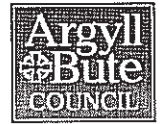
Trustees' Annual Report – For the Year ended 31 March 2014



The Trustees present their annual report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

REFERENCE AND ADMINISTRATION INFORMATION

Charity Name:	Logie Baird Prize Fund
Charity Number:	SC018698
Principal Office:	Argyll and Bute Council Kilmory Lochgilphead Argyll PA31 8TL
Current Trustees:	Councillor Len Scoullar Councillor Douglas Philand Councillor Dick Walsh Councillor Isobel Strong Councillor Ellen Morton Councillor Roddy McCuish Councillor James Robb Councillor Aileen Morton Councillor Alex McNaughton Councillor Alexander Taylor Councillor Alistair MacDougall Councillor Anne Horn Councillor Bruce Marshall Councillor David Kinniburgh Councillor Donald Kelly Councillor Donald Macmillan Councillor Duncan MacIntyre Councillor Elaine Robertson Councillor Gary Mulvaney Councillor George Freeman Councillor Iain MacDonald Councillor James McQueen Councillor John McAlpine Councillor John Semple Councillor Louise Glen-Lee Councillor Mary Jean Devon Councillor Maurice Corry Councillor Michael Breslin Councillor Richard Trail Councillor Robert Graham MacIntyre Councillor Robert Macintyre



Logie Baird Prize Fund

Trustees' Annual Report – For the Year ended 31 March 2014

Current Trustees continued:	Councillor Robin Currie Councillor Rory Colville Councillor Vivien Dance Councillor William Blair
Other Trustees who served during the year:	Councillor Frederick Hall (Resigned 16/03/14)
Honorary Secretary:	Douglas Hendry Director of Customer Services Argyll and Bute Council
Honorary Treasurer:	Bruce West, FCCA Head of Strategic Finance Argyll and Bute Council
Independent Auditor:	Fiona Mitchell-Knight Assistant Director, Audit Services Audit Scotland 4 th Floor, 8 Nelson Mandela Place Glasgow G2 1BT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Ex-Bailie J. Arnold Fleming of Locksley, Helensburgh, invested the sum of £200 in the names of the Provost, Magistrates and Councillors of the Burgh of Helensburgh, for the Logie Baird Prize Fund. Noted in the minutes of the Town Council of Helensburgh, January 1956.

Appointment of Trustees

The trustees of the charities are the elected members (councillors) of Argyll and Bute Council. Trustees are appointed through their election to Argyll and Bute Council.

Logie Baird Prize Fund**Trustees' Annual Report – For the Year ended 31 March 2014****Organisational Structure**

The trustees (as the elected members of the council) meet once a year at the AGM to consider and approve the annual report and financial statements and any other business such as future plans and the reorganisation of trust funds. The trustees delegate the day to day administration of the charities to officers of the Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. This includes the management of charities. The Council has an approved constitution that governs the conduct of business by the Council and covers standing orders for meetings, a scheme of administration and delegation, financial and security regulations, contract standing orders and an ethical framework.

Related Parties

Trustees hold this position because they are elected members of Argyll and Bute Council. Argyll and Bute Council provides administration services to the Trust.

Risk Management

The Head of Strategic Finance of Argyll and Bute Council has taken the steps required by trustees to consider the major risks to which the charity is exposed, in particular those related to its operation and finance, and to be satisfied that the systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of Argyll and Bute Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charity is protected.

The funds of the charity are deposited with Argyll and Bute Council and receive interest at the average market rate for the Council's borrowing. The interest received from Argyll and Bute Council is shown in the Statement of Receipts and Payments.

OBJECTIVES AND ACTIVITIES

The objective of the fund is for the advancement of education by providing an annual prize to a pupil at Hermitage Academy, Helensburgh.

ACHIEVEMENTS AND PERFORMANCE

In the year to 31 March 2014, there were no grants made.

FINANCIAL REVIEW**Overview**

The trust is dormant. The only source of income during 2013/14 came from interest from deposits with Argyll and Bute Council of £7 (2012/13: £7). The trust had cash and bank of £1,901 as at 31 March 2014 (2013: £1,894).



Logie Baird Prize Fund

Trustees' Annual Report – For the Year ended 31 March 2014

Reserves Policy

The unrestricted free reserves in cash and bank at the financial year-end were £1,701 (2013: £1,694). The Trust has no explicit reserves policy, but the "capital" of the fund (as identified from the governing document or available evidence) is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserve. The unrestricted reserves are available for the objects of the trust.

FUTURE PLANS

Argyll and Bute Council are continuing to conduct a review of all its charitable trusts with a view to gaining approval from OSCR to reorganise under Section 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 and the 2007 Regulations.

CONCLUSION

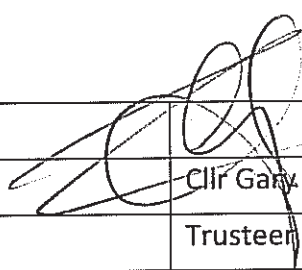
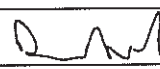
The charity did not undertake any activities during the year.

From 2013-2014 an audit is required to be carried out by the appointed auditor of Argyll & Bute Council in accordance with the requirements of the Local Government (Scotland) Act 1973.

The appointed auditor of Argyll and Bute Council is Audit Scotland and the Trustees would like to thank them for undertaking this task.

DECLARATION

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Clr Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	25/09/14

Logie Baird Prize Fund

Independent Auditor's Report



Independent auditor's report to the trustees of the Logie Baird Prize Fund and the Accounts Commission for Scotland

I have audited the financial statements of the Logie Baird Prize Fund for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the receipts and payments account, statement of balances, and the related notes. The financial reporting framework that has been applied in their preparation is a receipts and payments basis.

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which properly present the receipts and payments of the charity. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2014 and its statement of balances at that date; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1), (2) and (3) of The Charities Accounts (Scotland) Regulations 2006.



**Logie Baird Prize Fund
Independent Auditor's Report**

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In my opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

A handwritten signature in cursive script that reads 'Fiona Mitchell-Knight'.

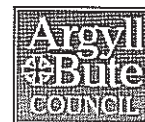
Fiona Mitchell-Knight
Assistant Director, Audit Services
Audit Scotland
4th Floor, The Athenaeum Building
8 Nelson Mandela Place, Glasgow, G2 1BT

30 September 2014

Fiona Mitchell-Knight is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

Logie Baird Prize Fund

Statement of Receipts and Payments – For the Year ended March 2014



	Note	Unrestricted Funds	Permanent Endowment Funds	Total Funds 2014	Total Funds 2013
		£	£	£	£
RECEIPTS					
Income from investments other than land and buildings	4	7	-	7	7
Total Receipts		7	-	7	7
PAYMENTS					
Charitable Activities - Grants and donations	5	-	-	-	-
Total Payments		-	-	-	-
Surplus / (Deficit) for Year		7	-	7	7

All income in 2014 and 2013 relates to unrestricted funds.

The notes on page 10 form an integral part of these accounts.




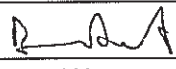
Logie Baird Prize Fund

Statement of Balances as at 31 March 2014

Note	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2013 £	Unrestricted Funds £	Permanent Endowment Funds £	Total Funds 2013 £
Cash and Bank Balances 6						
Opening Balances	1,694	200	1,894	1,687	200	1,887
Surplus for year	7	-	7	7	-	7
Closing Balances	1,701	200	1,901	1,694	200	1,894

The notes on page 10 form an integral part of these accounts.

Approved and authorised for issue by the trustees on 25th September 2014 and signed on their behalf by:

Signature(s):		
Full names(s):	Cllr Gary Mulvaney	Bruce West
Position:	Trustee	Honorary Treasurer
Date:	25/09/14	25/09/14



Logie Baird Prize Fund

Notes to the Accounts

1. Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Fund Accounting

(a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

(b) Permanent endowment funds are those that the original capital cannot be spent as income and must remain in the form of investments. Any income return generated by the invested endowment may be spent on the activities of the trust.

3. Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

4. Trustee Remuneration, Expenses and Related Party Transactions

(a) No remuneration or expenses were paid to charity trustees or persons connected to a trustee during the year (2013: Nil).

(b) The trust received interest of £7 (2013: £7) from Argyll & Bute Council. All transactions incoming and outgoing are made via the Council's accounts.

(c) There were no other transactions between the charity and any trustee or any connected person during the year (2013: Nil)

5. Grants

In the year to 31 March 2014, there were no grants made.

6. Cash and Bank Balances

During the year the trust balances were held by Argyll and Bute Council, which manages the administration of the funds on behalf of the Trustees. No costs were incurred by the trust for this administration. The Council also acts as the banker for the charity and, as detailed above, all transactions incoming and outgoing are made via the Council's accounts. The balances are repayable on demand. Interest is payable on balances.

7. Changes to the Accounts

The comparative figures in the Statement of Balances have been restated to distinguish endowment funds separately.

ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND****COMMITTEE****STRATEGIC FINANCE****DECEMBER 2014**

**CHARITY AND TRUST FUNDS – ESTIMATED AMOUNTS AVAILABLE FOR
DISTRIBUTION 2014-15**

1 SUMMARY

- 1.1 This report sets out the estimated funding available and proposals on the distribution of that funding for the charities and trust funds in the Helensburgh and Lomond area for 2014-15.

2 RECOMMENDATION

- 2.1 To note the information provided on the value of charities and trust funds, the annual income and the amount proposed for distribution.
- 2.2 To approve the proposed approach to distribution as set out in paragraph 3.5 and in Appendix 1.
- 2.3 To agree the policy on reserves for each charity and trust fund as set out in paragraph 3.7

3 DETAIL

- 3.1 It is good practice to set out the estimated amount of income available for distribution in relation to the Council's charitable and trust funds. Appendix 1 sets out the estimated income available for distribution for charities and trust funds in the Helensburgh and Lomond area for 2014-15. The Appendix also sets out the purpose of each charity and trust fund and proposals on distribution of available income. Paragraph 3.3 sets out the purpose of each charity and trust fund which sets the parameters for distribution of income. The proposed approach to distribution is summarised in paragraph 3.5. Finally paragraph 3.7 sets out a standard policy for adoption in relation to reserves.
- 3.2 Charitable and trust funds are either invested or deposited in the Council's Loans Fund and in both cases earn interest. In some cases the approach is a result of historic investment when the funds were created or simply recognition that the funds are too small to do anything with other than deposit them in the Council's Loans Fund. The Council agreed in October 2013 and January 2014 to change the basis of how these funds are invested and this is in the process of being implemented now. The key element in determining the amount of income is the value of the fund and the rate of interest earned. Interest rates have been exceptionally low for the last few years. In the main there no administration costs are charged to these funds although from 2014-15 each charity (not trust fund) will need to bear a share of the audit fee as a

result of the Council external auditors now being required to audit these. Where interest earned in previous has not been spent this is added to the value of the funds to earn interest and it can also be distributed. It is good practice to set out a policy in respect of these reserves.

- 3.3 There are a total of 3 charities and 5 trust funds in the Helensburgh and Lomond area. The table below sets out the names and purpose of each charity and trust fund. The purpose sets the conditions or limitation on use of the funds and any income earned.

Name of Charity	Purpose of Charity
Kidston Park Trust	Park/Recreation ground for Helensburgh and Cairndow.
Annie Dickson Burgh Bequest	Relief of distress in Helensburgh.
Logie Baird Prize Fund	Advancement of Education at Hermitage Academy.

Name of Trust Fund	Purpose of Trust
Helensburgh and Faslane Cemeteries Fund	Upkeep of graves in District cemeteries.
Ballyhennan Churchyard	Upkeep of Churchyard.
Clydesdale Air Raid Distress Fund	Relief of distress in Helensburgh.
Sundry Bequests – Former Dumbarton Cemeteries	Upkeep of graves in District cemeteries.
Social Work Loudon Bequest	Holiday fund for the elderly.

- 3.4 Appendix 1 sets out the following information on each charity and trust fund.
- Name of the charity or trust fund.
 - Purpose of the charity or trust fund.
 - The capital or restricted value of the charity or trust fund.
 - Unrestricted funds or revenue reserves –this is accumulated unspent income that can be distributed and for which there should be a reserves policy.
 - Total value of both restricted and unrestricted funds – this is the amount that is invested/deposited to earn income.
 - Estimated income - the amount of income it is estimated each charity or trust funds will earn for 2014-15.
 - Estimated audit fees – this is the allocation of the charities audit fee to each charitable fund.
 - Proposed use of revenue reserves – the amount of unrestricted or revenue reserves it is proposed to make available for distribution in 2014-15.
 - Proposed amount for distribution – the total amount available for distribution in 2014-15.
 - Distribution proposal – how it is proposed to distribute the income in 2014-15.
 - Reserves policy – A narrative setting out the proposed reserves policy.

3.5 Appendix 1 has been grouped to bring charities and trust funds which have a similar purpose together. This allows members to consider the distribution of all funds with a similar purpose together. In summary the proposals on distribution are as follows:

- Cemetery Funds - The amount available for distribution is transferred to Roads and Amenity Services. Roads and Amenity Services to provide a statement setting out expenditure in each cemetery.
- School Prizes - The amounts available for distribution are paid to the relevant school funds with the school producing a statement showing how the money has been used.
- Poor Funds - The amount proposed for distribution for poor funds in each specific area will be pooled and a set number of beneficiaries provided with a voucher at a level that utilises the funding available. See para 3.6 for more detail.
- Library Funds - The amount available for distribution is transferred to Community and Culture who present a statement setting out how the funds have been used.
- Other Funds - Specific proposals are set out in Appendix 1.

3.6 The proposals for distribution of poor funds are as follows:

Helensburgh	Proposed Amount for Distribution 14/15
Miss Annie Dickson Burgh Bequest	£24
Total	£24

Local members to identify people who meet the criteria of poor and the sums available for distribution will be allocated on an equal basis and paid by voucher.

3.7 Each charity and trust fund should have a reserves policy. In the past funds (reserves) have been built up. There is a balance to be achieved between distributing all of these available funds over a short period of time and maintaining overall funds at a level to ensure future income is maintained. It is proposed that the revenue reserves of each fund are distributed at the rate of 1/20th so that over a 20 year period the revenue reserves are utilised.

4 CONCLUSION

This report sets out the estimated income for each charitable and trust fund and a proposed basis of distribution.

5 IMPLICATIONS

- 5.1 Legal – Proposes proper use of charity and trust funds
- 5.2 Policy - Sets proposed approach to distribution
- 5.3 Finance – Proposals for use of income set out in report.
- 5.4 Human Resources - None
- 5.5 Equalities - None
- 5.6 Risk - None
- 5.7 Customer Service - None

For further information contact Sandra Coles on 01546 604303

Bruce West,
Head of Strategic Finance
28 November 2014

HELENSBURGH AND LOMOND CHARITY AND TRUST FUNDS APPENDIX 1

Name of Charity or Trust Fund	Purpose and Comments on Recent Distribution	Charity or Trust Fund	Type of Fund	Restricted or Capital Funds	Unrestricted or Revenue Reserve Funds	Total Value	Estimated Income	Proposed Use of Revenue Reserves	Estimated Audit Fee	Net Amount Available for Distribution	Proposed Distribution	Reserves Policy
				£	£	£	£	£	£	£		
Helensburgh & Faslane Cemeteries Fund	No distributions in recent years. Upkeep of tombstones etc in District cemeteries.			8,351	2,830	11,181	106	142		248	Transferred to Roads and Amenity Services who provide a statement setting out expenditure.	Utilise 1/20th of the revenue reserve funds each year.
Ballyhennan Churchyard	No distributions in recent years. Upkeep of churchyard	Trust Fund	Cemetery Fund	378	154	532	4	8		12	Transferred to Roads and Amenity Services who provide a statement setting out expenditure.	Utilise 1/20th of the revenue reserve funds each year.
Sundry Bequests - Former Dumbarton Cemeteries	No distributions in recent years. Upkeep of tombstones etc in District cemeteries.	Trust Fund	Cemetery Fund	2,119	679	2,798	56	34		90	Transferred to Roads and Amenity Services who provide a statement setting out expenditure.	Utilise 1/20th of the revenue reserve funds each year.
Miss Annie Dickson Burgh Bequest	No distributions in recent years. The relief of distress in the Burgh of Helensburgh.	Charity	Poor Fund	2,819	1,284	4,103	15	64	-55	24	A total of £24 is available for poor funds for Helensburgh. Local members to identify people in Helensburgh who meet the criteria of poor and distributed between them using vouchers.	Utilise 1/20th of the unrestricted or revenue reserve funds each year.
Logie Baird Prize Fund	No distributions in recent years. Advancement of Education by providing an annual prize to a pupil at Hermitage Academy, Helensburgh, for most ability in Science and Mathematics. Discuss with Headteacher of Hermitage Academy.	Charity	School Prize	200	1,701	1,901	7	85	-26	66	Paid to the Hermitage Academy school funds with the school producing a statement showing how the money has been used.	Utilise 1/20th of the unrestricted or revenue reserve funds each year.
Kidston Park Trust	No distributions in recent years. Provide a public park, or recreation ground for the inhabitants of Helensburgh and neighbourhood at Cairndow, and for the purposes of boating and bathing in the Gareloch.	Charity		1,986	2,144	4,130	31	107	-56	82	Transferred to Roads and Amenity Services who provide a statement setting out expenditure on upkeep of Kidston Park	Utilise 1/20th of the unrestricted or revenue reserve funds each year.
Cardross War Memorial	No distributions in recent years. Upkeep of war memorial.	Trust Fund		689	34	723	10	2		12	Transferred to Roads and Amenity Services who provide a statement setting out expenditure.	Utilise 1/20th of the unrestricted or revenue reserve funds each year.

Clydesdale (GL Clyde-side) Air Raid Distress Fund

No distributions in recent years. For behoof of the former Helensburgh District Council Area. Trust Fund

Unclear how distributions can now be made. Reorganisation being investigated. Retain funds meantime.

51 No distribution

38

13

3,456

753

2,703

19,245

9,579

28,824

242

480

-137

585

Note

Restricted or Capital Funds = Original bequest + Investments

Fund Value checked 24/10/14

ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND AREA
COMMITTEE****CUSTOMER SERVICES****9 DECEMBER 2014**

FUTURE AREA COMMITTEE DATES

1.0 SUMMARY

This report outlines the proposed cycle of meetings with in the Helensburgh and Lomond Area from April 2015 to April 2016.

2.0 RECOMMENDATIONS

- 3.1 Members are asked to endorse the agreed cycle of Area Committee and Business Day meetings as detailed in the attached Appendix.

3.0 DETAIL

- 3.1 The Council considered and agreed a programme of meetings from May 2015 to April 2016 at the meeting held on 27 November 2014. The Council also agreed that finalisation of the dates of the Area Community Planning Group meetings would be delegated to the Executive Director of Customer Services in consultation with the Area Chair.

- 3.2 In accordance with this programme, Helensburgh and Lomond Area Committee meetings will continue with the existing cycle of meetings, such that:-

Area Committees will take place on the morning of the second Tuesday of June, August, October, December, February and April;

Pre-agenda briefings will take place two weeks before the Area Committee meeting; and

Business Day meetings will take place in the morning of the second Tuesday of May, September, November, January and March.

- 3.3 The Chair in consultation with the Executive Director of Customer Services has agreed that Community Planning Group meetings will take place quarterly in the afternoon following either the Area Committee or the Business Day meetings on the second Tuesday of May, August, November and February.

4.0 CONCLUSION

4.1 The Area Committee are invited to endorse the programme of meetings attached as Appendix 1.

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

Executive Director of Customer Services

28 November 2014

For further information contact: Shona Barton, Area Committee Manager
(01436) 657605

APPENDICES

Schedule of Meetings – Appendix 1

Reports to G & L	Pre Agenda Paper Issue	Pre Agenda Meeting	Reports to G & L	Agenda Issue	AREA COMMITTEE MEETING	Venue	Start Time
2015							
Friday 15 th May	Tuesday 19 th May	Tuesday 26 th May	Friday 28 th May	Tuesday 2 nd June	Tuesday 9th June	Pillar Hall	9.30am
Friday 17 th July	Tuesday 21 st July	Tuesday 28 th July	Friday 31 st July	Tuesday 4 th August	Tuesday 11th August	Pillar Hall	9.30am
Friday 18 th September	Monday 21 st September	Tuesday 29 th September	Friday 2 nd October	Tuesday 6 th October	Tuesday 13th October	Pillar Hall	9.30am
Friday 13 th November	Tuesday 17 th November	Tuesday 24 th November	Friday 27 th November	Tuesday 1 st December	Tuesday 8th December	Pillar Hall	9.30am
2016							
Friday 15 th January	Tuesday 19 th January	Tuesday 26 th January	Friday 29 th January	Tuesday 2 nd February	Tuesday 9th February	Pillar Hall	9.30am
Friday 18 th March	Tuesday 22 nd March	Tuesday 29 th March	Friday 1 st April	Tuesday 5 th April	Tuesday 12th April	Pillar Hall	9.30am

Reports to G & L	Agenda Issue	BUSINESS DAY MEETING	Venue	Start Time
2015				
Friday 1 st May	Tuesday 5 th May	Tuesday 12th May	Pillar Hall	9.30am
Friday 28 August	Tuesday 1 st September	Tuesday 8th September	Pillar Hall	9.30am
Friday 30 th October	Tuesday 3 rd November	Tuesday 10th November	Pillar Hall	9.30am
2016				
Tuesday 22 nd December	Tuesday 5 th January	Tuesday 12th January	Pillar Hall	9.30am
Friday 26 th February	Tuesday 1 st March	Tuesday 8th March	Pillar Hall	9.30am

Reports to G & L	Agenda Issue	COMMUNITY PLANNING GROUP MEETING	Venue	Start Time
2015				
Friday 10 th April	Tuesday 14 th April	Tuesday 12th May	Pillar Hall	2.00pm
Friday 10 th July	Tuesday 14 th July	Tuesday 11th August	Pillar Hall	2.00pm
Friday 9 th October	Tuesday 13 th October	Tuesday 10th November	Pillar Hall	2.00pm
2016				
Friday 8 th January	Tuesday 12 th January	Tuesday 9th February	Pillar Hall	2.00pm

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ARGYLL AND BUTE COUNCIL**HELENSBURGH & LOMOND AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****9TH DECEMBER 2014**

HELENSBURGH CHORD – ARTWORK PROGRESS REPORT

1.0 EXECUTIVE SUMMARY

This report outlines progress to date in the delivery of the Artwork elements of Helensburgh CHORD town centre public realm improvement works funded through the main CHORD budget allocation and the S75 Artworks fund of £100,000, the latter approved by Members on the 8th April 2014.

There will be approximately 15 artworks displayed on the plinths in Colquhoun Square, of which the five will be funded through the main CHORD budget. The Lily springs plinth was installed in October this year, the remaining four are currently under production and are due to be installed in March next year.

Of the remaining 10 plinths to be funded by the S75 monies, 5 plinths have been selected from community-led nominations and five from an Open Submission Competition. Two of the community-led nominations have been installed - the John Muir Hermitage plinth and the Comrie Orr plinth. Of the remaining three, the Lions plinth is in production, again due to be installed in March. The other two plinths, St Brides Cross Plinth and Scout Plaque Plinth were approved by Artwork Panel in October and are entering the design phase. The Open Submission Competition was launched on 14th November 2014, via a wide range of outlets including Creative Scotland; Artists Organisations' mailing lists e.g. Glasgow Sculpture Studios, Cove Park, Glasgow Print Studio, Helensburgh Advertiser; the CHORD Outdoor Museum website etc.

The Outdoor Museum website has been launched www.outdoor-museum.com

The following artworks have been installed:

- John Muir Artwork and Bench on the esplanade.
- Stepping Stones on the esplanade.
- 5 Bronze Plaques
- 3 Plinth Artworks and related texts
- Town Map Artwork in Colquhoun Square

RECOMMENDATIONS

That the Helensburgh and Lomond Members note the progress report.

That the Area Committee instructs the Helensburgh CHORD Project Manager to bring a progress report to the Helensburgh and Lomond February Area Committee.

ARGYLL AND BUTE COUNCIL

HELENSBURGH & LOMOND AREA
COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

9th DECEMBER 2014

HELENSBURGH CHORD – ARTWORK PROGRESS REPORT

2.0 SUMMARY

- 2.1 The purpose of this report is to update Members on the progress of Artwork elements of the Helensburgh CHORD town centre public realm improvement works funded through the main CHORD budget allocation and the S75 Artworks fund of £100,000, the latter approved by Members on the 8th April 2014.

3.0 RECOMMENDATIONS

- 3.1 That the Helensburgh and Lomond Members note the progress report
- 3.2 That the Area Committee instruct the Helensburgh CHORD Project Manager to bring a further progress report to the Helensburgh and Lomond February Area Committee.

4.0 DETAILS

- 4.1 It was agreed at the Helensburgh and Lomond Area Committee in June 2014 that the £100,000 section 75 Artworks monies would fund the following artworks:-
- Additional 4 - 5 Plinth Artworks, based upon the design and materials guide that has been evolved in the fabrication of the first 5 Plinth Artworks funded by the CHORD artworks programme;
 - Produce a record of the “ History of Helensburgh” in 100 Objects as a Website;
 - Produce a Design Guide as a downloadable PDF;
 - Create 5 bronze plaques that relate to the historic ‘1845 text’
 - Provide 14 additional stepping stones along the grassed area of the esplanade depicting the most popular children names in Helensburgh over the years
 - Produce a 3m x 0.5m sandstone etching showing the evolution of the town map from 1800 to present day.

It was also agreed that Councillor Ellen Morton, Councillor Gary Mulvaney and Councillor Richard Trail would sit on the Artwork selection panel.

4.2 Progress against each of the above elements is outlined below:

4.2.1 PLINTHS

One of the five plinths funded by the main CHORD funds, the *Lily Springs bottle* plinth was installed in October this year, the remaining four are currently under production and are due to be installed in March next year. The four are: four *Wee shoes* miniature crafted shoes by the town's first shoemaker; *Stooky Bill* puppet used by John Logie Baird for the first ever transmitted televised image in 1926; *Comet – Bell's Bell* replica of the original bell salvaged from the wreck of the Comet in 1820 and the *Butter Pats*.

The position with the *additional plinths* funded from the S75 monies are as follows:-

Community-Led School Plinth - John Muir. The John Muir plinth is installed in the town centre and was 'revealed' by Councillor Ellen Morton as part of the launch of the first artworks for the Outdoor Museum on Friday 24th October 2014.

Community-Led nominated by Helensburgh Heritage Trust – The Comrie & Co bottle is now installed and was 'revealed' by local resident Anne Urquhart as part of the launch of the Outdoor Museum on 24th October.

Community –Led nominated by the Helensburgh Lions Club founded in 1964, the longest serving Lions club in Scotland – replica of their first mini-bus which took people from the centre of Helensburgh to the Vale of Leven Hospital for over 40 years. Proposal approved by the Artwork Panel in August, currently at production stage, due to be installed March 2015.

Community-Led nominated by the local scout group – commemorative metal plaque for two former scout leaders. *WAVEparticle* worked up a series of proposals from the St. Andrew's Kirk Antique Evaluation Day workshops for presentation to the Artwork Panel. Proposal approved by the Panel in October 2014.

Community – Led nominated by Margery Osborne - stone cross from St. Bride's Church. *WAVEparticle* worked up a series of proposals from the St. Andrew's Kirk Antique Evaluation Day workshops for presentation to the Artwork Panel. Proposal approved by the Panel in October 2014

Open Submissions Competition – The competition was launched on 14th November 2014, via a wide range of outlets including Creative Scotland; Artists Organisations' mailing lists e.g. Glasgow Sculpture Studios, Cove Park, Glasgow Print Studio, Helensburgh Advertiser; the CHORD Outdoor Museum website etc.

4.2.2 WEBSITE -

The Outdoor Museum website 'Helensburgh in a 100 objects' has been populated with information about the permanent artworks for the plinths and with live material from the Grey Matters workshops and from the Antiques Valuation Day, St Andrews Kirk on the 1 October 2014.

The website has been launched and can now be accessed as a work in progress via:

<http://outdoor-museum.com>

There was a short article in the Helensburgh Advertiser on 6th October - post the launch of the first artworks for the Outdoor Museum announcing the use of on site QR codes to connect the plinths to the website.

4.2.3 DESIGN GUIDE

The Guide is currently being researched and produced, indicative 2nd draft will be presented to the Artwork Panel in January 2014.

4.2.4 BRONZE PLAQUE TEXT FROM THE 1845 REPORT

The first five plaques that relate to the historic '1845' text are installed and formed part of the launch event for the Outdoor Museum on 24th October. Three still to be installed.

4.2.5 THE STEPPING STONES

The stepping stones, depicting the most popular children names in Helensburgh over the years, have been installed along the grassed area of the esplanade.

4.2.6 TOWN MAP

The Three Town Maps (1865 / 1919 / 2014) are installed and were 'revealed' as part of the launch of the Outdoor Museum on 24th October.

4.2.7 ADDITIONAL ARTWORKS

In addition to the above artworks, Waveparticle are looking to create a flotilla arrangement with the decorative heads from the Comet Lighting columns to attract people from the Esplanade up into the Square; outline designs were presented and approved at the Artwork Panel meeting in October 2014.

4.3 **Budget** - to date approximately £54,000 of the £100,000 S75 fund has been committed/spent.

	Budget	Committed/Spent
Plinth Artwork - Open Submission	£42,000	£ 2,000
Plinth Artwork - Community Led	£22,000	£22,960
Website / Design Guidance	£2,500	£ 2,500
Town Map	£4,000	£ 4,350
Bronze Plaques	£10,500	£ 8,280
Stepping Stones	£3,000	£ 2,800
Total	£84,000	£42,890
Management Fee - 12.5%	£10,500	£8,850
Total	£94,500	£51,740
Contingency 5.8%	£5,500	£ 1,950
	£100,000	£53,690

4.4 **Programme** – Good progress is being made with the Community –Led Plinths, two have been installed and three are at design/production stage. The Open Submission plinths are behind schedule but now that Competition has been launched it is anticipated that these plinths will be installed between March and June next year. The Stepping stones, The Town maps, the Bronze plaques and the John Muir plinth are all installed.

4.5 **Risks** - There are essentially three risks associated with the successful delivery of the S75 artwork proposals; *costs exceeding budget* – project currently under budget as prices for Stepping stones and Bronze plaques returned under estimate; *lower level of response to artworks for Plinths* - given the response to the community-led plinths the risk is deemed low and *ensuring artworks are available to be installed without prejudicing the main works programme* – to date this has not been an issue.

5.0 CONCLUSION

5.1 Overall good progress is being made in delivering the various artwork elements, costs remain within budget and risks associated with the project are low to moderate. All the artworks are integrated into the physical CHORD area and the majority are on track to be installed before the CHORD work is completed. One new work utilising the Comet ship from previous lamp posts is underdevelopment.

6.0 IMPLICATIONS

6.1	Policy	The delivery of this project fits with the Council’s Corporate Plan, Single Outcome Agreement and approved Development Plan key actions and policy for safeguarding our built heritage and town centre regeneration. The economic outcomes from this project will contribute to the Council’s Economic Development Action Plan at a strategic and area based level. Council’s Planning Officers have been consulted on the CHORD Artwork proposals and written consent has been given.
6.2	Financial	The Council is in receipt of the £100,000 funds from the Section 75 Agreement with Drum development. The project management costs are included in the budget breakdown in section 4.3.
6.3	Legal	None
6.4	HR	None, the artwork proposals will be project managed by <i>WAVEparticle</i> , who will report to Helensburgh CHORD Project Manager and provide regular progress updates to the Helensburgh and Lomond Members.
6.5	Equalities	None
6.6	Risk	See section 4.5 above.

6.7 Customer Services None

Pippa Milne, Executive Director of Development and Infrastructure
12 November 2014

Policy Lead, Councillor Ellen Morton

For further information contact:
Helen Ford, Helensburgh CHORD Project Manager
Tel: 07879641415

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HELENSBURGH CHORD PUBLIC REALM IMPROVEMENTS – PROGRESS UPDATE

1.0 EXECUTIVE SUMMARY

This report outlines progress to date in the delivery of the Helensburgh CHORD town centre Public Realm Improvement works.

There are essential four main phases to the works:

Phase 1 A and B West Clyde St/Colquhoun St South and West Bay Esplanade

Phase 2 Colquhoun Square, Sinclair Street Car Park and West Princes St

Phase 3 A and B Colquhoun St North and East Princes St

Phase 4 Sinclair St

Phase 1a complete with the majority of snagging issues addressed; Public Conveniences and Sinclair St car park re-opened.

Phases 1b; 2; 3a and 3b are substantially complete.

Phases 4a Sinclair St north and 4 Sinclair St south are on site. Phase 4a is slightly behind programme, original completion date 14 November, contractor now reporting 21 November.

Phase 4b Sinclair St south – work started on site to the eastern footway on the 3 November, six weeks ahead of Contractor's programme. The works are due to be completed on the 12 December with the remaining works commencing on the 5 January 2015, completion date 31 March 2015.

RECOMMENDATIONS

That the Area Committee notes the progress report.

That the Area Committee instruct the Helensburgh CHORD Project Manager to bring a further progress report to the Helensburgh and Lomond February Area Committee.

HELENSBURGH CHORD PUBLIC REALM IMPROVEMENTS – PROGRESS UPDATE

2.0 INTRODUCTION

The purpose of this report is to update Members on progress to date in the delivery of the Helensburgh CHORD town centre Public Realm Improvement works.

3.0 RECOMMENDATIONS

3.1 That the Area Committee notes the progress report.

3.2 That the Area Committee instruct the Helensburgh CHORD Project Manager to bring a further progress report to the Helensburgh and Lomond February Area Committee.

4.0 DETAIL**4.1 Background**

The Helensburgh Town Centre Public Realm Improvement works include road narrowing and widening of adjoining pavements in natural materials; resurfacing of the carriageway; installation of new street furniture; soft landscape works; enhanced lighting; creation of a gathering/event space in Colquhoun Square; upgrading the West Bay Esplanade; introducing public art to reflect the heritage and culture of the town; refurbishing the Public Conveniences on the esplanade and upgrading Sinclair St car park. The aim is to enhance both the local and wider communities' perceptions of the town as a good place to live, work and play and to raise Helensburgh's reputation as an attractive day visitor destination.

4.2 **Works to Phase 1 A/B Phase 1A** complete with the majority of snagging issues addressed; Public Conveniences re-opened; Phase 1B substantially complete.

4.3 **Phase 2 Colquhoun Square and West Princes St** – Substantially complete. Sinclair St Car Park re-opened. Feedback has been very positive and the space is being well used and enjoyed by both local residents and day visitors.

4.4 **Phases 3 A/B Colquhoun Street North and East Princes St** - Substantially complete.

4.5 **Phases 4 A/B Sinclair Street North and South** – Phase 4a is slightly behind programme, original completion date 14 November, Contractor now reporting works will be completed by the 21 November.

Phase 4b Sinclair St south – work started on site to the eastern footway on the 3 November, six weeks ahead of Contractor's programme. The works are due to be completed on the 12 December with the remaining works commencing on the 5 January 2015, completion date 31 March 2015.

4.6 The cost for delivering the Helensburgh CHORD Public Realm works remains within budget.

4.7 The main risks in implementing this type of project are generally around dealing with underground site conditions such as uncharted services, levels of hard rock encountered; the robustness of the design and the performance of the contractor in programming the works

(plant/machinery and workforce) and in addressing on site issues in conjunction with the design team. These matters are regularly monitored by the Project Manager and Resident Engineer and discussed with the relevant parties to mitigate these risks.

5.0 CONCLUSION

Progress to date against Contractual Programme continues to be behind schedule. This is due to various factors, including poor ground conditions; desire to enhance original drainage design to help alleviate the impact of flooding during extreme weather conditions. The cost for delivering the Helensburgh CHORD Public Realm works remains within budget. In line with good practice a post project evaluation report will be undertaken on completion of the works.

6. IMPLICATIONS

POLICY	The delivery of this project fits with the Council’s Corporate Plan, Single Outcome Agreement and approved Development Plan key actions and policy for safeguarding our built heritage and town centre regeneration. The economic outcomes from this project will contribute to the Council’s Economic Development Action Plan at a strategic and area based level.
FINANCIAL	Covered in Highlight Report exempt item
LEGAL	Any issues will be dealt with through the Contract.
HR	Personnel commitment across relevant departments for duration of project
EQUALITIES	No equal opportunities implications
RISKS	As outlined in 4.7 above.

Pippa Milne, Executive Director Development and Infrastructure Services

Policy Lead, Councillor Ellen Morton

For further information contact: Helen Ford, Helensburgh CHORD Project Manager, Tel: 07879641415

12 November 2014

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