

Public Document Pack

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Executive Director: Douglas Hendry



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31 May 2023

NOTICE OF MEETING

A meeting of the **CAMPBELTOWN COMMON GOOD FUND** will be held **ON A HYBRID BASIS BY MICROSOFT TEAMS AND IN THE COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **WEDNESDAY, 7 JUNE 2023** at **12:30 PM OR AT THE CONCLUSION OF THE MAKI AREA COMMITTEE, WHICHEVER IS THE LATER**, which you are requested to attend.

Douglas Hendry
Executive Director

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTE OF PREVIOUS MEETING OF CAMPBELTOWN COMMON GOOD FUND, HELD ON 1 MARCH 2023 (Pages 3 - 6)**
- E1 4. CAMPBELTOWN COMMON GOOD FUND - FINANCIAL INFORMATION**
 - E1 (a) Financial Statement (Pages 7 - 8)**
 - E1 (b) Accounts for Year Ended 31 March 2023 (Pages 9 - 14)**
- E1 5. COMMON GOOD FUND APPLICATIONS**
 - E1 (a) Mull of Kintyre Music and Arts Association (Pages 15 - 32)**
 - E1 (b) Kintyre Food Bank (Pages 33 - 44)**
 - E1 (c) Mull of Kintyre Half Marathon and 10K (MOK Run) (Pages 45 - 58)**
 - E1 (d) Keeping It Local CIC (Pages 59 - 94)**
- E1 6. END OF PROJECT MONITORING (Pages 95 - 134)**
- 7. CONSIDERATION OF CURRENT CRITERIA (Pages 135 - 136)**
- 8. ANY OTHER COMPETENT BUSINESS**
- 9. DATE OF NEXT MEETING**

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 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

Paragraph 6

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

Campbeltown Common Good Fund

Councillor John Armour (Chair)
Councillor Tommy MacPherson

Councillor Donald Kelly

Shona Barton, Governance Manager

Contact: Lynsey Innis, Senior Committee Assistant, Tel: 01546 604338

MINUTES of MEETING of CAMPBELTOWN COMMON GOOD FUND held ON A HYBRID BASIS BY MICROSOFT TEAMS AND IN THE COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on WEDNESDAY, 1 MARCH 2023

Present: Councillor John Armour (Chair)

Councillor Donald Kelly

Attending: Shona Barton, Governance Manager

1. APOLOGIES FOR ABSENCE

There were no apologies for absence intimated.

Having noted the absence of Councillor MacPherson, the Governance Manager advised that the Campbeltown Common Good Fund was inquorate and as such was a consultation meeting.

The Governance Manager further advised the remaining Trustees that following a decision made by Council at their meeting on Thursday, 19 May 2022, a delegation had been given to the Executive Director with responsibility for Legal and Regulatory Support (or his representative) to determine applications in consultation with Ward 1 Members, and the decisions are recorded on that basis.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTE OF PREVIOUS MEETING OF CAMPBELTOWN COMMON GOOD FUND, HELD ON 7 DECEMBER 2022

The Minute of the Campbeltown Common Good Fund, held on 7 December 2022, was approved as a correct record.

The Common Good Fund resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following items of business, on that grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

4. CAMPBELTOWN COMMON GOOD FUND - FINANCIAL STATEMENT

Members gave consideration to a report detailing the current position of the investment transaction activity for the period.

Decision

Members agreed to note the statement and balance of income available.

(Reference: Financial Statement, Simmers & Co Chartered Accountants, dated 1 March 2023, submitted)

5. COMMON GOOD FUND APPLICATIONS

(a) Dalintober Primary School PTA

Members gave consideration to the application from Dalintober Primary School PTA.

Decision

Members agreed to award the group £2,000 to assist with the cost of apps and devices for children with complex communication support needs.

(b) Dalintober Primary School PTA

Members gave consideration to the application from Dalintober Primary School PTA.

Decision

Members agreed to award the group £1,400 to facilitate the attendance of Dalintober Youth Work team at the Drama festival in Dunoon in March 2023.

(c) Campbeltown and District Juvenile Football Association

Members gave consideration to the application from Campbeltown and District Juvenile Football Association.

Decision

Members agreed to award the group £1,500 to assist with the costs of new kits for coaching staff.

6. END OF PROJECT MONITORING

(a) Mull of Kintyre Music Festival

Consideration was given to the End of Project Monitoring information provided in respect of the Mull of Kintyre Music Festival.

Decision

Members agreed to note the information provided.

7. ANY OTHER COMPETENT BUSINESS

The Governance Manager advised that the actions identified at the last meeting had not been progressed. She advised that she would ensure that a social media post to raise awareness of the Fund and the addition of an agenda item to allow for consideration of the current criteria would be included in preparations for the next meeting of the Fund.

Discussion was had on the need to ensure that all End of Project Monitoring Forms had been returned for awards granted for the 2021/22 financial year. The Governance

Manager undertook to ensure that this was the case and confirmed that an update would be provided to Members at their next meeting.

8. DATE OF NEXT MEETING

Trustees noted that the next meeting of the Campbeltown Common Good Fund would take place on Wednesday, 7 June 2023.

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CAMPBELTOWN COMMON GOOD FUND CRITERIA

The following criteria apply to all applications for financial assistance from the Campbeltown Common Good Fund:-

1. The Common Good Fund requires to be administered having regard to the interests of the inhabitants of the town of Campbeltown. Accordingly, applications must clearly demonstrate that the purpose of the grant is to provide a service or facility that will meet a local need or directly benefit the residents of Campbeltown. The Members of the Fund must be satisfied that any and all disbursements from the Fund meet this requirement, and their decisions in this regard are full and final.
2. The Common Good Fund is not an alternative to mainstream Council Grants Schemes and applications to the Fund will only be considered once other sources of funding (where applicable) have been applied for and determined.
3. Subject to 1 and 2 above, applications will be considered from individuals and properly constituted voluntary or charitable organisations for funding towards 'one-off' projects. Applications for routine operational costs / core funding will not normally be considered. Regular applications from organisations will only be considered where such applications form part of a defined development plan or growing project.
4. Applications will only be considered if they include a copy of the most recent audited or approved accounts of the organisation. Accounts can only be approved by someone independent of the applicant organisation. This person's name and address must be supplied.
5. Applications will not normally be accepted where the amount of funding requested exceeds £2,000.00; in respect of projects on which work has already started; or in aid of expenditure towards which applicants have already made a commitment or paid.
6. Applications relating to a wider area than that covered by the Fund will not normally be considered unless the applicant can specify, to the satisfaction of the Fund Members, how any grant will meet a local need or directly benefit residents of Campbeltown.
7. Applicants **must** enclose, along with the completed application form, the following information (where applicable):
 - A copy of the most recent audited or approved accounts
 - Contractor's estimates
 - A copy of the organisation's constitution
 - Any planning or other consents (which must have been already obtained)
8. All successful applicants will be required to complete an End of Project Monitoring Form to ensure that any monies awarded are used appropriately, in accordance with

the Fund criteria and giving a level of information which enables trustees to be satisfied that this has happened. The submitted information must outline the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award. **End of Project Monitoring Forms should be completed as soon as possible following the completion of the project and non-completion of End of Project Monitoring Forms is likely to have an impact on future applications.**

9. All applicants must ensure that up to date contact information is provided to ensure that the relevant monitoring of awards can be completed. In particular, where there is a change in the details of the person responsible for the use of the monies awarded, this should be communicated as soon as possible.