

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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31 July 2012

NOTICE OF MEETING

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in **EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY** on **TUESDAY, 7 AUGUST 2012** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

- (a) Minutes of Meeting of 6th June 2012 (Pages 1 - 8)
- (b) Minute of Meeting of 20th June 2012 (Pages 9 - 10)

4. CUSTOMER SERVICES

- (a) Appointment To Outside Organisations within the Bute & Cowal Area (Pages 11 - 12)

5. COMMUNITY SERVICES

- (a) Grants to Third Sector 2012/13 (Pages 13 - 48)
- (b) Third Sector Grants - Dunoon Mod 2011/12 (Pages 49 - 50)

6. DEVELOPMENT & INFRASTRUCTURE SERVICES

- (a) Verbal report on the Milton Burn Flood Prevention Scheme
- (b) Grass Cutting Road Side Verges (Pages 51 - 52)
- (c) Japanese Knotweed Control Bute & Cowal Area (Pages 53 - 60)
- (d) Provision Of Bollards, Restriction Of Vehicle Access To Rothesay Esplanade And Dunoon Parade (Pages 61 - 68)

7. PUBLIC & COUNCILLOR QUESTION TIME

The Committee will be asked to pass a resolution in terms of Section 50(a)94) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an “E” on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 & 2 - 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.

E2 - Paragraph 6 Information relating to the financial or business affairs of any particular person (other than the authority)

8. EXEMPT ITEMS

- E1** (a) Former Cowal Toy Library, 60 Ardenslate Road, Dunoon (Pages 69 - 72)
- E2** (b) Sale Of Land At Dunclutha, Dunoon (Pages 73 - 80)

BUTE & COWAL AREA COMMITTEE

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

Contact: Eilidh FitzPatrick, Area Governance Assistant, 01369 707135

**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the CASTLE HOUSE,
CASTLE GARDENS, DUNOON
on WEDNESDAY, 6 JUNE 2012**

Present: Councillor R Macintyre (Area Leader)

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

Attending: Shirley MacLeod, Area Governance Manager
Jim Smith, Head of Roads & Amenity Services
Callum Robertson, Roads Performance Manager
Margaret Fyfe, Community Development Manager
Caroline Sheen, Estates Surveyor
Peter McDonald, Project Officer, Rothesay Townscape Heritage Initiative
David Clements, Improvement and Organisational Development Programme Manager

The Chairman ruled and the Committee agreed, in terms of Standing Order 3.2.2 that reports regarding the Regeneration / Development Opportunity Guildford Square, Rothesay, Carriageway Reconstruction Works 2012-13 and the Former Steamer Enquiry Office, Dunoon Pier, dealt with at items 8a, 8b and 10a of this minute, be taken as matters of urgency due to decisions being needed before the next scheduled Area Committee meeting.

1. APOLOGIES

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

Councillor G Blair

2. DECLARATIONS OF INTEREST

Councillor Marshall declared a non financial interest in part 2.4 of item 5a by reason of being a member of the groups committee and took no part in the discussion of this item.

3. MINUTES

(a) MINUTE OF MEETING OF 3RD APRIL 2012

The Minute of the Meeting of 3rd April 2012 was approved as a correct record.

(b) MINUTE OF MEETING OF 26TH APRIL 2012

The Minute of the Meeting of 26th April 2012 was approved as a correct record.

4. DEVELOPMENT & INFRASTRUCTURE SERVICES

(a) VERBAL UPDATE ON MILTON BURN FLOOD PREVENTION SCHEME

Members heard a verbal update from the Area Governance Manager on the Milton Burn Flood Prevention Scheme.

Decision

The Committee noted the details provided.

5. COMMUNITY SERVICES

(a) GRANTS TO THIRD SECTOR 2012/13

Councillor B Marshall, having declared a non financial interest in part 2.4, left the meeting and took no part in the discussion of that item.

The Community Development Manager spoke on the recommendations for the award of Third Sector Grants and the Committee considered and determined them as follows:-

	Third Sector Grants	Project Costs	Grant Awarded
2.1	Bute Youth Project Agreed a report on the numbers attending the Bute Youth Project be brought to the next Area Committee.	£40,300	£3,600
2.2	CLASP (Cowl Local Action for Special Projects)	£9,580	£0
2.3	Cowl Walking Festival	£10,550	£2,775
2.4	Crossroads (Cowl and Bute)	£464	£232
2.5	Fynefest	£48,000	£0
2.6	Homestart MAJIK	£22,000	£0

(Reference: Report by the Community Development Manager – submitted)

6. CHIEF EXECUTIVE'S

(a) AREA PLAN SCORECARDS

Members heard from the Improvement and Organisational Development Programme Manager on the latest Area performance across the range of services selected.

Decision

The Committee:-

- i. Noted the performance reported on the Area Scorecard.
- ii. Agreed to participate in further development of the Area Scorecard to better reflect current topics of

interest.

(Reference: Report by the Improvement & Organisational Development Programme Manager – submitted)

7. CUSTOMER SERVICES

(a) COMMUNITY SAFETY FORUM & LINKAGES TO OTHER GROUPS

Members heard from the Area Governance Manager on the status and membership of the Local Community Safety Forums.

Decision

The Committee:-

- i. Noted the current status of the Forums in the area.
- ii. Agreed to appoint Councillor L Scoullar to the Bute Community Safety Forum and Councillor B Marshall to the Cowal Community Safety Forum.
- iii. Noted the intention to schedule meeting to facilitate improved communications with Local Area Community Planning Groups.
- iv. Agreed that a report on the operation and effectiveness of CCTV in the Bute & Cowal Area be submitted to the next Area Committee.

(Reference: Report by the Area Governance Manager – submitted)

(b) APPOINTMENT TO OUTSIDE ORGANISATIONS WITHIN THE BUTE & COWAL AREA

The Members heard from the Area Governance Manager on appointments to local bodies/organisations with the Bute & Cowal area.

Decision

The Committee agreed the following appointments:-

Outside body/ Organisation	Number of appointments previously made	Length/Term of Appointment	Councillor Appointed
Destination Dunoon & Cowal Steering Group	All Dunoon & Cowal Members	Until next Election	Dunoon & Cowal Members
Cowal Games Partnership	All Dunoon & Cowal Members	Until next Election	Dunoon & Cowal Members
Dunoon and Cowal Marketing Group Partnership	Two representatives	Until next Election	Councillors G Blair & M Breslin
Cowal Women's	One	Until next	Councillor A

Aid	representative	Election	McNaughton
Bute Drug & Alcohol Forum	One representative	Until next Election	Councillor I Strong
Cowal Drugs and Alcohol Misuse Group	Two representatives	Until next Election	Councillor M Breslin
Bute Youth Project	One representative	Until next Election	Councillor I Strong
Moat Centre Council	One representative	Until next Election	Councillor R Macintyre
Dunoon Mod/Council Partnership	Three representatives	Until next Election	Councillors B Marshall, A McNaughton & J McQueen
Forward Dunoon & Cowal	All Dunoon & Cowal Members	Until next Election	Dunoon & Cowal Members
Cowal Transport Forum	One representative	Until next Election	Councillor A McNaughton
Bute Area Development Group	All Bute Members on a rota basis	Until next Election	Councillor I Strong
Dunoon Community Development Trust	All Dunoon & Cowal Members on a rota basis	Until next Election	Councillor M Breslin
Cruach Mhor Wind Farm Trust	One representative	Until next Election	Councillor B Marshall
Clachan Flats Wind Farm Trust	One representative	Until next Election	Councillor G Blair
Argyll Community Housing Association Area Committee	One representative	Until next Election	Councillor G Blair
Glasgow Airport Consultative Committee	One substitute member (Helensburgh and Lomond to appoint substantive Member)	Until next Election	Councillor J McQueen
Lower Clyde Greenspace (formerly Lower Clyde River Valley Project)	One representative	Until next Election	The Area Governance Manager to investigate this groups existence
PA23 BIDS	One representative	Until Next Election	Councillor J R Walsh

(Reference: Report by the Area Governance Manager dated 26th April 2012 – submitted)

(c) **ADMINISTRATION OF COMMON GOOD FUNDS**

Members heard from the Area Governance Manager on the appointment of Members to the Rothesay and Dunoon Common Good Funds.

Decision

The Committee agreed:

- i. Councillors R Macintyre, L Scoullar and I Strong be appointed to the Rothesay Common Good Fund.
- ii. Councillors M Breslin, J McQueen and J R Walsh be appointed to the Dunoon Common Good Fund.

(Reference: Report by the Executive Director of Customer Services dated May 12 – submitted)

8. DEVELOPMENT & INFRASTRUCTURE SERVICES

(a) **THI GUILDFORD SQUARE GAP SITE**

Members heard from the Project Officer on the possible regeneration / development opportunities in Guildford Square in relation to gap sites within the likely ownership of the Council.

Decision

The Committee:-

- i. Noted the contents of the report.
- ii. Agreed the proposal to scope out development opportunities and the method by which these can be assessed / progressed.
- iii. Noted that the development of the business case/options appraisal for the gap site will be overseen by the CHORD Project Board and the decision will be referred back to the Area Committee.

(Reference: Report by the Executive Director of Development & Infrastructure Services – tabled)

(b) **CARRIAGEWAY RECONSTRUCTION WORKS 2012-13**

Members heard from the Roads Performance Manager on the progress to date in the Capital Reconstruction Programme and expenditure vs budget.

Decision

The Committee noted the progress to improve sections of the network.

(Reference: Report by the Roads Performance Manager dated 1st June 2012 – tabled)

9. PUBLIC & COUNCILLOR QUESTION TIME

Anne Gabriel asked the Committee who was responsible for clearing the Milton Burn and the Head of Roads & Amenity Services advised he would look into it.

Anne Gabriel wished to thank Officers who helped with the Jubilee Beacon celebrations.

Councillors expressed their concerns over grass cutting and verge cutting in the area and the Head of Roads & Amenity Services advised he would circulate the grass cutting programme to Members and bring an update report to the next Area Committee.

Councillor Marshall asked about the replacement of street signage and the Roads Performance Manager advised there was £20,000 budget for signage and once the programme has been finalised he would circulate it to Members. Councillor Marshall asked that the signage at the A8003 Glendaruel be looked at.

Mrs McChlery asked for the Area Committee's help to fund the Cowal Police Football Tournament, it was agreed the Head of Roads & Amenity Services would investigate the stadium charges and the Community Development Manager would meet with Mrs McChlery to discuss potential grant assistance.

10. EXEMPT ITEMS

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

(a) FORMER STEAMER ENQUIRY OFFICE

Members heard from the Estates Surveyor on the lease of the Former Steamer Enquiry Office.

Decision

The Committee:-

- i. Agreed with the recommendations contained in the report by the Executive Director of Customer Services.
- ii. Agreed that the lease be conditional on the premises being used solely for the purpose of selling food for consumption off the premises.

(Reference: Report by the Executive Director of Customer Services dated 6th June 2012 – tabled)

(b) **LEASE OF SITE AT DUNOON STADIUM**

Members heard from the Estates Surveyor on the lease of site at Dunoon Stadium.

Decision

The Committee agreed to arrange a meeting with the DYFL, Dunoon & Cowal Members and a representative from Estates to discuss the situation as soon as possible.

(Reference: Report by the Head of Governance and Law dated 10th May 2012 – submitted)

(c) **GROUND, ASHTON VIEW, EDWARD STREET, DUNOON**

Members heard from the Estates Surveyor on the request to lease an area of ground adjacent to Ashton View, Edward Street, Dunoon.

Decision

The Committee agreed with the recommendations contained in the report by the Executive Director of Customer Services.

(Reference: Report by the Executive Director of Customer Services dated 29th April 2012 – submitted)

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**MINUTE of SPECIAL MEETING of BUTE AND COWAL AREA COMMITTEE held in the
CUSTOMER SERVICES OFFICE, HILL STREET, DUNOON
on WEDNESDAY, 20 JUNE 2012**

Present: Councillor Robert Macintyre (Lead Councillor)

Councillor Gordon Blair (Deputy Lead Councillor)
Councillor Councillor Bruce Marshall
Councillor Alex McNaughton
Councillor James McQueen
Councillor Len Scoullar

Also Present: Shirley MacLeod -Area Governance Manager
Paul Convery – Planning and Development Officer

1. APOLOGIES

Apologies were intimated from :-

Councillor Michael Breslin
Councillor Isobel Strong
Councillor Dick Walsh

2. DECLARATIONS OF INTEREST

Councillor Alex McNaughton declared a non-financial interest in relation to the sites at Glendaruel and Stronafian, on the basis that he is a member of the Development Trust Groups relating to these sites. He left the meeting during discussion of these sites and accordingly took no part in the decision making process.

3. DEVELOPMENT AND INFRASTRUCTURE SERVICES

**(a) CONSULTATION ON POTENTIAL ADDITIONAL SITES FOR
PROPOSED LOCAL DEVELOPMENT PLAN**

Members were asked to consider the contents of a report by the Development Policy Manager, which set out the details of the sites in the Bute and Cowal area that have been submitted in response to, and as part of the public consultation on the Main Issues Report of the Local Development Plan (LDP) together with the attached appendix which identifies the three main categories contained therein.

Decision

That the Area Committee agreed:-

- i. to note the content of the submitted report and the additional sites that are proposed to be included in the proposed Local Development

Plan

- ii. that the additional sites shown in the appendix be subject to an additional minimum 28 day public consultation to help inform the preparation of the proposed LDP

(Ref: Report by Development Policy Manager, dated 20 June 2012, submitted)

**ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES**

**BUTE & COWAL
AREA COMMITTEE
7th August 2012**

**APPOINTMENT TO OUTSIDE ORGANISATIONS WITHIN THE BUTE & COWAL
AREA**

1. SUMMARY

The purpose of this report is to consider appointments to the Lower Clyde Greenspace Organisation as per report to the June Area Committee.

2. RECOMMENDATIONS

2.1 Members are asked to appoint an Elected Member to the Lower Clyde Greenspace Organisations detailed in 3.2.

3. DETAIL

3.1 The Area Committee on the 6th June 2012 made a number of appointments to outside bodies/organisations within Argyll and Bute and instructed the Area Governance Manager to submit a report to the first available meeting of the Bute & Cowal Area Committee with details of area based outside organisations which the Committee may wish to make appointments to.

3.2 Outside Organisations requiring appointed representatives within Bute & Cowal are :

Outside body/ Organisation	Number of appointments previously made	Length/Term of Appointment	Value of Membership to the Council
Lower Clyde Greenspace (formerly Lower Clyde River Valley Project)	One representative	Until next Election	Essential

4. IMPLICATIONS

Policy:	This is in keeping with the Council's commitment to work in partnership with other agencies and organisations within the Bute & Cowal area.
Financial	The Council will incur costs for Members participating in the these meetings
Personnel:	None
Equal Opportunities:	None

For further information contact: Shirley MacLeod, Area Governance Manager

Telephone: 01369 707134

31st July 2012

	<u>Organisation</u>	<u>Grant Awarded 2011/12</u>	<u>Total Project Costs</u>	<u>Amount Requested</u>	<u>Recommendation</u>
3.3	Girl Guiding Argyll	£160	£4,520	£1,220 (across 3 areas of the Council incl B &C)	£130
3.4	Pass It On	£0	£12,400	£5,000	£3,840
3.5	Port Banntyne Golf Club	£0	£198	£99	£99
3.6	RSCDS South Argyll Branch	£220	£720	£360	£180
3.7	The Rustle Way Foundation	£0	£5,000	£2,500	£1,920
3.8	Transclyde Music	£0	£1,764	£882	£655
			Total Recommended		£ 7,524
			Balance		£0

	Organisation	Rationale for grant allocation
3.1	*Bute Bowling Association	To assist with the costs of the annual open bowling tournament on Bute. This tournament attracts visitor from all over Britain to the Island. The Association has limited funds and a grant will allow the event to go ahead.
3.2	*Cowal Music Club	A contribution towards the staging of six concerts of chamber music from October to March. Cowal Music Club has limited fiunding and does not have enough reserves to meet the cost of the event.The group has applied to Enterprise Music Scotland for funding but this has not been agreed yet.
3.3	Girl Guiding Argyll	This organisation has applied to three areas of the Council, excluding Helensburgh and Lomond. The total amount requested is £1,220, which equates to approx £406 from each of the three areas. The funding is to assist with the costs of a training weekend for leaders in Ardmay. This would be a contribution towards the travel costs for the training event.
3.4	Pass It On	The project is based in Bute. The grants is to assist with the running costs of the Pass It On project. The project provides household goods to people in need, in the form of starter packs and furniture. The running costs for the project include rent, buying of new starter packs and on-going costs of the project.
3.5	Port Bannatyne Golf Club	A contribution towards the Centenary celebration of Port Bannatyne Golf Club. The club is running a number of competitions as well as producing a history of the club. The funding requested is a contribution towards the purchase of one of the trophies for the competition due to run in August
3.6	RSCDS South Argyll Branch	The funding will be used to teach children from five schools in the area 8 dances which will culminate in a dance event in November. This activity increases the children's knowledge of their Scottish heritage. There is also a health benefit as it improves their fitness.
3.7	The Rustle Way Foundation	This organisation, based on Bute, is requesting a grant towards core costs for running the premises and the activities carried out on the premises. The activities tend to be art based but include jewellery classes as well as meeting space for other groups such as SK8 Bute and Crew Pheonix. At present without funding the project will be forced to close at the end of August. The recommendation is pending a satisfactory financial statement from the group.
3.8	Transclyde Music	A contribution towards the purchase of a portable stage which can be used for regular musical events as well as functions in Craigmore Bowling Club.

***Events and Festivals**

4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed, and where applicable, have received financial approval.

5.0 IMPLICATIONS

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

6.0 APPENDICES

6.1 Appendix 1 – Background Information – Bute Youth Project

Margaret Fyfe
Community Development Manager
30 July 2012

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

Background Information: Bute Youth Project, Tower St, Rothesay**Monthly Monitoring Sheet – Average 2011**

Age Range	Male	Female
12- 15	225	166
16+	23	8

Numbers involved in Activities monthly average 2011

Activity	No	Activity	No
Youth information	55	Arts	12
ICT	74	Capacity Building	14
Sports/Leisure	190	Youth/Participation Forums	12
Literacy and Numeracy	2	Community Safety	26
Substance Misuse	37		

Number of Young People participating in the Project**May 2012**

Age Range	Male	Female
12- 15	174	139
16+	48	21

June 2012

Age Range	Male	Female
12- 15	138	117
16+	26	11

In addition to the weekly activities in the centre, in 2011 members had the opportunity to participate in visits to:

Discover Centre, Rothesday
 Escape Leisure Group, Largs
 Drimsynie Estate, Lochgoilhead
 Braehead
 Glasgow Science Centre
 Dunoon Youth Centre
 Transport Museum, Glasgow
 Waterfront, Greenock

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Bute Bowling Association	
Contact Person in Organisation	George McNae	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£750	
b) Grant awarded last year?	£300	
c) Total Project cost?	£2359.25	
d) How much coming from own resources?	£1,609.25	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£250	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with the costs of the annual open bowling tournament. This tournament attracts visitor from all over Britain to the Island of Bute. The Association has very little spare cash and a grant will allow the event to go ahead.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
N/A		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The organisation has very little spare cash for the event. They have run this event successfully for a number of years. It brings people together in a social atmosphere and encourages healthy activities.		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

The organisation has received grants for a number of years. The group has only got sufficient funds to run a reduced event. The grant recommendation reflects the previous number of grants received and has been awarded at 33% of amount requested.

2 Financial Check – Have you checked the Organisation is:

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

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

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	N/A
b)	Clear recruitment policies	No
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	No
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

Other British

Irish

Any other White background please specify

B Mixed

Any Mixed background please specify

C

Eastern European

D Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

Caribbean

African

Any other Black background please write in

F Other Ethnic background

Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 25 June 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Cowal Music Club	
Contact Person in Organisation	Dorothy McLennan	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£600	
b) Grant awarded last year?	£0	
c) Total Project cost?	£4,610	
d) How much coming from own resources?	£2010	
e) How much coming from other agencies?	£2000	
f) Grant Recommendation	£450	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the staging of six concerts of chamber music from October to March	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? N/A		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The group does not have enough reserves to be able to meet all the costs of the events. They wish to provide events in a wide range of chamber music for a number of residents of the area.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

N/A

2 Financial Check – Have you checked the Organisation is:

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	No
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	No
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No
Comments :		

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: E A Marion

Designation: Community Development Officer

Date: 11 July 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Girl Guiding Argyll	
Contact Person in Organisation	Isobel Strathdee	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,220	
b) Grant awarded last year?	£160 for Bute and Cowal	
c) Total Project cost?	£4,520	
d) How much coming from own resources?	£2,300	
e) How much coming from other agencies?	£1,000	
f) Grant Recommendation	£130 for Bute and Cowal	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide a contribution towards a training weekend for leaders. This would be a contribution towards the travel costs for the leaders to Ardmay.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This training weekend allows all the leaders to get together to update their skills and learn about new procedures. This enhances the skills of the leaders and allows them to improve the level of training that they give to the Guides.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
There has been a reduction in the level of funding as the group received funding last year.		

2 Financial Check – Have you checked the Organisation is:

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

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

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

3 General Criteria

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

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date 11 July 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Pass It On	
Contact Person in Organisation	Janet Maxwell	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£5,000	
b) Grant awarded last year?	£0	
c) Total Project cost?	£12,400	
d) How much coming from own resources?	£2,400	
e) How much coming from other agencies?	£5,000	
f) Grant Recommendation	£3,840	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with the running costs of the Pass It On project. The running costs include rent, buying of new starter packs and on-going costs of the project.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
As well as providing starter packs to people in need the project also recycles items that would have otherwise gone to landfill sites. The project has been running since 2005 and provides a valuable service to people in need. They have a large network of partners that refer clients to them		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

2 Financial Check – Have you checked the Organisation is:

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

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

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	180
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	No
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

Other British

Irish

Any other White background please specify

B Mixed

Any Mixed background please specify

C

Eastern European

D Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

Caribbean

African

Any other Black background please write in

F Other Ethnic background

Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 12th July 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 **Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Port Banntyne Golf Club	
Contact Person in Organisation	Iain MacLeod	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application e.g. Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£198 (Over 50%)	
b) Grant awarded last year?	£0	
c) Total Project cost?	£198	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£99 (50%)	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the celebration of the Centenary of Port Bannatyne Golf Club. The club is running a number of competitions as well as producing a history of the club. The funding requested is a contribution towards the purchase of one of the trophies for the competition due to run in August	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? N/A		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The golf club has been running a number of competitions over the year since May 2012. They have already spent £1,035 on prizes for competitions that have taken place. All their reserves are restricted towards the costs of three shelters, 1 bridge and the publication of the club history.		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

N/A

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes Copy Awaited
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

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

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	N/A
b)	Clear recruitment policies	No
c)	Ongoing training and support for volunteers	No
d)	A code of conduct for staff and volunteers	No
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 12/7/12

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Royal Scottish Country Dance Society – South Argyll Branch	
Contact Person in Organisation	Shirley Morton	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£360	
b) Grant awarded last year?	£220	
c) Total Project cost?	£720	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£180	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The funding will be used to teach children from 5 schools in the area 8 dances culminating in a dance event in November.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The RSCDS has run this activity for a number of years and it has proved successful and popular. The young children learn about Scottish dance and heritage as well as improving their general health.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The group has received funding last year and there has been a slight reduction in the level of funding as a result.		

2 Financial Check – Have you checked the Organisation is:

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

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

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

3 General Criteria

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

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 16 July 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Rustle Way Foundation	
Contact Person in Organisation	Nicola Jones	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,500	
b) Grant awarded last year?	£0	
c) Total Project cost?	£5,000	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,920	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The funding would be utilised to ensure continuation of the specialist support services across Argyll and Bute and to protect the Centre's Hub in Dunoon.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
N/A		

2 Financial Check – Have you checked the Organisation is:

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	500+
f)	Is the organisation well established?	No. New organisation established Marc 2011
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	No
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 16 July 2012

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ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 **Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Transclyde Music	
Contact Person in Organisation	Alison Ramsay	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited
Name and Designation of Council Officer you have contacted to discuss the application e.g. Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£882	
b) Grant awarded last year?	£0	
c) Total Project cost?	£1,764	
d) How much coming from own resources?	£882	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£655	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution toward the purchase of a portable stage which can be used for regular musical event as well as functions in the bowling club.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	√
e)	Positive impact on local communities	√
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	√
Have you received an end of project report for the previous grant award? N/A		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
At present the club borrows a stage from another organisation on the island. This requires to be transported from another part of the island and set up which takes several hours. If the club had a portable stage in the bowling club the time required would be reduced. The club seems to be growing steadily over the past couple of years and is providing a popular activity on the island		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

N/A

2 Financial Check – Have you checked the Organisation is:

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

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: Liz Marion

Designation: Community Development Officer

Date: 12 July 2012

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- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Reduced marketing for the Mod
- 5.7 Customer Service: None

6.0 APPENDICES

None

Margaret Fyfe
Community Development Manager
30 July 2012

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

ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****JULY 2012**

GRASS CUTTING ROAD SIDE VERGES

1.0 SUMMARY

Provision of progress regarding grass cutting operations in the Bute and Cowal area regarding roadside verges and amenity areas.

2.0 RECOMMENDATIONS

- 2.1 Members being advised of the works already completed and the programme in place to attend to the remainder for rural roads.
- 2.2 Members being advised of the amenity grassland maintenance programme.

3.0 DETAIL

- 3.1 The roadside verge maintenance works were slow to start due to some operational difficulties regarding the tractors and the delivery of replacements. Amenity grass cutting operations came under pressure earlier in the season for a short period of time one to two weeks due to the volume of tasks, works relating to floral bedding and herbicide applications. All works were retrieved quickly.
- 3.2 As the roadside grass cutting programme is Revenue funded, The Works are being carried out within the normal working day between 8.00 and 16.00hrs, Monday to Friday.
- 3.3 The verges within the urban speed limits are being attended to by Amenity Services, the verges outwith by Road Services. Amenity grass cutting operations are being delivered as per schedule of works and it is not anticipated there will be an operational difficulties during the remainder of the grass maintenance season.
- 3.4 All of the rural A class roads in Bute and Cowal except A8003 have been cut. (18th July 2012). In Cowal C9, U15 up to Deer Park cut, B836 on-going. This is now being extended to the B Class and other routes.

Rural route in Bute should be complete by 25th July, Cowal by mid-August. All strimming works on the A815 north of Sandbank are substantially complete. The urban sections are currently being maintained as part of a

six cuts per season programme, with the areas being cut on a monthly cycle

- 3.5 Where Japanese Knotweed is encountered on the verge, the verge treatment is reduced until the imminent Japanese Knotweed eradication programme is complete.

4.0 CONCLUSION

Members are asked to note the progress and the proposed programme for the remainder of season

5.0 IMPLICATIONS

5.1 Policy: Nil

5.2 Financial: Limited Revenue Funding

5.3 Legal: Nil

5.4 HR : Nil

5.5 Equalities: No issues

5.6 Risk: Works carried out in compliance with Safe Working Procedures

5.7 Customer Service: As per previous years.

6.0 APPENDICES

6.1 Nil

Executive Director of Development and Infrastructure Services

20th July 2012

For further information contact: Allan MacDonald 01369 708617, or Paul Farrell, Milton House Dunoon (01369 708613)

ARGYLL AND BUTE COUNCIL**Streetscene Section****DEVELOPMENT AND INFRASTRUCTURE****DATE: 7th AUGUST 2012**

TITLE: Japanese Knotweed Control Bute & Cowal area

1. SUMMARY

The Japanese Knotweed (JKW) Control Demonstration project commenced on August 2010 with a number of sites in B&C identified by members as priority in their area.

2. RECOMMENDATION

It is recommended that Members:

- (i) Note the content of the report.

3. BACKGROUND

- 3.1 The Streetscene Manager had agreed to treat the areas identified to allow a 3 year follow up programme to be initiated to assess whether the spraying programme would eradicate the JKW on the areas chosen, namely:

Cowal Area:

- Clachaig
- Bullwood Rd
- Kilmun village
- Red Bridge area
- Kames, Royal Terrace

Bute Area:

- Argyle Terrace
- McNab's Brae
- Bannatyne Mains Rd
- North Bute Cemetery
- Kames Bay

- 4.1 The Bute & Cowal treatment was put out to contract in August 2010 and the results of this treatment proved to be very successful, a follow up treatment in year 2 has meant that areas treated have shown very little regrowth, albeit small pockets of JKW are evident, It is the intention of the Streetscene team to re-treat these areas in coming weeks.
- 4.2 Further to the initial list of areas identified, other areas were treated in 2011 given complaints and requests to eradicate JKW on Council land namely: Cluniter point and Torr-Alain Picnic site in Dunoon.
- 4.3 It was agreed in July 2011 that the council would meet with the Bute Estate (BE) on the Island to look at further treatment of areas to include land outside council boundaries, It was agreed that the works to be carried out by a contractor on behalf of BE would include road verges where eradicating the JKW would be beneficial to both parties.

These areas Inc.:

- Hermitage (Ascog Rd/Mount Stuart Rd)

- Wellpark Rd
- Birgidale Schoolhouse
- West Church Car Park
- Skeock Wood Entrance
- Hawthorn Lane
- High Rd Port Bannatyne
- Skippers Wood Entrance
- Montford Shore
- Meadows plots

Bute Estate has intimated they are willing to continue with the eradication programme on the island and the council will again support this to include areas recently identified by Cllr Macintyre being Mill Lade area and burn at Port Bannatyne.

4.4; The council are looking to have meetings with third sector groups in August to look at further options of partnership working, this could lend itself to expanding the spraying programme to community groups, where the community group could carry out an eradication programme of JKW in their area using trained operatives, The council should be in a position to support this in terms of training and purchase of chemical etc. where an agreement is in place.

4.5: Further integration of Roads & Amenity Services will allow operatives who currently cut verges with tractor and flail to undertake further training in the application of chemical to allow the treatment of verges to be programmed along with cutting cycle.

5. CONCLUSION-

The control measures appear to be working, all initial sites identified for this project will be monitored to assess whether clear by year 3.

6. IMPLICATIONS-

On-going monitoring will determine future eradication zones and budget responsibility.

Legal: None.

Policy: *None*

Personnel: None.

Financial: From Roads & Amenity revenue budget

Equal Opportunities: None.

Executive Director of Development and Infrastructure Services

23rd July 2012

For further information contact: Allan Macdonald, Area Streetscene Manager, Milton House, Dunoon. Tel: 01369 708617



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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****7th AUGUST 2012**

**PROVISION OF BOLLARDS, RESTRICTION OF VEHICLE ACCESS TO
ROTHESAY ESPLANDE AND DUNOON PARADE**

1.0 SUMMARY

- 1.1 Introduction of Lockable Bollards to limit vehicular access at the above locations, to authorised users only.

2.0 RECOMMENDATIONS

- 2.1 Members are asked to approve the installation of removable bollards on Rothesay Esplanade
- 2.2 Members are asked to approve the installation of removable bollards on Victoria Parade (Dunoon).

3.0 DETAILS**3.1 ROTHESAY.**

- 3.1.1 Over the past few years various reports have been brought forward with proposals for limiting vehicular access and parking on Rothesay Esplanade. This has resulted in the placement of "Authorised Vehicles Only" advisory signage being erected at both ends. Parking still continues at this location.
- 3.1.2 At present the area designated as an amenity space and not governed by any local bylaws. Both formation of a new Bylaw or adding it to the Councils List of Roads and then raising a Traffic Regulation Order to prohibit vehicles would be a time consuming process. This could be in the region of 12+ months for either.
- 3.1.3 Bute Community Council have previously carried out a poll regarding preventing vehicles using the Esplanade and an over whelming majority were in favour of prohibiting vehicular access.
- 3.1.4 In light of the above a formal consultation has been carried out regarding the installation of bollards with Police; Coastguard, Ambulance and Fire Services. Only positive responses were received. These plans were also taken to Bute Community Safety Forum in June for consideration and approved by those in attendance. Vehicular access to the slip to the west will still be available.

3.2 DUNOON.

- 3.2.1 There have been concerns about the use of Victoria Parade by unauthorised vehicles. This like Rothesay Esplanade is a popular walking route for both residents and visitors to the area. Victoria Parade is classified as a footpath within the Councils List of Roads, however the introduction of removable bollards as a physical obstruction would be a more robust measure in controlling access.
- 3.2.2 A formal consultation has been carried out regarding the installation of bollards with Police; Coastguard, Ambulance and Fire Services. Only positive responses were received.

4.0 CONCLUSION

- 4.1 ROTHESAY . Permit the erection of bollards at the locations marked on App 1. Keys will be issued to emergency services and council services including Harbour Master.
- 4.2 DUNOON . Permit the erection of bollards at the locations marked on App 2. Keys will be issued to emergency services and council services including Pier Master.

Note only the northern section of the Parade has been dealt with in this detail. The southern section would require a more substantial configuration of bollards to prevent vehicles by-passing the roadway.

5.0 IMPLICATIONS

- 5.1 Policy - none
- 5.2 Financial – Funded from Revenue Maintenance Budget
- 5.3 Legal - None
- 5.4 HR - None
- 5.5 Equalities - None
- 5.6 Risk – Segregates Vehicles and Pedestrians in popular locations.
- 5.7 Customer Service – none

6.0 APPENDICES

- 6.1 App1 Rothesay Esplanade Bollard Locations
App 2 Victoria Parade (Dunoon) Bollard Locations
App3 Standard Detail of Bollard

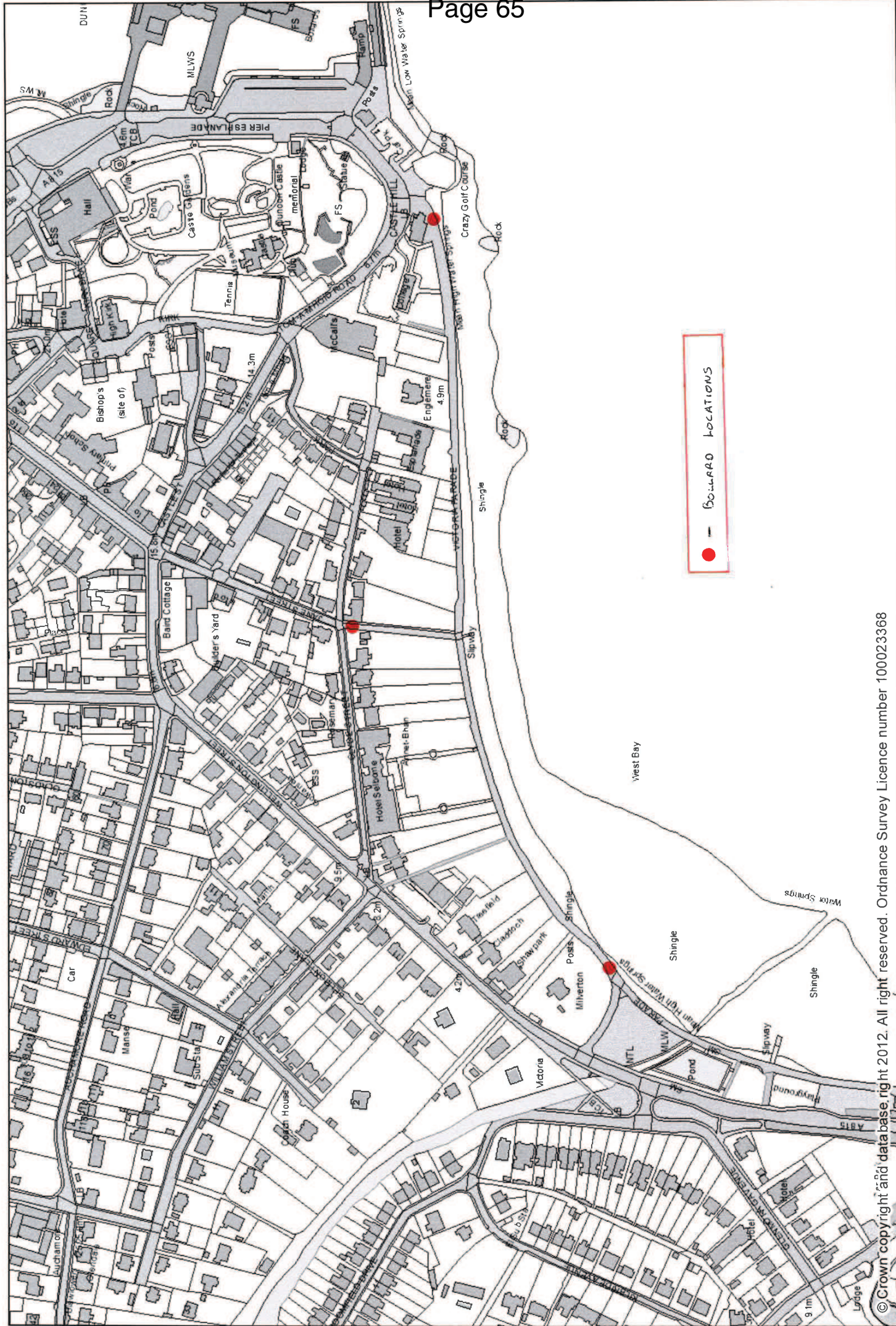
Executive Director of Development and Infrastructure Services

23RD July 2012

For further information contact:

Callum Robertson 01631 569197 or Paul Farrell 01369 708613

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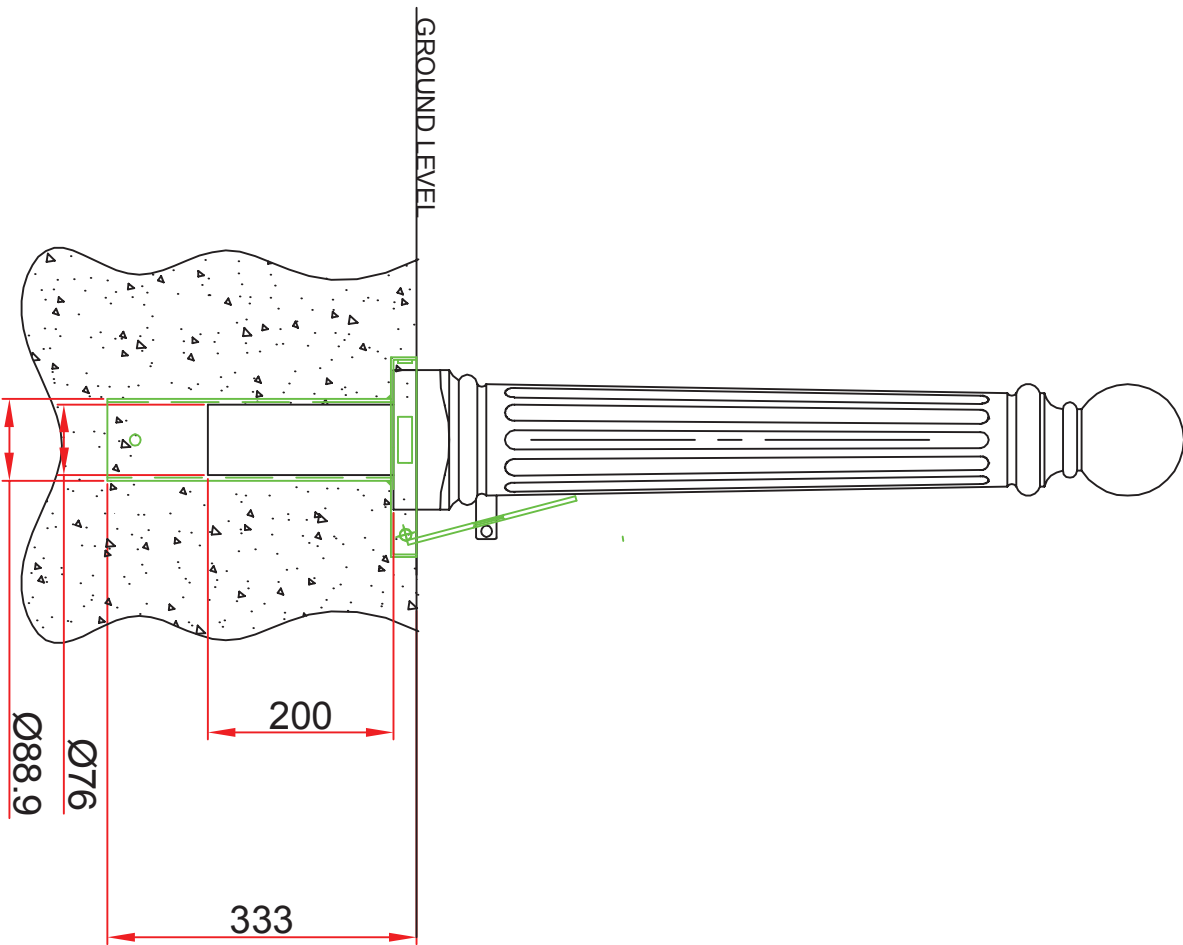
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Victoria Parade - Bollard Locations

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PRODUCT SPECIFICATION

MATERIAL:
Ferrocast - 2 part polyurethane cast around a mild steel core

BOLLARD FINISH:
Painted - 2 pack polyurethane paint

SOCKET FINISH:
Hot dipped galvanised

WEIGHT BOLLARD
19 kg (Approx.)

MAINTENANCE:
Ferrocast requires only minimal maintenance, cleaning regimes can be infrequent if dirt and grime build up is minimal. Products can be cleaned using a mild detergent, water and a soft cloth

INSTALLATION:
Root Fixed - Excavate or Core. Set Socket in concrete to full depth.

RevNo	Revision Note	Date	Signature
A	FIRST ISSUE	15.05.12	EB

Title:
SEAHAM REMOVABLE BOLLARD C/W SOCKET
(PRODUCT SPECIFICATION)

Drawing No:
PS-BL-10264

Scale: NTS Sheet: 1 of 1 **A4**

Drawn By: EB Date: 15.05.12

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