

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Area Governance Manager: Shirley MacLeod



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8 November 2012

NOTICE OF MEETING

A meeting of the **OBAN COMMON GOOD FUND** will be held in the **MCCAIG SUITE, CORRAN HALLS, OBAN** on **THURSDAY, 15 NOVEMBER 2012** at **2:00 PM**, which you are requested to attend.

Shirley MacLeod
Area Governance Manager

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST (IF ANY)**
3. **MINUTES OF PREVIOUS MEETING - 10 OCTOBER 2012** (Pages 1 - 2)
4. **CORRESPONDENCE**
 - (a) Oban Bowling Club (Pages 3 - 4)
 - (b) Oban War and Peace Museum (Pages 5 - 6)
5. **WIDENING THE TRUSTEESHIP /INVITING OBSERVERS TO COMMON GOOD FUND MEETINGS - VERBAL DISCUSSION**
6. **CRITERIA FOR CGF APPLICATIONS** (to follow)
7. **DISTRIBUTION POLICY** (to follow)
8. **END OF YEAR PROJECT MONITORING**
Report by Area Governance Manager (Pages 7 - 10)
9. **PRESENTATION OF QUAICHS**
Report by Area Governance Manager (Pages 11 - 12)

E1 10. REPORT ON ACTUAL INCOME AND EXPENDITURE - 1.4.12 - 14.11.12
(Pages 13 - 14)

11. NEW APPLICATIONS

E1 (a) Argyll and Bute Rape Crisis (Pages 15 - 64)

E1 (b) Oban and Lorn Youth Pipe Band Association (Pages 65 – 76)

E1 (c) Glencruitten Golf Club (To follow)

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

The appropriate paragraph is:-

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

OBAN COMMON GOOD FUND

Councillor Fred Hall

Councillor Alistair MacDougall

Councillor Elaine Robertson

Councillor Iain MacDonald

Andy Newiss

Contact: Catherine Dods, Area Governance Assistant (Temp) 01631 567855

**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the MCCAIG SUITE,
CORRAN HALLS, OBAN
on WEDNESDAY, 10 OCTOBER 2012**

Present: Councillor E Robertson (Chair)

Councillor F Hall
Councillor A MacDougall

Attending: Shirley MacLeod, Area Governance Manager

1. APOLOGIES

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

Councillor Iain MacDonald
Andy Newiss, Associate Member

2. DECLARATIONS OF INTEREST

None

3. MINUTES FROM PREVIOUS MEETING

The Minutes of Oban Common Good Fund meeting held on 31st August 2012 were agreed as a correct record.

4. NEW APPLICATIONS

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 6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

(a) OBAN WINTER FESTIVAL

The Group considered an application from Oban Winter Festival requesting a grant of £2,600 towards attracting support from the central belt and to purchase Festival acts.

Decision

The Group agreed to award the sum of £2,600.

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OBAN BOWLING CLUB

Dalriach Road, Oban, Argyll, PA34 5JE Telephone 01631 570808



Secretary
Anne MacDougall
Norwood
Dalriach Road
Oban
Argyll
PA34 5JE

☎ 01631 569690

13 September 2012

Mr Andy Newiss
RA Clement Associates
Chartered Accountants and Business Advisors
5 Argyll Square
Oban
Argyll
PA34 4AZ

Dear Andy

Oban Common Good Fund

Many thanks for your letter of 10 September 2012 enclosing a cheque for £550.00 from Oban Common Good Fund.

Kind regards.

Yours sincerely

A handwritten signature in black ink that reads 'Anne E. MacDougall'. The signature is written in a cursive style.

Anne MacDougall
Secretary

Hope all is well with you.

Anne

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Charles Reppke
Head of Governance & Law
Municipal Buildings
Albany Street
Oban
PA34 4AW

11 October 2012

Application for Financial Assistance – Oban Common Good Fund

Dear Mr Reppke

At a recent meeting the museum's Board of Directors agreed to make a further repayment of £5,000 to reduce its outstanding loan. It is planned to make this repayment at the end of our financial year in November 2012.

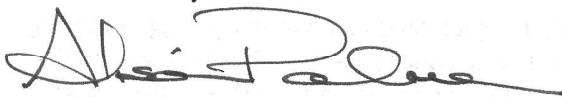
This means that the museum will meet the criteria laid down by the Common Good Fund in a letter dated 10th April 2012 to qualify it to make a further application for matched funding of £4,999. I would therefore be grateful if you could advise me as to what action I need to take to request such funding. The application form submitted in August 2011 was for three year's funding at £5,000 per annum commencing in 2011.

The outstanding balance of the loan will be reduced to £15,000 when the repayment is made at the end of November. This repayment will be made from surplus funds earned during the 2012 season however it has been a struggle to attain this amount as, although our visitor numbers are up, our income is down. In addition we have had some major essential expenditure to cope with (fire alarm panel £800) and we are also facing the possibility of building repairs which will be particularly costly due to listed status.

The past support of the Oban Common Good Fund has been greatly appreciated by the museum's Board and Members and we are well aware of the current economic pressures. If the Trustees are able to continue their support for the next two years it would mean a great deal as it would enable the loan to be repaid in full during our 20th year of operation when we also expect to pass the half million visitor mark.

I look forward to hearing from you.

Yours sincerely



Alison Palmer
Director – Governance & Finance

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ARGYLL AND BUTE COUNCIL**OBAN COMMON GOOD FUND****CUSTOMER SERVICES****15th November 2012**

END OF PROJECT MONITORING

1.0 SUMMARY

1.1 This report outlines a process for monitoring use of Common Good Fund monies and asks the Trustees to consider adoption of such a process.

2.0 RECOMMENDATION

2.1 Members are asked to consider the note the information and consider adoption of a process to monitor outcomes from the use of monies disbursed by the Oban Common Good Fund.

3.0 DETAIL

- 3.1 The Oban Common Good Fund is held in trust for the Common good of the burgh of Oban and its inhabitants. Trustees generally disburse the interest from investments held by the Trust, but have an overarching responsibility to use those funds wisely, in accordance with agreed criteria ,and overwhelmingly, to protect the Fund in perpetuity on behalf of the community of Oban .
- 3.2 The Chair of the Fund has raised the issue of reporting mechanisms for those who are in receipt of support from the Oban Common Good Fund , and has suggestive that the fund should have some kind of checking mechanism to ensure that any monies awarded are used appropriately, in accordance with the Fund criteria, and that recipients should be required to provide update to he Fund giving a level of information which enables trustees to be satisfied that this has happened. It is suggested therefore that recipients of funding from the Common Good Fund, as a condition of any such award, be required to complete an end of project monitoring report to the Fund, outlining the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award. A draft template for such reporting is attached at Appendix 1.

3.3 Provision of this end of project information will enable the Trustees to have a consistent and clear oversight of use of the Common Good Fund, will enable them to have detailed information about projects and outcomes supported, be able to take this information into consideration where any subsequent applications to the Fund are made, be able to promote the fund as an enabler of good work in the Oban area, and to be provided with consistent detail about the use of the Fund and its benefit to the Oban community, which is the overall responsibility and function which the Trustees must carry out.

4.0 CONCLUSIONS

As part of the responsibility of the Trustees of the Oban Common Good Fund members must be satisfied that disbursed funds are used appropriately and in accordance with Fund criteria. Requiring award beneficiaries to provide feedback information on the success of their projects, and how they have impacted positively on the Oban community, will assist Trustees in fulfilling this role.

5.0 IMPLICATIONS

Policy:	None
Financial:	None
Personnel:	None
Equal Opportunities:	None

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

Date: 8th November 2012.



OBAN COMMON GOOD FUND GRANT - END OF PROJECT MONITORING REPORT

2012/13

The Common Good Fund needs to account for all funding allocated, and therefore request that you complete all sections of this form.

Name of Organisation: (merge field)

Contact Details: (merge field)

Project Funded:

Grant Allocation: (merge field)

1 Finance (Please provide a full breakdown of all costs)

Description (from original grant application form)	Projected Costs	Actual Costs

2 Match Funding (Please provide details of any match funding received)

Grant Scheme	Description	Amount

3 **Did you meet the aims of the project – please give details?** (The main facts and figures about actual activities, for example the number of people the organisation or project worked with and the main activities undertaken)

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4 What difference did your project make? (This section should also include examples of how individual participants/services users experienced the project/activity -case studies/quotes can be used)

5 Key Learning Points Please detail any unexpected outcomes (positive and negative) including anything that would be done differently in the future.

6 Do you have any comments to help us improve the grant process?

Signature	
Print name:	
Position held in organisation:	
Date:	

Please note: The Common Good Fund reserves the right to request copies of all receipts for expenditure.

PLEASE GIVE BREAKDOWN IN TERMS OF AGE AND GENDER

	MALE	FEMALE	0-4	5-9	10-16	17-24	25-64	65+
HOW MANY PEOPLE BENEFITED FROM THE GRANT?								

PLEASE RETURN THE COMPLETED FORM TO: Shirley MacLeod, Area Governance Manager, Argyll and Bute Council, Municipal Buildings, Albany Street, Oban. Email: shirley.macleod@argyll-bute.gov.uk.

ARGYLL AND BUTE COUNCIL**OBAN COMMON GOOD FUND****CUSTOMER SERVICES****15th November 2012**

PRESENTATION OF QUAICHS

1.0 SUMMARY

1.1 This report outlines a request which has been received for Oban Common Good Fund Quaichs to be presented to two local men, and asks the trustees to consider this request.

2.0 RECOMMENDATION

2.1 Members are asked to consider the request which has been made to present quaichs to two local community members.

3.0 DETAIL

3.1 The previous Trustees of the Oban Common Good Fund regularly made presentations of commemorative quaichs to local citizens whom it was felt had shown significant service to the Oban Community. A number of quaichs were purchased and engraved with the Common Good Fund logo, and ten of these quaichs remain available for such use.

3.2 Cllr Duncan Macintyre has requested that the Common Good Fund consider presentation of one of these quaichs to Mr Lorne Campbell, in recognition of his contribution to charity and community endeavour within the Oban area over a period of many years, and to John Barbour in recognition of his contribution to the health and welfare of the Oban community through service with the Scottish Ambulance Service since 1972. Quaichs are available to do this, and costs to have them engraved with suitable personalised text will be in the range of £15-£20 per quaich.

3.3 Trustees will recall that the Area Committee is progressing with an initiative to recognise local achievement in the Oban, Lorn and the Isles area, and that at the meeting of the Common Good Fund held on 31st August Trustees agreed to the principle of funding the costs of producing Lorn Medals for recipients of such recognition. The Area Committee will be further considering this matter at their December meeting, and may agree that in the event of groups being recognised by them, rather than

individuals, presentation of a quaich may be of more relevance than a medal. In this event, it is possible that the Area Committee would ask to use and present the Oban Common Good Fund quaichs to such community groups.

4.0 CONCLUSIONS

The Common Good Fund have agreed, in principle, to fund the costs associated with producing Lorn medals for the Area Committee to present in recognition of local achievement, and may, in addition, be asked to support the costs associated with quaichs used for the same purpose for groups being recognised in this way. Notwithstanding that such a request may be made by the Area Committee once they have agreed criteria and processes for such an initiative, at this time a request has been made by Cllr Macintyre for the Common Good Fund to agree to the costs associated with presenting quaichs to Lorna Campbell and John Barbour, and trustees are asked to consider this request at this time.

5.0 IMPLICATIONS

Policy:	None
Financial:	Costs will be in the range of £30 to £40 for the 2 requested quaichs.
Personnel:	None
Equal Opportunities:	None

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

Date: 8th November 2012.

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