

# Public Document Pack

## **Argyll and Bute Council** **Comhairle Earra Ghaidheal agus Bhoid**

Customer Services  
Executive Director: Douglas Hendry



*Municipal Buildings, Albany Street, Oban, Argyll, PA34 4AW*  
*Tel: 01631 567901 Fax: 01631 570379*

9 January 2013

### **NOTICE OF MEETING**

A Special Meeting of the **OBAN LORN & THE ISLES AREA COMMITTEE** will be held in the **CORRAN HALLS, OBAN** on **WEDNESDAY, 16 JANUARY 2013** at **2:00 PM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

### **BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- 3. THIRD SECTOR GRANTS - CONSIDERATION OF APPLICATIONS**

Extract from Area Committee held on 12 December 2012 and Report by Community Development Officer (Pages 1 - 10)

- 4. LORN ARC PROJECT**

Report by Economic Development Manager (to follow)

### **OBAN, LORN & THE ISLES AREA COMMITTEE**

Councillor Mary-Jean Devon	Councillor Louise Glen-Lee (Chair)
Councillor Fred Hall	Councillor Iain MacDonald
Councillor Alistair MacDougall	Councillor Duncan MacIntyre
Councillor Roderick McCuish	Councillor Elaine Robertson (Vice-Chair)

Contact: Danielle Finlay, Area Governance Assistant - 01546 604139

This page is intentionally left blank

---

ARGYLL AND BUTE COUNCIL

OBAN, LORN AND THE ISLES  
SPECIAL AREA COMMITTEE

CUSTOMER SERVICES

16 JANUARY 2013

---

EXTRACT OF MINUTE OF OBAN, LORN AND THE ISLES AREA COMMITTEE HELD  
ON 12 DECEMBER 2012

---

**16. THIRD SECTOR GRANTS - CONSIDERATION OF APPLICATIONS (AGENDA ITEM 15)**

A report for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Oban, Lorn and the Isles was considered.

**Decision**

The Committee agreed:-

- i. **That funding from the Third Sector Grants budget is awarded to organisations as detailed in the submitted report with the exception of the Dunollie Projects application which will be considered at a Special Area Committee on 16<sup>th</sup> January 2013.**
- ii. That any grant withdrawn or returned after the December Committee meeting would be a service saving.
- iii. That Oban Shopmobility would be permitted to use £500 of their grant to contribute to the £3,000 they have secured from Awards for All and £2,500 from Lloyds TSB. They would then allocate £713.35 towards their overall costs of insurance which are £1,800 annually and £600 towards volunteer costs which is matched with some of their Awards for All funds.

(Ref: Report by Community Development Manager dated 12<sup>th</sup> December 2012, submitted)

This page is intentionally left blank

9

ARGYLL AND BUTE COUNCIL

OBAN, LORN AND THE  
ISLES AREA COMMITTEE

COMMUNITY SERVICES

16 JANUARY 2012

---

**THIRD SECTOR GRANTS 2012/13**


---

**1.0 SUMMARY**

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Oban, Lorn and the Isles.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Oban, Lorn and the Isles for 2012/13 is £35,000.
- 1.4 To date, £33,415 has been awarded to 31 organisations. The total budget remaining for allocation is £1520. There is also a sum of £65 previously agreed as an underwrite requirement for Dunollie Projects Ltd which has not been drawn down.
- 1.6 Dunollie Projects Ltd, who received an underwrite for a previous event, have submitted a second application and will not draw down the first award if the second application is successful.
- 1.7 Oban Town Traders Association submitted an application in time, to the previous CLD offices in McCall's Terrace which are currently lying empty but council officers were not aware of this until after the last Area Committee meeting in December 2012. This application has since been assessed and included for consideration at this meeting.

**2.0 RECOMMENDATIONS**

- 2.1 That funding from the Third Sector Grants budget is awarded to organisations, as listed in the table below.

**3.0 DETAIL**

	<u>Organisation</u>	<u>Grant Awarded 2011/12</u>	<u>Total Project Costs</u>	<u>Amount Requested</u>	<u>Recommendation</u>
3.1	Dunollie Projects Ltd	£1,000	£7,300	£2,800	£1585
3.2	Oban Town Traders' Association	No	£19,000	£2,000	Nil
	<b>Total</b>				

			<b>Total Recommended</b>	<b>£1585</b>
			<b>Balance</b>	<b>£0</b>

	<b>Organisation</b>	<b>Rationale for grant allocation</b>
3.3	Dunollie Projects Ltd	To purchase two tills as well as equip a visitor booth to support income generation at the Dunollie site.
3.4	Oban Town Traders Association	To contribute to the purchase of Christmas lights for Oban Town centre. The group have currently some reserves which they would like to keep for future seasonal events. However, they are in a position to be able to complete this project using some of these reserves and would then be able to apply for funding towards future projects in 2013/14. No grant is recommended at this time.

#### **4.0 CONCLUSION**

4.1 Both organisations have been contacted and grant applications assessed, and where applicable, have received financial approval unless otherwise stated.

#### **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: None
- 5.7 Customer Service: None

#### **6.0 APPENDICES**

6.1 Officer assessment report submitted.

**Margaret Fyfe**  
**Community Development Manager**

**For further information contact:** *Laura Macdonald, Community Development officer for Oban, Lorn and the Isles. Tel No 01631 567944*



This page is intentionally left blank





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

Previous grants have been for different projects. Group have been allocated an underwrite for previous event this year which they have not drawn down. This will only be drawn down in the event of this application being unsuccessful.

## **2 Financial Check – Have you checked the Organisation is:**

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

## **3 General Criteria**

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

## **4 Policy and Procedures**

a)	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?	Currently developing this		
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

**Signed: Laura Macdonald**

**Designation: Community Development Officer**

Date: 22/11/2012 **ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****2 Details**

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Oban Town Traders	
<b>Contact Person in Organisation</b>	David Finlayson	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	n/a	<b>Designation:</b>
<b>Third Sector</b>	Yes	<b>Events and Festivals</b> <input type="checkbox"/>
<b>a) Grant requested from A &amp; B Council?</b>	£2,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£19,000	
<b>d) How much coming from own resources?</b>	£6,000	
<b>e) How much coming from other agencies?</b>	£11,000	
<b>f) Grant Recommendation</b>	Nil	
<b>Reason for grant:</b>	<i>Purchase of Christmas lights for Oban Town Centre</i>	
<b>Please tick which of the following is being addressed:</b>		
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	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award?</b> n/a		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The group have currently some reserves which they would like to keep for future seasonal events. However, they are in a position to be able to complete this project with some of their reserves and would then be able to apply for funding towards their other events. No grant is recommended at this time.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes		No
c)	Does the project have open membership? – restricted full membership	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	4,000+		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	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	Yes	No	√
c)	Ongoing training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	No	√
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

**Signed: .Laura Macdonald****Designation: Community Development Officer****Date: 10/01/2012**