

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



Kilmory, Lochgilphead, PA31 8RT
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DX 599700 LOCHGILPHEAD
22 June 2017

NOTICE OF MEETING

A meeting of the **OBAN COMMON GOOD FUND** will be held in the **MEMBERS ROOM, KILMORY, LOCHGILPHEAD** on **THURSDAY, 29 JUNE 2017** at **2:30 PM, (OR AT THE CONCLUSION OF THE COUNCIL MEETING)** which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - (a) Oban Common Good Fund - 10th February 2017 (Pages 1 - 6)
 - (b) Special Oban Common Good Fund - 10th March 2017 (Pages 7 - 10)
 - (c) Special Oban Common Good Fund - 20th March 2017 (Pages 11 - 12)
- 4. APPOINTMENT OF CHAIR OF OBAN COMMON GOOD FUND** (Pages 13 - 14)
Report by Area Governance Manager
- 5. OBSERVERS TO OBAN COMMON GOOD FUND** (Pages 15 - 18)
Report by Area Governance Manager
- 6. CORRESPONDENCE**
 - (a) MS Centre (Pages 19 - 20)
- E1 7. END OF PROJECT MONITORING FORMS**
 - (a) MS Centre (Pages 21 - 24)

E1 8. ACTUAL INCOME EXPENDITURE REPORT (Pages 25 - 26)

Report by Simmers & Co

E1 9. APPLICATION SUMMARY (Pages 27 - 28)

E1 10. NEW APPLICATIONS

E1 (a) Oban Live (Pages 29 - 40)

E1 (b) 3rd Oban Guides (Pages 41 - 52)

E1 (c) North Argyll Eventide Home Association (Pages 53 - 110)

11. DATE OF NEXT MEETING

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

Councillor Kieron Green

Councillor Jim Lynch

Councillor Sir Jamie McGrigor

Shirley MacLeod, Area Governance Manager (Clerk)

Contact: Danielle Finlay, Senior Area Committee Assistant - 01631 567945

MINUTES of MEETING of OBAN COMMON GOOD FUND held in the MUNICIPAL BUILDINGS, OBAN on FRIDAY, 10 FEBRUARY 2017

Present: Councillor Elaine Robertson (Chair)
Councillor Alistair MacDougall Councillor Neil MacIntyre
Councillor Kieron Green

Attending: Shirley MacLeod, Area Governance Manager
David McGregor, Simmers & Co
Marri Malloy, Chair of Oban Community Council
Dugald Cameron, Church of Scotland
Nichola MacGillivray, OASIS (item 10a only)

1. APOLOGIES

There were no apologies intimated.

2. DECLARATIONS OF INTEREST

Dugald Cameron declared a non-financial interest in relation to the application from the Mod Academy which was dealt with at item 11(c) of this Minute as he is a member of the Committee but as he is just an observer of the Oban Common Good Fund he remained in the meeting for discussion of this item.

David McGregor declared a non-financial interest in relation to the application from the Multiple Sclerosis Centre which was dealt with at item 11(d) of this Minute as Simmers and Co are named on their accounts but confirmed this is not his client and therefore remained in the meeting for discussion of this item.

Councillor Robertson declared a non-financial interest in relation to the application from University of Highlands and Islands Wind and Wave Club which was dealt with at item 11(f) of this Minute, due to a family member being involved in a partner organisation on the application. She intimated her intention to leave the room and have no part in the discussion of this item.

3. MINUTES

(a) Oban Common Good Fund - 17th November 2016

The minutes of the Oban Common Good Fund meeting held on 17th November 2016 were approved as a correct record.

(b) Special Oban Common Good Fund - 20th January 2017

The minutes of the Special Oban Common Good Fund meeting held on 20th January 2017 were approved as a correct record.

4. LOGO AND BANNERS

The Trustees considered a banner template from Digital Kangaroo for 2 pop up banners to be used by successful applicants to advertise the Fund.

Decision

The Trustees:-

1. Agreed the banner template subject to a couple of adjustments being made to the banner before printing;
2. Agreed to meet on Friday 17th February at 3pm in Municipal Buildings for a photo opportunity with the pop up banner and have it sent to the Oban Times with information on what the Trustees of the fund have achieved in their Trusteeship of the Fund 2012-2017; and
3. Agreed to write to the Music Society expressing their disappointment on the Oban Common Good Fund not being mentioned as being a funder in the recent article in the Oban Times.

5. OVERVIEW OF DEVELOPMENTS MADE BY OBAN COMMON GOOD FUND

A report providing the Trustees of the Oban Common Good Fund with a short update on the development work undertaken by the fund during the term of their Trusteeship of the Fund, was considered.

Decision

The Trustees noted the development work which has been undertaken by the current Trustees of the Common Good Fund.

(Ref: Report by Area Governance Manager dated 10th February 2017, submitted).

6. CORRESPONDENCE

(a) Glencruitten Cathedral of Trees

The Trustees considered a thank you letter from Glencruitten Cathedral of Trees.

Decision

The Trustees noted the information provided.

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

E1 7. END OF PROJECT MONITORING FORMS

(a) Dunollie Projects Ltd

The Trustees considered an end of project monitoring form from Dunollie Projects Ltd.

Decision

The Trustees noted the information provided.

E1 **8. ACTUAL INCOME EXPENDITURE REPORT**

A financial statement detailing the current position of investment transaction for the period 1st April 2016 – 31st December 2016 was considered.

Decision

The Trustees noted the information provided.

(Ref: Financial Statement by David McGregor, Simmers & Co dated 10th February 2017, submitted).

E1 **9. APPLICATION SUMMARY**

The Trustees noted the application summary for the continued and new applications.

E1 **10. CONTINUED APPLICATIONS**

(a) **OASIS**

The Chair welcomed Nichola MacGillivray of OASIS to the meeting and thanked her for coming along to answer questions the Trustees had in regard to her application.

Nichola gave a brief update to the Trustees on the background of OASIS and what services they provide in the area for children with substance misuse and family parental misuse problems. She confirmed the most up to date funding packages they have received to date and OASIS' current financial position.

The Trustees asked a number of questions which Nichola gave detailed answers to.

Nichola left the meeting prior to a decision on the OASIS application being made by Trustees.

Decision

The Trustees agreed to award £2,600.

E1 **11. NEW APPLICATIONS**

(a) **Highlands and Islands Music and Dance Festival**

The Trustees considered an application from the Highlands and Islands Music and Dance Festival.

Decision

The Trustees agreed to award £620.

(b) **Hope 2 Oban**

The Trustees considered an application from Hope 2 Oban.

Decision

The Trustees agreed to award £2,200.

(c) **MOD Academy**

The Trustees considered an application from the Mod Academy.

Decision

The Trustees agreed to award £1,500 on the basis that this is part of an ongoing development plan for a growing project.

(d) **Multiple Sclerosis**

The Trustees considered an application from the Multiple Sclerosis Centre.

Decision

The Trustees agreed to award £2,227.50.

(e) **Oban High School Pipe Band**

The Trustees considered an application from Oban High School Pipe Band.

Decision

The Trustees agreed to write to Oban High School Pipe Band, requesting more information in support of their application and to reconsider this application at a Special Meeting on Friday 10th March.

Councillor Robertson, having declared a non-financial interest in the application from Highlands and Islands Wind and Wave Club left the room and took no part in the discussion of this item. Councillor MacDougall took the Chair.

(f) **University of Highlands and Islands Wind and Wave Club**

The Trustees considered an application from the University of Highlands and Islands Wind and Wave Club.

Decision

The Trustees agreed to write to the University of Highlands and Islands Wind and Wave Club, requesting more information in support of their application and to reconsider this application at a Special Meeting on Friday 10th March.

Councillor Robertson returned to the meeting and took the Chair.

12. DATE OF NEXT MEETING

Should the Trustees receive more information from Oban High School Pipe Band and the Highlands and Islands Wind and Wave Club, a Special meeting of the Oban Common Good Fund is scheduled for Friday 10th March at 10:30am in Municipal Buildings, Oban.

The Chair thanked everyone for all their support over the last 5 years, she thanked David McGregor for his expertise in the financial side of things, both past and present Councillors and thanked Marri Malloy and Dugald Cameron for being observers on the fund which she has found very useful and supportive.

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MINUTES of MEETING of OBAN COMMON GOOD FUND held in the MUNICIPAL BUILDINGS, OBAN on FRIDAY, 10 MARCH 2017

Present: Councillor Elaine Robertson (Chair)
Councillor Kieron Green Councillor Neil MacIntyre

Attending: Shirley MacLeod, Area Governance Manager
David McGregor, Simmers & Co
Marri Malloy, Chair of Oban Community Council
Dugald Cameron, Church of Scotland

1. APOLOGIES

Apologies were received from Councillor MacDougall.

The Chair ruled and the Group agreed, in terms of Standing Order 3.2.2 that applications regarding Oban Community Council and Argyllshire Gathering and Argyll Piping Trust dealt with at items 4(d) and 4(e) of this Minute, be taken as matters of urgency due to projects taking place before the next scheduled meeting of the Common Good Fund.

2. DECLARATIONS OF INTEREST

The Chair declared a non-financial interest in relation to the application from University of Highlands and Islands Wind and Wave Club which was dealt with at item 3(b) of this Minute, due to a family member being involved in a partner organisation on the application. She intimated her intention to leave the room and have no part in the discussion of this item.

Marri Malloy declared a non-financial interest in items 4(a) and 4(d) of this Minute as she is the Chair of Oban Community Council and was involved submitting both applications. She left the room and took no part in the discussions of these items.

David McGregor declared a non-financial interest in relation to the application from the Oban Community Council which was dealt with at item 4(d) of this Minute as he is a former Director on the BIDs Board but confirmed this is not his client and therefore remained in the meeting for discussion of this item.

The Committee noted that given the Declaration of Interest made by Councillor Robertson the meeting would not be quorate in respect of agenda item 3(b) and resolved that for this item only they would agree a temporary delegation to the Executive Director of Customer Services, and the decision recorded is on that basis.

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.

E1 **3. CONTINUED APPLICATIONS**

(a) **Oban High School Pipe Band**

The Trustees reconsidered an application from Oban High School Pipe Band.

Decision

The Trustees agreed to award £1,800.

Councillor Robertson, having declared a non-financial interest in item 3(b), left the room and took no part in the discussion of this item. Councillor Green took the Chair.

(b) **Highland & Islands Wind and Wave Club**

The Trustees reconsidered an application from the Highlands and Islands Wind and Wave Club.

Decision

The Trustees agreed to award £1,000.

Councillor Robertson returned to the meeting and took the Chair.

4. NEW APPLICATIONS

Marri Malloy, having declared a non-financial interest in item 4(a), left the room and took no part in the discussion of this item.

(a) **Soroba Community Enterprise Ltd**

The Trustees considered an application from the Soroba Community Enterprise.

Decision

The Trustees agreed to award £ 761.98.

Marri Malloy returned to the meeting.

(b) **Oban Hockey Club**

The Trustees considered an application from Oban Hockey Club.

Decision

The Trustees agreed to award between £750-£1500 dependent upon option 1, 2 or 3 being agreed as the preferred option by the Sports Hub.

(c) **Hope Kitchen**

The Trustees considered an application from the Hope Kitchen.

Decision

The Trustees agreed to award £3,000 subject to receiving an up to date copy of their signed accounts.

Marri Malloy, having declared a non-financial interest in item 4(d), left the room and took no part in the discussion of this item.

(d) **Oban Community Council**

The Trustees considered a late application from Oban Community Council.

Decision

The Trustees agreed to award £3,000 subject to receiving an up to date copy of their signed accounts.

Marri Malloy returned to the meeting.

(e) **Argyllshire Gathering & Argyll Piping Trust**

The Trustees considered a late application from the Argyllshire Gathering & Argyll Piping Trust.

Decision

The Trustees agreed to write to the applicant inviting them to apply to the next meeting of the Oban Common Good Fund with different options for delivering their proposed project.

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MINUTES of MEETING of OBAN COMMON GOOD FUND held in the MUNICIPAL BUILDINGS, OBAN on MONDAY, 20 MARCH 2017

Present:

Councillor Elaine Robertson (Chair)

Councillor Neil MacIntyre

Councillor Kieron Green

Shirley MacLeod, Area Governance Manager

David McGregor, Simmers & Co

Marri Malloy, Chair of Oban Community Council

Dugald Cameron, Church of Scotland

1. APOLOGIES

Apologies were received from Councillor Alistair MacDougall.

The Area Governance Manager apologised to the Trustees for the extra Special Meeting which had to be called due to an oversight of applications at the previous meeting.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

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

E1 3. OBAN HIGH SCHOOL NEW YORK EXPERIENCE

The Trustees considered an application from Oban High School New York Experience.

Decision

The Trustees agreed to award £1,500.

The Trustees had a discussion over the Oban Common Good Fund bank accounts and agreed that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with section 5 and 6 and the current mandate will continue as amended.

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ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES

OBAN COMMON GOOD FUND
29 JUNE 2017

APPOINTMENT OF CHAIR OF OBAN COMMON GOOD FUND

EXECUTIVE SUMMARY

The purpose of this report is to invite the Trustees of the Oban Common Good Fund to appoint a Chair of the fund Trustees.

APPOINTMENT OF CHAIR OBAN COMMON GOOD FUND

SUMMARY

- 1.1 The purpose of this report is to invite the Trustees of the Oban Common Good Fund to appoint a Chair of the fund Trustees.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to:
- 2.1.1 Appoint one of the 4 appointed trustees of the Oban Common Good Fund to carry out the role of Chair of the Committee/fund.

3. DETAIL

- 3.1 At the meeting of the Council held on 18th May 2017 the Council appointed Councillors Elaine Robertson, Kieron Green, Jim Lynch and Jamie McGrigor to serve as trustees of the Oban Common Good Fund.
- 3.2 At this, the first meeting of the Fund held since those appointments were made, the Trustees should consider the role of Chair of the Fund and agree the appointment of one of their number to carry out this role.

4. CONCLUSION

Trustees of Oban Common Good Fund are invited to appoint one of their number to carry out the role of Chair of the Fund.

5. IMPLICATIONS

- | | | |
|-----|------------------|------|
| 5.1 | Policy | None |
| 5.2 | Financial | None |
| 5.3 | Legal | None |
| 5.4 | HR | None |
| 5.5 | Equalities | None |
| 5.6 | Risk | None |
| 5.7 | Customer Service | None |

DOUGLAS HENDRY

Executive Director, Customer Services

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

ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES

OBAN COMMON GOOD FUND
29 JUNE 2017

OBSERVERS TO OBAN COMMON GOOD FUND

EXECUTIVE SUMMARY

The purpose of this report is to provide the Trustees of the Oban Common Good Fund with information on the work undertaken by previous trustees in ensuring openness and transparency of decision making by the Fund, and to invite them to consider any steps they may wish to take to ensure continuation of this approach.

OBSERVERS TO OBAN COMMON GOOD FUND

1. SUMMARY

- 1.1 The purpose of this report is to provide the Trustees of the Oban Common Good Fund with information on the work undertaken by previous trustees in ensuring openness and transparency of decision making by the Fund, and to invite them to consider any steps they may wish to take to ensure continuation of this approach.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to:
- 2.1.1 Note the work previously undertaken to ensure openness and transparency of decision making by the Oban Common Good Fund and decide what approach, if any, they may wish to take to widening trusteeship or inviting observers to attend Common Good Fund meetings.

3. DETAIL

- 3.1 In 2012 the incoming Trustees of the Oban Common Good Fund were keen to look at the operation of the Fund and see what developments they could undertake to make the fund as accessible as possible for applicants, and to ensure openness and transparency in all of the decision making process. To that end a number of significant developments were put in place relating to applications being able to be made online, end of project monitoring being required of all successful applicants, and regular review of the Criteria for applications and the distribution policy for the fund.
- 3.2 In November 2012 the Committee discussed options to widen Trustee membership and/or invite observers to meetings to ensure greater visibility to the community of the application of the fund. It was agreed to invite observers to attend, one from the community council and one representing the religious community in Oban. They would not have voting rights but would be invited to offer views on the business of the fund. This process has been in place at all meetings of the Fund which have taken place since that decision was made, with a representative from Oban Community Council, and one from the religious community, playing a full and very useful role in consideration of all applications to the Common Good Fund.

- 3.3 Given the incoming Trustees following the recent Council elections, it is a matter for the newly formed Oban Common Good Fund to decide what approach, if any, they may wish to take to widening trusteeship or inviting observers to attend Common Good Fund meetings.

4. CONCLUSION

Previous Trustees of Oban Common Good Fund made a number of development changes to the operation and administration of the Fund in the period since 2012 which have resulted in improved transparency and public awareness of the use of the Fund to the benefit of the residents of Oban, it is a matter for the incoming Trustees to decide what approach, if any, they may wish to take to widening trusteeship or inviting observers to attend Common Good Fund meetings.

5. IMPLICATIONS

- | | | |
|-----|------------------|--|
| 5.1 | Policy | None |
| 5.2 | Financial | None |
| 5.3 | Legal | Ongoing review of the operation of the Common Good Fund enables Trustees to continue to work within the legislative framework covering such Funds. |
| 5.4 | HR | None |
| 5.5 | Equalities | None |
| 5.6 | Risk | None |
| 5.7 | Customer Service | None |

DOUGLAS HENDRY

Executive Director, Customer Services

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

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Finlay, Danielle

From: MacLeod, Shirley
Sent: 20 February 2017 14:50
To: Finlay, Danielle
Subject: FW: Oban Common Good Fund [OFFICIAL]
Attachments: User.vcf

Classification: OFFICIAL

From: Oban MS Centre [mailto:oban.msc@btconnect.com]
Sent: 20 February 2017 14:49
To: MacLeod, Shirley
Subject: Oban Common Good Fund

Dear Shirley,

I acknowledge safe receipt of your cheque to the value of £2,227.50.

We will be back in touch next month, when the oxygen cylinder manifold has been replaced and we are in a position to complete the End of Project Monitoring form.

Many thanks for your support,

Kind regards,
Amanda King

Multiple Sclerosis Therapy Centre (Oban) Ltd
Glencruitten Road
Oban
Argyll PA34 4PU

Telephone 01631 566602

Registered Office 252 Union Street, Aberdeen
Registered Company No. SC 115820, Scottish Charity No. SC 016889

Argyll and Bute Council classify the sensitivity of emails according to the Government Security Classifications. The adopted classifications are:

NOT PROTECTIVELY MARKED

Non public sector business i.e. does not require protection.

OFFICIAL

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**OBAN COMMON GOOD FUND GRANT - END OF PROJECT MONITORING
REPORT**

Please note: Financial details pertaining to the grant awarded must be submitted with the End of Project Monitoring Report. If this information is not provided the grant may be reclaimed by the Fund.

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: MULTIPLE SCLEROSIS THERAPY CENTRE (OBAN)
 Contact Details: GLENCRUITTEN ROAD OBAN PA34 4PU Ltd.
 Project Funded: REPLACEMENT OXYGEN MANIFOLD
 Grant Allocation: £ 2,227.50

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

Description (from original grant application form)	Projected Costs	Actual Costs
OXYGEN MANIFOLD REPLACED AND FITTED	£2,227.50	£2,227.50

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)

The aims of the project were met, we can now continue to provide oxygen treatment to our patients with MS, now that we have the new manifold in situ.

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)

If we didn't have our oxygen manifold replaced we wouldn't be able to keep the MS Centre open and help the people in Oban to alleviate their MS with weekly sessions.

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	N.Mc
Print name:	NICOLA MacKECHNIE
Position held in organisation:	CENTRE MANAGER
Date:	10/4/17.

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?	4	26				3	19	8

PLEASE RETURN THE COMPLETED FORM TO:

Oban Common Good Fund - Danielle Finlay, Senior Area Committee Assistant, Argyll and Bute Council, Municipal Buildings, Albany Street, Oban, PA34 4AW. Email: commongoodfunds@argyll-bute.gov.uk.

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of Schedule 7A of the Local Government(Scotland) Act 1973

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