

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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22 February 2018

NOTICE OF MEETING

A meeting of the **OBAN COMMON GOOD FUND** will be held in the **MUNICIPAL BUILDINGS, OBAN** on **FRIDAY, 2 MARCH 2018** at **2:00 PM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
Oban Common Good Fund – 14th November 2017
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- 4. OBAN COMMON GOOD BANKING ARRANGEMENTS**
Report by Area Governance Officer
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- 5. END OF PROJECT MONITORING**
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E1 (b) Highlands and Islands Music and Dance Festival (Pages 13 - 14)
- 6. ACTUAL INCOME EXPENDITURE REPORT**
Report by Simmers & Co
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E1
- 7. APPLICATION SUMMARY** (Pages 17 - 18)
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8. NEW APPLICATIONS

- E1 (a) Camanachd Association (Pages 19 - 72)
- E1 (b) Oban Live (Pages 73 - 122)
- E1 (c) Oban Otters (Pages 123 - 154)
- E1 (d) Port Of Oban Cruise Ship (Pages 155 - 176)
- E1 (e) Soroba Community Enterprise Ltd (Pages 177 - 198)
- E1 (f) Highlands and Islands Music and Dance Festival (Pages 199 - 214)

9. DATE OF NEXT MEETING

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

OBAN COMMON GOOD FUND

Councillor Kieron Green

Councillor Sir Jamie McGrigor

Councillor Jim Lynch

Councillor Elaine Robertson (Chair)

Contact: Andrea Moir, Senior Area Committee Assistant - 01369 708662

**REPORT BY THE EXECUTIVE DIRECTOR OF CUSTOMER SERVICES IN
ABSENCE OF A QUORUM FOR THE OBAN COMMON GOOD FUND
MEETING held in INTERVIEW ROOM 2, MUNICIPAL BUILDINGS, OBAN
on TUESDAY, 14 NOVEMBER 2017**

Present: Councillor Elaine Robertson (Chair)
Councillor Sir Jamie McGrigor

Attending: Melissa Stewart, Area Governance Officer
David McGregor, Simmers & Co
Marri Malloy, Chair of Oban Community Council
Rev Dugald Cameron, Church of Scotland

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Kieron Green and Jim Lynch.

As a result, the meeting was inquorate although it was agreed that a discussion on the agenda items could take place with any recommendations being ratified at an adjourned meeting that would take place on Thursday 16th November 2017 in Kilmory, Lochgilphead (at a time and venue yet to be confirmed). This informal meeting would have the benefit of seeking input from the independent observers.

2. DECLARATIONS OF INTEREST

Marri Malloy declared a non-financial interest in the application by Oban Viewpoint on the basis that she was a Director of Soroba Community Enterprise, the parent group of Oban Viewpoint Group. She did not take part in the discussion on this item.

3. MINUTES

It was recommended that the minutes of the Oban Common Good Fund meeting on 29 August 2017 be agreed as a correct record.

4. NEW TRUSTEES PHOTOSHOOT

It was suggested that the photoshoot should coincide with an Area Committee date, with the independent observers being invited to attend.

5. CORRESPONDENCE

(a) Oban Community Council

The Trustees received a thank you letter from Oban Community Council which was noted.

(b) Soroba Community Enterprise

The Trustees received a thank you letter from Soroba Community Enterprise which was noted.

6. END OF PROJECT MONITORING FORMS

The Trustees considered an end of project monitoring form from the 3rd Oban Guides which was noted.

7. ACTUAL INCOME EXPENDITURE REPORT

A financial statement detailing the current position was noted by the Trustees.

8. NEW APPLICATIONS

(a) Oban Phoenix Cinema

The Trustees noted that the application was incomplete and that additional information had been sought but not yet received. It was hoped that the information sought would be available at the adjourned meeting.

(b) Oban Viewpoint Group

It was noted that Section 3 of the application form was incomplete and that this would be requested for the adjourned meeting. In addition, the recently submitted accounts would be circulated.

(c) Oban Winter Festival

It was agreed to recommend that the application be approved.

The Oban Common Good Fund reconvened on Thursday 16th November 2017 at 10.15am in the Council Chamber, Kilmory, Lochgilphead.

Present: Councillor Elaine Robertson (Chair)
Council Kieron Green
Councillor Sir Jamie McGrigor

Attending: Melissa Stewart, Area Governance Officer

1. APOLOGIES

Apologies were received from Councillor Jim Lynch, no other attendees were expected.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The minutes of the Oban Common Good Fund held on 29 August 2017 were approved as a correct record.

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.

4. NEW APPLICATIONS

(a) **Oban Phoenix Cinema**

The Trustees considered the application from Oban Phoenix Cinema, noting that the further information sought had not yet been provided.

Decision

The Trustees determined that they were unable to consider the application at this time and requested that a fresh application be re-submitted for their consideration once the appropriate consents and estimates had been obtained.

(b) **Oban Viewpoint Group**

The Trustees considered the application from Oban Viewpoint Group.

Decision

The Trustees requested that a fresh application be submitted to regularise the application details and supporting documentation.

(c) **Oban Winter Festival**

The Trustees considered the application from Oban Winter Festival.

Decision

The Trustees agreed to award £1700 to Oban Winter Festival to provide a promotional video.

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ARGYLL AND BUTE COUNCIL**OBAN COMMON GOOD FUND****CUSTOMER SERVICES****28 FEBRUARY 2018**

OBAN COMMON GOOD FUND BANKING ARRANGEMENTS

1.0 EXECUTIVE SUMMARY

This report invites the trustees to review the current payment method of successful applicants or alternatively to agree to amend the existing signatories following some changes to the support provided within the Governance and Law team.

Currently those awarded funding are paid by cheque. Cheques are prepared and signed by Simmers & Co and sent to authorised signatories for co-signing before being forwarded to the recipient. In effort to speed up the payment process and reduce costs both to the trust and payee, it is proposed that trustees agree to make future payments by bank transfer.

Typically payments made and received by online transfer cost 50% less to each party involved in the transaction and are cleared quicker than funds paid by cheque.

ARGYLL AND BUTE COUNCIL
OBAN COMMON GOOD FUND
CUSTOMER SERVICES
28 FEBRUARY 2018

OBAN COMMON GOOD FUND BANKING ARRANGEMENTS

2.0 INTRODUCTION

- 2.1 Trustees of the Fund previously agreed to move to online banking on 15 December 2016 and it is suggested that they now take advantage of the benefits associated with making bank transfer payments to the successful applicants.

3.0 RECOMMENDATIONS

- 3.1 That trustees agree to make payment by bank transfer to successful applicants in line with the proposed process at paragraph 4.3; and
- 3.2 That changes to the authorised signatories by removing either Shirley MacLeod and/or Danielle Finlay and replacing with Melissa Stewart and Andrea Moir are agreed by the trustees.

4.0 DETAIL

- 4.1 Trustees agreed on 15 December 2016 to move to online banking and it is suggested that they now take advantage of the reduced costs in making bank transfer payments to successful grant applicants. This can be achieved by amending the current application form to include a section for bank details.
- 4.2 There are benefits to recipients of transfer payments in terms of the time taken for the payment to reach them, the time taken for the payment to be available and the reduced costs of receiving the funds in terms of banking charges levied.
- 4.3 The table below indicates the current and proposed process:

Current Process	Proposed Process
Trustees award a grant	No change
Governance and Law staff instruct release of agreed sum of money	No change
Cheque is prepared by Simmers & Co	Simmers & Co set up and authorise bank transfer, advising clerk that payment has been instructed

Cheque posted to authorised signatory for countersigning	Clerk to have view rights to the online account and will check payment matches the decision of the trustees
Cheque countersigned and issued to applicant	
Cheque received by applicant and banked	

- 4.4 Based on an assumption of immediate attention by staff from Governance and Law and Simmers & Co, with time taken in posting and bank clearance, the best case current scenario is for the funds to be available to the applicant within approximately 12 working days, potentially more if the applicant cannot deposit the cheque immediately. The proposed process could be as quick as 2 working days.
- 4.5 While it is not possible to have a double authorisation in terms of the current bank account for online payments, it is suggested that payment rights be given to Simmers & co and viewing rights on the account be given to the authorised signatories to enable them to check that the amount released matches the decision of the trustees.

5.0 CONCLUSION

- 5.1 It is recommended that in view of the benefits to recipients that the trustees should consider moving to a process of bank transfer in respect awards made rather than the traditional payment method of cheques.

6.0 IMPLICATIONS

- 6.1 Policy - none
- 6.2 Financial – charges for BACs are approximately 50% less than payments made by cheque
- 6.3 Legal - none
- 6.4 HR - none
- 6.5 Equalities - none
- 6.6 Risk – It is not possible to double authorise an online payment but the suggestions for immediate review of instructed payment should provide reassurance that the funds are disposed of in accordance with the decisions of the trustees
- 6.7 Customer Service – the proposals presents a more efficient, timely and cost efficient service to the recipient.

Executive Director of Customer Services

16 February 2018

For further information contact: Melissa Stewart, Area Governance Officer, Kilmory, Lochgilphead – 01546 604331

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