

**The Highland Council
City of Inverness Area Committee**

Minutes of Meeting of the **Inverness Common Good Fund Sub-Committee** held in the 1st Floor Committee Room, Town House, Inverness on Monday 3 February 2020 at 9.30 am.

Present:

Mrs C Caddick
Miss J Campbell
Mrs H Carmichael

Mr A Graham
Mrs E McAllister
Mr G Ross

Officials in Attendance:

Mr D Haas, Inverness City Area Manager
Mrs H Tolmie, Administrative Assistant, City Manager's Office
Mr S Taylor, Civic and Facilities Team Leader
Mr A MacInnes, Administrative Assistant, Chief Executive's Service

Mr G Ross in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr B Boyd, Mr I Brown, Mr G Cruickshank and Mr A Jarvie.

2. Declarations of Interest

The Committee **NOTED** the following declaration of interest:-

Item 8 – Mrs C Caddick – (Non-Financial)

3. Exclusion of the Public

The Sub-Committee **RESOLVED** that, under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting during discussion of the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

4. Grant Applications Review

There had been re-circulated Report CIA/29/19 dated 14th May 2019 by the Inverness City Area Manager together with accompanying minute extract detailing the current position. Members were invited to review the Grant Application process and identify any changes. These would be considered and may or may not involve further reference to CIAC for approval. Noting this, a report clarifying the new process would be provided at the next meeting for approval.

The Sub-Committee reviewed the criteria for grant applications and following consideration of the options **AGREED** as follows:-

that for the financial years 2020/21 and 21/22 (with a review in February, 2021) -

i there would be 2 rounds for consideration of large grant applications (over £5k) in May and November (available funding of approximately £100k in each round). Grant awards by the Sub Committee of over £10k would still require to be approved by the City of Inverness Area Committee;

ii there would be 4 rounds for consideration of small grants (£5k and under) (available funding of approximately £75k each year);

iii that the funds available in each round would be used as a guide rather than a definite limit allowing then for discretion by the Sub- Committee;

iv recurring annual event applications would continue to receive a grant reduction of 20%;

v a publicity programme would be drawn up for the new format for consideration of grant applications;

vi there would not be distinct categories for grant applications, and applications would be considered on their merits;

vii that recurring applications from Ness Angling Club and MS Society, grants awarded would come from the "Other Properties" budget; and

viii that applicants be asked within the application process if they would want publicity should they receive a grant award.

5. Grants Monitoring

There was circulated Report No. GSC/01/20 dated 23 January 2020 by the Inverness City Area Manager.

In particular, it was noted that the Scottish Canals, Carse Outdoor Hub project was progressing, and they were finalising the funding package for the project.

The Sub-Committee **NOTED** the current status of the Grants outstanding.

6. Inverness Town Twinning

The Sub-Committee was asked to consider the application submitted by the Inverness Town Twinning Committee for approval of their annual grant. The request was for £4,500 and would be paid from the Town Twinning budget if approved.

The Sub-Committee **APPROVED** the grant award of £4,500 and that further detail on the application would be submitted to Members for information and the applicant be asked to submit their Annual Report with any future application.

7. Inverness BID

There was circulated Report No. GSC/02/20 dated 23 January 2020 by the Inverness City Manager.

The Sub-Committee was invited to consider the applications from Inverness BID as detailed in the Appendices to the report and to make a recommendation to the City of Inverness Area Committee either to accept or refuse the applications for funding.

The applications for funding were in respect of: Floral Displays 2020; Coach Ambassador 2020; Operation Respect Task Team Easter/Summer 2020; Inverness Gull Project 2020; and Inverness Community Safety Partnership 2020. A total of £101,898 was being applied for.

In particular, it was noted that a report on the work of the Inverness Community Safety Partnership was to be submitted to the City of Inverness Area Committee. It was suggested that there should be ongoing discussion regarding whether it was appropriate for the Common Good Fund continuing to fund the Inverness Community Safety Partnership post in future.

The Sub Committee **AGREED to Recommend** to the City of Inverness Area Committee that the applications from Inverness BID be approved.

8. Evaluation Forms

Declaration of Interest –

Mrs C Caddick, declared a non-financial interest as a Trustee and Board Member of the Northern Meeting Charitable Piping Trust but, having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that the interest did not preclude her from taking part in the discussion of the item.

There had been circulated the Evaluation Forms submitted by applicants on completion of their projects.

In terms of the Highland Foodbank project run by Blythswood Care, information would be sought on the number of staff involved and their role in the project.

In terms of the Northern Meeting Charitable Piping Trust, it was requested that the application be subject to an Economic Benefit Assessment in respect of their next application. This would establish if support could be offered through the Conference Support Budget.

The Sub Committee **NOTED** the Evaluation Forms.

9. Civic Hospitality Requests

There had been circulated Report No. GSC/03/20 dated 23 January 2020 by the Inverness City Area Manager which listed the applications received for Civic Hospitality from the Inverness Common Good Fund.

In this connection, there had been circulated separately a copy of the applications and any supporting documentation as Booklet A.

The Sub-Committee determined the applications listed in Appendix 2 to the report and detailed in Booklet A as follows:

<u>Scottish Courts and Tribunal Service</u> Inverness Castle – Closing Ceremony (£3480.00)	AGREED £3480.00
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<u>The Highland Council</u> DLITE Highland Graduation (£967.32)	AGREED £967.32
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It was suggested that in future The Highland Council may wish to fund this rather than the Common Good Fund given that the majority of teachers were from out with the Inverness area.

<u>Inverness Wine Appreciation Society (£1624.80)</u>	REFUSED
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The application was more for a private let rather than a civic reception and therefore the application was refused.

<u>Northern Counties Lady Curlers</u> Canadian Ladies Curling Tour (£3104.63)	AGREED On the basis that a Civic Buffet be offered instead of a Civic Dinner
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Given that this was a networking type of event, it was suggested that a Civic Buffet rather than a dinner be offered.

<u>19th Regt RA</u> Freedom of Inverness Parade (£3000.00)	AGREED £3000.00
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10. Homologation of Civic Hospitality Requests

The Sub-Committee **AGREED** to homologate the decision to award the following Civic Hospitality requests:-

- Inverness Sea Cadets – Civic Reception - 28th January - £2,244.95.
- Visit of Celtic Bishops – Afternoon Tea – 28th January - £533.75

11. Recurring Events

There had been circulated Report No. GSC/04/20 dated 23 January 2020 by the Inverness City Area Manager. The report invited the Sub-Committee to consider approval in principle for recurring annual events and to decide which option from paragraph 2.4 they would like to determine them.

In particular, the scale of charges for events would be sent for information to Councillor C Caddick.

The Sub-Committee **AGREED** to approve the recurring annual events in principle and delegate authority to the City Area Manager in consultation with the ICGF Chairman and the Provost to approve the necessary expenditure in 2020/21.

12. Inverness Website

The Sub-Committee was invited to consider a circulated invoice and was asked to consider if a dedicated Inverness web portal was still required.

The Sub-Committee **DEFERRED** this item pending a report by the Principal Tourism and Film Officer to the City of Inverness Area Committee on the issue.

13. Moments in A Modern City

The Sub-Committee **AGREED** to homologate the decision to pay £350 towards updates for the Inverness Book "Moments in a Modern City". This work had been saved and can be used at any time in the future when a reprint of the book is required.

14. Date of Next Meeting

The Sub-Committee **NOTED** that the next meeting would take place on Monday 27th April, 2020 at 9.30 a.m.

The meeting ended at 11.15 a.m.