

Agenda Item	<b>8a</b>
Report No	<b>BIDS/004/20</b>

## THE HIGHLAND COUNCIL

**Committee:** Black Isle, Dingwall and Seaforth Committee

**Date:** 25 February 2020

**Report Title:** Dingwall Common Good Fund –  
Quarter Three Monitoring Report and  
Proposed Budget 2020/21

**Report By:** Executive Chief Officer - Communities and Place  
Executive Chief Officer - Resources and Finance

### 1. Purpose/Executive Summary

- 1.1 This report presents the quarter three monitoring for the Dingwall Common Good Fund for 2019/20. The report highlights main issues regarding the accounts and the impact and strategy in relation to the overall Fund. The report also outlines the proposed budget for 2020/21

### 2. Recommendations

- 2.1 Members are asked to:
- consider the position of the Dingwall Common Good Fund, as shown in the 2019/20 Quarter three monitoring statement against budget;
  - agree to contribute £8,000 towards the Town Centre Fund Property Project; and
  - consider and approve the proposed 2020/21 budget for the Fund.

### 3. Implications

- 3.1 Resource – Usable Reserves stood at £219,330 as at 31 March 2019. An estimated surplus of £9,008 is anticipated at year end of 2019/20.
- 3.2 Community (Equality, Poverty and Rural) – Two special projects seek to improve equality and access to the Dingwall Common Good assets. Any future major project for the protection or refurbishment of Common Good assets would also seek to improve equality of access.
- 3.3 Climate Change/Carbon Clever – None. Any future project for protection or refurbishment would seek to increase energy efficiency where possible.
- 3.4 Legal, Risk, Gaelic – None

#### 4. **Monitoring Statement to 31 December 2019**

4.1 A monitoring statement showing transactions to the end of December 2019 against budget is attached as **Appendix 1**.

#### 4.2 **Income –**

The income to date is in relation to the rental of the Jubilee Park Caravan site. Dingwall Town Hall will be received in Quarter four. This is in line with the budget set. Additional income of £12,598 is shown as grant reimbursement for expenditures under Town Centre Fund projects and is expected to be received by financial year end.

#### 4.3 **Expenditure –**

Staff costs for the Common Good Fund Officer is within the budget set. Core property costs of £15,678 were incurred in Quarters one to three which is made up of a payment of £15,000 towards provision of a disabled toilet in Dingwall Town Hall as part of the Newton Room Project. This remains within budget.

Additional property costs of £12,598 relate to project costs for Town Centre Fund Projects to improve access to Dingwall Town Hall by installing a lift and re-purposing the Cromartie Car Park toilets which have been incurred during 2019/20. These costs will be fully funded by the Town Centre Fund grant. Claims will be submitted as timeously as possible.

At present the estimated 2019/20 year-end position shows surplus of £9,008

#### 5. **Proposed Budget for 2020/21**

5.1 The proposed budget for 2020/21 is set out in **Appendix 2** of the report for Committee to consider.

#### 5.2 **Anticipated Income**

**Rental Income** - Rental income for Dingwall Common Good Fund arises from Highlife Highland for rental of Dingwall Town Hall and from the Camping and Caravanning Club for Jubilee Park Caravan Site. The total anticipated income from these assets for 2020/21 is £28,564 which is the same as for 2019/20

5.3 **Interest on Revenue Balances** – Assuming that current low interest rates continue, it is anticipated that interest receivable on projected surplus balances will be approximately £700 in 2020/21.

## 6. **Proposed Expenditure**

6.1 **Property Costs** – The Town Hall is leased on a full repairing and insuring basis to The Highland Council and managed by Highlife Highland. It is suggested that a revenue property budget of £6,000 be set for 2020/21 towards urgent repairs/works or other maintenance as required. Insurance costs are also included in this heading.

6.2 **Central Support** – Expenditure in this regard relates to support from Corporate Resources and a proportion of the costs of the Common Good Fund Officer. It is proposed that a sum of £1,200 is budgeted to cover these costs.

### 6.3 **Grants and Contributions**

In order to protect reserves and the likely future requirement for protection or developments of Common Good assets it is proposed that a budget of £1,000 is made available for small grants to community groups and a budget of £3,000 for special project grants or donations towards Common Good assets.

### 6.4 **Property: Special Projects – Town Centre Fund**

In November 2019 a grant award of £214,000 was approved from the Town Centre Fund towards:

- (i) Dingwall Town Hall – lift installation project. This project will improve access and increase usage;
- (ii) repurposing the former Cromartie Carpark toilets building. This project will bring an old building back into purposeful use.

Both projects have the support of Dingwall Community Council and local community groups. A joint project team has been established and is meeting regularly. Under this Fund projects must be fully committed by March 2020 and completed by the end of October 2020.

The total cost of the project is estimated to be £222,000 giving a potential shortfall of £8,000. Members are asked to agree meeting this shortfall from Dingwall Common Good Fund 2020/21 budget.

Progress on this project will be reported to this committee as part of the Common Good monitoring, including the income and expenditure against this project.

Project expenditure will be incurred in advance of grant claims being submitted. The budget performance of the project will vary as expenditure is incurred and income received.

Designations: Carron McDiarmid, Executive Chief Officer, Communities and Place  
Liz Denovan Executive Chief Officer, Resources and Finance

Date: 13 February 2020

Authors: Diane Agnew, Ward Manager  
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Appendix 1

**Dingwall Common Good –  
Third Quarter Monitoring  
Period to 31 December 2019**

	<b>Actual to date £</b>	<b>Budget £</b>	<b>Year End Estimate £</b>	<b>Variance £</b>
<b>INCOME</b>				
Rents	24,814	28,564	28,564	0
Interest and investment income	0	700	700	0
Town Centre Fund Grant	0	0	12,598	12,598
<b>TOTAL INCOME</b>	<u>24,814</u>	<u>29,264</u>	<u>41,862</u>	<u>12,598</u>
<b>EXPENDITURE</b>				
Staff Costs - CGF Officer	155	1,000	1,000	0
Property Costs	15,678	18,000	18,000	0
Property: Special Projects TCF	12,598	0	12,598	12,598
Community Grants	1,000	1,000	1,000	0
Special Project Grants: CG Assets	56	5,000	56	(4,944)
Central Support	0	200	200	0
<b>TOTAL EXPENDITURE</b>	<u>29,487</u>	<u>25,200</u>	<u>32,854</u>	<u>(7,654)</u>
<b>Income less Expenditure</b>	<u><u>(4,673)</u></u>	<u><u>4,064</u></u>	<u><u>9,008</u></u>	<u><u>4,944</u></u>

**Appendix 2****DINGWALL COMMON GOOD FUND  
PROPOSED BUDGET 2020/21**

	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Rents	28,564	28,564
Interest and investment income	700	700
Town Centre Fund Grant	201,402	0
Total income	<u>230,666</u>	<u>29,264</u>
<b>Expenditure</b>		
Central Support/Staff costs – CGF Officer	1,200	1,200
Property costs	6,000	18,000
Property: Special Projects TCF	209,402	0
Community Grants and Donations	1,000	1,000
Special Project Grants – CG Assets	3,000	5,000
Total Expenditure	<u>220,602</u>	<u>25,200</u>
<b>Surplus/(deficit) for year</b>	<u><u>10,064</u></u>	<u><u>4,064</u></u>
Useable reserves as at 31/03/2019		219,330