

## **The Highland Council**

Minutes of Meeting of the **City of Inverness Area Committee** held in the Council Chamber, Council Headquarters, Glenurquhart Road, Inverness on Monday 5 June 2023 at 10.00am.

### **Present:**

Mr C Aitken	Mrs J Hendry
Mr C Ballance	Ms E Knox (Remote)
Mr B Boyd	Mrs I MacKenzie
Mr I Brown	Mr R MacKintosh (Remote)
Mr M Cameron	Mr A MacKintosh
Mrs G Campbell-Sinclair	Ms K MacLean
Mr A Christie	Mr D Macpherson
Mr D Fraser	Mrs M Reid
Mr K Gowans	Mrs T Robertson
Mr A Graham	Mr A Sinclair (Remote)
Mr D Gregg	

### **Officials in Attendance:**

Mr D Haas, Inverness City Area Manager, Communities and Place  
Mr G Munro, Revenues Manager, Resources & Finance  
Ms L Mateer, Principal Housing Officer, Housing & Property  
Mr E Marsh, Principal Repairs Officer, Housing & Property  
Miss J MacLennan, Joint Democratic Services Manager, Performance & Governance  
Mrs O Bayon, Committee Officer, Performance and Governance

### **Also in attendance:**

Mr R King, Station Commander Inverness, Scottish Fire & Rescue Service  
Mr C MacFarlane, Manager of Victorian Market

**An asterisk in the margin denotes a recommendation to the Council. All decisions with no marking in the margin are delegated to Committee.**

### **Mr I Brown in the Chair**

#### **Preliminaries**

On behalf of the Committee the Chair expressed condolences to Councillor McAllister and Councillor Boyd on the recent sad losses both had experienced within their families.

Praise was also expressed to Inverness Caledonian Thistle on reaching the Scottish Cup final. Although losing against Celtic Football Club, a team who competed at European level, it had been a valiant attempt. Some Members had attended the match and highlighted how well the team had played. They had done the City of Inverness proud and hopefully next season they would be promoted to the Premier League.

#### **Business**

- 1. Calling of the Roll and Apologies for Absence  
Gairm a' Chlàir agus Leisgeulan**

Apologies for absence were intimated on behalf of Ms H Crawford and Mrs B McAllister.

## **2. Declarations of Interest/Transparency Statement Foillseachaidhean Com-pàirt/ Aithris Fhollaiseachd**

The Committee **NOTED** the following Transparency Statement:-

Item 7: Mr A Christie and Mr Gregg  
Item 8a: Mr A Christie and Mr Gregg

## **3. Scottish Fire and Rescue Service – Area Performance Report Seirbheis Smàlaidh is Teasairginn na h-Alba**

There had been circulated Report No CIA/13/23 dated 22 May 2023 by the Local Senior Officer for Highland.

During discussion, the following issues were raised:-

- Members unanimously thanked and praised the bravery of the Scottish Fire and Rescue Service (SFRS) across Highland who had worked tirelessly over the last few days tackling a major wildfire near Cannich. The impact on the village was acknowledged, as was the assistance the community, gamekeepers, local sports clubs and landowners had provided. Firefighters would have experienced physical as well as mental trauma and particular mention was made of the two firefighters who had been hospitalised with the Committee sending their best wishes for a full and speedy recovery. Going forward, with Climate Change and the potential for similar instances occurring, the Committee offered any assistance they could provide;
- the wildfire in Cannich had highlighted the difficulty in recruiting retained firefighters in rural areas such as Cannich and an offer was made of any help Members could give to address this. It was important to increase the availability statistics for Cannich and Members were informed of potential ideas how this could be achieved;
- initial training for retained firefighters was a considerable undertaking and the recent wildfire had demonstrated the commitment of personnel;
- it was important to emphasise to the Westminster and Scottish Governments, despite a relatively low population, the vast geographical size of Highland and that resources were required accordingly;
- many properties had installed interlocked fire systems and Members asked for information as to the direct impact this had had on accidental dwelling fires;
- demographics on age in relation to accidental dwelling fires was also requested and how the elderly could be made aware of how they could contact the (SFRS) for advice and information;
- from 1 July 2023 the SFRS's proposal not to attend automatic fire alarm call outs to commercial businesses was of concern; and
- as a result of a recent road traffic accident it had been necessary to close the A9 and this has caused additional pressure on other roads and confirmation was sought that the consequent impact of these detours were taken into consideration.

The Committee **NOTED** the attached Area Performance Report.

#### **4. Victorian Market Update Cunntas às Ùr mun Mhargadh Bhictòrianach**

There had been circulated Report No. CIA/14/23 dated 23 May 2023 by the Executive Chief Officer Communities and Place.

A presentation was undertaken by the Manager of Victorian Market, Mr C MacFarlane. During the presentation an update was provided on the progress that had been made with the Victorian Market new development and the strong marketing planning in place such as a renewed website, planned local events and social media advertisements.

Following the presentation and during discussion, the following issues were raised:-

- it was queried if the Victorian Market had displayed public toilet signage to inform customers of the available facilities;
- it was emphasised the need to accurately measure footfall within the Market to be able to gauge its success with tangible data;
- the continued promotion of the Market on social media platforms was encouraged;
- Members welcomed responses provided to negative reviews and expressed appreciation for the positive reviews on social media as it was felt that this created further engagement. In this regard it was queried if there was a customer comment box placed within the Market;
- it was felt that acoustic live music would benefit from a form of amplification due to the general background noise generated from the restaurant facilities;
- information was sought on what steps were previously taken to try to fill the vacant Retail Units before opening and what work was currently being undertaken to fill the vacant Retail Units within the Market;
- information was sought regarding what could be carried out to make the Church Street entrance area more attractive to customers. In this regard Members requested information regarding the footfall numbers using the Church Street entrance;
- it was queried if the portable space heaters were being paid for out of the Common Good Fund or being paid for from the tenant communal charges;
- an update was requested on how the Market performed during the summer period, what were the plans for the winter period and were there any lessons learned. In this regard it was requested to change the date for the report on the review and associated recommendations to November 2023;
- Members queried what discussions had taken place with the private owners regarding the Queensgate entrance area to remove buckets from the corridor;
- it was queried when the model train would be reinstated within the Market;
- the flexible units were welcomed as it was felt that these would encourage more fledgling businesses to utilise the provision;
- the need to encourage a variety of vendors within the Market was stressed as this would attract more customers;
- it was felt that there was insufficient management information being acquired to lead and direct the Market in the right direction, such as footfall at certain times of the week, the demographics of the visitors and how these were being targeted with strategic advertisements;

- it was highlighted that the advertisement colour scheme for newspaper advertisements did not lend itself well to newsprint. In this regard it was suggested that the advertisements be reviewed and consider adding additional colour and brightness;
- it was suggested that recycling the heat from the cooking facilities be considered to heat other areas of the facility, potentially providing hot water for the public toilets. In this regard it was also suggested that additional solar panels could be considered for the pyramid roof;
- it was queried if a deposit return scheme unit would be considered for the Market, as it was felt that this would attract additional footfall;
- regarding the food court opening at the Eastgate Shopping Centre, it was queried what impact this has had on the Victorian Market food court opening;
- as the UHI facilitated professional cookery classes, it was queried if UHI had been approached to discuss potential use of the vacant stalls to give experience to students in a commercial setting; and
- in response to a query, it was confirmed that the Market Manager was based in an office at the Victorian Market.

The Committee:-

- NOTED** the progress in respect of the work agreed through the Victorian Market Action Plan since the last report to the City Committee and the work ongoing to progress the letting of all new units in the Market;
- AGREED** that the current management arrangements were extended for a further year to enable a review to be undertaken to establish future management and commercial development requirements; and
- NOTED** that a report on the review and associated recommendations would come to the City Committee by 20 November 2023.

## 5. **Inverness Wards Repurposing COVID-19 Fund** **Maoin Ath-adhbharachaidh COVID-19 Uàrdan Inbhir Nis**

There had been circulated Report No. CIA/15/23 dated 15 May 2023 by the Executive Chief Officer Communities and Place.

The Committee **AGREED** the repurposing of the following COVID-19 funds:-

- **Ward 12 – Aird & Loch Ness**  
£1,145 to support Amenity Services with repairs and improvements to play parks in the Ward.
- **Ward 14 – Inverness Central**  
£2,000 to support Amenity Services with repairs and improvements to play parks in the Ward.
- **Ward 16 – Inverness Millburn**  
£1,800 to support Amenity Services with repairs and improvements to play parks in the Ward
- **Ward 17 – Culloden & Ardersier**  
£10,350 to support Amenity Services with repairs and improvements to play parks in the Ward.

**6. City of Inverness Ward Discretionary Budget Approvals  
Aontaidhean Buidseat fo Ùghdarras Uàird Cathair-bhaile Inbhir Nis**

**a) Ward Discretionary Budget Applications Approved - 1 April 2022 to 31 March 2023  
Iarrtasan Buidseat fo Ùghdarras Uàird air an Aotachadh – 1 Giblean 2022 gu 31 Màrt 2023**

There had been circulated, for noting, Report No CIA/16/23 by the Executive Chief Officer, Communities & Place detailing the Ward Discretionary Budget applications approved since 1 April 2022 to 31 March 2023.

The Committee **NOTED** the Ward Discretionary Budget applications approved since 1 April 2022 to 31 March 2023.

**b) Ward Discretionary Budget Applications Approved since 1 April 2023  
Iarrtasan Buidseat fo Ùghdarras Uàird air an Aotachadh bho 1 Giblean 2023**

The Committee **NOTED** that the following City of Inverness Ward Discretionary Budget applications had been approved since 1 April 2023:-

**Ward 12**

- Orchard Play Park Beauty - £864.80
- Glen Urquhart Men's Shed: Purchase of Laser Cut / Engraving Machine - £500

**Ward 13**

- Charleston Academy Community Complex: Gala Fun Day - £1,500

**Ward 14**

- Inverness Royal Academy: Outward Bound Targeted Intervention and Nurture Course - £420
- 12th Inverness Boys Brigade (Dalneigh): National Table Tennis Final Travel & Accommodation - £372

**Ward 16**

- Inverness Royal Academy: Outward Bound Targeted Intervention and Nurture Course - £420

**Ward 15,17 and 19**

- No spend to date

**7. Housing Performance Report –1 April 2022 to 31 March 2023  
Aithisg Coileanaidh Taigheadais – 1 Giblean 2022 gu 31 Màrt 2023**

**Mr A Christie and Mr D Gregg made Transparency Statements in respect of this item in their capacity as General Manager and Board Member of Inverness, Badenoch and Strathspey Citizens Advice Bureau respectively. However, having applied the objective test, reviewed their position in relation to the item and any personal connection, they did not consider that they had an interest to declare.**

There had been circulated Report No CIA/17/23 dated 5 June 2023 by the Executive Chief Officer Housing and Property.

During discussion, the following issues were raised:

- further clarification was sought, and provided, as to the assistance provided by the local housing team to offer advice and assistance to tenants signposting them to specialist services to prevent rent arrears getting out of control;
- it was queried if the increase in rent arrears was impacting on the ability to carry out repairs;
- with regard to rent arrears it would be useful to see historic trends as well as a protectory looking forward so resources could be planned to meet demand. In addition, additional information would enable greater analysis of the root causes of rent arrears and to refocus work;
- information was sought as to the number of tenants who were in arrears for one month, two months etc as well as the number who had been helped to pay off their arrears;
- it was difficult to engage with some tenants who might not want to admit they were in debt, given the stigma that was attached, but the earlier the intervention the better the outcome was;
- the pattern of rent arrears was sadly mirrored elsewhere in Scotland;
- often those presenting as homeless had no connection to Highland;
- information was sought, and provided, as to how homelessness data was gathered;
- the Housing Team were commended for their work in supporting people who were often in crisis;
- concern was expressed at reports of illegal entry to properties in Inverness to change electricity meters;
- it was suggested future housing performance reports could focus on specific topics;
- clarification was sought if the average length of time taken to complete emergency repairs over each Quarter was cumulative. In this regard, it was noted that the time taken to complete emergency repairs in Quarter 4 was considerably less than that in Quarter 3. Quarter 3 figures were, in fact, markedly higher than all the other Quarters and it was queried if this had occurred in previous years;
- the definition of what constituted an emergency repair was sought;
- the Scottish Housing Network (SHN) target to complete emergency repairs was 4.2 hours while the Highland Council target was 14. In comparison, the time taken to complete non-emergency repairs, particularly in Quarter 3, was ahead of the SHN target, Whilst this was to be commended, it was important that the emergency repairs were targeted for improvement;
- details as to the number of emergency and routine repairs were requested;
- information was sought, and provided, as to the process followed when a property was re-let to ensure repairs were carried out as quickly as possible. Where there was a delay in re-letting a property, it was important to inform Ward Members as they were often as by constituents what was happening;
- at times individuals were reluctant to move into properties until they were able to afford basic furnishings and it was important that these were directed towards the Council's Welfare team;
- in regard to a query it was confirmed that the Council was, where appropriate, buying properties back at the valuation price; and

- similarly to private landlords, the Council aimed to carry out yearly inspections of its properties.

The Committee **NOTED** the information provided on housing performance in the period 1 April 2022 to 31 March 2023.

## **8. Inverness Common Good Fund (ICGF) Maoin Math Coitcheann Inbhir Nis**

### **a) Inverness Winter Payments 2022/23 Pàighidhean Geamhraidh Inbhir Nis 2022/23**

**Mr A Christie and Mr D Gregg made Transparency Statements in respect of this item in their capacity as General Manager and Board Member of Inverness, Badenoch and Strathspey Citizens Advice Bureau respectively. However, having applied the objective test, reviewed their position in relation to the item and any personal connection, they did not consider that they had an interest to declare.**

There had been circulated Report No. CIA/18/23 dated 10 May 2023 by the Executive Chief Officer Communities and Place.

In the previous two years one-off increases had been made in recognition that some individuals were struggling but it was acknowledged that this might not be possible to replicate. It was important to ensure the Inverness Common Good Fund was sustainable going forward but it was suggested that a review could take place at the next meeting of the City of Inverness and Area Committee on 20 November 2023 to gauge if there was any underspend that could be reallocated.

The Committee **AGREED**:-

- i. to provide an Inverness Winter Payments Discretionary Scheme for 2023/24 having regard to the financial support available from the Department for Work and Pensions and Social Security Scotland as set out in sections 6 and 7 of the report;
- ii. to accept applications from 1 December 2023 to 29 February 2024 inclusive;
- iii. to provide a budget of £0.200m for the 2023/24 Scheme noting that payments for Landward Areas would be sourced from available income within the Inverness Benevolent Funds first, with the ICGF being utilised for the Landward Areas, in the event that officers decide it financially prudent to do so;
- iv. to apply a Consumer Price Index (CPI) increase to the original £97 award rate for 2022/23 in order to determine the 2023/24 single tier payment rate;
- v. to apply a CPI increase as set out in (iv) above, agree to use the annual CPI of 8.9% (March 2023 rate), noting this would establish the 2023/24 award amount at £106 for eligible applicants;
- vi. that the criteria utilised for the 2022/23 scheme as set out in paragraphs 9.2 to 9.6 of the report be used as the basis for the 2023/24 Scheme;
- vii. that this discretionary scheme was to be made available to residents in the City of Inverness and the Landward areas of the seven City Wards;

- viii. that BACS payments were to be used for this discretionary scheme as this was the most secure method of payment for recipients of the payment and the Council alike
- ix. to re-review the Inverness Winter Payment Scheme at its meeting on 20 November to look at repurposing any underspend in the Inverness Common Good Fund into an increased payment award for the Inverness Winter Payment Scheme as done in the previous two years.

**b) Grants Applications over £10,000  
Iarrtasan Tabhartais thar £10,000**

There had been circulated Report No. CIA/19/23 dated 22 May 2023 by the Executive Chief Officer Communities and Place. In this connection, there had been circulated separately a copy of supporting documentation as Booklet A.

1. FLOW Photofest

The Committee **APPROVED** a grant of £12,100.

2. Highland Third Sector Interface

The Committee **NOTED** that this application had been withdrawn

3. Flexible Childcare Services Scotland

The Committee **REFUSED** a grant of £15,578 noting the potential for a precedent to be set which could not be sustainable for the ICGF.

**9. Appointments to Outside Bodies  
Cur an Dreuchd gu Buidhnean air an Taobh A-muigh**

**i. Highlanders Museum – Board of Directors**

Following a request from the Highlanders Museum Board of Directors, the Committee **AGREED** to appoint the Provost as a Board Director.

**ii. Inverness Women’s Aid Board of Directors**

The Committee **AGREED** to appoint Ms E Knox to the Inverness Women’s Aid Board of Directors.

**10. Minutes  
Geàrr-chunntas**

The following Minutes were circulated for noting or approval as appropriate:-

- i. **NOTED** the City of Inverness Area Committee held on 13 February 2023 and 23 March 2023 for noting;
- ii. **APPROVED** the Inverness Events and Festivals Working Group held on 27 February 2023, 23 March 2023 and 13 April 2023 for approval. In relation to the Red Hot Highland Fling it was highlighted that information was still awaited as to the breakdown of the number of attendees;



- iii. **APPROVED** the Inverness Common Good Fund Grants Sub-Committee held on 6 March 2023 and 15 May 2023 for approval; and
- iv. **APPROVED** the Inverness East Sports Facilities Working Group held on 21 March 2023 for approval.

The meeting ended at 12.15pm.

## City of Inverness Area Committee

Minutes of Meeting of the **Events and Festivals Working Group** held in the 2<sup>nd</sup> Floor Committee Room, Inverness Town House, on Thursday, 25 May 2023 at 2pm.

### Highland Council:

Mrs G Campbell-Sinclair  
Mrs J Hendry  
Mrs M Reid  
Mrs K MacLean  
Mr R Mackintosh

### Officials in Attendance:

Mr D Haas, Inverness City Area Manager  
Ms F MacBain, Senior Committee Officer

### Also in Attendance:

Ms K Rait, Events Manager, Highland Games

### Mrs Campbell-Sinclair in the Chair

#### 1. Apologies for Absence

There were none.

#### 2. Exclusion of the Public

Members **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.

#### 3. Declarations of Interest

There were none.

#### 4. Minutes of Previous Meeting

There had been circulated and were **NOTED** the Minutes of the previous Meeting held on 13 April 2023.

#### 5. 23/24 Events Programme

The Inverness City Area Manager and the Highland Games Event Manager updated Members on progress made for the delivery of the Inverness Highland Games on 15 July 2023.

Issues discussed included the following:

- Members were urged to assist in seeking sponsors and selling tables for corporate hospitality which were £75 per person, with ten people to a table. The Provost read out a sample letter seeking sponsorship and would make it

available for all. Members were encouraged to keep one another, and the City Area Manager, informed of any individuals or organisations they planned to contact to avoid duplication. It was suggested that targeting a named individual in an organisation was preferable to contacting a generic email address, especially given the tight timescales. Various organisations were proposed and discussed;

- concern was expressed that the Games website did not appear on Google searches and the website management company would be contacted about this, and be invited to the next meeting of the Working Group. It was suggested that more promotion of the website should be undertaken, including sharing it with Inverness BID, the Inverness Chamber of Commerce, and having a link to it added to the Council website and social media platforms. A targeted social media publicity approach, ideally with video clips, was important, and Mrs M Reid offered to assist with this, all in the context of available resources;
- the Events Manager would share her Games presentation with Members of the Working Group as a PDF file which could be used for publicity;
- a letter to schools and / or High Life Highland active schools coordinators reminding them of the events planned for the Games was suggested;
- the City Area Manager reminded Members of the limited resources available to publicise the Games and how important a targeted approach was;
- publicity posters had not been ordered yet as their efficacy was questionable and resources were stretched. It was likely that social media had a wider reach;
- empty units in the Victorian Market could be used for Games publicity;
- consideration was given to the route and logistics for the colour fun run, which it was hoped would soon be confirmed;
- other issues considered included the hospitality and official catering menus, the programme, trader and tender updates, risks, and budget issues;
- Members discussed the possibility of the Council running the bar but the logistics were complex so this was unlikely;
- some Council staff might be permitted to assist at the event; and
- a brief update on a possible event for the Saturday evening was provided with confirmation anticipated soon.

Members **NOTED** the progress of the event planning and **AGREED** the actions raised during discussion.

## 6. Budget – Update – 2023/24

Once the events programme has been confirmed, reports on programmed spend would be taken to future meetings of the Working Group.

Members **NOTED** the information provided.

## 7. Date of Next Meeting

Members **AGREED** that the date of the next meeting would be Thursday 15 June 2023 at 2pm, and not on Friday 23<sup>rd</sup> June 2023 at 11am as originally planned.

The meeting ended at 3.25pm

## City of Inverness Area Committee

Minutes of Meeting of the **Events and Festivals Working Group** held in the 2<sup>nd</sup> Floor Committee Room, Inverness Town House, on Friday, 16 June 2023 at 9am.

### Highland Council:

Mrs G Campbell-Sinclair (remote)  
Mrs J Hendry  
Mrs M Reid  
Mrs K MacLean  
Mr R Mackintosh

### Officials in Attendance:

Mr D Haas, Inverness City Area Manager  
Ms F MacBain, Senior Committee Officer

### Also in Attendance:

Ms K Rait, Events Manager, Highland Games  
Ms M Laws, Inverness BID  
Ms L MacKenzie, Adder Business Ltd  
Ms E Harrison, Visit Inverness Loch Ness

### Mrs Campbell-Sinclair in the Chair

#### 1. Apologies for Absence

There were none.

#### 2. Exclusion of the Public

Members **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 involve the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.,

#### 3. Declarations of Interest

There were none.

#### 4. Minutes of Previous Meeting

There had been circulated and were **NOTED** the minutes of the previous Meeting held on 25 May 2023.

#### 5. 23/24 Events Programme

The Inverness City Area Manager and the Events Manager updated on the progress made for the plans for the delivery of the Inverness Highland Games

set for 15th July, including Website and Promotion, Proposed Banners, Colour Fun Run, Plans, Updates including sponsorship, Budget, and Risk.

Discussion took place on many aspects of the Games and the following actions and suggestions were considered:

- a budget for sponsored social media posts in the run up to the event was required and would be procured from savings in other areas. Members were urged to encourage engagement with the social media posts. It was suggested that posts be focused on the various individual events that were taking place, including for example, video clips of musicians playing at the event. The Adder social media and marketing schedule for the coming four weeks would be forwarded to the Members of the Working Group, and to the Council's Corporate Communications to allow them to coordinate publicity efforts and produce a programme of activity which would be shared with Members;
- quotes had been received for promotional packages from Moray Firth radio, and would be forwarded to Members of the Working Group after the meeting for consideration. Traditional media releases would be coordinated with Adder's online plans;
- assurance was sought that information would be circulated to hotel and other accommodation provider associations;
- Prosecco and disposable champagne flutes had been ordered for the Council-run Prosecco bar, and it was suggested that a local supplier of strawberries be contacted and these be offered in drinks for an additional small fee. A competition to tie in with the Prosecco bar was proposed, for example painted wellies or fancy hats;
- Visit Inverness Loch Ness offered to include information on the Games in their newsletter;
- further work was required to sell tables for corporate hospitality, and a template for request letters was available from the Provost's secretary. Inverness BID offered to distribute information on this to their members;
- a press release about the colour run was proposed;
- assurance was sought and provided that although children were not permitted to be at either of the bars at the event, they were allowed to sit in the tents where alcohol was being sold;
- it was important to advertise the ceilidh and musicians and focus on selling ceilidh tickets in advance. A photo opportunity for publicity, with the Provost, Members and the musicians, was proposed;
- airport and railway station advertising was considered, but would only be beneficial in the days or week before the event, and might not prove the most cost-effective use of funds, given the limited promotional budget;
- corporate communications should be asked to promote the event to all staff, including High Life Highland and NHS Highland if possible;
- Inverness BID offered space on the High Street for banners and / or a stall, as well as poster space in the city centre;
- Adder was asked to ensure the event was promoted on the Victorian Market website and social media pages;
- hotel receptions could be asked to stock leaflets but this might be costly and leaflets might be more beneficial placed into rooms in the

- days leading up to the event;
- other suggestions for publicity included asking people to give demonstrations, eg line dancing, golf or shinty, and asking them to publicise the event in advance, contacting food influencers on social media, and asking taxi drivers to publicise the event;
- the Provost offered to provide a contact for a salmon trader for the event;
- efforts would be made to pursue sponsorship packages from larger companies; and
- it was important to fix a date for 2024 as soon as possible as many traders and performers were booked up far in advance. The date for 2024 should be put on the website.

Members **NOTED** the progress of the event planning and **AGREED** to take forward the actions detailed during discussion, where viable.

## 6. Budget – Update – 2023/24

Once the events programme has been confirmed, reports on programmed spend would be taken to future meetings of the Working Group.

Members **NOTED** the information provided.

## 7. Date of Next Meeting

Members:

- NOTED** that the date of the next meeting would be Tuesday 8 August 2023 at 2.30pm;
- AGREED** to hold an additional meeting on Monday 3 July 2023 at 12pm, to which members of the Highland Games Committee would be invited;
- AGREED** to cancel the Games Committee meeting on 21 June 2023; and
- AGREED** an informal Games site visit would be arranged for the w/c 10 July 2023 (or thereabouts).

The meeting ended at 10.35am.

## **City of Inverness Area Committee**

Minutes of Meeting of the **Events and Festivals Working Group** held in the First Floor Committee Room, Inverness Town House, on Monday, 3 July 2023 at 12pm.

### **Highland Council:**

Mrs G Campbell-Sinclair  
Mrs J Hendry  
Mrs M Reid  
Mrs K MacLean

### **Highland Games Committee in attendance:**

Mr A Dick, Chair of Games Committee  
Mr J Findlayson  
Mr C Forbes

### **Officials in Attendance:**

Mr D Haas, Inverness City Area Manager  
Ms F MacBain, Senior Committee Officer

### **Also in Attendance:**

Ms K Rait, Events Manager, Highland Games

### **Mrs Campbell-Sinclair in the Chair**

#### **1. Apologies for Absence**

There were none.

#### **2. Exclusion of the Public**

Members **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 involve the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

#### **3. Declarations of Interest**

There were none.

#### **4. Minutes of Previous Meeting**

There had been circulated and were **NOTED** the Minutes of the previous Meeting held on 16 June 2023.

#### **5. 23/24 Events Programme**

The Inverness City Area Manager and the Events Manager updated Members on progress made for the delivery of the Inverness Highland Games on 15 July,

including tickets sales to date, promotion & marketing, sponsorship & corporate hospitality, traders and market stalls, budget issues, and risks.

Various issues were discussed, and Members **AGREED** to consider the following actions:

- apparent anomalies with the accounts and insurance from previous years would be checked and, if appropriate, investigated;
- efforts were being made to have a taxi rank at the event;
- a site visit would be arranged for Members of the Working Group on Friday 14 July at 2pm;
- it should be made clear to other Members that lunch was not being provided for them with their passes. It was hoped attendance by Members would be greater than the previous year;
- efforts would be made to obtain information from previous years' commentators to pass to the new commentator, possible by arranging a meeting;
- the City Area Manager would investigate the use of a Council service bus as a shuttle bus between Ardross Street and the Games site;
- Ms J Hendry offered to hand out leftover leaflets in the city centre in the days preceding the Games, if required; and
- if there were outstanding spaces at the corporate hospitality tables, Members would be contacted for guest suggestions.

## **6. Budget – Update – 2023/24**

Members **NOTED** that once the events programme has been confirmed, reports on programmed spend would be taken to future meetings of the Working Group.

## **7. Date of Next Meeting**

Members **NOTED** that the date of the next meeting would be Tuesday 8 August 2023 at 2.30pm.

The meeting ended at 12.45pm.



## City of Inverness Area Committee

Minutes of Meeting of the **Events and Festivals Working Group** held in the First Floor Committee Room, Inverness Town House, on Monday, 7 August at 3pm.

### Highland Council:

Mrs G Campbell-Sinclair  
Mrs J Hendry  
Mrs M Reid  
Mrs K MacLean

### Officials in Attendance:

Ms A Clark, Head of Community Support & Engagement  
Mr D Haas, Inverness City Area Manager  
Ms F MacBain, Senior Committee Officer

### Also in Attendance:

Ms K Rait, Events Manager, Highland Games

### Mrs Campbell-Sinclair in the Chair

#### 1. Apologies

Apologies were intimated for Mr R MacKintosh.

#### 2. Exclusion of the Public

Members **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.

#### 3. Declarations of Interest

There were none.

#### 4. Minutes of Previous Meeting

There had been circulated and were **NOTED** the Minutes of the previous Meeting held on 3 July 2023.

#### 5. 23/24 Events Programme

##### Highland Games 2023

Ms K Rait gave a presentation providing feedback on the Highland Games, held on 15 July 2023. Headline information included the following:

- over 5000 attendees;
- 75 Colour Fun Run Participants;
- over 400 Evening Ceilidh Attendees;
- corporate Hospitality hosted 97 guests;
- 3 booked tables via hospitality offering;

- 2 tables hosted by the main event sponsors; and
- two main sponsors for the games had been Haventus Ltd and SSE with a total of £9000.

Positive feedback from sponsors, participants, attendees and on social media had been received. The weather on the day had been disappointing, with heavy rain in the afternoon. The Sea Cadets were thanked for their help with the fun run.

Suggestions for future Games included the following:

- the tendering process for suppliers should commence earlier so better availability and budget costings could be achieved;
- Games should be advertised earlier, with advanced online ticket sales available from March 2024;
- 'save the date' should be sent to possible stall holders to improve attendance and income;
- sponsorship options and hospitality packages should be available from January to attract more potential income;
- current complimentary ticket allocations should be reviewed; and
- encourage pre-event registration and separate competitors entrance to assist with gate queues.

A breakdown of the interim income and expenditure figures was provided, and it was noted that total income had increased by around £15k, despite 2k fewer attendees than the previous year. However, increased costs, including one-off costs (for example the website) meant that the overall cost of the Games came out on budget at a net cost of around £30k, comparable to the previous year despite the significantly fewer people in attendance, which was likely to be the result of the poor weather on the day.

Issues considered during discussion included the following:

- a Highland Games Committee meeting was required to provide and discuss feedback;
- the event manager was praised for her work, which was much appreciated;
- it was vital that the budget for 2024 was agreed as early as possible, and that the tendering process for suppliers and entertainment was started in January rather than waiting until March; and
- the suggestions for future Games should be taken on board.

Ms K Rait left the meeting at this point.

Members discussed the importance of event management, and also how to start the procurement and sponsorship process prior to the Council's budget setting process in February. The Head of Community Support & Engagement and the Inverness City Area Manager would consider this further outwith the meeting for presentation to the City of Inverness and Area Committee (CIAC).

## Events Programme 2023-24

The City Area Manager gave a presentation outlining 3 options for events for the remainder of 2023-24, based on interim budget figures following the Highland Games. Due to a significant cut to the Events budget, it would not be possible to provide all the events that had been provided in the past.

Issues considered during discussion included the following:

- overall, Members' preference was for a programme that included the Red Hot Highland Fling (RHHF), Civic Bonfire & Fireworks, and Christmas Lights Switch-On, however the events programme would not be finalised until the final figures from the Games were known, and would be discussed at the next meeting of the Working Group;
- discussion took place on ticket pricing options for the RHHF. Issues considered during discussion included the cost of living crisis, the importance of keeping the event affordable for families, the provision of other free events as part of the programme, the use of modern technology to facilitate the sale of tickets, and minimising the risks of people claiming free tickets they might not use;
- obtaining sponsorship for some events, or particular parts of events, could be used to subsidise ticket prices;
- various impact assessments, for example economic and environmental, would be undertaken;
- consideration was given to various event options for the Christmas Lights Switch-On, including possible partnership with the Eastgate Centre and the Victorian Market, which would be discussed further outwith the meeting and the outcomes reported to the next meeting. Inverness BID asked to be involved in this;
- a preference was expressed for a Bonfire and Firework display, with reference to the safety benefits of holding public events which might reduce the number of bonfires and firework displays taking place elsewhere, the risks around those having been made clear by the NHS and SFRS;
- consideration was given to the types of entertainment which could be offered at the RHHF;
- information would be sought on possible Scottish Government or other funding for a winter festival;
- a Council-run bar was considered for the RHHF but would incur logistical challenges; and
- a report outlining the way forward would be presented to the next meeting of the CIAC.

Members **NOTED** the progress of the event planning and **AGREED** the actions raised during discussion.

## 6. Budget – Update – 2023/24

Once the events programme has been confirmed, reports on programmed spend will be taken to future meetings of the Working Group.

Members **NOTED** the information provided.

## **7. Date of Next Meeting**

Members **NOTED** that the date of the next meeting would be 4 September 2023 at 1pm.

The meeting ended at 4.55pm

## The Highland Council

### City of Inverness Area Committee

Minutes of Meeting of the **Inverness Common Good Fund Sub-Committee** held remotely via Microsoft Teams on Monday 12 June 2023 at 10.00 am.

#### **Present:**

Mr C Aitken

Mr C Ballance

Mr M Cameron

Mr A Graham (Chair)

Mrs I MacKenzie

Ms K MacLean

#### **In attendance:**

Mr D Haas, Inverness City Area Manager

Ms M Murray, Interim Principal Administrator, Performance and Governance Service

### **Mr A Graham in the Chair**

#### **Business**

#### **1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mrs G Campbell-Sinclair, Mr D Macpherson, Mrs E McAllister, Mrs M Reid and Mr A Sinclair.

#### **2. Declarations of Interest/Transparency Statements**

The Sub-Committee **NOTED** the following Transparency Statements:-

Item 4: Ms K MacLean and Mrs I MacKenzie

#### **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. Requests for Financial Assistance 2023/24**

**Transparency Statements: Ms K MacLean and Mrs I MacKenzie made Transparency Statements in respect of this item on the basis that they were Members of the City of Inverness Town Twinning Committee. However, as they had been appointed by the Council this did not constitute a connection.**

There had been circulated Report No. ICGF/11/23 dated 5 June 2023 by the Inverness City Area Manager.

Following discussion on the application detailed in Appendix 4 of the report and the historic links between the City of Inverness and Saint-Valery-en-Caux, during which clarification was sought and provided on a number of points, the Sub-Committee determined the application for financial assistance as follows:-

Applicant: David Haas, Inverness City Area Manager  
Project/activity: Visit by the Mayor of Saint-Valery-en-Caux  
Total amount applied for: Estimated costs not to exceed £10,000.00  
Decision: **APPROVED** (City Vibrancy)

#### **5. Date of Next Meeting**

The Sub-Committee **NOTED** that the next meeting would take place on Monday 7 August at 10.00 am.

The meeting concluded at 10.20 am.

## The Highland Council

### City of Inverness Area Committee

Minutes of Meeting of the **Inverness Common Good Fund Sub-Committee** held in Committee Room 1, Council Headquarters, Glenurquhart Road, Inverness on Monday 7 August at 10.00 am.

#### **Present:**

Mr C Aitken (remote)	Mrs I MacKenzie
Mr C Ballance	Ms K MacLean
Mr M Cameron (remote)	Mr D Macpherson
Mrs G Campbell-Sinclair (remote)	Mrs E McAllister
Mr A Graham (Chair)	Mrs M Reid

#### **Non-Members also present:**

Mr D Fraser (remote)	Mr K Gowans (remote)
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#### **In attendance:**

Mr D Haas, Inverness City Area Manager  
Mr S Taylor, Civic and Facilities Team Leader  
Ms S Murdoch, Common Good Fund Officer  
Mrs H Tolmie, Administrative Assistant, Inverness City Area Manager's Office  
Miss M Murray, Interim Principal Administrator, Performance and Governance Service

### **Mr A Graham in the Chair**

#### **Business**

##### **1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mr A Sinclair.

##### **2. Declarations of Interest/Transparency Statements**

The Sub-Committee **NOTED** the following declarations of interest:-

Item 3: Mrs E McAllister and Mr C Ballance

##### **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.

In terms of Standing Order 9, the Sub-Committee **AGREED** to consider item 13 at this stage.

##### **13. Civic Hospitality Requests**

There had been circulated Report No. ICGF/14/23 dated 26 July 2023 by the Inverness City Area Manager. Copies of the applications and any supporting documentation had been made available via SharePoint.

Detailed discussion took place, during which concern was expressed regarding the increasing cost of civic events, despite the significant efforts being made by the Civic and Facilities Team Leader, and that, given the limited budget remaining, there might come a time when applications had to be refused for consideration due to the budget being fully allocated. It was suggested that consideration be given to further cost saving measures, such as not providing alcohol at all buffets, and that the Inverness City Area Manager and the Civic and Facilities Team leader liaise with the Provost and Depute Provosts in that regard and report back to a future meeting on the cost saving measures which did not detract from quality.

With regard to Elected Member attendance at civic events, the need for Members to confirm their attendance or otherwise at an early stage for catering purposes was emphasised as this saved significant cost.

Following discussion on the merits or otherwise of each application, during which clarification was sought, and provided, on a number of points, the Sub-Committee determined the applications for Civic Hospitality as follows:-

Organisation: Inverness Bowling Club  
Event: 150<sup>th</sup> Anniversary of Inverness Bowling Club  
Venue: Inverness Town House (Civic Buffet)  
Cost: £7,597.20  
Decision: **APPROVED** (from the 2024/25 budget)

Organisation: High Life Highland  
Event: Celebration of the Tapestry of the Highlands and Islands  
Venue: Inverness Town House (Civic Buffet)  
Cost: £3,901.50  
Decision: Following a vote, **AGREED** to offer the use of the Town House free of charge with no additional financial contribution.

It having been emphasised that the event was Highland-wide and the majority of the groups involved were from outwith the City of Inverness area, Mr A Graham, seconded by Mr D Macpherson, **moved** to offer the use of the Town House free of charge plus a contribution of up to £1000 towards the cost of the event.

As an **amendment**, Mrs G Campbell-Sinclair, seconded by Mrs I MacKenzie, moved to offer the use of the Town House free of charge with no additional financial contribution.

On a vote being taken, there were four votes for the **motion** and six votes for the **amendment**, with no abstentions. The **amendment** was therefore **carried**, the votes having been cast as follows:-

**For the Motion:**

Mr C Aitken, Mr A Graham, Mr D Macpherson, Mrs E McAllister.



**For the Amendment:**

Mr C Ballance, Mr M Cameron, Mrs G Campbell-Sinclair, Mrs I MacKenzie, Ms K MacLean, Mrs M Reid.

On the point being raised, it was confirmed that High Life Highland were permitted to use their own caterers.

The Sub-Committee:-

- i. **NOTED** that successful applicants would be responsible for their own costs and might be held liable for the whole costs of the event if it was cancelled due to their own act or omission;
- ii. **NOTED** that costs of civic events continued to increase beyond expected levels and decisions might need to be taken regarding the prioritisation of events to be supported;
- iii. **AGREED** to determine the applications for civic hospitality as detailed above; and
- iv. **AGREED** that the Inverness City Area Manager and the Civic and Facilities Team Leader, in consultation with the Provost and Depute Provosts, consider further options for reducing the cost of civic events and report back to a future meeting.

**4. Inverness Common Good Fund Sub-Committee - Annual Report 2022/23**

There had been circulated Report No. ICGF/12/23 dated 17 July 2023 by the Executive Chief Officer, Communities and Place. The Sub-Committee was invited to discuss and comment on the report prior to it being presented to the City of Inverness Area Committee on 28 August 2023.

In introducing the report, the Inverness City Area Manager explained that it was intended to add a recommendation that authority be granted to the Sub-Committee to consider Expressions of Interest in respect of the Community Regeneration Fund, as had been taken place in 2022/23 with the consent of City of Inverness Area Committee Members.

During discussion, Members acknowledged the exceptional amount of work involved in the administration of the Inverness Common Good Fund and expressed thanks to all staff concerned.

The Sub-Committee otherwise **NOTED** the report prior to it being presented to the City of Inverness Area Committee on 28 August 2023, including the proposed additional recommendation that authority be granted to the Sub-Committee to consider Expressions of Interest in respect of the Community Regeneration Fund.

**5. Requests for Financial Assistance 2023/24**

There had been circulated Report No. ICGF/13/23 dated 21 July 2023 by the Inverness City Area Manager. Copies of the applications and supporting documentation had been made available via SharePoint.

Members were reminded that, as agreed by the City of Inverness Area Committee on 13 February 2023, the total grants budget for 2023/24 was £161,000. £121,000 had

been allocated to Poverty and Inequality with the remaining £40,000 being for General Grants. £216,000 had been allocated to City Vibrancy, and details of what this encompassed had been set out in Appendix 1 of the report. Members would therefore have to consider the appropriate budget category prior to determining the applications for financial assistance. The procedures to be followed were summarised, and the importance of considering each application on its merits to ensure fairness was emphasised.

Following detailed discussion on the appropriate budget category and the merits or otherwise of each application, during which clarification was sought and provided on a number of points, the Sub-Committee determined the applications for financial assistance as follows:-

### **Applications up to £5,000**

Applicant: The Clay Studio

Project/activity: Summer Holiday Activity Programme

Amount requested: £5,000.00

Decision: **APPROVED** subject to confirmation as to what the additional £3,000 would be spent on. (Poverty and Inequality)

Members accepted the retrospective element of this application (£2,000) on the basis that circumstances surrounding the confirmation of the programme and the filing of the application allowed for an exception to the policy. It having been explained that the remaining £3,000 was to enable the applicant to plan ahead and sustain the programme, Members suggested that the application be approved subject to confirmation as to what the additional £3,000 would be spent on. It was **AGREED** that the Inverness City Area Manager would liaise with Sub-Committee Members by email to confirm they were content with the response prior to making the award.

**Declaration of Interest: Mrs E McAllister declared an interest in the following application as a member of Partnerships for Wellbeing and, in accordance with paragraph 5.6 of the revised Code of Conduct, left the meeting while the application was being discussed.**

Applicant: Partnerships for Wellbeing

Project/activity: Inverness Festival of Walking and Wheeling

Amount requested: £5,000.00

Decision: **APPROVED** (Poverty and Inequality)

Applicant: Inverness Highlanders Junior Ice Hockey Club

Project/activity: Promotion of grass roots ice hockey activity

Amount requested: £1,500.00

Decision: **APPROVED** an award of £1275.00 (General Grant)

Applicant: Visit Inverness Loch Ness

Project/activity: Taster of Inverness

Amount requested: £3,300.00

Decision: **APPROVED** (City Vibrancy)

Applicant: Visit Inverness Loch Ness  
Project/activity: Active Travel Officer  
Amount requested: £5,000.00  
Decision: **APPROVED** in principle (City Vibrancy – Partnership Working)

Members approved this application in principle subject to information being sought as to how the role interfaced with and added value to the work being undertaken by the Council. It was **AGREED** that the Inverness City Area Manager would liaise with Sub-Committee Members by email to confirm whether they were content with the response prior to making the award. If there was any dissention the matter would be brought back before the Sub-Committee for further consideration.

Applicant: Inverness Caledonian Thistle Community Development  
Project/activity: ICT Community Hub Pitch Maintenance Programme  
Amount requested: £5,000.00  
Decision: **APPROVED** (City Vibrancy – Partnership Working)

Applicant: The Mahler Players  
Project/activity: Symphonic and operatic masterworks at Inverness Cathedral  
Amount requested: £5,000.00  
Decision: **APPROVED** a partial award of £850.00 (General Grant)

Applicant: Inverness Gaelic Choir  
Project/activity: Running costs  
Amount requested: £4,999.00  
Decision: **APPROVED** a partial award of £2720.00 to cover travel and accommodation in respect of the Mòd 2023. (City Vibrancy)

Applicant: Inverness Ice Centre  
Project/activity: Support for new winter season  
Amount requested: £1,000.00  
Decision: **APPROVED** an award of £850.00 (General Grant)

Applicant: City of Inverness Highland Dancing Championship  
Project/activity: City of Inverness Highland Dancing Championship 2023  
Amount requested: £1,000.00  
Decision: **DECLINED**

Members declined this application on the grounds that it was a retrospective application and insufficient information had been provided.

Applicant: Highland Wildcats (Inverness Blitz)  
Project/activity: Trip to the UK national Britbowl Finals  
Amount requested: £5,000.00  
Decision: **APPROVED** (Poverty and Inequality)

Members approved this retrospective application on the basis that the circumstances leading to the application could not have been foreseen.

## **Applications £5,001 to £10,000**

Applicant: Inverness Clachnacuddin FC  
Project/activity: Floodlights renewal project  
Amount requested: £8,000.00  
Decision: **APPROVED** an award of £6,800.00 (General Grant)

**Declaration of Interest: Mr C Ballance declared an interest in the following application on the basis that his wife was undertaking an event for Culterlann Inbhir Nis for which she was being paid expenses and, in accordance with paragraph 5.6 of the revised Code of Conduct, left the meeting while the application was being discussed.**

Applicant: Cultarlann Inbhir Nis  
Project/activity: Contribution to the purchase of the East Church, Inverness  
Amount requested: £9,999.00  
Decision: **APPROVED** (Poverty and Inequality)

Applicant: Friends of Merkinch Local Nature Reserve  
Project/activity: Nature Volunteer Programme  
Amount requested: £9,500.00  
Decision: **APPROVED** (Poverty and Inequality)

Applicant: Highland Action for Little Ones  
Project/activity: Bright Future Initiative  
Amount requested: £8,000.00  
Decision: **DEFERRED**

Members deferred this application to the next meeting of the Sub-Committee to allow the Inverness City Area Manager to request more detailed information on matters including the project aims, crossover with existing initiatives, the number of people that would be actively impacted, how it would be publicised and managed, and the community benefit to the City of Inverness.

Applicant: Inverness Festival Association  
Project/activity: Inverness Music Festival 2024  
Amount requested: £8,000.00  
Decision: **APPROVED** a partial award of £5,100.00 subject to the provision of a programme confirming the scale of the event in 2024. (General Grant)

## **Applications over £10,000**

Applicant: DC Thomson & Company Limited  
Project/activity: Scottish Golf Tourism Week 2024  
Amount requested: £15,000.00  
Decision: Following a vote, **AGREED TO RECOMMEND** that the application be **APPROVED** subject to the provision of information as to the additionality the award from the Common Good Fund would provide. (City Vibrancy)

Mr A Graham, seconded by Mrs E McAllister, **moved** that the Sub-Committee recommend that the application be approved.

Concern having been expressed regarding the commercial nature of the event, Mr C Ballance, seconded by Ms K MacLean, moved, as a **first amendment**, that the Sub-Committee recommend that the application be refused.

As a **second amendment**, Mr D Macpherson, seconded by Mrs I MacKenzie, moved that the Sub-Committee recommend that the application be approved subject to the provision of information as to the additionality the award from the Common Good Fund would provide.

On a vote being taken between the **first amendment** and the **second amendment**, there were two votes for the **first amendment** and six votes for the **second amendment**, with no abstentions. The **second amendment** was therefore **carried**, the votes having been cast as follows:-

**For the First Amendment:**

Mr C Ballance, Ms K MacLean

**For the Second Amendment:**

Mr C Aitken, Mr A Graham, Mrs I MacKenzie, Mr D Macpherson, Mrs E McAllister, Mrs M Reid.

On a subsequent vote being taken between the **motion** and the **second amendment**, there were three votes for the **motion** and four votes for the **second amendment**, with one abstention. The **second amendment** was therefore **carried**, the votes having been cast as follows:-

**For the Motion:**

Mr A Graham, Mrs B McAllister, Mrs M Reid

**For the Second Amendment:**

Mr C Aitken, Mrs I MacKenzie, Ms K MacLean, Mr D Macpherson

**Abstention:**

Mr C Ballance

During further discussion, the Inverness City Area Manager confirmed that, should the application be approved, it would be made a pre-condition that the applicant provide a marketing plan that would be circulated to Members for information and scrutiny.

The Sub-Committee:-

- i. **AGREED** to determine the applications for up to and including £10,000 as detailed above, the General Grant awards all having been reduced by 15% to ensure fairness given the budget remaining;
- ii. **AGREED TO RECOMMEND** to the City of Inverness Area Committee, at its meeting on 28 August 2023, that the application for more than £10,000 be determined as detailed above; and
- iii. **NOTED** that the General Grants budget was now effectively closed, there being £125.00 remaining.

## 6. Internal Applications

### a. Bishop's Road Lighting

The Sub-Committee was invited to consider an application from the Inverness City Area Manager for a sum of £12,175 from the Other Properties budget towards the installation of festoon lighting at the riverside walk at Bishop's Road.

The Sub-Committee **AGREED TO RECOMMEND** to the City of Inverness Area Committee, at its meeting 28 August 2023, that the application be **APPROVED**.

It was further **AGREED** that the Inverness City Area Manager liaise with colleagues in the Infrastructure, Environment and Economy Service regarding the possibility of repairing the road and pavement.

### b. Whin Park

The Sub-Committee was invited to consider an application from Property and Housing and Amenity Services for a sum of £150,000 towards the redevelopment of Whin Park. It was explained that there were insufficient funds within the budgets agreed for 2023/24 and an allocation would be required from reserves.

Following discussion on the current reserve position and other suggested funding sources which the Inverness City Area Manager undertook to feed back to the project team, the Sub-Committee **AGREED TO RECOMMEND** to the City of Inverness Area Committee, at its meeting on 28 August 2023, that the application be **APPROVED**.

### c. Inverness Loves Local – Festive Parking

The Sub-Committee was invited to consider an application from the Interim Executive Chief Officer, Infrastructure, Environment and Economy, for a sum of £9,950 from the City Vibrancy budget towards the proposal to offer free parking in the Rose Street Car Park during the festive period.

Having expressed concern regarding encouraging people to travel into the city centre by car and that the proposal was not consistent with the Council's Travel Hierarchy or Climate Emergency Declaration, Mr C Ballance moved that the application be refused. However, he failed to find a seconder and requested that his dissent be recorded.

The Sub-Committee **APPROVED** the application.

It was further **AGREED** that figures be requested in respect of the previous year in terms of the number of additional shoppers the initiative attracted and the cost of providing free parking.

## 7. Homologation Request

The following application had been approved by the Inverness City Area Manager in consultation with the Sub-Committee, subject to homologation at the next available Sub-Committee meeting:-

## **Relationships Scotland – Counselling Highland**

The Sub-Committee **AGREED** to homologate the approval of a grant of £3,150.00 to Relationships Scotland – Counselling Highland for assistance towards relationship counselling support for clients in IV1 and IV3. It was **NOTED** that this grant had been awarded from the Poverty and Inequalities Budget.

### **8. Merkinch Local Nature Reserve Boardwalk**

There had been circulated an update on the Merkinch Local Nature Reserve Boardwalk.

The Sub-Committee:-

- i. **NOTED** the update; and
- ii. **APPROVED** the extension of the grant period for a further six months.

### **9. Inverness Museum and Art Gallery**

There had been circulated an update on the conservation of the “Battle of Culloden” by Peel Ross.

The Sub-Committee:-

- i. **NOTED** the update; and
- ii. **APPROVED** the extension of the grant period to the end of the current financial year in order that the conservation works could be carried out.

### **10. The Highlanders Museum**

There had been circulated an update from the Digital Engagement Curator of The Highlanders Museum on the Community Art Project – The British Indian Army.

The Sub-Committee **NOTED** the update.

### **11. Scottish Canals**

There had been circulated an update from Scottish Canals on the Carse Outdoor Hub.

The Sub-Committee **NOTED** the update.

### **12. Evaluation Forms**

There had been circulated, and were **NOTED**, Evaluation Forms submitted by applicants on completion of their projects.

### **14. Free Hall Lets**

The Sub-Committee **NOTED** the following free hall let:-

- Archie Foundation – 16 September 2023

## 15. Civic Lighting Requests

It having been confirmed that there were no material costs associated with civic lighting requests, the Sub-Committee **NOTED** the following requests:-

- The Coronation of His Majesty The King and Queen Consort
- Mental Health Awareness Week
- Bladder Cancer Awareness
- Light up for Lyme's Disease
- Shine a Light on Neurofibromatosis
- Alzheimer Scotland Dementia Awareness week
- Inverness Caledonian Thistle FC
- International Batten Disease Awareness Day
- NHS 75th Anniversary
- Highland Pride 2023
- World Drowning Prevention Day

It was further **AGREED** that the Inverness City Area Manager would liaise with Corporate Communications regarding the possibility of publicising the list of civic lighting requests.

## 16. Common Good consultation on the proposal to dispose, by lease, and change the use of 2.145m<sup>2</sup> or thereby of land adjacent to 17 Longman Drive, Inverness

There had been circulated Report No. ICGF/15/23 dated 12 July 2023 by the Interim Executive Chief Officer, Performance and Governance, and the Executive Chief Officer, Communities and Place.

The Sub-Committee:-

- i. **NOTED** the outcome of the consultation process; and
- ii. **AGREED TO RECOMMEND** to the City of Inverness Area Committee that the proposal to dispose, by lease, and change the use of 2.145m<sup>2</sup> or thereby of underdeveloped land, incorporating it into the lease of the existing tenant of 17 Longman Drive, Inverness, should be approved in terms of the Community Empowerment (Scotland) Act 2015.

## 17. Date of Next Meeting

The Sub-Committee **NOTED** that the next meeting would take place on Monday 30 October 2023 at 10.00 am. It was further **NOTED** that a Special Meeting would take place on Monday 9 October at 10.00 am to consider Expressions of Interest submitted to the Community Regeneration Fund.

The meeting concluded at 2.35 pm.