

The Highland Council

Agenda Item	9.a
Report No	CC/30/25

Committee: Caithness Committee

Date: 3 November 2025

Report Title: Wick Common Good Fund – Invitation to Pay Parking Scheme

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 The operational management costs to deliver the invitation to pay scheme at the two sites must be considered and approved by this Committee before being recharged against the Wick Common Good Fund.

2 Recommendations

2.1 Members are asked to:-

- i. **Agree** that £2,933.91 costs incurred by the Council's Parking Enforcement Team to operate the invitation to pay parking scheme at the Wick Common Good sites is charged against the Wick Common Good Fund; and
- ii. **Agree** that the costs of signage maintenance be recovered from the Wick Common Good Fund in the financial year 2026/27.

3 Implications

- 3.1 **Resource** - Financial implications are as outlined in this report. There are costs incurred by the Parking Enforcement Team in running the Invitation to Pay scheme at these sites on behalf of the Common Good Fund. These costs should be borne by the Common Good Fund.
- 3.2 **Legal** - This application of Common Good funds will fall within the competency guidelines set out both in statute and in common law in relation to Common Good Funds.
- 3.3 **Risk** – No implications.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No implications.
- 3.5 **Gaelic** – No implications.

4 Impacts

- 4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.
- 4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.
- 4.3 This is a monitoring and update report and therefore an impact assessment is not required.

5 Income generated to date

- 5.1 2024/25 the invitation to pay parking scheme at the 2 sites has generated £9,466.80 of income all of which is paid to the Wick Common Good fund.

2024/25		Totals
	Total transactions	5,315
Riverside Carpark	Gross Income	£8,396.05
Camps Carpark	Gross Income	£1,070.75
		£9,466.80

6 Costs to be recharged

- 6.1 The costs incurred by the Parking Enforcement Team in respect of the operation and maintenance of the two Wick Common Good Fund invitation to pay parking sites are as follows:-

Item	Cost
Card Transaction and processing fees	£621.63
Maintenance agreements 3 payment machines at £400 each per annum	£1,200
Staff Costs to retrieve cash and monitor sites 1.5 hours per week for 12 months	£1,112.28
Total costs	£2933.91

7 Costs to be upgrade signage in Riverside Carpark

7.1 There are 12 poles in poor condition in the carpark which mount 10 signs of various size and type. It is proposed to replace rusty poor condition poles and replace signage that is in poor condition reusing signs where they are in good condition. The expected cost of the works is around £2,000 it is proposed that these costs be recovered from the Wick Common Good Fund alongside the operating costs for 2025/26.

Designation: Assistant Chief Executive - Place

Date: 9 October 2025

Author: Ross Bartlett, Principal Officer Traffic and Parking (Acting)

Background Papers: None

Appendices: None