

The Highland Council

Agenda Item	5
Report No	SCC/28/25

Committee: Sutherland County

Date: 1 December 2025

Report Title: Sutherland 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 Dornoch Beach carpark must be considered and approved by this Committee before being recharged against the Sutherland Common Good Fund.

2 Recommendations

- 2.1 Members are asked to **agree** that £1124.80 costs incurred by the Council's Parking Enforcement Team to operate the invitation to pay parking scheme at the Dornoch Beach carpark is charged against the Sutherland Common Good Fund.

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 has generated £3,326.26 of income all of which is paid to the Sutherland Common Good Fund.

2024/25		Totals
	Total transactions	2711
Dornoch Beach	Gross Income	£3,326.26
		£3,326.26

6 Costs to be recharged

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

Item	Cost
Card Transaction and processing fees	£168.66
Maintenance agreements 1 payment machine at £400 per annum	£400.00
Staff Costs to retrieve cash and monitor sites 1.5 hours per week for 6 months	£555.14
Total costs	£1,124.80

Designation: Assistant Chief Executive – Place

Date: 12 November 2025

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

Background Papers: None

Appendices: None