

The Highland Council

Agenda Item	11
Report No	LA/9/26

Committee: Lochaber

Date: 26 January 2026

Report Title: Fort William Common Good Fund – Parking Costs

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

1.1 The operational management costs to deliver the car parking at the West End carpark must be considered and approved by this Committee before being recharged against the Fort William Common Good Fund.

2 Recommendations

2.1 Members are asked to:-

- i. **Agree** that £4249.55 costs incurred by the Council's Parking Enforcement Team to operate the paid parking scheme at the Fort William Common Good site is charged against the Fort William Common Good Fund;
- ii. **Note** how the 55% Common Good split was calculated; and
- iii. **Note** the maintenance update and the intention for this to be brought to Committee again once surveys have been completed.

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 paid parking scheme at the West End carpark has generated £88,637.67 of net income of which £48,750.72 (55%) is paid to the Fort William Common Good Fund. The income is generated between July 2024 and March 2025.

2024/25		Totals
	Total transactions	27,268
West End carpark	Gross Income	£106,365.20
	Net Income	£88,637.67
	Comon Good Fund 55%	£48,750.72

6 Costs to be recharged

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

Item	Cost
Card Transaction and processing fees	£5,692.25
Maintenance agreements 4 payment machines at £400 each per annum pro rata for 9 months	£1,200.00
Staff Costs to retrieve cash and monitor sites 1.5 hours per week for 9 months	£834.21
Total costs	£7,726.46
55% of Costs from Common Good Fund	£4,249.55

These costs have been incurred by the service during the financial year 2024/25 and have been calculated based on the Common Good element being identified as of July 2024. All costs are pro rata for the 55% split and 9 months of operation as a Common Good asset. Excluding the card transaction fees these are annual fixed costs incurred by the service and do not include any operational maintenance. A detailed monthly breakdown has been provided in **Appendix 1**.

7 Common Good & Council income split

7.1 The percentage split for the carpark was calculated between the Common Good and Highland Council by taking the area of space held under each title and calculating the percentage as can be seen in the following table and map. This calculation was rounded to the nearest 5% in favour of the Common Good land. This was seen as a fair and equitable way to split the funding as carpark redesigns could adjust the bay layout to favour one party over another.

	Area (Sqr. m)	Percentage
Common Good	4574	53%
Highland Council	4059	47%
	8633	



8 Maintenance

- 8.1 The sea wall survey requested by this committee has been tendered and requires a low spring tide to be undertaken, this survey will be undertaken in March and the results taken to a subsequent committee along with clarification on the maintenance liability requested by Members.

Designation: Assistant Chief Executive - Place

Date: 6 January 2026

Author: Ross Bartlett, Principal Officer Traffic and Parking

Background Papers: None

Appendices: Appendix 1 – 2024/25 West End Carpark Income

Appendix 1 – 2024/25 West End Carpark Income

2024/2025	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
RingGo Income	£3,558.10	£4,870.40	£3,682.80	£2,746.10	£1,874.50	£1,551.40	£1,622.40	£2,338.30	£2,363.30	£24,607.30
RingGo transactions	885	1,139	808	575	343	320	298	422	440	5,230
Machine Transactions	5,303	6,151	4,930	2,412	937	645	486	827	347	22,038
Machine Income Cash	£4,226.95	£4,160.95	£3,958.85	£1,995.15	£865.45	£627.90	£455.60	£771.20	£1,102.85	£18,164.90
Machine Income Card	£14,231.00	£17,324.00	£13,452.00	£6,774.00	£2,625.00	£1,869.00	£1,291.00	£2,284.00	£3,743.00	£63,593.00
Gross Income	£22,016.05	£26,355.35	£21,093.65	£11,515.25	£5,364.95	£4,048.30	£3,369.00	£5,393.50	£7,209.15	£106,365.20
Income less VAT	<i>£18,346.71</i>	<i>£21,962.79</i>	<i>£17,578.04</i>	<i>£9,596.04</i>	<i>£4,470.79</i>	<i>£3,373.58</i>	<i>£2,807.50</i>	<i>£4,494.58</i>	<i>£6,007.63</i>	£88,637.67
Common Good 55%	<i>£10,090.69</i>	<i>£12,079.54</i>	<i>£9,667.92</i>	<i>£5,277.82</i>	<i>£2,458.94</i>	<i>£1,855.47</i>	<i>£1,544.13</i>	<i>£2,472.02</i>	<i>£3,304.19</i>	£48,750.72
Service Budget 45%	<i>£8,256.02</i>	<i>£9,883.26</i>	<i>£7,910.12</i>	<i>£4,318.22</i>	<i>£2,011.86</i>	<i>£1,518.11</i>	<i>£1,263.38</i>	<i>£2,022.56</i>	<i>£2,703.43</i>	£39,886.95
Transaction Fees	£1,200.75	£1,481.94	£1,147.01	£611.03	£267.17	£198.35	£157.67	£258.99	£369.35	£5,692.25
Annualised Costs	£133.33	£133.33	£133.33	£133.33	£133.33	£133.33	£133.33	£133.33	£133.33	£1,200.00
Staff Costs	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£92.69	£834.21
Transaction Fees CG	£660.41	£815.07	£630.85	£336.07	£146.94	£109.09	£86.72	£142.44	£203.14	£3,130.74
Annualised Costs CG	£73.33	£73.33	£73.33	£73.33	£73.33	£73.33	£73.33	£73.33	£73.33	£660.00
Staff Costs	£50.98	£50.98	£50.98	£50.98	£50.98	£50.98	£50.98	£50.98	£50.98	£458.82
THC Nett Income	<i>£9,040.75</i>	<i>£10,822.64</i>	<i>£8,665.28</i>	<i>£4,778.60</i>	<i>£2,283.11</i>	<i>£1,751.52</i>	<i>£1,474.40</i>	<i>£2,289.32</i>	<i>£3,030.89</i>	£44,136.50