The Highland Council

Agenda Item	**8**
Report No	**CC/28/26**

Committee: **Caithness**

Date: **2 November 2026**

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

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 £3,014 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. **Note** the income of £8,481 for the year 2025/26.

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** – Minimum income requirements must be achieved to cover committed costs.

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 2025/26 the invitation to pay parking scheme at the 2 sites has generated £8,481 of income all of which is paid to the Wick Common Good Fund.

2025/26		Totals
	Total transactions	3,389
Riverside Carpark	Gross Income	£7,514
Camps Carpark	Gross Income	£967
		£8,481

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	£657
Maintenance agreements 3 payment machines at £400 each per annum	£1,200
Staff Costs to retrieve &bank cash and monitor sites 1.5 hours per week for 12 months	£1,1567
Total costs	**£3,014**

Designation: Assistant Chief Executive - Place

Date: 9 October 2026

Author: Ross Bartlett, Principal Officer

Background Papers: The Highland Council Parking Policy 2018 – 2023
Off-Street Car Parking Policy Review

Appendices: None