
Report To:	Policy and Resources Committee	Date:	11 August 2020
Report By:	Head of Legal and Property Services	Report No:	LP/036/20/PMcD
Contact Officer:	Peter MacDonald	Contact No:	2618
Subject:	Review of Community Council Grant Funding		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of feedback received from the Community Councils on proposals to change the basis of their grant funding and, having regard to that feedback, to seek the approval of the Committee of a proposed new Scheme of Funding for Community Councils.

2.0 SUMMARY

- 2.1 At the meeting of 6 August 2019, the Committee approved proposals to enter discussions with the Community Councils on the structure of Community Council grant funding, and a possible review of that structure.
- 2.2 Officers have contacted and met with the Community Councils with proposals on how the model of grant funding could be changed, and the feedback that has been received from the Community Councils is as detailed in the body of the report.
- 2.3 Having regard to this feedback, officers have prepared an "Inverclyde Council – Scheme of Funding for Community Councils" (Appendix 2) and a shorter form guide for that scheme (Appendix 3) for consideration by the Committee. Should this be approved by the Committee, recommendations on how any currently unspent balances of Community Council grant funds should then be treated are detailed in the body of the report.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 notes the responses received from the Community Councils on proposals for changing how they are funded, as set out in the body of this report and at Appendix 1;
- 3.2 approves and adopts the "Inverclyde Council - Scheme of Funding for Community Councils" set in Appendix 2, to apply from and including 1 April 2020;
- 3.3 (continued over)

- 3.3 approves the terms of the Guide to Community Council Grants set out in Appendix 3; and
- 3.4 approves the treatment detailed in paragraphs 7.1 to 7.5 of this report of any grant funds released or to be released to the Community Councils in terms of the existing funding model.

Gerard J. Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 The current Scheme for the Establishment of Community Councils in Inverclyde (the Scheme) was adopted by the Inverclyde Council on 14 April 2011 and provides that the Council may provide an Administrative Grant to Community Councils, at such level as it may from time to time determine. The current structure of such grant funding was approved at the meeting of the Regeneration Committee on 1 September 2011.
- 4.2 At the meeting of 6 August 2019, the Committee approved proposals to enter discussions with the Community Councils on the structure of the grant funding, and a possible review of that structure.
- 4.3 Following completion of the Community Council Election process at the end of September 2019, the Community Council Liaison Officer (CCLO) contacted all the Community Councils advising that a review of the structure of their grant funding was being undertaken, setting out the various options (paragraph 4.5 below) and seeking their views on the same.
- 4.4 Additionally, visits attended by the Chief Executive, officers from Culture, Communities & Educational Resources and the CCLO have been offered to all the Community Councils, to discuss a variety of matters including the present funding review. As at the date of this report, 4 of the Community Councils have taken up this offer.
- 4.5 The options highlighted in discussion with the Community Councils are as per the 6 August 2019 report, namely:
1. Leaving the funding structure entirely as is;
 2. Retain the existing budget and grant level but remove all restrictions on use;
 3. Retain the existing budget but split each grant to have part as constrained administrative grant and part to be spent as the community councils see fit; and
 4. Retain the existing budget and reduce the individual grants, leaving the remaining budget as a fund to which Community Councils can apply to fund projects; or
 5. Reduce the overall budget and the level of the grant.
- 4.6 The existing funding model bases part of the grant provided on the population levels of each of the Community Council Areas, based on SIMD data as at 2011. In preparing the funding scheme recommended in this report, officers have updated the population data to be used, basing it on 2018 small area population estimates (2011 data zone based) from National Records of Scotland.

5.0 COMMUNITY COUNCIL FEEDBACK

- 5.1 The responses received from the Community Councils are included at Appendix 1 and are drawn to the attention of the Committee. They are summarised as follows:
- Greenock West and Cardwell Bay Community Council have indicated a preference for option 1, but with a simplified process to seek consent for activities outwith the administrative grant scheme (see comments below);
 - Kilmacolm Community Council indicated a preference for option 3;
 - Port Glasgow West Community Council have indicated a preference for option 2;
 - Gourock Community Council:
 - did not favour options 1, 4 or 5;
 - expressed support for option 2 (subject to qualifiers); and
 - sought more information on option 3 (see comments below);
 - Inverkip and Wemyss Bay Community Council indicated:
 - a preference that their total grant remain the same, which excludes options 4 and 5; and
 - a wish for greater flexibility on their use of their grant, which excludes option 1 but again is support for options 2 or 3.
 - Gourock Community Council have provided an extensive response on a number of matters, which although beyond the scope of the current funding review, will be followed up in discussion with them by the CCLO.

- 5.2 Option 1 was supported by Greenock West and Cardwell Bay Community Council. As this is the current approach, it does not present any issues from a stewardship point of view, but it is the view of officers that it does not provide the added flexibility that this current review is intended to bring. The simplified process this Community Council seeks, for consent to proposals outwith the normal scope of the scheme can effectively be provided by options 2 or 3, in that consent will simply not be required.
- 5.3 Option 2 would achieve greater flexibility as sought by Inverkip and Wemyss Bay Community Council. Option 2 was also supported by Gourock Community Council and Port Glasgow West Community. It is the view of officers that whilst option 2 as set out above does provide the greatest level of flexibility for the Community Councils, what it does not provide and what should be included in any funding scheme is protection of part of the funding for necessary administrative costs. Officers have discussed this further with both Community Councils at the meetings with them, and in both cases the Community Councils have indicated that they accept a need to restrict the use of some of the grant for administrative purposes to deal with day to day running costs and ensure the sustainability of the Community Councils.
- 5.4 Option 3 was supported by Kilmacolm Community Council, with Gourock Community Council seeking more information on the model. The wish for greater flexibility sought by Inverkip and Wemyss Bay Community Council would be achieved by this option. It is the view of officers that this option strikes a balance between ensuring that part of the funding provided is constrained for necessary administrative funding, to ensure the sustainability and function of the Community Councils, whilst at the same time releasing the balance of funding for community projects
- 5.5 Were option 3 to be pursued, a suggestion came from the meeting with Gourock Community Council that each Community Council should submit a business plan for each year, indicating anticipated administrative expenditure and that the level of Administrative Grant in each case be tied to that figure. It is the view of officers however that this would add a further administrative burden on the Community Councils. The preference of officers is therefore per paragraph 6.4 to fix the Administrative Grant level. In meetings with Gourock Community Council and Port Glasgow West Community Council, both indicated a preference that this protected portion be set at as low a level as possible to maintain flexibility with the remainder of their funds.
- 5.6 It is the view of officers that the lack of support for option 4 reflects the additional administrative burden that would be placed on the Community Councils were they to be required to make specific applications for funding for individual projects. On that basis, option 4 is not favoured by officers.
- 5.7 Option 5 has received no expression of support. It is the view of officers that the overall savings gained in a reduction in budget would not sufficiently offset the reduced potential community led projects, and so this option is not favoured by officers.

6.0 PROPOSALS - THE FUNDING SCHEME

- 6.1 Whilst the views of the Community Councils are an extremely important consideration in any approach adopted for their funding, any recommendation made by Officers must balance maintaining robust and proper stewardship of the public pound whilst at the same time afford sufficient flexibility to encourage Community Councils to bring forward community led projects with community benefits.
- 6.2 Having regard both to the feedback that has been received, which demonstrates an appetite in the Community Councils for this further flexibility, and the need to ensure that at least part of the funds provided are retained for necessary day to day administration of the Community Councils, the proposal set in his report is based on option 3.
- 6.3 The proposed Scheme of Funding for Community Councils ("the Funding Scheme") recommended by officers is attached at Appendix 2. The approach taken is that the available grant budget (that is the Community Council Budget under deduction of necessary insurance and election costs) is divided per Community Council Area on the basis of: a) an initial fixed sum of £500 (as the Administrative Grant per paragraph 6.4 below); and b) the remaining

balance divided according to population (as the Project Grant per paragraph 6.5 below). An example of this calculation is included in the Funding Scheme.

- 6.4 The Funding Scheme proposes the initial fixed sum of £500 per Community Council be set as an Administrative Grant, constrained for administrative use in the much the same way as the whole of the existing grant. Whilst population sizes change materially, the sizes of the Community Councils themselves are similar, and thus likely administrative costs can for the most part be anticipated as remaining the same. A Community Council can also use sums from the remainder of the grant, the Project Grant as detailed below, for such administrative purposes should additional expenditure be required. The purpose of the constraint on this portion of the grant is to protect a core sum for day to day running costs in the course of a year, to ensure function and sustainability of the Community Councils. If by the end of a financial year, a Community Council has not spent all of the Administrative Grant released to it, the balance carried forward to subsequent years will thereafter be treated and governed as Project Grant. If a Community Council has functioned throughout the year without the need to spend all of these funds, officers do not consider it necessary to carry the restriction to future years.
- 6.5 The Funding Scheme proposes a further payment to be made to each Community Council of a Project Grant, being the balance of the grant budget following allocation of the Administrative Grant, divided among the Community Council Areas by population. The use of these funds is not constrained in the same manner as the Administrative Grant, and is intended to encourage their undertaking community led projects. Whilst maximum flexibility would be achieved by placing no restriction on the use of these funds, some restriction is required to ensure proper stewardship of the public pound. Officers are recommending that the following broad purpose be adopted for the Project Grant, namely it can be used for projects which the Community Councils feel:

“...are likely to advance, promote or improve the well-being of any part of its Community Council Area (as defined in the Scheme) and/or any person or persons resident or present within that area”.

This wording follows that used in terms of the power to advance well-being conferred on Scottish Local Authorities in terms of the Local Government in Scotland Act 2003.

- 6.6 Although the grant will now have a dedicated Project Grant element, if requested by the Community Councils, officers will continue to exercise the same flexibility that they currently do on what can be classed as promotional activity in the spending of the Administrative Grant.
- 6.7 As indicated at paragraph 4.6 above, population figures have been updated for the Community Council Areas, and these are factored in to the example calculation contained in the Scheme. Additionally, the proposed Funding Scheme reduces the initial fixed sum available for all Community Councils from the £700 provided under the current funding model to £500, and treats it as the Administrative Grant per above. This reduction is to reflect the views expressed at the meetings with Community Councils that level of grant restricted for administrative use be kept to a minimum. As a result, comparing the Funding Scheme with the existing model, there are minor variations in total grant for each Community Council. A sample calculation of grant under the existing funding model is included in Appendix 4, and the final column shows how these figures differ from those which appear under the Funding Scheme.
- 6.8 The current funding model does not contain any provision regarding the accrual of balances by Community Councils. It is however appropriate for the proper stewardship of public funds that some restriction be placed on this. This has to be balanced however with encouraging forward planning in relation to larger projects or expenditure. The Funding Scheme accordingly contains provision allowing unspent balances of grant funds to be carried forward at the end of a financial year, but that only up to a certain limit. The maximum amount that can be carried forward is the total of the Administrative Grant plus 4 x the Project Grant. If the balance carried forward exceeds that figure, there will be a commensurate reduction in the amount of Community Council Grant released. For the reasons stated at paragraph 6.4 and to simplify the accounting procedures the Community Councils will have to follow, any sums released as Administrative Grant but carried forward to subsequent years will, in those subsequent years, be treated and governed as Project Grant.

- 6.9 Whilst the Council could simply automatically release grants to the Community Councils, it is appropriate that checks are carried out to ensure basic compliance with the requirements on them in terms of the Scheme. The Funding Scheme therefore sets out what these requirements are. These provisions effectively formalise what has been the practice of officers under the existing funding model.
- 6.10 To ensure the treatment of the funding of Community Councils is consistent with the approach taken towards grant funding provision for other community groups, officers are recommending that explicit provision be made in the Funding Scheme that where all the necessary documentation and information needed to allow the release of a Community Council Grant under this Scheme for a given financial year has not been provided by the end of that financial year, then that grant will no longer be available to them. Whilst this differs from the approach currently taken (this is expanded on at paragraph 7.3), it is the experience of officers that much of the time spent in discussion on this point is clarifying whether expenditure meets with the current restrictions. It is anticipated by officers that as the Funding Scheme has less restriction on it, these discussions will be simplified and the process speeded up.
- 6.11 It is accepted by officers that the Funding Scheme is, by necessity, a complex document. To make this more accessible to the Community Councils, officers have prepared a shorter form "Guide to Community Council Grants" which is included at Appendix 3. Aspects of both this guidance and the Funding Scheme itself in part supersede guidance on Community Council Finances previously approved in 2012. If the recommendations in this report are approved, officers will ensure existing guidance is updated accordingly.

7.0 PROPOSALS – FUNDS RELEASED OR TO BE RELEASED UNDER CURRENT FUNDING MODEL

- 7.1 If the model of funding is changed, the question then arises as to how to treat any balances of grant under the existing funding model currently held by the Community Councils or yet to be released to them. As the Funding Scheme will make changes to both these elements, officers propose, should it be approved, that the Financial Years 2020/21 and 2021/22 are treated as transitional years in terms of paragraphs 7.2 to 7.5 below to allow the Community Councils to familiarise themselves with the Funding Scheme in general and these changes in particular. In considering this aspect, it is important that the Committee has an understanding of the current balances held by or further payments that may be made to the Community Councils. The table at Appendix 5 shows these figures for each active Community Council, all of whom have been contacted and asked for their current balances. The figures shown in this table are based on the most recent information held by officers.
- 7.2 The existing funding model does not contain any provision for a reduction in the grant released if balances are being accrued from year to year. The Funding Scheme proposed here, as set out above, does limit such accruals. Officers therefore propose that any balances held by the Community Councils as at 31 March 2020 or at 31 March 2021 be disregarded for the purposes of calculating the Community Council Grants respectively for year 2020/21 and 2021/22, and from those dates, such balances be treated and governed as Project Grant. This allows the Community Councils this transitional period: to familiarise themselves with the new scheme; to progress projects with those funds, free from the constraints of the existing funding model; and to reduce the balances they hold to a level that maximises their grant release in the financial year 2022/23. Any balances of grant held by the Community Councils as at 31 March 2022 will be factored into the subsequent grant release as provided for the Funding Scheme.
- 7.3 Under the existing funding model, there are various things officers require the Community Councils to produce (minutes of meetings, accounts, bank statements and possibly further information or clarification) before grant release. Recognising that the Community Councils are run by members of the community quite rightly focused on the day to day business of representing those communities, officers have historically allowed the Community Councils flexibility on this and ensured that grant is not "lost" simply because the necessary documentation has not been produced by the end of financial year. Therefore, currently the grants for financial years 2018/19, 2019/20 and 2020/21 are (if not yet claimed) still available

to the Community Councils when they meet the necessary requirements. The grants for years 2018/19 and 2019/20 will (if unclaimed) no longer be available after 31 March 2021.

- 7.4 The Funding Scheme does however, to ensure the Council approach here is consistent with other grant funding made available by the Council, provide that if all the necessary documentation for the grant to be released is not produced by the end of the financial year, then the grant for that financial year will no longer be available. In this transitional year, officers are proposing that, consistent with the current approach, the 2018/19 and 2019/20 grant will still be available for release in the course of 2020/21, and if so released be treated and governed as Project Grant. The terms of the Funding Scheme will apply to the 2020/21 grant, namely that if not released by 31 March 2021, it will no longer be available.
- 7.5 Officers will, as part of the process for release of the 2020/21 grant, review the accounts produced for financial year 2019/20 to ensure compliance with both the Scheme and the existing funding model. Consistent with the approach to 2020/21 and 2021/22 as transitional years, officers will review that spending in the 2019/20 accounts in terms of less restrictive rules of the Scheme, rather than those under the existing funding model.

8.0 IMPLICATIONS

Finance

- 8.1 The proposed changes in terms of this report are contained within existing budgets.

Legal

- 8.2 In terms of the Scheme, the Council may provide an Administrative Grant to community councils, at such level as may from time to time be determined by the Council. This can be varied by the Council **without** formal amendment of the Scheme.

Human Resources

- 8.3 None.

Equalities

- 8.4 Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

X

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

Repopulation

8.5 None.

9.0 CONSULTATIONS

9.1 The Chief Financial Officer and the Corporate Management Team have been consulted on the terms of this report. The Community Council Champion has been consulted on the terms of the Scheme of Funding for Community Councils at Appendix 2 and the Guide to Community Council Grants at Appendix 3.

10.0 LIST OF BACKGROUND PAPERS

10.1 None.

Appendix 1 – Responses from Community Councils (in order of receipt)

A. – Greenock West and Cardwell Bay Community Council (Email of 7/1/20)

Hello Peter,

The GW&CBCC have decided that they would wish the Community Council Grant/Funding to be option 1.

Leaving the funding structure entirely as is; *but with the addition that a more simplified request/application form be available for projects out-with usual scope of the administration grant.*

Please advise if you have received this email.

Many Thanks,

Willie

Willie Stewart

Secretary

Greenock West and Cardwell Bay

Community Council

<http://www.gwcbcc.org>

Facebook @gwcbcc

Twitter @GWestCBayCC

B. – Kilmacolm Community Council (Email of 15/1/20)

Peter

Below is an extract of the Minute of the KCC Meeting of 26 November of which you have a copy. The minuted agenda item explains the KCC views on the funding options you outlined to us.

Kind regards

David

9. Community Council Scheme and Funding Review

The Secretary had, prior to the meeting, circulated copies of an email from Inverclyde Council Legal and Property Services which requested Community Councils to consider various Community Council funding options.

The option favoured by Kilmacolm Community Council was:

"Retain the existing funding budget but split each grant to have part a constrained administrative grant and part to be spent as the community councils see fit"

If a 'project fund' was to be established the KCC were opposed to it being held centrally by the Council with community councils applying for project specific funding but would support an arrangement whereby each community council would get a fixed proportion of that fund annually.

In a separate email - also circulated to members - it was advised that Inverclyde Council will contact community councils in the new year to elicit their views on the present Scheme - the statutory framework by which community councils are established and operate - and to establish whether the community councils felt such a review was needed or desired. The Inverclyde Council review of the Scheme would, amongst other things, look at the number of community councils within Inverclyde and the areas covered by those community councils,

David Goddard

Secretary

Kilmacolm Community Council

Cargill Centre

Lochwinnoch Road

Kilmacolm PA13 4LE

secretary@kilmacolmcc.co.uk

C. – Port Glasgow West Community Council (Email of 17/1/20)

Hi Peter

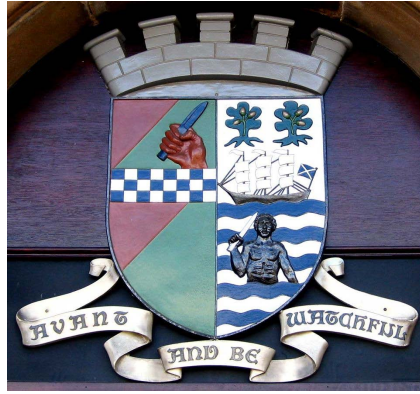
Sorry for the delay in getting back to you.

In terms of spending our allocated budget allowance, our Port Glasgow West Community Council would like to have the discretion to spend our allowance on legitimate items/projects, that may not be seen as admin spending perse', but could be a means of promoting our Community Council within our Town.

Regards

Tommy Rodger
(Secretary)

D. Gourock Community Council (Attachment to Email of 21/1/20)



GOUROCK COMMUNITY COUNCIL

Dear Peter McDonald,

Thank you for the information and for taking this response to the Committee for Education and Communities. In addition to The Scheme, Constitution and Standing Orders GCC has initially used the opportunity for some ideas to be shared on business and ideas that have been expressed over time, or recently for this reply because it is being asked.

Please point out to the Committee that towards and over Christmas a lot of people have visitors and such a lot more to do personally as well as Festive Gourock, Singing Carol's and seasonal things. The General Election added more for some of us to find time and direct energy to gather together when so much was happening. The first weeks in January before the first meeting were really to be for a very well deserved break from volunteering.

GCC believe that there could be permanent and regular ways to help CC volunteers to share tasks and ideas through summits or conventions and a formal Forum. This would save having heavy consultations over holiday times, as we have had planning so often over summer as well.

PROPOSAL FOR AN INVERCLYDE COMMUNITY COUNCIL FORUM

Please consider that the Community Councils had been prepared to stay on another year and wait for an election. CC's had a process of change and reforming with new people to get to know, all while there was a General Election on. Its a lot to ask of everyone to then look at changes, no matter how welcome some might turn out to be.

GCC wonder if there could be a way for the Community Councils to review the changes with gatherings from all of the Community Councils in Inverclyde in addition to information from individuals in the Council to help.

Setting up a Forum for the Chairs, the Secretaries and regular opportunities for every member to meet seems to be something that could help, considering new empowerment for communities and the Participatory Budgeting, and how everything ties in with the newly formed six Boards that share areas and carry forward so many of the communities needs and wishes.

AN INVERCLYDE SERVICE OF COMMUNITY COUNCILS

Representatives from each CC sent or convened regularly for single issues or education. Plus there are communities not clearly being represented or meeting that are not geographical, Equalities and also Black and Minority Ethnic people or from other protected characteristics like LGBTQIA+.

Perhaps more members would come forward with a platform for gathering and selecting representatives. There might be less of some characteristics in some areas than others, but information to share with all CC's.

Sharing rota's through all of the CC's would be possible for attending other things like Council Meetings, Regeneration, Chamber of Commerce, Rotary, even some Clubs and groups as well as the Boards from the six areas. A few hours around four times a year to share information, cascade learning to the CC's and develop networks of support and empowerment for communities. This would help with areas that have no CC and a Forum could be held a few times a year, for people to 'Have Your Say' encouraging people to consider membership of a CC, allowing Police and Wardens to report, bring in speakers or help with consulting the community. A time and place for Councillors, Ex Officio Members, Council Legal Services and Community Development Workers to make this work for communities in need of representation.

Having a central fund made up of what would have been allocated for grant funding, Participatory Budgeting and per head of population would help the administration areas with no current CC's to have their allocation. Funds could be released for projects and campaigns and projects.

There would be more awareness of needs and things needing addressed like support for the Lady Alice Bowling Club and the new Tennis initiative at Rankin Park. Some things could be shared through a Forum.

A Forum quarterly, for either Chairs or/and Secretaries then everyone could meet twice a year or for single issues or conferences as a way to help represent the CC areas that have no formal CC and still have notable Former Members, the Ex Officio Members and Associates and volunteers would have a mechanism for funding and support through the Forum. Over time each CC could have an opportunity to host, as a four year administration would be sixteen times over all, plus a few single issues, between eleven CC's. A point could be made of using places in the CC's with no members as well. Something like this needs to be guided by Council Development Workers and Council Legal Services and Council Volunteering Services.

Consensus of GCC members for this reply.

Here are some answers to the questions raised that all of Gourock Community Council have participated in concluding for now. Cardwell Bay & Greenock West CC were also consulted as members had information. A few Gourock Community Councillors stating that they have not been in the role long enough for full involvement in discussions. Everyone has been briefed, encouraged and given opportunities to share intelligence and arrive at their own answers, or express agreement with earlier draft versions.

COUNCIL LEGAL SERVICES QUESTIONS

·If you would you prefer the grant system to remain in present form **or** for the admin element to be reduced and the balance of used as a project fund?

·If a project fund is created,

-- should each community council get a fixed proportion of that fund annually, or

– should that fund be held by the centrally by the Council with community councils applying for project specific funding?

GCC ANSWERS

1. Leaving the funding structure entirely as is;

Negative Response from GCC.

2. Retain the existing funding budget and grant level but remove all restrictions on use;

GCC agree, but only to some extent as questions have been raised. Agree if reset annually taking into account the rate of inflation, provisions also made for extra funds like Participatory Budgeting being added to funds. In addition other amounts yet unforeseen or raised through donations or other means. There may always be fund-raising opportunities for CC's. Sensible restrictions of recording transactions and records of the agreement to spends would also need to continue, in addition to accounts being Audited and submitted to CLS for ratification.

3. Retain the existing funding budget but split each grant to have part as constrained administrative grant and part to be spent as the community councils see fit; and

GCC would seek more information about amounts of funds and how funding would be held and also how to secure or apply for reserved funding.

4. Retain the existing funding budget and reduce the individual grants, leaving the remaining budget as a fund to which Community Councils can apply to fund projects; or

Negative Response from GCC.

5. Reduce the overall budget and the level of the grant.

Negative Response from GCC.

GAPS IN INFORMATION FOR CURRENT REQUIREMENT OR COSTS

More information is required on relation of funding to:

Population capitation

Public Liability Payments & Insurance

Data Control & Regulations Costs

Costs for Disclosure Scotland Protection of Vulnerable Groups (PVG) membership scheme.

Council Grants availability for CC's.

PARCIPITATORY BUDGETTING

New Systems and funding for Participatory Budgeting is welcomed by GCC. Having observed the first round members have deeper understanding and information about this. GCC would lead by preparing applicants to make time for designing their own ways to divide funds fairly through innovative and imaginative challenges. A sharing of time, place and events or activities would be discussed and bring the community together where resources could be realised from sharing practical items to human talents or ability.

FUTURE

In general GCC would prefer not to be bound to this initial focus on change as a one off exercise, but prefer more conversations, input from Council Workers and time to discuss with other CC's.

A more organic and nurturing approach to the process for change is required as some of the members with the most life experience and new enthusiasm have not been in the role for long enough or are younger and working and had the least time to consider this wonderful opportunity for change.

More time and some energy is needed to ensure that the changes have a high probability of being good ones. Built in defaults for problems, dates for reviews and how long before change can be considered or enacted could also be considered as GCC are full of dedicated people who do a lot for the community in addition to GCC.

GCC will dedicate some time at each Business Meeting on visionary tasks for input to the Council and hope that the Council will be prepared to bridge the design gaps on how to reach the ideal ends.

The Constitution & Standing Orders.

PART 2

Name, Gourock Community Council are very happy with its name and the reputation build over years associated with the name.

Part 2 Review of areas. While Gourock is fairly logical, a lot of boundary mostly sticking out into the River Clyde there are some constituents on 'cusp areas' who gravitate to a preferred CC. Geographical lines do not account for infringement from one place to another with things like sound and shared problems. If this could be noted as a formal agreement to work between CC's towards good outcomes for the community, whether sharing or passing on issues or concerns. This has been going on anyway as Inverclyde is compact for a Council area and many things happening in one part have a huge effect on another. People want their geographical community logically tied in to their schools and shops or other things. A sensible approach towards individuals is required.

PART 9 (a)

Elections of Office Bearers are meant to occur in May, following an AGM and GCC has been having the AGM in June and would like this to continue and therefore Part 9 (a) should be changed to June.

PART 11 (b)

Meetings of the CC also state that the AGM is May under 11 (b) and this should also be changed to June, as AGM's have been convened for many years now on the third Monday of June.

PART 13

GCC aspire to the high standard of record keeping and information exchange outlined in the Constitution number 13 and are setting up systems for compliance with apologies for falling short of the requirements. Records are being compiled for submission.

PART 14 (a)

Control of Finance 14 (a) by consensus it is agreed that the words 'only as prescribed' should be changed with something to the effect of (but not expected to be used as they stand) 'with clear intention for the advancement and aims or projects that are agreed to by GCC, evidenced and after a clear decision making process, including allocation of funding to a Committee of GCC members and appointees who will in turn keep ordered and evidenced clear processes for decisions and spending'.

PART 14 (c)

The Signatories could be the Treasurer plus any one of two members, not necessary being Office Bearers, named for being signatories by GCC for signing cheques, voted at a meeting.

PART 16

Alterations to the Constitution should include perhaps at the end of the first paragraph something like 'and mechanisms to change these shall be designed and reviewed at a Single Issue Meeting prior to the AGM approval and adoption of the Constitution & Standing Orders'.

STANDING ORDERS

GCC have no changes to raise regarding Standing Orders at this time.

E. Inverkip and Wemyss Bay Community Council (Email of 1/3/20)

Hi Peter,

I am hoping that we already replied on this.

But we have a meeting this Thursday and I can chase our Treasurer for the amounts then.

Our opinion was that we would like to retain control of our grant but for more flexibility on what we can utilise it for.

We are very frugal in general for our admin budget, but would like to be able to contribute to local projects more easily if we have

balance of funds available. (eg Eco Projects, Supporting initiatives for School and Scouts/Guides , Hub groups etc)

We would prefer it not be a separate project fund held centrally by the Council - as we feel Inverkip & Wemyss Bay could lose out in "winning " funding for any projects we want it for.....as these things are usually weighted to areas of perceived deprivation?(that's not the correct term - apologies I cannot think of it just now). And as our villages rarely get classified as deprived areas - we can be last to get considered for project funding.

Thanks

Eileen

(Secretary Inverkip & Wemyss Bay CC)

Appendix 2 – Proposed Scheme of Funding for Community Councils

Inverclyde Council

Scheme of Funding for Community Councils

Table of Contents

Part 1 – Introduction	3
Part 2 - The Community Council Grant	4
Table 1 – Community Council Grant – Basis of Calculation (using a previous year’s budget figure as an example).....	4
Part 3 – Use of the Administrative Grant.....	6
Part 4 – Use of the Project Grant	7
Part 5 – Getting the Community Council Grant	8
Part 6 – Carrying Balances Forward	10

Part 1 – Introduction

Community Councils were established in Scotland by the Local Government (Scotland) Act 1973 (referred to in this document as “**the 1973 Act**”).

Section 51 (2) of the 1973 Act provides that:

“In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, coordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”

Inverclyde Council (referred to in this document as the “**Council**”) has adopted a Scheme for the Establishment of Community Councils in the Inverclyde Area¹ in terms of the 1973 Act, and this scheme (or such variation or substitution of this scheme as may be in effect from time to time) is referred to in this document the “**the Scheme**”.

A community council or community councils established under the Scheme is/are referred to in this document as a “**Community Council**” and “**Community Councils**”.

The Council makes available annual operational grant funding for Community Councils. This document details the scheme under which Inverclyde Council will provide such funding from 1 April 2020. The operational grant provided in terms of this document is referred to as the “**Community Council Grant**”.

The funding scheme set out in this document was approved by the Council’s Policy and Resources Committee on [] and is referred to in this document as the “**Funding Scheme**”.

References in this document to the “**Head of Service**” are to the head of the Council’s service from time to time with operational control of the community council budget.

The Council has appointed a **Community Council Liaison Officer** who can be contacted on community.councils@inverclyde.gov.uk or using the contact details shown on the Council website at www.inverclyde.gov.uk/communitycouncils .

Any questions about this document, or more generally about Community Councils, should be directed to this officer.

Community Councils should note this document deals only with the annual Community Council Grant, and that they may be able to apply for other forms of grant funding both from the Inverclyde Council and from other sources of grant funding.

¹ As at the date of this document, the current Scheme is the Scheme approved by the Inverclyde Council on 14 April 2011.

Part 2 - The Community Council Grant

The Council approves a budget annually for the funding of Community Councils. This budget applies in a Financial Year, being the period from and including 1st April in a given year to 31st March in a subsequent year.

The Council meets various initial costs from this budget, such as

- public liability insurance arranged for the Community Councils; and
- election costs (in years where the regular 4 yearly elections for Community Councils are held).

The remaining budget is then allocated to the provision of the Community Council Grant. The Community Council Grant is made up of two parts:

- the Administrative Grant (a sum of £500.00 per Community Council); and
- the Project Grant (the remaining grant budget for that year split amongst the Community Council Areas, as defined in the Scheme, according to population²).

Table 1 – Community Council Grant – Basis of Calculation (using a previous year's budget figure as an example).

		Community Council Budget	£17,310.00		
		LESS deductions	£637.78		
		Total budget for Community Council Grants	£16,672.22		
		LESS total Administrative Grants	£5,500.00		
		Total budget for Project Grants	£11,172.22		
Community Council		Population	Administrative Grant	Project Grant	Total Community Council Grant
1	Gourock	8690	£500.00	£1,242.31	£1,742.31
2	Greenock Central	10045	£500.00	£1,436.02	£1,936.02
3	Greenock East	9051	£500.00	£1,293.92	£1,793.92
4	Greenock Southwest	5870	£500.00	£839.17	£1,339.17
5	Greenock West & Cardwell Bay	9166	£500.00	£1,310.36	£1,810.36
6	Holefarm & Cowdenknowes	2193	£500.00	£313.51	£813.51
7	Inverkip & Wemyss Bay	6239	£500.00	£891.92	£1,391.92
8	Kilmacolm	5284	£500.00	£755.39	£1,255.39
9	Larkfield, Braeside & Branchton	7000	£500.00	£1,000.71	£1,500.71
10	Port Glasgow East	7668	£500.00	£1,096.21	£1,596.21
11	Port Glasgow West	6944	£500.00	£992.70	£1,492.70
Total		78150	£5,500.00	£11,172.22	£16,672.22

² The population figures used for the purposes of this document based on the 2018 small area population estimates from NRS.

Table 1 above is an illustration of how the total Community Council Grant is calculated under the Funding Scheme based on budget, election and insurance figures from the 2018/19 Financial Year. This shows the split between Administrative Grant and Project Grant, and among the Community Council Areas. The amount of the Community Council Grant available will vary from year to year according to the available budget and the insurance and election costs.

There is more detail on the Administrative Grant at Part 3 of this document, and on the Project Grant at Part 4 of this document.

Where a Community Council is established in an election outwith the 4 yearly cycle and in an area where, immediately prior to that, there had been no Community Council, then any costs of that election will be deducted from the Community Council grant made available to that Community Council in the Financial Year in which it is established.

Community Councils are not required to spend all of their Administrative Grant or Project Grant in the Grant Year in question, and can carry forward balances from one financial year to the next of up to 1 year's worth of Administrative Grant and 4 year's worth of Project Grant. There is more detail on this at Part 6 of this document.

Part 3 – Use of the Administrative Grant

Community Councils are expected use their Administrative Grant for the purpose of meeting reasonable and appropriate operational and administration costs, incurred by them in operating as a Community Council.

Examples of such costs are detailed below:

- Insurance
- Auditors' fees
- Production and circulation of minutes, agendas and annual reports
- Maintaining a website
- Stationery
- Photocopying
- Postage
- Travel costs
- Telephone costs
- Accommodation lets
- Affiliation fees
- Subscriptions
- Bank charges
- Advertising
- General Publicity and promotional activities.
- Consultation with the community.

As is explained below, Community Councils can, **if they so wish**, also use funds from their Project Grant to meet costs of the type detailed above.

Any unspent Administrative Grant can be carried forward at the Year End subject to the limits detailed at Part 6 of this document, and from the point it is so carried forward will be treated and governed as Project Grant.

Part 4 – Use of the Project Grant

A Community Council is entitled to use its Project Grant to fund such project or projects as it wishes within its Community Council Area which it is reasonably satisfied is or are likely to advance, promote or improve the well-being of any part of its Community Council Area and/or any person or persons resident or present within that area.

Community Councils must have regard to such guidance as the Council or the Head of Service may from time to time produce on how a Community Council should select projects to progress and assess the benefits of such projects for its community.

Community Councils may use their Project Grant for the purposes of meeting reasonable and appropriate operational and administration costs as detailed at Part 3 above, should they so wish.

Community Councils **may not** use sums released to them as Project Grant for purposes other than those set out at Part 3 above or at this Part 4.

Community Councils are not required to spend all of their Project Grant in the Financial Year in question and any unspent sum can be carried forward subject to the limits outlined at Part 6 of this document.

Community Councils should note this document deals only with the Community Council Grant, and that they may be able to apply for other forms of grant funding both from the Inverclyde Council and from other sources of grant funding.

Part 5 – Getting the Community Council Grant

A Community Council may request release of its Community Council Grant for a given Financial Year, referred to in the Scheme as the “**Grant Year**”, at any point in the Grant Year. In the Scheme “**Previous Year**” means the Financial Year immediately prior to the Grant Year.

The request should be sent to the Community Council Liaison Officer on community.councils@inverclyde.gov.uk or the using the contact details shown on the Council website at www.inverclyde.gov.uk/communitycouncils .

Following such a request, the Community Council Grant for the Grant Year will not be released until such time as the Community Council Liaison Officer has been provided with:

1. the finalised Annual Accounts of the Community Council for the Previous Year (see comments below);
2. copies of the approved minutes of at least 6 quorate ordinary meetings of the Community Council (or such other minimum number of as the Scheme may from time to time require) which took place in the course of the Previous Year;
3. a copy of the approved minute of the Annual General Meeting of the Community Council which took place in the Previous Year, and which shows that meeting as quorate;
4. a copy of the minute of the Annual General Meeting of the Community Council which took place in the Grant Year showing the Annual Accounts as being approved by the Community Council, and which shows that meeting as quorate;
5. a copy of a bank statement in respect of the Community Council’s bank account showing the balance held at the end of the Previous Year; and
6. satisfactory responses to any queries raised by the Community Council Liaison Officer in respect of any of items 1 to 5 above.

The Annual Accounts in terms of item 1 will require to comply with the terms of the Scheme and with the guidance issued by the Council from time to time as regards the form and content of such accounts³, and in particular to be counter signed and verified by two independent examiners unconnected with the particular Community Council.

In light of the funding scheme introduced by this document, it would assist the Council’s staff if Community Councils indicated against individual items or headings of expenditure on their Annual Accounts if they consider them to be Project Grant spending or Administrative Grant spending.

Where a Community Council is established in an area which previously had no Community Council, then:

- that Community Council will be entitled to release of the Community Council Grant for the Grant Year in which they are established without providing the information detailed at items 1 to 5 above; and

³ At the time of this document, the guidance in force was approved by the Council at the meeting of the Regeneration Committee on 19th January 2012

- as regards the Grant Year immediately subsequent to the first Financial Year in which they are so established, the Head of Service shall have discretion to make an appropriate reduction in the number of minutes of meetings in that First Financial Year the Community Council is required to exhibit, to take account of the fact that the Community Council was not established for the whole of that first Financial Year.

If a Community Council, for a given Grant Year, has not by the end of the Grant Year:

- requested its Grant for that Grant Year; **and**
- provided the information detailed at items 1 to 6 above to the Community Council Liaison Officer,

then the Grant for that Grant Year will no longer be available.

Where the Head of Service has reasonable grounds for believing that the a Community Council has breached either or both of the terms of the Scheme or this Scheme of Funding for Community Councils, then said Head of Service will be entitled to withhold payment of a Community Council Grant to that Community Council until such times as the Head of Service is satisfied **either:**

- that there has been no such breach; **or**
- having received an explanation as to the facts and circumstances surrounding a breach, that it is reasonable and appropriate that the Community Council Grant be paid.

Part 6 – Carrying Balances Forward

It is recognised that Community Councils may wish to carry forward surplus funds of Community Council Grant from one Financial Year to another. This is permitted as so doing encourages forward planning for larger projects or administrative outlays. Any funds so carried forward will from that point be treated as and subject to the restrictions on Project Grant, whether or not at the point of release they were Project Grant or Administrative Grant.

The Council is however obliged to ensure appropriate stewardship of public funds, and it would not be appropriate for the funding scheme set out here to permit an indefinite accumulation of grant funds.

There will therefore, in a given Financial Year, be a reduction in the available grant on the following basis.

With reference to a given Grant Year, where the balance of Community Council Grant funds (“**the Previous Balance**”) held by the Community Council at the end of the Previous Year exceeds the Permitted Balance set out below, then the amount of Community Council Grant available for that Community Council in the Grant Year shall be reduced by the difference between the Previous Balance and the Permitted Balance.

For the purposes of the last paragraph, “**the Permitted Balance**” shall be the sum of:

- a) Administrative Grant that would otherwise have been made available in the Grant Year; plus
- b) Four times the Project Grant that would otherwise have been made available for the Grant Year.

Appendix 3 – Proposed Guide to Community Council Grants

Inverclyde Council - Guide to Community Council Grants

Introduction

Each Community Council has an annual Community Council Grant available to it, calculated on the basis of:

- an Administrative Grant of £500; and
- a Project Grant, which varies from year to year and according to the population of a Community Council Area.

This is set out in the Inverclyde Council Scheme of Funding for Community Councils (the Funding Scheme) approved on [11](#) and this guide is a summary of that Funding Scheme.

The table below has an example of how the Community Council Grant is calculated, and the Council's Community Council Liaison Officer (CCLO) can also provide information and guidance.

The CCLO can be emailed on community.councils@inverclyde.gov.uk or contacted on using the details shown at www.inverclyde.gov.uk/communitycouncils .

Community Councils should note they may also be able to apply for other forms of grant funding both from the Council and from other funding providers.

Administrative Grant

Administrative Grant can **only** be used to meet reasonable and appropriate operational and administration costs, examples of which are:

- Insurance
- Auditors' fees
- Production and circulation of Minutes, agenda and annual reports
- Maintaining a website
- Stationery
- Photocopying
- Postage
- Travel costs
- Telephone costs
- Accommodation lets
- Affiliation fees
- Subscriptions
- Bank charges
- Advertising
- General Publicity and promotional activities.
- Consultation with the community.

A Community Council can carry forward unspent sums at the Year End as explained further at the end of this guide.

Project Grant

The Project Grant enables a Community Council to fund projects within its community which, having regard to any guidance issued by the Council, it feels are

likely to advance, promote or improve the well-being of any part of its Community Council Area or anyone living in that area.

There are a wide range of possible projects that could be undertaken, examples of which include:

- Funding installation of a community defibrillator;
- Organising a community “litter pick”;
- Organising seasonal community events; or
- Pursuing or participating in a community asset transfer.

These are only examples however, and the Project Grant could be used for a wide variety and scale of imaginative community led projects.

Depending on the nature of the project, Community Councils should take into account any future funding it might need, for example ongoing maintenance and running costs, as well as the any initial costs of setting up the project.

A Community Council can, if it wishes, use the Project Grant for operational and administrative costs in the same way as their Administrative Grant.

A Community Council can carry forward unspent balances at the Year End as explained further at the end of this guide.

Example Grant Calculation

As stated above, the Community Council Grant varies from year. The following table sets out an example of the grant calculation under the Funding Scheme and based on the 2018/19 budget.

Community Council Budget		£17,310.00		
LESS deductions		£637.78		
Total budget for Community Council Grants		£16,672.22		
		Community Council Grant		
Community Council	Population	Administrative	Project	Total
1 Gourock	8690	£500.00	£1,242.31	£1,742.31
2 Greenock Central	10045	£500.00	£1,436.02	£1,936.02
3 Greenock East	9051	£500.00	£1,293.92	£1,793.92
4 Greenock Southwest	5870	£500.00	£839.17	£1,339.17
5 Greenock West & Cardwell Bay	9166	£500.00	£1,310.36	£1,810.36
6 Holefarm & Cowdenknowes	2193	£500.00	£313.51	£813.51
7 Inverkip & Wemyss Bay	6239	£500.00	£891.92	£1,391.92
8 Kilmacolm	5284	£500.00	£755.39	£1,255.39
9 Larkfield, Braeside & Branchton	7000	£500.00	£1,000.71	£1,500.71
10 Port Glasgow East	7668	£500.00	£1,096.21	£1,596.21
11 Port Glasgow West	6944	£500.00	£992.70	£1,492.70
Total	78150	£5,500.00	£11,172.22	£16,672.22

Getting the Grant

A Community Council should send a request for release of the Community Council Grant for a given Grant Year to CCLO, and provide the following:

1. the Community Council's finalised Annual Accounts for the previous Grant Year (complying with the Scheme and any guidance in force at the time);
2. minutes for at least 6 ordinary meetings of the Community Council in the Previous Grant Year;
3. the minute of the Annual General Meeting of the Community Council in the Previous Grant Year;
4. the minute of the Annual General Meeting of the Community Council in the Grant Year showing the Annual Accounts as being approved;
5. a copy of a current bank statement for the Community Council's bank account tying in with the year end balance in terms of the Annual Accounts; and
6. satisfactory responses to any queries raised by the CCLO in respect of any of items 1 to 5 above.

If a Community Council has not provided all of the above by the end of the Grant Year, then that Community Council will no longer be entitled to the Community Council Grant for that Grant Year. Unclaimed Grant will not be carried forward from one Financial Year to the next.

If the balance of Community Council Grant funding held by a Community Council as at 31 March is more than the total of the following figure:

Administrative Grant + (4 x Project Grant)

the Community Council Grant available to the Community Council in the following Grant Year will be reduced accordingly.

Any Administrative Grant carried forward to subsequent years will thereafter be treated as Project Grant.

The CCLO can be contacted for information and guidance on the above.

Appendix 4 – Example of Grant Calculation under Existing Funding Model

Community Council	Population (2011 SIMD)	% of Grant	Basic Grant	Enhanced Grant	Total Grant	Variation in proposed scheme
1 Gourock	8600	10.61%	£700.00	£951.67	£1,651.67	£90.64
2 Greenock Central	11838	14.60%	£700.00	£1,309.98	£2,009.98	-£73.96
3 Greenock East	8217	10.13%	£700.00	£909.28	£1,609.28	£184.64
4 Greenock Southwest	6135	7.57%	£700.00	£678.89	£1,378.89	-£39.72
5 Greenock West & Cardwell Bay	11263	13.89%	£700.00	£1,246.35	£1,946.35	-£135.99
6 Holefarm & Cowdenknowes	2351	2.90%	£700.00	£260.16	£960.16	-£146.65
7 Inverkip & Wemyss Bay	5314	6.55%	£700.00	£588.04	£1,288.04	£103.88
8 Kilmacolm	5107	6.30%	£700.00	£565.13	£1,265.13	-£9.74
9 Larkfield, Braeside & Branchton	7050	8.70%	£700.00	£780.14	£1,480.14	£20.57
10 Port Glasgow East	8215	10.13%	£700.00	£909.06	£1,609.06	-£12.86
11 Port Glasgow West	6990	8.62%	£700.00	£773.51	£1,473.51	£19.20
Total	81080	100.00%	£7,700.00	£8,972.22	£16,672.22	£0.00

Total Population (per above)	81080
Enhanced Grant per capita (Remaining Budget ÷ Total Population)	£0.11

Appendix 5 – Balances of Grant presently held by or available to Community Councils

Community Council	Avail 18/19 Grant	Avail 19/20 Grant	Current Bal (See Notes)	TOTAL (if avail grants paid)	Notes (where based on annual accounts, actual current balance expected to be less)
Gourock Community Council	£1,688.79	£1,651.67	£422.15	£3,762.61	Based on accounts for year 2018/19 and further figures.
Greenock South West Community Council	£1,405.35	£1,378.89	£2,457.80	£5,242.04	Current Bal as confirmed by CC at Mar '20. This figure assumes separate external funding received by them is unspent.
Greenock West and Cardwell Bay Community Council	Paid	Paid	£3,524.46	£5,470.81	Current Bal as confirmed by CC at Feb '20 plus 19/20 grant subsequently released. All admin grant funds.
Inverkip and Wemyss Bay Community Council	Paid	£1,288.04	£4,908.17	£6,196.21	Based on accounts for year 2018/19 plus 18/19 grant subsequently released.
Kilmacolm Community Council	Paid	Paid	£4,253.09	£4,253.09	Current Bal is as at Jan '20 provided by CC. They hold additional balances by way of fund raising and grant funding provided through RI for Village Centre Improvements.
Larkfield, Braeside and Branchton Community Council	£1,510.58	£1,480.14	£1,277.24	£4,267.96	Current Bal as confirmed by CC at Mar '20.
Port Glasgow West Community Council	£1,503.68	£1,473.51	£2,500.00	£5,477.19	Current Bal estimate provided by CC as at Jan '20 - expenses to be reimbursed being finalised and accounted for.
TOTAL				£34,669.91	