



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
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CLERK

Mrs Katrina Semple
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26 June 2013

Dear Sir/Madam

You are requested to attend a meeting of Lerwick Community Council to be held in the **Ground Floor Hall, Islesburgh, Lerwick at 7.00pm on Monday 1 July.**

The next meeting Lerwick Community Council will be on Monday 2 September 2013.

Yours faithfully

K Semple

Katrina Semple
Clerk to the Council

LCC Members Literature in Office

The Nature of Scotland – Spring/Summer 2013
Scotland Bulletin – Spring 2013

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 3 June 2013
4. Business arising from the minutes
5. Police Report
6. Update, Proposed Projects, Living Lerwick – Ms Christena Irvine, BID Manager & Mr H Jamieson, Chairman, LivingLerwick
7. Community Development Fund
 - 7.1 Community Development Fund-Report No DV024 (previously circulated)
 - 7.2 Community Development Fund - Grant Application Guidelines
 - 7.3 Community Development Fund – Grant Application Form
8. Future of OT Equipment Store-Site of Old Archives
 - 8.1 Initial Response re Future of OT Equipment Store, Site of Old Archives – Mr R Sinclair, Capital Programme Service, SIC
 - 8.2 Update re Future of OT Equipment Store, Site of Old Archives – Mr R Sinclair, Capital Programme Service, SIC
9. Correspondence
 - 9.1 Window Glazing – Conservation Areas
 - 9.2 Condition of Site, Community Abattoir – Ms Hazel MacKenzie, Operations Coordinator, Shetland Livestock Marketing Group Ltd
 - 9.3 Resurfacing Concern, Road at Greenhead Base – Mr D Coupe, Executive Manager, Roads, SIC
 - 9.4 North Road & Staney Hill Housing Scheme Traffic Calming – Mr D Coupe, Executive Manager, Roads, SIC
 - 9.5 Sheep Roaming Free & Pegasus Place Sign – Concerned member of public
10. To be approved - Unaudited Financial Accounts for Year End 31 March 2013
11. Financial Report as at 25 June 2013
12. Planning Applications
 - 12.1 **2013/199/PPF- Erect 'dot.com' admin block, loading canopy and click & collect canopy – Tesco, Lerwick**
13. Lerwick Planning Applications – June 2013
14. Any Other Business

MONDAY 3 June 2013

At a meeting of LERWICK COMMUNITY COUNCIL held in the Conference Room, Market House, Lerwick, at 7.00pm

Members

Miss K Fraser
Mr D Ristori
Mr A Carter
Mr A Henry
Mr A Wenger

Mrs A Simpson
Mrs E Williamson
Mr A Johnson
Mr J Anderson
Mr M Peterson **arrived 8.25pm**

Ex-Officio Councillors

Cllr M Bell

Cllr P Campbell

In Attendance

Mrs K Semple, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

06/13/01

Circular

The circular calling the meeting was held as read.

06/13/02

Apologies for Absence

Apologies for absence were received from Mr S MacMillan, Mr S Hay, Mr E Knight, Mr L Angus, Ms A Westlake, Cllr C Smith, Cllr J Wills, Cllr A Wishart and Cllr M Stout.

06/13/03

Minutes

The minutes of the meeting held on 6 May were approved on the motion of Mr D Ristori and seconded by Mrs A Simpson.

06/13/04

Business Arising from the Minutes

Cllr P Campbell requested the minute to be corrected to note that he had attended the May meeting of Lerwick Community Council.

05/13/14 – Double Glazing-Lanes

Mrs A Simpson asked the minute to be amended to note that she had enquired if it was correct that double glazing could not be fitted to homes in conservation areas, only single glazing.

She stressed that it was not she who had brought up the subject of the conservation grant for replacement windows.

The Chairman asked the Clerk of the Council to write and enquire what the position was with regard to the fitting of double glazed windows in conservation areas.

(Action: Clerk of the Council)

05/13/04 Meeting Venue – Lerwick Community Council

Cllr M Bell stated that he, and the other Lerwick Councillors, would like to see Lerwick Community Council's meetings being held back in the Town Hall. However, he reiterated that Councillors had approved the new charging regime and that it was basically cost neutral; it was an unintended consequence that Lerwick Community Council could no longer hold their meetings in the Town Hall Chamber as a result of the increased charges.

He advised that two options were being considered; the prospect of meetings being held in Lystina House, but a Councillor would have to be present both before, and after, the meeting. The other option was to make an exception and reinstate the 50% discount rate, without causing issues with other bodies.

Cllr P Campbell agreed with Cllr Bell's comments and hoped that the situation could be satisfactory resolved in time.

Caravan and Campsite

The Chairman stated that he had no new information; he hoped to be updated at the meeting of the Stakeholder Group, scheduled for the following week.

Mrs A Simpson stressed how popular the site was and that she had recently counted 22 caravans and 2 or 3 tents on the campsite.

The Chairman speculated that there was a planning regulation whereby it was incumbent on the applicant to arrange to replace a resource or amenity displaced by their application.

Cllr P Campbell was certain that if that was the case, Planning would remind the applicant of the regulation.

06/13/05

Blueprint for Education in Shetland – Statutory Consultation – Mrs H Budge, Director of Children's Education, SIC

5.1 To discontinue education at Skerries School secondary department, with proposed transfer of pupils to Anderson High School

Members agreed that the transfer of pupils from Skerries School would not have a great impact on the Anderson High School role.

Ms K Fraser added that the Anderson High School was well set up to welcome and sensitively integrate the pupils into the school.

The Chairman stated that that without the savings made by discontinuing education at Skerries School secondary department, even more financial pressure would be put on schools throughout Shetland, which were already feeling the impact of unsustainable schools being kept open.

Referring to the percentage of pupils receiving more awards at Level 5 in Junior High Schools compared to those at Anderson High, Mr A Carter suggested that there was an argument for keeping Junior High Schools open.

The Chairman countered that, conversely, it showed that monies spent on Junior High Schools were depriving Anderson High School pupils of the same level of education.

(Action: Clerk of the Council)

5.2 Proposed Closure of Skerries School Secondary Department Response Form

Noted

06/13/06

Proposed Restructure of SIC Youth Services

6.1 Restructure of SIC Youth Services/Youth Work Provision – Ms J Henry, Youth Worker, Islesburgh

Mrs E Williamson declared an interest as a friend of Ms Henry.

Mrs A Simpson thought that the concerns in the document were well presented.

Members wholly agreed that although the necessity to make cuts and savings was understood, it was essential that a plan was put in place for the delivery of the service going forward. The plan should ensure that the needs of all Shetland's Youths were catered for, not just those deemed 'vulnerable'.

The Chairman asked the Clerk of the Council to write a letter of support for Cllr M Bell to take to SIC's meeting of the full Council on Wednesday 12 June.

(Action: Clerk of the Council)

06/13/07

Scotland Rural development Programme 2014-20 Stage 1 Consultation

7.1 Consultation on Scotland Rural Development Programme – Mr B McKenzie, SDRP Programme Manager

Noted

7.2 Consultation on SRDP Programme 2014-2020 - Stage 1; Initial Proposals

Noted

7.3 Consultation on SRDP Programme 2014-2020 - Respondent Information Form

Members made no specific response to the Consultation.

The Chairman asked the Clerk of the Council to forward the documents on to Kate Massie, Administrative Assistant, ASCC so that comments from all Shetland Community Councils could be pooled and one collective response sent.

(Action: Clerk of the Council)

06/13/08

Community Development Fund

8.1 Community Development Fund Grant Application Guidelines – Draft

The Chairman advised that the Community Development Fund was further discussed at a meeting of the Joint Liaison Group in May; agreements were made to make amendments to the draft document, due to be discussed at a meeting of the full Council on 12 June.

He advised that if the document was ratified, Community Councils could immediately apply for £3,000 funding on the basis that it would be distributed according to the scheme.

In addition, each Community Council would be eligible to apply for up to £1,000 to assist in administrative costs.

Cllr M Bell explained that the Community Benefit Fund was a way of keeping the money in the Community and encouraging development groups and Community Councils to work together; it was worth giving the scheme a chance.

8.2 Community Development Fund – Summary of Grant Scheme

Noted

06/13/09

Welfare Reform Act

Cllr M Bell informed members that it was with concern that he discussed the Welfare Reform Act with Alastair Carmichael, MSP.

Cllr M Bell explained that that there was simply not enough housing stock in Shetland to allow people to move to smaller homes, even if they wanted to, and because of the housing debt there was no money to build more homes.

Although Mr Carmichael defended the principal, he equally understood the consequences for Shetland. He promised to lobby for Shetland and requested statistics; these were subsequently obtained from both Hjaltland Housing Association and Shetland Islands Council and forwarded on.

Mr Carmichael also agreed to look into the housing debt issue.

Cllr M Bell advised that another meeting was scheduled, with Mr Carmichael, and he hoped to have further information in time for the July meeting of Lerwick Community Council.

06/13/10

Correspondence

10.1 Sletts, Road Department Debris – Mr P Crossland, Director, Infrastructure Services

Noted

10.2 Conservation Grant, Windows – Mr A Taylor, Team Leader, Planning, SIC

Discussed during Business Arising.

10.3 LCC Meeting at Market House – Ms K Massie, Admin Assistant, ASCC

Members agreed that no one had said anything detrimental about the meeting room at Market House, but the desire to revert back to holding meetings at the Town Hall was supported.

10.4 Campsite-Shetland Local Development Plan – Mr A Taylor, Team Leader, Development Plans & Heritage, SIC

Noted

10.5 Proposed Humps-North Road & Staney Hill Housing Scheme – Mr D Coupe, Executive Manager, Roads, SIC

Mr D Ristori Raised concern that the current humps were higher than necessary, he suggested that their height should be checked to see if they complied with current regulations.

Cllr M Bell informed members that whilst canvassing in the area he learned that residents were 50/50 for and against the humps.

Members discussed and agreed that the introduction of a 20mph speed limit, in addition to the humps, would be a benefit.

The Chairman asked the Clerk to write to Mr C Gair, Engineer, Roads and advise that Lerwick Community Council agreed to raise no objection to the proposed road humps, provided that their height was in line with national guidelines.

He also asked if a request could be made to consider imposing a 20mph speed limit throughout the area.

(Action: Clerk of the Council)

10.6 Pricing & Service Charges – Copy email from Mr S Garrett, Managing Director, Serco Northlink to Mr T Scott MSP

Noted

10.7 Changes to Concessionary Rate, Serco – Copy Letter from Mr T Scott MSP to Mr K Brown, MSP

Noted

10.8 Serco Northlink Pricing - Mr A Mowat, Ferries, Policy and Contracts-Scottish Government

Noted

10.9 Procedure-Planning Application Consultations – Mr J Holden, Team Leader, Development Management, Planning, SIC

Noted

06/13/11

Financial Report as at 29 May 2013

Noted

11.1 Annual Grants & Projects 2013-2014

Noted

11.2 Grants & Projects 2013-2014

Noted

11.3 Main Annual Running Costs 2013-2014

Noted

Mr M Peterson arrived, 8.20pm

06/13/12

Application for Grant Assistance

12.1 Access Road, Lower Sound – Mrs A Ramsay

Ms K Fraser proposed that grant funding should be awarded, in line with the formulae, to a maximum of £800.

Members agreed to the proposal, on the condition that the road was upgraded and topped with at least 75mm Bitumen Tarmacadam and that Lerwick Community Council would not consider further grant funding towards upgrading or repairs to the road for the following 12 years

(Action: Clerk of the Council)

06/13/13

Application for Premises Licence

13.1 Chevalier Kalmar Accommodation Barge, Albert Dock

No objections.

06/13/14

Planning Applications

14.1 2013/117/PPF Erect dwellinghouse, 11 Law Lane, Lerwick - Fred & Magdalena Gibson

No objection.

The Chairman asked the Clerk of the Council to write to Planning to ask them to be mindful of the Lanes Conservation Area Policy.

(Action: Clerk of the Council)

14.2 2013/150/PPF Change of use, public toilet to community hub - Public Toilets, Clickimin, Lochside, Lerwick - Shetland Telecom

No objection

(Action: Clerk of the Council)

14.3 2013/151/PPF Change of use, public toilet to community hub - Public Toilets, Grantfield, North Road, Lerwick - Shetland Telecom

No objection

(Action: Clerk of the Council)

14.4 2013/163/PPF – To erect single storey building to provide café bar facility – Mr Dennis Leask

While Mr M Peterson welcomed the application, he expressed concern that the build impinged on existing parking spaces. He thought it was important for the public not to lose access to the parking spaces, and to continue to enjoy the viewpoint.

With member's agreement, the Chairman asked the Clerk of the Council to raise no objection to the application, provided that there was no loss of parking spaces to the public and the pedestrian right of way along the sea road was preserved.

(Action: Clerk of the Council)

14.5 2013/108/PPF – Extend Workshop, Staney Hill Industrial Estate

No objection

(Action: Clerk of the Council)

14.6 2013/182/PPF – Change of use from office space to nursery and form new entrance, Old Infants School – Mr J Molloy

No objection

(Action: Clerk of the Council)

14.7 2013/140/PPF – Erect Dwellinghouse, 14 Reform Lane – Mr L Irvine

Members agreed to stand by the decision not to object to the application.

The Chairman asked the Clerk of the Council to write to Planning to ask them to ensure that the application complied with the Lanes Conservation Area Policy.

(Action: Clerk of the Council)

19.7a Concerns re Application 2013/140/PPF – Neighbour 1

Noted

19.7b Concerns re Application 2013/140/PPF – Neighbour 2

Noted

14.8 2013/019/PPF – Proposed Change of use from class 8 residential institutions to class 7 hotels and hostel, boarding & guest house -Leog House

As concern regarding car parking had been addressed, members agreed to withdraw their objection.

(Action: Clerk of the Council)

06/13/15

Lerwick Planning Applications – May 2013

Noted

05/13/14 **Any Other Business**

Abattoir

Mr M Peterson noted that the site of the community abattoir, across from the Shetland Marts had not been graded or grassed

The Chairman asked the Clerk to write to the relevant body and request when the ground works was expected to be completed.

(Action: Clerk of the Council)

Mr M Peterson informed members that the resurfacing of the road at Greenhead Base was complete but chips had been laid at the side of the road, instead of quarry dressing and dust, resulting in stone chips being spread across the road.

The Chairman asked the Clerk of the Council to write to Mr D Coupe, Executive Manager, Roads, with regard to the concern.

(Action: Clerk of the Council)

There being no further competent business the meeting concluded at 8.55pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....



Shetland Islands Council

Shetland Islands Council

12 June 2013

Community Development Fund 2013/14	
Report Number: DV024-F	
Report Presented by Director – Development Services	Development Services Department Community Planning & Development Service

1.0 Summary

- 1.1 This report is to seek approval of guidelines for the new Community Development Fund, which have been developed following consultation with Community Councils and Community Development Organisations.

2.0 Decision Required

- 2.1 That Shetland Islands Council RESOLVES:
- 2.1.1 To approve the draft Community Development Fund grant application guidelines; and
 - 2.1.2 To approve the maximum grant per organisation; and
 - 2.1.3 To approve the draft Community Development Fund grant application assessment criteria; and
 - 2.1.4 To award delegated authority to the Executive Manager – Community Planning & Development, or her nominee, to approve grant payments within the scheme guidelines, subject to available budget.

3.0 Detail

- 3.1 On 20 February 2013, Shetland Islands Council agreed to ring fence a 30% reduction in funding to Community Councils and establish a scheme whereby Community Councils and Community Development Organisations can apply for grant funding towards projects, subject to a separate report being presented to the Council on the criteria to be applied to such a scheme [Min Ref 09/13].
- 3.2 Guidelines for a Community Development Fund grant aid scheme were drawn up and presented to Council on 24 April 2013. At that meeting the Council resolved to:
- consult urgently and actively with Community Councils on the draft Community Development Fund grant applications guidelines;
 - report to the Council on 12 June 2013 on the outcome of the consultations and on the next steps and timetable in the new scheme development [Min Ref 27/13].
- 3.3 Consultation has since been carried out with the Association of Shetland Community Councils / Shetland Islands Council Joint Liaison Group (JLG); all Community Councils have been asked for their feedback; a workshop was held, which was open to all Community Councils and Community Development Organisations on 18 May; and a further meeting of the Joint Liaison Group took place on 21 May.
- 3.4 The written responses received from Community Councils and Community Development Organisations are attached at Appendix 1.
- 3.5 The Joint Liaison Group requested that the following specific points in relation to the Community Development Fund be considered:
- a. No grant should be paid until a further report to Council in August – the six month point at which the original decision can be amended or overturned
 - b. That the maximum grant payable should be £4,000 instead of £3,000, with Community Councils being eligible to apply for up to £3,000 as a distribution fund and up to £1,000 for a project fund
 - c. The maximum grant cap should be lifted for the final bidding round in January (included on page 4 of the guidelines)
- 3.6 The policy has since been finalised as at Appendix 2. The scheme assessment criteria are detailed at Appendix 3. Priority will be given to Community Councils and in order to ensure a fair distribution of the fund throughout Shetland, first applications from each area. In addition each application will be assessed on the following criteria:
- Evidence of the need for the project
 - Wider community benefits
 - Fit with scheme aims
 - Contribution to Shetland's Single Outcome Agreement
 - Evidence of Community Involvement

- 3.7 If approved today, the scheme will be open for applications immediately with the first bidding round closing on 31 July 2013. All applications will be assessed, prioritised and decided jointly after each bidding round.
- 3.8 With reference to para 3.5b above, it is recommended within the guidelines that the maximum grant an organisation can apply for should be £3,000. This is based on the following possible permutations of grant applications:

	Maximum £3,000	Maximum £4,000
Community Council Distribution Fund	£36,000	£54,000
Project fund – open to community councils and community development organisations	£32,000	£14,000

- 3.9 A list of Community Development Organisations per area is attached at Appendix 4 for information.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – The new grant scheme will support communities to develop and deliver projects that meet community needs and make a lasting difference in the community. The scheme criteria will be aligned with the priorities in the Single Outcome Agreement and Council's Corporate Plan.
- 4.2 Community /Stakeholder Issues – Feedback has been sought from Community Councils and Community Development Organisations on the scheme criteria.
- 4.3 Policy And/Or Delegated Authority – The establishment of new policy is a matter reserved to Shetland Islands Council.
- Delegated authority to the Executive Manager – Community Planning & Development is sought to approve grant payments under the scheme, in line with available budget.
- 4.4 Risk Management – None.
- 4.5 Equalities, Health And Human Rights – None.
- 4.6 Environmental – None.

Resources

- 4.7 Financial – The total budget for the Community Development Fund is £68k in 2013/14 as agreed by the Council in February 2013 (Min Ref: 08/13).

4.8 Legal – None.

4.9 Human Resources – Once finalised and approved, the scheme can be administered by the Council's Grants Co-ordinator and the Grants Assistant, by reprioritising workloads, at no additional cost to Shetland Islands Council.

4.10 Assets And Property – None.

5.0 Conclusions

5.1 Draft scheme guidelines have been developed for the new Community Development Fund, which will be funded by the 30% reduction in funding to Community Councils.

5.2 Organisations eligible to apply to the scheme have been invited to take part in written consultation, and to attend a consultation workshop.

For further information please contact:

Neil Grant, Director – Development Services
Phone: 01595 744968
E-mail: nrj.grant@shetland.gov.uk

Date: 31 May 2013

List of Appendices

Appendix 1 – Consultation Responses

Appendix 2 – Community Development Fund 2013/14 Grant Application Guidelines

Appendix 3 – Community Development Fund 2013/14 Assessment Criteria

Appendix 4 – Community Development Organisations per Community Council area

Background documents:

None

END

Tingwall, Whiteness & Weisdale Community Council

The CC members discussed the draft guidelines at their meeting earlier tonight. They thought if any community had a worthwhile project consideration should be able to be given to the scheme offering larger grants of, say, £10,000 but that the same CC would not be able to claim again for the next few years if there were other requests for the funding.

Unst Community Council

Unst Community Council has received the guidelines for the dispersal of this fund (variously amended) and has reacted with outrage to the entire proposal.

The system for the dispersal of funds to Community Councils has been dismantled **after the start of the financial year** and this new fund created to be disbursed not only among the existing 18 Community Councils but also a further 15 Development Companies.

From a system which was simple, involved a minimum of clerical time and with all decisions taken at a local level we will now be confronted by an administrative morass. Officials in Lerwick (where else?) will have the final say on the allocation of the grants. Our Clerks are already having reductions in their remuneration and will now have an increased workload. Unnecessary additional work will be created in the Community Development Dept. A coach and horses has once again been driven through any pretence of de-centralisation.

Shetland has never been better served by its Community Councils. In the advert in last week's Shetland Times only three vacancies existed for the 18 Community Councils. At the April Bi-Annual Meeting of the ASCC all 18 were present. This represents a large commitment of time and effort by many people who now feel that they are not being trusted to disperse a modest allocation of funds within their local community.

In terms of efficiency and the autonomy of rural communities the original scheme for the dispersal of funds was the best on offer. We will be urging elected members at the earliest opportunity to return to this arrangement for the allocation of our funds. The proposals as tabled at present have been hastily thought out, are cumbersome and totally unworkable. They have the potential to result in a bureaucratic quagmire of epic proportions.

Fetlar Development Company

While as a Development Company we welcome the opportunity to access additional funds, we must also respect the fact that both the Fetlar Community Council and ourselves are all working towards generally common aims. Whilst I'm sure when this fund was suggested elected members had the very best of intentions, they were perhaps not fully aware of the implications of their decision.

The withdrawal of funding from the Community Councils to establish this fund has left smaller community councils such as Fetlar with virtually no distributable funds and larger ones with very limited resources. In my opinion it would be much better

just to redistribute the money to the Community Councils and avoid an unnecessary layer of time and paperwork. The changes already proposed by ASCC seem to be pointing things in this direction.

The redistribution of the money to the Community Council would offer the best solution for our Community as a whole.

North Yell Development Group

Thank you for the details of the consultation on the proposed grant scheme. So far, it looks like no one from our group will be able to make it to the workshop. I will therefore give a written response.

Generally, we would welcome access to any additional grant funding. The objectives of the grant scheme should allow us to carry out worthwhile projects in our area. The proposal to pay out grants 'up front' is particularly welcome, as this avoids cash flow problems.

A grant application can be a very time consuming process for volunteers. If the grant is refused, this time is wasted. This is very frustrating for volunteers, so a simple un-bureaucratic application process would be welcome, bearing in mind that this is a small grant.

North Yell Development Council is VAT registered, so could maximise the benefit from the grant.

Northmavine Community Council

Members agreed that the draft guidance was not very clear – could any community group apply? Can community council funds be used to match fund the development fund money? Members also felt strongly that the money had not been 'ring fenced' but rather, it was a more competitive fund that was more difficult to access. Another layer of bureaucracy had been added. Previously CCs had been given a budget and could spend it on projects which they felt fitted the brief, but now the decision making would be made by SIC officers. In summary they felt the scheme saved nothing, was a more complicated process, would cost more to administer and had an extensive criteria that was not very well explained.

Nesting and Lunnasting Community Council

Members are concerned that creating another fund will increase administration costs, which is not an effective use of finances.

There are concerns that funding will not be distributed evenly.

Funds should be distributed back to Community Councils, who have knowledge of groups, both new and existing, with financial needs in their areas.

Community Development Fund 2013/14 – DRAFT Grant Application Guidelines

This grant aid scheme is designed to support Community Councils and Community Development Organisations to further the aims and objectives of their organisation, within the geographical area of Shetland for which they are constituted, and which are in line with the Single Outcome Agreement and Council's Corporate Plan.

This grant scheme supports Community Councils and Community Development Organisations to deliver services, activities and initiatives in relation to the priority areas of children and young people; families at risk; older people; transport; safer & stronger communities; reducing offending; health inequalities & physical activity; employment and economic recovery & growth.

We hope this scheme makes a real difference to the quality of life for people living in Shetland and would encourage organisations to be both imaginative and innovative in designing bids which will impact positively on as many members of their respective communities as possible.

What our grants are for –

This grant scheme aims to support projects and activities that: -

- Encourage participation in community life, in particular those focusing on children, young people, older people and those most disadvantaged
- Assist in the process of sustaining and regenerating fragile rural areas
- Ensure organisations are open to those who want to take part and that they actively encourage more people into their organisation
- Promote individual and community achievement

We expect all funded applications to demonstrate that: -

- It meets a community need
- It represents value for money
- It is well planned
- There are long term benefits
- It makes a difference to the community
- The project expenditure can be accounted for

Who can apply?

You can apply for a Community Development Fund Grant if: -

- You are a Community Council; **OR**
- You are a Community Development Organisation constituted with an open constitution; and
- You are based in Shetland
- You have a constitution or set of rules which clearly defines your organisation's aims, objectives and procedures

- You have a bank or building society account in the name of your organisation which requires at least 2 signatures on each cheque or withdrawal
- You can enclose your most recent annual accounts which have been certified as true by a person independent of your organisation
- you spend the grant within a year

Constitutions

A constitution should include:

- An organisation's name, aims and objectives
- Details of how it achieves those objectives
- Details of how its committee is elected or appointed
- Details of how people can join the organisation
- Details of what will happen to the assets of the organisation if it closes
- The date when the constitution was adopted and signed on behalf of the organisation

How do we apply / making an application

It is a requirement of this scheme that all applications for grant assistance are submitted prior to your project commencing.

Bidding Round 1

Completed applications must be received by no later than 31 July 2013 – subject to the availability of finance

Bidding Round 2

Completed applications must be received by no later than 30 September 2013 – subject to the availability of finance

Bidding Round 3

Completed applications must be received by no later than 31 January 2014 – subject to the availability of finance

All applications received will be acknowledged within 5 working days identifying any further information required to complete the application. All applications requiring further information must be completed within a maximum period of two months from the date of receipt of the original application. The Council reserves the right to defer incomplete grant applications to the next bidding round.

Applications are available on the Council's website at http://www.shetland.gov.uk/grants/about_grant_aid.asp and can be submitted electronically.

Alternatively an application pack can be requested or collected from your local Community Work Office or the Grants Unit – see contact details on page 8. You should also contact staff at the earliest opportunity to discuss your organisation's project eligibility and to get assistance with completing the application form.

What can we apply for?

We will consider providing 'seed corn' funding to, or 'pump priming' projects in the area covered by your organisation, which are related to the following priority areas: - children and young people; families at risk; older people; transport; safer & stronger communities; reducing offending; health inequalities & physical activity; employment and economic recovery & growth

Examples we will consider funding: -

- Community Councils applying for a fund to be distributed to groups/projects that meet local needs and priorities
- Develop local services
- Regeneration projects
- Facility upgrades
- Environmental improvements

Examples we will not fund: -

- Loan or endowment payments
- Projects with no long-term sustainability
- Second hand vehicles and second hand equipment (unless valued or certified by an independent / qualified assessor)
- Projects / activities that have already taken place
- Business or commercial ventures
- Fundraising expenses
- Meals and subsistence costs
- General entertainment costs
- Schools projects or costs for competing in Schools competitions

How much can we apply for?

Community Councils and eligible Community Development Organisations can apply for between £500 and £3,000.

Community Councils

Community Councils can apply for between £500 to £2,000 for a fund to be distributed to meet local area needs and priorities and that fit within the overall scheme objectives.

In addition to the above, Community Councils can apply for a further £500 to £1,000 to assist with the cost of delivering a specific project(s).

Community Development Organisations

Eligible Community Development Organisations can apply for between £500 to £3,000 to assist with the costs of delivering local projects and/or services. Community Development Organisations are required to demonstrate they have the support of their local community council(s) as part of their funding application.

General

There is no restriction on the number of applications you can make within the year, but you will be restricted to a maximum of £3,000 per applicant per Council financial year. Applicants are also limited to one grant per project, and each project will only be eligible for a single grant.

The maximum grant of £3,000 per applicant will be lifted in bidding round 3 if there is budget remaining and no other qualifying applications are received.

Please note that we will not award more than the amount you request in your application. If you are unsure about how much funding you can apply for, please contact the Grants Unit in advance of submitting your grant application for guidance and assistance.

Application Process

Once you have completed your grant application in full, attached all the necessary documents and worked through the checklist, please send the completed application form and enclosures to the Grants Unit for processing and consideration.

- On receipt of your application we will check if it is complete and ensure all the necessary information has been enclosed.
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- Successful applications will be issued with a grant offer letter and acceptance document.
- Once your organisation has accepted the terms and conditions of the grant and returned the acceptance letter the grant will be paid in full directly into your organisations' bank account.
- You must comply with grant conditions and use the grant only for the purpose set out in your application form.
- You must complete a Project Evaluation form and a certification of expenditure form together with details of all relevant expenditure within 12 months of the date of the grant offer letter.

If your grant application is unsuccessful

We will tell you the main reasons why in a letter within 6 weeks of receiving the completed application. You may also find it useful to contact the Grants Unit as appropriate for advice and further assistance.

Following receipt of the explanation your organisation may wish you to revise your Community Development Fund grant application form and resubmit it or appeal the original decision.

If you want to appeal the decision to refuse your application, then a letter of appeal should be submitted to the Grants Unit within three months of the date that you were notified of this decision.

Data Protection Act 1998 / Freedom of Information (Scotland) Act 2002

The Shetland Islands Council is registered as a Data controller in terms of the Data Protection Act 1998. The information provided by you will be stored by the council on a central electronic database and will be used in a number of ways by different departments of the Council when processing any funding applications made by your organisation. The information will not be transferred outwith the council without your explicit consent. Please contact us if you have any queries about how your information will be used.

The Freedom of Information (Scotland) Act 2002 gives members of the public the right to request any information that we hold. The council regularly releases information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection Act 1998.

Protection of Vulnerable Groups requirements

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children (and/or protected adults)*. If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme, and your group must also have policies and procedures in place that adequately cover adult and child protection and welfare issues.

You will need to decide whether or not your group has individuals involved in 'Regulated Work' with children and young people under the age of 18, and/or 'Regulated Work' with protected adults (from the age of 16, generally, in receipt of specified services)*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: an Adult and Child Protection Policy and an Adult and Child Protection Procedures; for organisations working with children and young people a Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Community Planning & Development Service or at www.shetland.gov.uk/grants/PVG_Templates.asp and must be approved and signed by committee members of your group. Your organisation must undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work' to make sure they are not barred from working with children/protected adults and as part of checking their suitability for the particular post.

*There are various stages to go through to decide whether someone is doing 'Regulated Work.' The Child Protection Shetland website www.childprotectionshetland.com/ includes links to sources of help, in particular a self-assessment tool produced by Disclosure Scotland which will help you work through the various stages: www.disclosurescotland.co.uk/pvg_training/self-assessment/

In case of doubt, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), on 01786 849777, or Disclosure Scotland on 0870 609 6006. Contact details for

local support on this subject and more information are available on the Child Protection Shetland website: www.childprotectionschetland.com/

Help and information about training courses is also available from your local Community Work Office or from Voluntary Action Shetland, who undertake free checks for volunteers.

Other considerations

- The total value of the Community Development Fund is £68,000
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- All grants must be paid out during the financial year 2013/14
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- Applications shall be assessed strictly on merit.
- Advice and assistance is available on other sources of funding from the Grants Unit or your local Community Work Office.
- In the event that your actual project expenditure is underspent your organisation may be required to repay part of the grant assistance back to Shetland Islands Council. If this happens you will be contacted in writing and asked to repay the identified underspend.
- Any grant assistance not spent within one year will be repaid to Shetland Islands Council unless the Executive Manager – Community Planning & Development has agreed otherwise.
- Groups with savings, reserves, cash or investments greater than £10,000 may not be considered for grant assistance if they are unable to confirm that these funds are restricted or designated funds for a specific purpose.
- All Council grant awards must be acknowledged on all publicity and marketing material.
- Your organisations contact details must be included in the Council's online Community Directory and you will be responsible for making any changes to your organisation's details as necessary. If you have not joined the community Directory please contact the Grants Unit for information, or look up the website at <http://www.communitydirectory.shetland.gov.uk/>

Service pledges

In order to improve service delivery of the department's various grant aid schemes we have the following service pledges:

- The Grants Unit will provide accurate information about their grant aid schemes and application procedures.
- All grant application forms requested will be sent out within 2 working days.
- All grant application forms received will be acknowledged within 5 working days.
- All organisations receive a decision on completed grant application forms within 6 weeks
- All organisations that have had a grant application rejected will receive a written explanation of why it was unsuccessful.

- All organisations that have had a rejected grant application advised in writing have the right to appeal against the decision.

Please note this timescale only applies to grant Schemes that are delegated to officers within the Council's Community Planning and Development Service

Contact details

Staff at the following offices are available to give advice and guidance on your project and with the completion of grant applications. You should contact staff at the earliest opportunity and prior to completing a grant application.

Lerwick, Bressay & Gulberwick Office

Community Planning & Development
8 North Ness Business Park
Lerwick
ZE1 0LZ
Tel. (01595) 743880

North Isles Office

c/o Yell Leisure Centre
Mid Yell
Shetland
ZE2 9BN
Tel. (01595) 745715

North Mainland & Whalsay Office

Office
4 Havragord
Brae
Shetland
ZE2 9SZ
Tel. (01595) 743969

South Mainland, Fair Isle & Skerries

c/o Sandwick Junior High School
Sandwick
Shetland
ZE2 9HH
Tel. (01595) 745364

West & Central Mainland Office

Scalloway Public Hall
Scalloway
Shetland
ZE1 0UJ
Tel. (01595) 745301

Grants Unit

Community Planning & Development
8 North Ness Business Park
Lerwick
ZE1 0LZ
Tel. (01595) 743827 / 743828

Or email grants.unit@shetland.gov.uk

Assessment criteria for Community Development Fund

Criteria	Indicator	Points Available	Justification	Score awarded
Need for project?	Little/no need	0	The applicant does not describe what need(s) exist or potentially exist and no reason is provided for seeking funding. Or, the applicant does not link its project back to the CDF scheme aims.	
	Evidence of need	10	The application will address a specific need, which has been identified and communicated by the applicant.	
	Strong need	20	In addition to the above, the application will demonstrate strong evidence of need will include a description and / or evidence of the research and consultation that has taken place with existing or potential beneficiaries to establish need.	
No. of Beneficiaries?	Individuals	0	The applicant has not clearly indicated who will benefit from the project, or the project is open only to a small number of beneficiaries.	
	Specific group(s)	10	The applicant has indicated that the project will be open to all potential beneficiaries	
	Wider community benefits	20	The applicant has indicated that as well as the project being open to all potential beneficiaries as above, they have identified that there is a particular group of potential beneficiaries who do not traditionally participate in the group's activities AND they have described plans to target and involve them.	
Meets scheme aims?	Meets no aims	0	The applicant cannot describe (and it cannot be identified from other information) how the project will help to deliver any of the scheme aims.	
	Weak fit with one or more aims	10	The applicant has indicated that the project will meet one or more of the scheme aims, but it is not clear how the project activities will support this.	
	Good fit with one or more aims	20	The applicant has indicated that the project will meet one or more of the scheme aims <u>and</u> it is likely that the project activities will support this.	
	Strong fit with one or more aims	30	The applicant has clearly described how the project will meet one or more of the scheme aims <u>and</u> how the	

Criteria	Indicator	Points Available	Justification	Score awarded
			project activities will have a direct impact on the outcomes.	
Contributes to Shetland's Single Outcome Agreement? (Performance Framework outcomes)	Contributes to < 3 SOA outcomes	10	The applicant has indicated that the project will meet less than 3 Shetland SOA outcomes	
	Contributes to 3 – 5 SOA outcomes	20	The applicant has indicated that the project will meet at least 3 but no more than 5 Shetland SOA outcomes	
	Contributes to > 5 SOA outcomes	30	The applicant has indicated that the project will meet more than 5 Shetland SOA outcomes	
Applicant status?	Community Council	20	Community Council applicants are prioritised for funding	
	Community Development Organisations	10	Community Development Organisations have lower priority	
Community involvement?	No involvement	0	No evidence of community involvement or consultation has taken place prior to the application being submitted	
	Some involvement	10	Some evidence of community involvement or consultation has taken place prior to the application being submitted	
	Strong involvement	20	A significant level of community involvement or consultation has taken place prior to the application being submitted	
Number of applications submitted per Community Council area per bidding round?	First application per area	30	The first application received from the Community Council area*	
	Second application per area	20	Second application received from the same Community Council area based on date order	
	Third application or more per area	10	Third application or more from the same Community Council area based on date order will receive least points	
TOTAL SCORE		Maximum – 170 Minimum – 30		

* It should be noted if more than one application is received from an area in the same bidding round, the Community Council application will be deemed as first application. All other applications will be awarded points in relation to date received by the Council.

Community Councils	Community Development Organisations	Possible maximum grant allocation per area*
Bressay		£3,000
Burra and Trondra		£3,000
Delting		£3,000
Dunrossness	Fair Isle Community Association; Bigton Community Enterprise	£9,000
Fetlar	Fetlar Developments Ltd	£6,000
Gulberwick, Quarff and Cunningsburgh		£3,000
Lerwick	Living Lerwick	£6,000
Nesting and Lunnasting		£3,000
Northmaven	Northmavine Community Development Company	£6,000
Sandness and Walls	Sandness Community Development Group; Walls Development Group; Foula Heritage	£12,000
Sandsting and Aithsting	Eid Community Development Association	£6,000
Sandwick	Sandwick Social Economic & Development Company	£6,000
Scalloway		£3,000
Skerries	Skerries Development Group	£6,000
Tingwall, Whiteness and Weisdale		£3,000
Unst	Unst Partnership	£6,000
Whalsay		£3,000
Yell	Mid Yell Development Company; Burravoe and District Development Company; North Yell Development Council	£12,000

*It is not possible for each area to receive this amount of grant funding, as the total budget available for this grant aid scheme is £68,000, therefore this information is purely indicative of what each community council area could receive depending on the timing of applications, and applications meeting the scheme guidelines.

Community Development Fund Guidelines

This grant aid scheme is designed to support Community Councils and Community Development Organisations to further the aims and objectives of their organisation, within the geographical area of Shetland for which they are constituted, and which are in line with the Single Outcome Agreement and Council's Corporate Plan.

This grant scheme supports Community Councils and Community Development Organisations to deliver services, activities and initiatives in relation to the priority areas of children and young people; families at risk; older people; transport; safer & stronger communities; reducing offending; health inequalities & physical activity; employment and economic recovery & growth.

We hope this scheme makes a real difference to the quality of life for people living in Shetland and would encourage organisations to be both imaginative and innovative in designing bids which will impact positively on as many members of their respective communities as possible.

What our grants are for –

This grant scheme aims to support projects and activities that: -

- Encourage participation in community life, in particular those focusing on children, young people, older people and those most disadvantaged
- Assist in the process of sustaining and regenerating fragile rural areas
- Ensure organisations are open to those who want to take part and that they actively encourage more people into their organisation
- Promote individual and community achievement

We expect all funded applications to demonstrate that: -

- It meets a community need
- It represents value for money
- It is well planned
- There are long term benefits
- It makes a difference to the community
- The project expenditure can be accounted for

Who can apply?

You can apply for a Community Development Fund Grant if: -

- You are a Community Council; **OR**
- You are a Community Development Organisation constituted with an open constitution; and
- You are based in Shetland
- You have a constitution or set of rules which clearly defines your organisation's aims, objectives and procedures

- You have a bank or building society account in the name of your organisation which requires at least 2 signatures on each cheque or withdrawal
- You can enclose your most recent annual accounts which have been certified as true by a person independent of your organisation
- you spend the grant within a year

Constitutions

A constitution should include:

- An organisation's name, aims and objectives
- Details of how it achieves those objectives
- Details of how its committee is elected or appointed
- Details of how people can join the organisation
- Details of what will happen to the assets of the organisation if it closes
- The date when the constitution was adopted and signed on behalf of the organisation

How do we apply / making an application

It is a requirement of this scheme that all applications for grant assistance are submitted prior to your project commencing.

Bidding Round 1

Completed applications must be received by no later than 31 July 2013 – subject to the availability of finance

Bidding Round 2

Completed applications must be received by no later than 30 September 2013 – subject to the availability of finance

Bidding Round 3

Completed applications must be received by no later than 31 January 2014 – subject to the availability of finance

All applications received will be acknowledged within 5 working days identifying any further information required to complete the application. All applications requiring further information must be completed within a maximum period of two months from the date of receipt of the original application. The Council reserves the right to defer incomplete grant applications to the next bidding round.

Applications are available on the Council's website at http://www.shetland.gov.uk/grants/about_grant_aid.asp and can be submitted electronically.

Alternatively an application pack can be requested or collected from your local Community Work Office or the Grants Unit – see contact details on page 8. You should also contact staff at the earliest opportunity to discuss your organisation's project eligibility and to get assistance with completing the application form.

What can we apply for?

We will consider providing 'seed corn' funding to, or 'pump priming' projects in the area covered by your organisation, which are related to the following priority areas: - children and young people; families at risk; older people; transport; safer & stronger communities; reducing offending; health inequalities & physical activity; employment and economic recovery & growth

Examples we will consider funding: -

- Community Councils applying for a fund to be distributed to groups/projects that meet local needs and priorities
- Develop local services
- Regeneration projects
- Facility upgrades
- Environmental improvements

Examples we will not fund: -

- Loan or endowment payments
- Projects with no long-term sustainability
- Second hand vehicles and second hand equipment (unless valued or certified by an independent / qualified assessor)
- Projects / activities that have already taken place
- Business or commercial ventures
- Fundraising expenses
- Meals and subsistence costs
- General entertainment costs
- Schools projects or costs for competing in Schools competitions

How much can we apply for?

Community Councils can apply for between £500 and £4,000. Eligible Community Development Organisations can apply for between £500 and £3,000.

Community Councils

Community Councils can apply for between £500 to £3,000 for a fund to be distributed to meet local area needs and priorities and that fit within the overall scheme objectives.

In addition to the above, Community Councils can apply for a further £500 to £1,000 to assist with the cost of delivering a specific project(s).

Community Development Organisations

Eligible Community Development Organisations can apply for between £500 to £3,000 to assist with the costs of delivering local projects and/or services. Community Development Organisations are required to demonstrate they have the support of their local community council(s) as part of their funding application.

General

There is no restriction on the number of applications you can make within the year, but you will be restricted to a maximum of £4,000 per Community Council applicant or to a maximum of £3,000 per eligible Community Development organisation applicant per Council financial year. Applicants are also limited to one grant per project, and each project will only be eligible for a single grant.

The maximum grant per applicant will be lifted in bidding round 3 if there is budget remaining and no other qualifying applications are received.

Please note that we will not award more than the amount you request in your application. If you are unsure about how much funding you can apply for, please contact the Grants Unit in advance of submitting your grant application for guidance and assistance.

Application Process

Once you have completed your grant application in full, attached all the necessary documents and worked through the checklist, please send the completed application form and enclosures to the Grants Unit for processing and consideration.

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Shetland
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Tel. (01595) 745715

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4 Havragord
Brae
Shetland
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Tel. (01595) 743969

South Mainland, Fair Isle & Skerries Office

c/o Sandwick Junior High School
Sandwick
Shetland
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Tel. (01595) 745364

West & Central Mainland Office

Scalloway Public Hall
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ZE1 0UJ
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Grants Unit

Community Planning & Development
8 North Ness Business Park
Lerwick
ZE1 0LZ
Tel. (01595) 743827 / 743828

Or email grants.unit@shetland.gov.uk

Shetland Islands Council



Application for Grant Assistance Community Development Fund

Organisation Name: (Please insert your organisation's full name as detailed on your constitution)

Please use this form to tell us about your organisation and the project you would like us to fund.

You should note that applications for Community Development Fund must be submitted before one of the following deadlines:

Bidding round 1	-	31 July 2013
Bidding round 2	-	30 September 2013
Bidding round 3	-	31 January 2014

The approved budget for this grant scheme is £68,000 for 2013/14. All applications received by each bidding round deadline will be assessed and prioritised for funding. Please note bidding rounds 2 and 3 may be subject to the availability of finance.

In this application pack you will find information about who can apply for grants, the types of things we may give grants for and what will happen after we receive your grant application.

Wherever possible, your organisation should look to apply to alternative grant sources prior to using this grant aid scheme. This will help to reduce the demand on the Shetland Islands Council's resources.

Before you fill in the form please make sure you have thoroughly read the scheme guidelines. This will help you when filling in the application form. You may also contact your local Community Office and discuss your project prior to completing the application form to ensure your group is eligible to apply for grant aid and that the intended project(s) fit with our scheme.

When you have answered all the questions please go to Section 6 of the application form and work through the checklist to ensure all the relevant information is enclosed on submission of your application.

Electronic applications should be emailed to grants.unit@shetland.gov.uk. Written application forms and enclosures should be completed neatly in black or blue ink and returned to the Grants Unit, 8 North Ness Business Park, Lerwick, ZE1 0LZ.

Failure to observe any of the conditions applicable to the project may involve repayment of the grant, and the applicant body may be disqualified from future assistance from this or other grant schemes run by the Council. **Incomplete application forms may be returned.**

FOR OFFICIAL USE ONLY

Application No

Last updated June 2013

SECTION 1 - APPLICANT DETAILS

Q1 Name of main contact

Title First name Surname

Position within the organisation

Contact address

Postcode

Contact telephone numbers (including area code, where applicable)

Home Work Mobile

Contact email address, if applicable

Would you prefer to receive your grant acknowledgement letter: By post? By email?

Please refer to the grant scheme guidelines with regard to our use of the information you provide.

Q2 Please confirm your organisation type:

Community Council Community Development Organisation

Q3 What is the main purpose of your organisation?

Q4 Is your organisation a registered charity and/or is it registered for VAT?
If so, please confirm details below.

Charity number VAT number

SECTION 2 - PROTECTION OF VULNERABLE GROUPS DETAILS

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children (and/or protected adults)*. If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme. All groups must also have policies and procedures in place that adequately cover child protection and welfare issues.

Q5a Does your group have individuals involved in 'Regulated Work' with children and young people under the age of 18?

Yes No

Q5b Does your group have individuals involved in 'Regulated Work' with protected adults (from the age of 16)?

Yes No

If you answered no to both question 5a and 5b, go to questions 7 and 8;

If you answered yes to either, or both, questions 5a or 5b, please complete all of the following questions:

Q6a Does your organisation undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work', to make sure they are not barred from working with children/protected adults as part of checking their suitability for the particular post?

Yes No Not applicable

Q6b Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children/protected adults or who is barred from working with children/protected adults?

Yes No

Q6c How does your organisation access PVG checks for its volunteers? Please tick one of the following options:

Voluntary Action Shetland

National Governing Body

Other (please specify)

Not applicable

(If not applicable, please let us know why. You should use the space overleaf* to explain why your volunteers do not undertake PVG scheme record checks)

Please note that it is a requirement of this scheme that your organisation has in place policies and procedures that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007, and which adequately address child protection and adults at risk of harm.

Q7a Does your organisation have an approved:

Adult and Child Protection Policy? Yes No

Q7b Does your organisation have an approved:

Adult and Child Protection Procedure? Yes No

Q7c Does your organisation have an approved Equal Opportunities Policy?

Yes No

Q7d For organisations working with children and young people, do you have an approved Code of Conduct for staff and volunteers?

Yes No

Q8 Are you satisfied that your organisation complies with the requirements of the Protecting Vulnerable Groups Act 2007?

Yes No

For more information on Protection of Vulnerable Groups requirements please refer to grant scheme guidelines. You may also wish to contact your local Community Office for advice or refer to the Shetland inter-agency Child Protection Procedures that are available through a link from the Child Protection Shetland website below:

<http://www.childprotectionsketland.com/>

*Please use the space below to provide us with any additional information:

SECTION 3 - PROJECT DETAILS

Q9 How will the grant be used? If you are a Community Council applying for a Distribution Fund, please indicate what type of activities you are proposing to fund. If you are applying for funding for a specific project, please briefly provide details of how you plan to spend the grant, eg date, location, description of activity, where appropriate.

Q10 Why do you think this project is needed? Please briefly describe the work you have done to identify the need for the project.

Q11 How have you involved your local community in identifying the above need? Provide examples of any community involvement, and/or consultation carried out.

Q12 Who will benefit from this project? Please describe the main beneficiary group(s) and how many people are likely to benefit from this project. Please also provide details about how the project may target or involve new people or groups who don't usually participate in activities.

Q13 Which of the Community Development Fund scheme aims will your project will meet? Please tick:

Encourage participation in community life, in particular those focusing on children, young people, older people and those most disadvantaged.

Assist in the process of sustaining and regenerating fragile rural areas.

Ensure organisations are open to those who want to take part and that they actively encourage more people into their organisation

Promote individual and community achievement

Q14 Please briefly describe how your project will meet the aim(s) selected in question 13 above.

Q15 Which of the following Shetland Single Outcome Agreement outcomes will your project contribute to or deliver on?

Shetland is the best place for children and young people to grow up.

We live longer and healthier lives.

People are supported to be active and independent in adulthood and in older age.

Shetland stays a safe place to live.

Shetland has sustainable economic growth with good employment opportunities, our people have the skills to match, good places to stay, and the transport people and businesses need.

We have tackled inequalities by ensuring the needs of the most vulnerable are identified and met.

We have financial sustainability and balance within each partner and a better balance between a dynamic private sector, a strong third sector and efficient and response public services.

We deliver our all our services in an environmentally sustainable manner to safeguard and enhance our outstanding environment which underpins all our actions and our economic and social well being.

Q16 Please briefly describe how your project will contribute towards the outcome(s) selected in Question 15:

Q17 Please provide a breakdown of the costs you would like us to fund:

Item or activity		Amount
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
Total cost of Project (A)		<input style="width: 95%; height: 20px;" type="text"/>
Other funding sources		
Funding Body	Amount	Secured (yes/no)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Total other funding (B)		<input style="width: 95%; height: 20px;" type="text"/>
Your organisation's contribution (C)		<input style="width: 95%; height: 20px;" type="text"/>
Grant requested from Shetland Islands Council (D)		<input style="width: 95%; height: 20px;" type="text"/>

(Please note, Total A must equal the total sum of B + C + D. Please ensure that you cost your project as accurately as possible. **In the event that the actual cost of your project is less than you have estimated, you may be required to repay a proportion of the grant.**)

SECTION 4 - FINANCIAL DETAILS

Q18 Please complete your bank details below.

Account name

Bank or Building Society name

Bank or Building Society address including postcode

Account sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------

Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Roll number (building society accounts only)

Q19 How many people have to sign each cheque or withdrawal from this account?

Q20 Please supply the following information from your most recent annual accounts.

Accounts for financial year ending

Day

Month

Year

£

Total gross income

Minus total expenditure

Equals profit or loss for the year

Savings, reserves, cash or investments

Q21 If your group has savings, reserves, cash or investments greater than £10,000 please specify the purpose for which these funds will be used. Please note that groups with significant funds that are not specified as restricted or designated funds may not be considered for grant assistance.

SECTION 6 - FINISHING YOUR APPLICATION

We can only process your application if:

- You complete all the questions on this form;
- You complete this checklist
- You send us all the necessary documents.

You must tick **all** the boxes below to confirm that:

- you have answered all the relevant questions on the form
- you (the main contact named in question 1 of this application form) are authorised to apply for a grant from us (Shetland Islands Council) on behalf of your organisation
- you understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funding to us
- your organisation meets our eligibility requirements as set out in our guidelines
- you understand and accept our obligations under the Data Protection and Freedom of Information Acts as set out in our guidelines

Now please use this checklist to make sure you are sending us everything we need.

We are sending ALL necessary documents : (Scanned, emailed copies are acceptable. Otherwise, you should post the appropriate documentation to the Grants Unit, Community Planning & Development, 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ.

- A copy of our constitution or set of rules - **ONLY ENCLOSE CONSTITUTION** if this is your first application or your constitution has been recently amended.
- A bank or building society statement not more than three months old. (A photocopy is acceptable. Original statements will be returned.)
Or if you have a passbook
- A copy of the pages in our passbook, which shows our organisation's name, account number and current balance
Or if you are a new organisation (with no bank statements)
A letter from our bank on headed paper with our organisation's account details
- A copy of our most recent annual accounts, dated, checked and signed by an individual independent of the organisation. (This person should not be related or married to a member of your committee.)
OR if you are a new group
- An estimate of our income and expenditure for the first year dated and signed as approved by our committee.

(Continued overleaf)

Please make sure you have also enclosed:

(you only need to enclose these documents if you haven't already sent us copies, or if you have recently amended them)

- A copy of our Child and Adult Protection Policy
- A copy of our Child and Adult Protection Procedures
- A copy of our Equal Opportunities Policy
- A copy of our Code of Conduct for staff and volunteers

Other Important Checks

- We will ensure that this form is received by the Grants Unit by the relevant bidding round deadline end and before our project is due to start.
- Our organisation is included in the online Shetland Community Directory and the details currently listed are up to date.
- We have made a copy of this application to keep for our reference.
- We understand that if we are asked to provide any additional information, we must do so within 2 months of the date of receipt of this application, otherwise it will be withdrawn.

If you have ticked all the boxes above, your application should now be complete. We need to receive the completed application and ALL relevant documents to process your application. **If we do not receive all these things, we may have to return your application to you.....SO....double check** - just to be sure.

You can email your application to: grants.unit@shetland.gov.uk or by using the 'Submit by Email' button below.

Submit by Email

We will send you an email during normal office hours to acknowledge receipt.

Or post your application to:

Grants Unit

Community Planning & Development
8 North Ness Business Park
Lerwick
ZE1 0LZ
Tel. (01595) 743827 / 743828

We will then send you an acknowledgement letter.

You can print a copy of this application using the Print Form button below:

Print Form

**SECTION 7 - FOR OFFICIAL USE ONLY -
Community Development Fund**

This section is for internal use only. and enables staff to monitor the progress of this grant application.

This application form **must be certified by the Grants Co-ordinator (GC) prior to being passed to the Executive Manager - Community Planning & Development (EM), for final consideration.** The GC must complete all of the sections below and the date stage when finished.

Application form requested by Date

Application form issued Date

Application form received Date

Application form acknowledged Date

Additional information required. Please detail here:

All information received Date

Comments

Grant Calculation:

% of eligible project cost £ less underspend £ = approved grant £

Application certified (GC) Date

Application (EM) Date

Applicant advised of decision in writing Date

This section should only be completed in the event that the applicant organisation has appealed against the decision of a grant application.

Applicant appeal received in writing Date

Applicant appeal considered Date

Appeal outcome Date

Re: Future of OT Equipment Store – Site of Old Archives, King Harald Street

From: Robert.Sinclair@shetland.gov.uk

To: clerk@lerwickcc.org.uk

Cc: sally.shaw@shetland.gov.uk

Subject: RE: Letter 2012 096KS

Date: 14 November 2012 12:12:41

Hi Katrina,

As part of the Council's Asset Strategy, we are developing options for the King Harald Street site as a whole, rather than looking at individual buildings in isolation.

We expect that the building you refer to in your letter will continue to be used by the Council in the short term, once vacated by Occupational Therapy.

We should have a clearer picture of the long term options for this site by summer 2013.

Regards,

Robert.

Clerk to Lerwick Community Council

From: Robert.Sinclair@shetland.gov.uk
Sent: 28 May 2013 14:37
To: clerk@lerwickcc.org.uk
Subject: RE: Future of OT Equipment Store-Site of Old Archives, King Harald Street

Hi Katrina,

Firstly, apologies for not responding sooner.

We are still not in a position to present proposals for this site to the Council, and we expect to continue to use the buildings on this site for storage in the meantime.

We will keep you informed as the situation develops.

Best regards,

Robert.

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 28 May 2013 13:14
To: Sinclair Robert@Capital Programme Service
Subject: FW: Future of OT Equipment Store-Site of Old Archives, King Harald Street

Hello Robert

I am preparing the agenda for the forthcoming meeting of Lerwick Community Council and would appreciate your response to the email below for inclusion.

Please do not hesitate to contact me should you have any enquiries.

Regards

Katrina
Clerk
Lerwick Community Council

Tel: 07818 266876

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 16 May 2013 09:51
To: 'Robert.Sinclair@shetland.gov.uk'
Cc: 'sally.shaw@shetland.gov.uk'
Subject: Future of OT Equipment Store-Site of Old Archives, King Harald Street

Good morning Robert

Future of OT Equipment Store-Site of Old Archives, King Harald Street

I would appreciate if you could please provide an update with regard to the above. I attach, for your convenience, a copy of our original correspondence and your subsequent reply.

Please could I receive your written response by 24 May, for inclusion in our next agenda.

Thanking you in anticipation.

Regards

Katrina
Clerk
Lerwick Community Council

Clerk to Lerwick Community Council

From: richard.macneill@shetland.gov.uk
Sent: 14 June 2013 13:53
To: clerk@lerwickcc.org.uk
Cc: john.holden@shetland.gov.uk
Subject: Windows in Conservation Areas

Dear Katrina,

The fitting of windows to all buildings (including domestic properties) within the Conservation Areas of Shetland are subject to the requirement to apply for planning permission. This is in order to allow the works to be assessed in terms of their impact on the building itself and on the Conservation Area. This is set out in planning legislation by means of an Article 4 direction made in 1986 (as amended in 2011) which places restrictions on the works that can take place to properties in Shetland's Conservation Areas.

Commercial and industrial buildings have no permitted development rights and as such will always require planning permission to fit or change windows.

Listed building consent will normally be required for all works to listed buildings.

The specific question you ask is in relation to double glazing. There is no blanket restriction on double glazing within the Conservation Area as such, but acceptability will be dependent upon the type of building, location, listed status and quality of windows proposed. The fitting of double glazing to these windows will require a specific expertise from manufacturers.

Usually all windows within the Conservation Area and on listed buildings will be, as a requirement to guarantee preservation of character and status, be wooden sash and case and have a painted finish. If the original sash and case has been replaced in the past, encouragement will be given to fit replacements which are sash and case. Unfortunately, the Council does not have funds to give grants to assist this process. In this instance if an applicant wishes to pursue non-traditional replacements, a judgement will have to be made on the impact of the new windows on the character of the Conservation Area and on the planning history of the site.

I hope this is useful and informative but please call or contact me if you wish any further information.

Regards,

Richard.

Richard MacNeill
Planning Officer
Development Management
Planning Service
Infrastructure Services
Grantfield
Lerwick
Direct Dial 01595744803

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Clerk to Lerwick Community Council

From: Hazel Mackenzie [hazel@tasteshetland.com]
Sent: 25 June 2013 11:13
To: clerk@lerwickcc.org.uk
Cc: John Alex Cromarty; ronnie@uradale.com
Subject: Community Abattoir

Dear Katrina

Thank you for your letter dated 5th June, received on the 19th June.

Please note that the letter was addressed to Mr R Eunson of Shetland Livestock Marketing Group Limited. SLMG run the operations at the abattoir but Shetland Abattoir Cooperative Ltd (SACL) actually own the facility. The chairman is John Alex Cromarty and any further communication should be addressed to him.

SACL will discuss your letter at the next Board of Directors meeting. In the interim period we would welcome a visit by the members of the Lerwick Community Council to visit the new Community Abattoir and hear first-hand about our operations and services to the community.

Please email or phone to arrange a visit at any time.

Kind regards
Hazel

*Hazel Mackenzie
Operations Coordinator*

*Shetland Livestock Marketing Group Ltd
Shetland Rural Centre
Staneyhill
Lerwick
Shetland
ZE1 0NA*

*Tel: 01595 69 6300
Fax: 01595 69 6305*

Email: hazel@tasteshetland.com

Web: www.slmg.co.uk

www.tasteshetland.com



Executive Manager: Dave Coupe
Director: Phil Crossland

Lerwick Community Council
Per, Mrs Katrina Semple, Clerk
Community Council Office
1 Stouts Court
Lerwick
Shetland
ZE1 0AN

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

Telephone: 01595 744866
Fax: 01595 744869
roads@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Dave Coupe
Direct Dial: 01595 744104
Email:
dave.coupe@shetland.gov.uk

Our Ref: DC/SMG/G/Y8
Your Ref: 2013-072/KS

Date: 25 June 2013

Dear Katrina

Resurfacing Concern – Road at Greenhead Base

Thank you for your letter of 12 June 2013 regarding the above and I apologise for the delay in my response.

I have checked with the engineering staff concerned with this job and I am assured that the makeup of the verge is one used successfully on many previous occasions.

Namely the base layers being made up of quarry cleanings and type1 followed by a top dressing of finer material similar to type1 to bind the surface.

The verge has been over run in places bringing some of the material out onto the carriageway. We will monitor this but it is our belief that the dry weather following the makeup of the verge has contributed to this and we have no reason to believe that it will not settle and the surface bind over in time.

I trust that this answers your queries but should you require anything further please do not hesitate to contact me.

Yours sincerely

Executive Manager, Roads
[HL06251301.doc]

Executive Manager: Dave Coupe
Director: Phil Crossland

Lerwick Community Council
Per, Mrs Katrina Semple, Clerk
Community Council Office
1 Stouts Court
Lerwick
Shetland
ZE1 0AN

BY E-MAIL

Our Ref: CJG/SMG/R/E3/38
Your Ref:

Dear Katrina

**North Road and Staney Hill Housing Scheme Road, Lerwick
Traffic Calming – Proposed Speed Humps**

Thank you for your letter of 5 June. Please accept my apologies for not replying by your requested date but I was waiting for the results of a survey of the existing speed humps in the North Road.

While the existing North Road speed humps are, in the main, higher than the more recently installed road humps in Lerwick I can confirm that they are all still within the tolerances/ dimensions set out by the current regulations.

Both a 20mph limit and zone were considered for the area along with the proposed additional traffic calming features.

However, changing the existing 30mph limit to a lower limit or speed zone would incur additional expense that cannot be justified at this time. This is because the existing and proposed traffic calming features will limit vehicle speeds where there are concerns. At other locations within the area vehicle speeds are already low due to the road layout, and therefore not of concern.

Changing the speed limit would therefore have no practical effect on vehicle speeds in the area.

Yours sincerely

Executive Manager, Roads
[HL06251302.doc]

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

Telephone: 01595 744866
Fax: 01595 744869
roads@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Colin Gair
Direct Dial: 01595 744867
Email: colin.gair@shetland.gov.uk

Date: 25 June 2013

From: [REDACTED]
Sent: 17 June 2013 19:42
To: clerk@lerwickcc.org.uk
Subject: chair@lerwickcc.org.uk

Hello

Can anything possibly be done about the sheep that are roaming around the north of Lerwick? A neighbour has left a number of messages for the person who is believed to be the owner of the sheep, but has not had any response.

The sheep are eating people's plants and fouling over the pavements.

This happens every spring / summer and the fencing / gates on the hill are needing to be secured, to keep the sheep in the hill rather than roaming around the community.

Also, as I am emailing, is there any possibility of a street sign being put up in Pegasus Place?

Please do not hesitate to let me know if you are not the appropriate organisation to contact regarding these matters.

Many thanks

[REDACTED]

Lerwick Community Council

Unaudited Financial Statements

For the year ended

31 March 2013

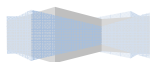
To the members of Lerwick Community Council

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2013 set out on pages 2 to 6, and you consider that the community council is exempt from audit. In accordance with your instruction, I have conducted a limited review of these unaudited financial statements in order to assist you to fulfil your responsibilities. Based on my limited review, and the information and explanations supplied to me by yourselves, I consider that you have reasonably concluded that you have satisfied the requirements of your constitution.



Iain A. Charlton AICB
Charlton Bookkeeping Services
8 Tripwell
Brough
Whalsay
ZE2 9AP

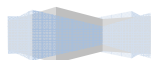
26th June 2013



Income and Expenditure Account

for the year ended 31 March 2013

	Notes	2013		2012	
		£	£	£	£
Income					
SIC Grant			28,433.00		29,890
Sale of Town Hall Guide Books			41.60		47
			<u>28,474.60</u>		<u>29,937</u>
Expenditure					
Clerk's salary		9,122.40		9,122	
Stationery, photocopying & postages		398.59		775	
Telephone		600.39		562	
Rent, rates & insurance		3,582.07		3,549	
Heat, light & power		1,043.11		1,282	
Association of Shetland Community Council		185.00		160	
Grants, donations & projects	2	8,365.06		25,419	
Depreciation		786.89		1,208	
Audit & accountancy		200.00		240	
Room hire		465.56		322	
Miscellaneous expenses		681.22		209	
			<u>25,430.29</u>		<u>42,848</u>
Surplus/(Deficit) for year			<u><u>3,044.31</u></u>		<u><u>-12,911</u></u>



Balance Sheet

at 31 March 2013

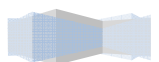
	Notes	2013		2012	
		£	£	£	£
Fixed Assets	4		928.18		478
Current Assets					
Stocks		8,397.06		8,411	
Debtors		-		-	
Bank		12,759.31		8,555	
		<u>21,156.37</u>		<u>16,966</u>	
Current Liabilities					
Sundry creditors		4,315.63		2,848	
		<u>4,315.63</u>		<u>2,848</u>	
NET CURRENT ASSETS			16,840.74		14,117
NET TOTAL ASSETS			<u>17,768.92</u>		<u>14,595</u>
SPECIAL RESERVE	5		130.00		130
GENERAL RESERVE					
Balance brought forward		14,594.61		27,376	
Surplus/(deficit) for year		3,044.31		- 12,911	
		<u>17,638.92</u>		<u>14,465</u>	
Balance carried forward			<u>17,768.92</u>		<u>14,595</u>

The committee acknowledge their responsibility for:

- (i) ensuring that the community council keeps proper accounting records
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the community council as at the end of the financial year and of its profit or loss for the financial year in accordance with their constitution.

The financial statements were approved by the executive committee on _____ and are signed on their behalf by:

Community Councillor



Notes to the Financial Statements

For the year ended 31 March 2013

1. **Principal Accounting Policies**

Basis of Accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules.

Shetland Islands Council Grants

No provision has been made in the financial statements for funds from the Shetland Islands Council other than those remitted to the Community Council by the balance sheet date.

Fixed Assets

Fixed assets are stated at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected

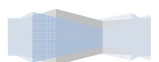
Office equipment - over 4 years

Fixed Asset Funding

Funding received in respect of capital expenditure is credited to a deferred income provision and is released to income over the expected useful lives of the relevant assets.

Stocks

Stocks have been valued at the lower of cost or estimated net realisable value, on a first-in, first-out basis.



Notes to the Financial Statements (continued)

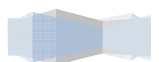
For the year ended 31 March 2013

2. Grants, Donations and Projects

	2013		2012
	£	£	£
	Grants	Projects	
Royal British Legion Pipe Band (Part Payment)	1,500.00	-	-
Shetland Gymnastic Club	1,000.00	-	-
Living Lerwick - Winter Festival Christmas Trees	1,150.00	-	-
Electricity Clickimin Broch	-	1,284.17	1,233
Islesburgh Pyrotechnics - 2012 Firework Display	2,000.00	-	2,000
Sail Training Shetland	1,000.00	-	1,000
Clickimin Broch - repairs to lights	-	-	2,352
Lerwick Garden Competition	-	355.34	384
Peerie Galley Shed rental	-	75.55	73
North Stoney Hill Community Association	-	-	1,477
Shetland Ex-Whalers Association	-	-	920
Lerwick Town Centre Association - Floral Baskets	-	-	1,000
Shetland Blues Festival	-	-	445
Westerloch Residents Association	-	-	500
Knab Viewpoint	-	-	14,036
	6,650.00	1,715.06	25,419
	2013 Total	8,365.06	

3. At 31 March 2013, the Community Council had committed funds of £8,890.00 as shown below:

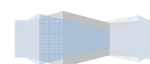
	£
Royal British Legion Lerwick Pipe Band	500.00
Benches - Cunningham Way	1,300.00
Vagar Road Grant (Grant Estimate)	300.00
Heritage Place Names Map (Grant Estimate)	1,600.00
Lerwick Boating Club	1,000.00
Lerwick Marina Users Association	700.00
Shetland Skatepark	3,000.00
Renewal of damaged office floorcoverings	490.00
	8,890.00



Notes to the Financial Statements (continued)

For the year ended 31 March 2013

4. <u>Tangible Fixed Assets</u>	Office Equipment			
	2013 £	2012 £		
Cost				
Brought forward	4,833.00	4,833		
Additions	1,237.57	-		
Disposals	-	-		
Carried forward	6,070.57	4,833		
Depreciation				
Brought forward	4,355.50	3,147		
Charge for year	786.89	1,208		
Disposals	-	-		
Carried forward	5,142.39	4,355.50		
NET BOOK VALUE	928.18	478		
5. <u>Special Reserve</u>	2013		2012	
	£		£	
This reserve represents the balance of peat road grants unspent at the balance sheet date.				
Balance brought forward	130.00	130		
Road grant paid in year	-	-		
Balance carried forward	130.00	130		
6. <u>Breakdown of funds</u>	Cash Funds	Stock	Fixed Assets	Total Funds
	£	£	£	£
General Reserve	12,629.31	8,397.06	928.18	21,954.55
Special Reserve	130.00	-	-	130.00
	12,759.31	8,397.06	928.18	22,084.55



LERWICK COMMUNITY COUNCIL

Financial Report as at 24 June 2013

	£	£
<u>INCOME</u>		
Balance at at 1 April 2013		9,619.83
SIC Grant 2013-2014		20,923.00
Sale of TH Guides		0.00
		30,542.83
<u>EXPENDITURE</u>		
Office Costs	264.12	
Employment Costs	2,280.60	
Administration	148.35	
Chambers	71.88	
Accountancy	0.00	
Misc.	0.00	
Grants/Projects	270.06	
		3,035.01
		27,507.82
<u>REPRESENTED BY</u>		
Balance as at 25 June 2013		30,317.60
<u>Indication of Free Funds:</u>		
Main Annual Running Costs-Forecast £15,320.40		
Amended Costs Remaining	12,555.45	
Annual Grants & Projects Forecast - £4,575.55		
Payments Remaining	4,305.49	
Committed Funding:		
LivingLerwick-Summer Event - Bunting & Re-usable Planters	927.75	
Royal British Legion Lerwick Pipe Band	500.00	
Benches - Cunningham Way (?)	1,300.00	
Vagar Road Grant - Grant Estimate	300.00	
Heritage Place Names Map - Estimate	1,600.00	
Lerwick Boating Club	1,000.00	
Lerwick Marina Users Association	700.00	
Shetland Skatepark	3,000.00	
Renewal of damaged office floorcoverings	490.00	
Sands of Sound Road Grant	800.00	
		27,478.69
Estimated Free Funds		29.13

Lerwick Planning Applications – July 2013

[Change of use from house of multiple occupancy to use 9 \(houses\)](#)

Rockvilla 88 St Olaf Street Lerwick Shetland ZE1 0ES

Ref. No: 2013/210/PPF | Received: Tue 11 Jun 2013 | Validated: Fri 14 Jun 2013 |
Status: Pending Consideration

[New High School, associated residential block, extension\(s\) to Clickimin Leisure Centre and associated parking areas and access roads](#)

Lower Staney Hill & North Lochside Lerwick Shetland ZE1 0PJ

Ref. No: 2013/205/PAN | Received: Thu 06 Jun 2013 | Validated: Thu 06 Jun 2013 |
Status:

[Erect signs](#)

Tait Electronics (Shetland) Ltd Staney Hill Industrial Estate Lerwick Shetland
Shetland ZE1 0NA

Ref. No: 2013/201/ADV | Received: Tue 04 Jun 2013 | Validated: Tue 04 Jun 2013 |
Status: Pending Consideration

[To erect 16No. ground mounted solar panels and excavate cable trench to connect array into existing workshop/office](#)

Tait Electronics (Shetland) Ltd Staney Hill Industrial Estate Lerwick Shetland
Shetland ZE1 0NA

Ref. No: 2013/200/PPF | Received: Sat 01 Jun 2013 | Validated: Tue 11 Jun 2013 |
Status: Pending Consideration