



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

Tel. 01595 693540 or 07803 342304
Email: chair@lerwickcc.org.uk

CLERK

Mrs Marie Sandison
Community Council Office
1 Stouts Court
Lerwick
Shetland ZE1 0AN

Tel. 01595 692447 or 07762 017828
Email: clerk@lerwickcc.org.uk

1 July 2015

Dear Sir/Madam,

You are requested to attend a meeting of Lerwick Community Council to be held in the **Town Hall Chamber**, Town Hall, Lerwick at **7pm** on **Monday 6 July 2015**.

The next meeting of Lerwick Community Council will be on Monday 7 September 2015.

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

Voluntary Action Shetland – Annual Review 2014 - 2015

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 1 June 2015
4. Business arising from the minutes
5. Police Scotland – Monthly Report
6. SHEPD Resilience Community Fund/Update on Power Station – Gavin Steel, Corporate Affairs, SSE
7. Participatory Budgeting – Vaila Simpson - Executive Manager, Community Planning & Development, SIC
8. Town Service Bus – Timetable Changes
9. Correspondence
 - 9.1 Locality Planning Meeting for Lerwick & Bressay – Dr Sarah Taylor – Director of Public Health & Planning, NHS
 - 9.2 Participation Standard 2014-15 – Edna Mary Watson – Chief Nurse (Community), NHS
 - 9.3 Scottish Government Review of Primary Care (GP) Out of Hours Service – Scottish Health Council
 - 9.4 Freefield Centre – Robert Sinclair – Executive Manager Capital Programme, SIC
 - 9.5 60 North Recycling Ltd – Marie Peterson – Administration Assistant
 - 9.6 ICO Visit 17th September – Anne Robertson – Team Leader, Voluntary Action Shetland
 - 9.7 Shetland Amenity Trust – Sign for Museum/Wall at Hays Dock
 - 9.8 Bute Community Council Query regarding Ferry Service
 - 9.9 Waste Bin for Sands of Sound – Maggie Sandison – Director of Infrastructure Services
 - 9.10 Zero Waste Scotland – Recycle on the Go Capital Grant Programme
 - 9.11 Paths for All (Scotland) Health Walk Grants 2015
 - 9.12 Community Development Fund Budget – Michael Duncan – External Funding Officer, SIC
10. Financial Report
11. Grant Applications
 - 11.1 Douglas Enterprise Ltd – Printing Business Cards, Flyer & Signs – Edward Douglas
12. Lerwick Planning Applications
 - 2015/180/PPF – Installation of an external air source heat pump
 - 2015/185/VCON – To vary condition 1 of planning permission 2014/076/PPF Plot 3 Sands of Sound, Lerwick, ZE1 0SZ – Mr & Mrs Robert Manson
 - 2015/203/PPF – To erect extension to existing building to form new entrance and reception area – Warehouse, Gremista, Lerwick, ZE1 0PY – Shetland Transport

MONDAY 1 JUNE 2015

At a meeting of LERWICK COMMUNITY COUNCIL held in Town Hall Chamber, Town Hall, Lerwick, at 7.00pm

Members

Mr J Anderson	Mr S Hay
Mrs A Simpson	Mr A Carter
Mr A Wenger	Mr A Johnson
Mr E Knight	Mr P Coleman
Mr D Ristori	Mrs A Garrick-Wright
Ms G White	

Ex-Officio Councillors

Cllr M Stout, Cllr M Bell, Cllr C Smith and Cllr P Campbell

In Attendance

Constable Bryant, Police Scotland
Constable Stephens, Police Scotland
Mrs M Sandison, Clerk to the Council

Vice Chairman

Mr J Anderson, Chairman to the Council presided.

06/15/01 **Circular**

The circular calling the meeting was held as read.

06/15/02 **Apologies for absence**

Apologies for absence were received from Cllr Wishart, Cllr Wills and Mr W Spence and Mr M Peterson.

06/15/03 **Minutes**

The minutes of the meeting were approved by Mr D Ristori and seconded by Mr E Knight.

06/15/04 **Business Arising from the Minutes**

None.

06/15/05 **Police Scotland**

Constable Bryant reported that no monthly report was available, as very little had changed. They were concentrating on Road Traffic and Drug Misuse. Last month they

were pro-active on misuse of drugs and results had shown they were fourteen incidents up, compared to last years figures. Also starting this month was a Drink/Drive and Road Safety Campaign.

Mr Anderson queried what the numbers for last year were, since they were up by fourteen this year.

Constable Bryant said that he didn't have the figures for last year, but he would come back with them.

Mr Anderson asked about the Road Safety Campaign and if it would be the length and breathe of Shetland.

Constable Bryant said that it would be alongside the drink/drive campaign and available resources.

Mr D Ristori acknowledged that spot checks had been done out at Gremista and asked if this could be continued. He said that the speed of the traffic was a problem, especially at the corner near Hughson Brothers.

Constable Bryant said that he would highlight that and asked about the time when incidents occurred.

Mr D Ristori informed the Constable that lunchtimes and mornings were a problem.

Constable Bryant mentioned that the drugs campaign had been successful due to the public lifting the phone. Crimes came their way. The issue with Gilbertson Road would need the same if they were to catch the culprits and deal with it.

Mr Anderson mentioned the excellent leaflet produced by pupils from Bell's Brae School and the difficulty in parking around Bells Brae Primary School.

Constable Bryant said that he had been off dealing with other issues and not had to deal with the problem. He was not sure what the situation was at moment.

06/15/06

Proposed Ward Changes

Mr Anderson informed members that last month's agenda had included the ward changes. Cllr Wills had shown some concern over the plans.

Mr Simpson mentioned that Cllr Wills had expressed concern regarding the proposed changes to Lerwick South ward with Gulberwick becoming part of Shetland Central, which included Scalloway, Burra and Tronda.

Mr Anderson had spoken to the Chair of the Gulberwick, Quarff and Cunningsburgh Community Council to gage his opinion. His opinion was that they be included in Shetland South or Lerwick South, due to the A970 which fed through and offered public transport links. No such transport linked existed with Scalloway, Burra and Tronda.

Cllr Stout informed members that the council had sent a letter to the boundaries commissioner expressing concerns. He said that community councils reserve the right to make a case for better representation. He suggested making comment, prior to the second consultation.

Mr Anderson asked when this would be.

Cllr Bell said that there would be a 12 week formal consultation period.

Mr Carter asked what the criteria was for the formation of ward boundaries.

Cllr Bell informed members that it was around 800 of population per councillor. There was time to go before commission changes.

Mr Carter read that the figures were 890 for Lerwick South and 677 for Shetland West.

Cllr Stout said that the letter sent commented on existing problems suffered due to multi-member wards.

Mr Anderson commented that due to having no impact on the Lerwick Community Council, they would just note it.

06/15/07

7.1 SHEPD Resilient Communities Fund – To Improve Local Resilience

Mr Anderson bids were to improve local resilience. Items such as generators for halls or something else equally suitable could be applied for.

Mr Coleman suggested it might be worth letting people know about this.

Mr Anderson agreed and thought that it would have been circulated around. He noted the closing date was the end of July and suggested members think on it and include on next month's agenda with time to discuss at the next meeting.

Ms Garrick-Wright enquired as to information on storms effecting Lerwick and what typical power loss times were.

Mr Anderson suggested writing to the Hydro to ask them. He said that a couple of hours was the usual before the generator was mobilized and power back on. Lerwick was lucky due to the Hydro been based there.

Ms Garrick-Wright pointed out about possible help for vulnerable people.

Mr Anderson said that in the Lerwick area power loss was for a short period of time. Not limited, just blankets etc.

(Action: Clerk to the council)

7.2 Heritage Lottery Fund – Parks for People

Mr Anderson pointed out the generous 100k to 5m available to support parks and cemeteries. He suggested that it be forwarded onto Mr Spence highlighting gravestones in the lower kirkyard.

Mrs Simpson mentioned the old cemetery, but thought that it didn't fit in to the category.

Cllr Stout proposed that it be forwarded on to Shetland Amenity Trust and Shetland Arts Development Agency, if they not already seen it.

Mr Anderson suggested circulating to them. As the deadline was not until 1st September any suggestions could be forwarded onto the clerk, if anything came to mind. It could also be included in next month's agenda.

(Action: Clerk to the council)

7.3 New Westerloch Path

Mr Anderson noted that a reply had been received which had mentioned that plenty of wet areas for frogs were elsewhere. He commented that the two paths were excellent and being very well used and encouraged folk to get out make use of them.

7.4 Big Wheelie Bins

Mr Anderson noted that the letter received from Mr Spence mentioned that due to fly-tipping in the area, additional collections had taken place for some weeks. He suggested that he may have side stepped the issue of height of the bins, following Mr Coleman's concerns due to access for disabled or less able folk.

Discussion ensued about the sighting and height of the bins. It was suggested that lower bins and extra bins would be better than the extra collections or covering bins with nets.

Cllr Stout informed members about future recycling collections that might help the situation. Problems were due to certain behaviour. A pilot scheme would be running shortly, which had been agreed in principle. Changes in legislation would be coming into force and result in recycle collections.

Mr Anderson commented that there would still be a need to buy wheelie bins.

7.5 Sinclair Thomson House – Hjaltland Housing

Noted.

7.6 Street Names

Mr Anderson pointed out that following a visit to Norway, Paul Moar, had written suggesting using Norwegian place names for street names or housing developments.

Mr Ristori agreed with what he had said. Suggesting we invite him along to a meeting.

Mr Anderson replied that he had been invited in the past. He suggested we keep the letter on file and bring it out next time a name is needed for a new road.

7.7 Invitation – 19th Global Classroom Conference

Mr Anderson informed members that Mrs Simpson would be attending on behalf of Lerwick Community Council. He thanked Cllr Bell for the invitation.

(Action: Clerk to the council)

7.8 Shetland Emergency Planning Forum Meeting

Mr Anderson asked if any of the members would like to attend, as both he and Mrs Simpson were unable to.

Ms Garrick-Wright enquired as to how long the meeting would last.

Mr Anderson replied that it would only be a couple of hours.

Ms Garrick-Wright said she would check with work and email the clerk if unable to attend.

Mr Anderson thanked Ms Garrick-Wright and asked if members had any questions or comments for the meeting, to feed them through.

(Action: Clerk to the council)

06/15/08

Financial Reports

Mrs Anderson reported that funding for the year had been received and thanked the Council. He asked if anyone had any questions or comments.

Noted.

06/15/09

Planning Applications

9.1 2015/151/PPF – To erect dwelling house and install air source heat pump, adjacent to Huddins, Lower Sound, Lerwick – Annette Priest

Cllr Campbell declared an interest as member of the planning committee.

Members had a brief discussion as to whereabouts of the site.

No comments or concerns were noted.

(Action: Clerk to the council)

9.2 2015/155/PPF – Change of use to bus depot (retrospective application) Lerwick Observatory, South Road, Lerwick – J & DS Halcrow

Mr Johnson declared an interest as his name was on the application.

No concerns or comments were raised.

(Action: Clerk to the council)

9.3 2015/179/PPF – Change of use from hardstanding area to bus depot; site a portacabin for office/welfare facilities – Gremista Yard, Gremista, Lerwick – R. Robertson & Son

Mr Anderson remarked that the Roads department might make a comment on visibility.

(Action: Clerk to the council)

Addition Agenda Item

100th Anniversary – Departure of the SS Cambria on 13th June 1915

Members were shown the email and pictures that had been received, although these had been circulated.

Mr Anderson hoped that it would be a fine night for marking the centenary.

06/15/10

Any Other Business

Freefield Centre

Mr Ristori enquired as to the Freefield Centre and if it was still available.

Mr Anderson replied that he was quite sure it had been handed back to Hay & Co.

Mr Ristori wondered if we could check on folks behalf.

Mr Anderson suggested we write to Mr Robert Sinclair and check on the situation.

(Action: Clerk to the council)

Chapel Place

Mr Ristori pointed out that Chapel Place had been in a bad way for the last three to four years and called it a 'midden'.

Mr Anderson said that we would contact the council and ask them to look into it.

(Action: Clerk to the council)

Flower Garden Hillhead

Mr Ristori mentioned that flower garden at the Hillhead was in need of attention.

Mr Anderson suggested the staff from the flower park may be able to look after that area. He agreed that we contact Mr Magnus Malcolmson.

(Action: Clerk to the council)

Knab Wall

Cllr Stout just wanted to give a verbal update reporting that it was in hand and a formal response was forthcoming.

Dog/Waste Bin, Sands of Sound

Mr Knight had been informed by members of the public that no waste bin was available at the Sands of Sound. He had driven to the beach that day and seen that the beach was clean and tidy, but as far as he could see there was no waste bin.

Discussion ensued regarding nearest available waste bins and parking in the area.

Cllr Stout pointed out that it was a private road, in towards the beach.

Cllr Smith informed members that the situation was on-going with the landowner regarding the sighting of waste bins and also the same with parking.

Mr Anderson surmised that as the beach was clean, waste was being taken home. He queried who the landowner maybe and remembered that the community council had granted funds for road work in the area. He suggested we look back through our files to see what grant had been awarded and try and establish where the issue with access was.

(Action: Clerk to the council)

There being no further competent business the meeting concluded at 8pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....

SHEPD Resilient Communities Fund launches

The SHEPD Resilient Communities Fund is open to non-profit making organisations, community groups and charities across the Scottish Hydro Electric Power Distribution (SHEPD) network area and will support projects which help communities prepare for extreme weather situations. The overall fund is worth £300,000.

Applications up to £20,000 will be accepted. The deadline for applications is 31 July 2015.

The new Resilient Communities Fund will support projects that:

- Protect the welfare of vulnerable customers during a significant power outage or emergency weather event
- Enhance community facilities and services that may be used or instigated in the event of a significant power outage or emergency weather event
- Improve communication during an emergency situation to keep communities informed or aid contact between local groups and response services

A panel with representation from external stakeholders will review the applications and make the final funding decisions. Additional weighting will be given to submissions from areas which were most affected by previous storms.

You will find an application form and guidelines attached to this email. To find out more about the Resilient Communities Fund, or to download an application form, visit:

www.ssepd.co.uk/resiliencefund.

Projects must benefit communities that lie within the Scottish Hydro Electric Power Distribution (SHEPD) area. To check your network operator, please visit:

www.ssepd.co.uk/Whoismynetworkoperator

Best of luck with your application!



Ciara Wilson

Corporate Affairs

T: 0141 224 7191 Internal: 39191

E: ciara.wilson@sse.com

1 Waterloo Street, Glasgow, G2 6AY

sse.com



From: Michael.Duncan@shetland.gov.uk
To: CommunityCouncilClerks@shetland.gov.uk
Cc: patricia.christie@shetland.gov.uk; frances.browne@shetland.gov.uk; Roselyn.Fraser@shetland.gov.uk; louise.robertson2@shetland.gov.uk; alan.budge@pbpartners.org.uk; june.porter@shetland.gov.uk; Vaila.Simpson@shetland.gov.uk
Subject: Participatory budgeting
Date: 11 June 2015 11:42:57
Attachments: [Community Council FOI.doc](#)
[CDF 1516 awards.xls](#)

Dear all,

Please find attached a letter from Vaila Simpson, Executive Manager – Community Planning & Development in connection with the above. If you are interested in getting involved please get in touch with Louise Robertson as per the letter instructions.

While I am on I take this opportunity to confirm that all Community Council core grants for financial year 2015/16 have been awarded and paid - with the exception of a handful of Community Councils. I can also confirm that this year's Community Development Fund budget has been fully committed and all grant offer letters issued. Again most CDF payments have been processed with the exception of a few.

Therefore I request that those of you who have not yet returned Grant Acceptance docquets do so as soon as possible so we can release your respective grant payments. A spreadsheet of the CDF awards is attached for information.

I trust this keeps you informed. As ever, if you have any questions feel free to get in touch.

Best regards,

Michael D

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

Facebook: www.facebook.com/shetland.community.hub

Executive Manager: Vaila Simpson
Director: Neil Grant

Community Planning & Development
Development Services Department
Solarhus
3 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ
Telephone: 01595 743888
Fax: 01595 744880

To: Community Council Chairs

www.shetland.gov.uk

If calling please ask for: Vaila Simpson

Direct Dial: 01595 744375
Email: vaila.simpson@shetland.gov.uk

Your Ref:
Our Ref:

Date: 10 June 2015

Dear Chair

I am writing with reference to my letter dated 16 April 2015, regarding a proposed Participatory Budgeting (PB) Community Council project.

Thank you to those who were able to attend the PB presentation on Monday 27th April. I hope you found it interesting and worthwhile.

The outline idea for the pilot project is to support community councils, on a voluntary basis, to use a PB approach to allocate their 2015/16 Community Development Fund - Distribution Grant to community groups in their area.

Expressions of interest in being part of the project would be welcomed from individual community councils, groups of community councils located within a ward area, or from a community council and their local community development group/company.

We would hope to run up to four pilot projects this year, and applications to be part of the pilot will be considered taking into account geographic location and size. Our aim would be to try and run four quite different pilots, so that we can all learn what works and doesn't work from the experience.

Any expressions of interest should be emailed to Louise Robertson at louise.robertson2@shetland.gov.uk by 10 July 2015. Please let us know why you would like to take part in the pilot, and whether you are interested in the pilot as an individual community council, or as part of a joint pilot with other community councils or with your local development group/company.

Once pilot community councils have been selected, a meeting will be arranged with representatives from each community council involved to discuss and plan next steps, with support from PB Partners.

If you would like further information, or to discuss this in more detail, please don't hesitate to get in touch with your area Community Involvement & Development Officer: –

Pat Christie	South Mainland, Lerwick, Bressay, Skerries & Fair Isle	01595 745363
Roselyn Fraser	West & Central Mainland, Whalsay, Foula & Papastour	01595 743879
Frances Browne	North Mainland and North Isles	01595 745717

Yours sincerely

Vaila Simpson
Executive Manager – Community Planning & Development

cc Alan Budge, PB Partners

From: louise.robertson2@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Participatory Budgeting
Date: 15 June 2015 10:28:30
Attachments: [-WRD000.jpg](#)

Hi Marie

Thank you for your response.

Could you please provide a bit more information? In the letter Vaila sent out to Community Councils she also asked for the following information:

- The reason for wanting to take part
- Whether your Community Council would be taking part as:
 - a. An individual Community Council; or
 - b. Part of a joint pilot with other Community Councils; or
 - c. With a local development group or company.

Many thanks

Louise Robertson

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 13 June 2015 14:52
To: Robertson Louise@Comm Plan & Dev
Cc: Christie Patricia@Comm Plan & Dev
Subject: Participatory Budgeting

Hi Louise,

The Lerwick Community Council would be interested in being part of the above project.

Our Chairman has asked if a member of community planning & development can attend our July meeting, to discuss with members.

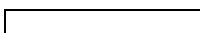
Regards,
Marie

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Marie Sandison
Clerk
Lerwick Community Council



This email has been checked for viruses by Avast antivirus software.
www.avast.com





Locality Planning Meeting for Lerwick & Bressay

Dear colleague

I am writing to invite you to a Locality Planning meeting for the Lerwick & Bressay area on Wednesday 10th June at 16:00 in The Bressay Room, Upper Floor, Montfield.

You will know that Shetland NHS and Shetland Islands Council are bringing together Community Health and Social Care services in line with national policy on Integration, and part of this is the development of Locality Planning. This is intended to be an opportunity for communities and professionals – including GPs, acute clinicians, social workers, nurses, Allied Health Professionals, pharmacists and others – to take a more active role in the local planning of services.

In our first year of developing new ways of integrated working, we are planning an initial meeting in each planning locality (see map), with a view to influencing the next round of strategic commissioning (the process we now have in place to plan and redesign services to improve people's health and wellbeing), and to influence the development of Shetland's next Community Plan.

We would like to invite you to be a part of this process.

The meeting will take no longer than 2 hours, at the end of which we hope to have agreed on local priorities for action. An outline programme for the session is given below.

Please confirm your attendance with Kim Govier at kimgovier@nhs.net or on 01595 743340.

AGENDA

Welcome

Introduction to Community Planning and Health and Social Care Integration

Locality profiling – what we know already and what you can add to this

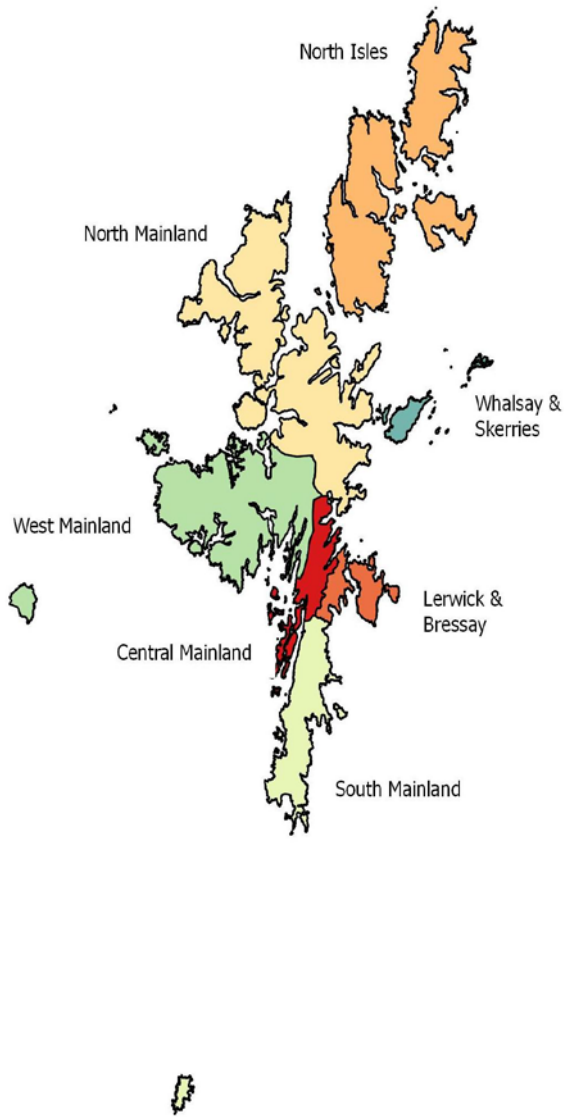
Issues / needs / local assets / priorities

Themes and priorities for action

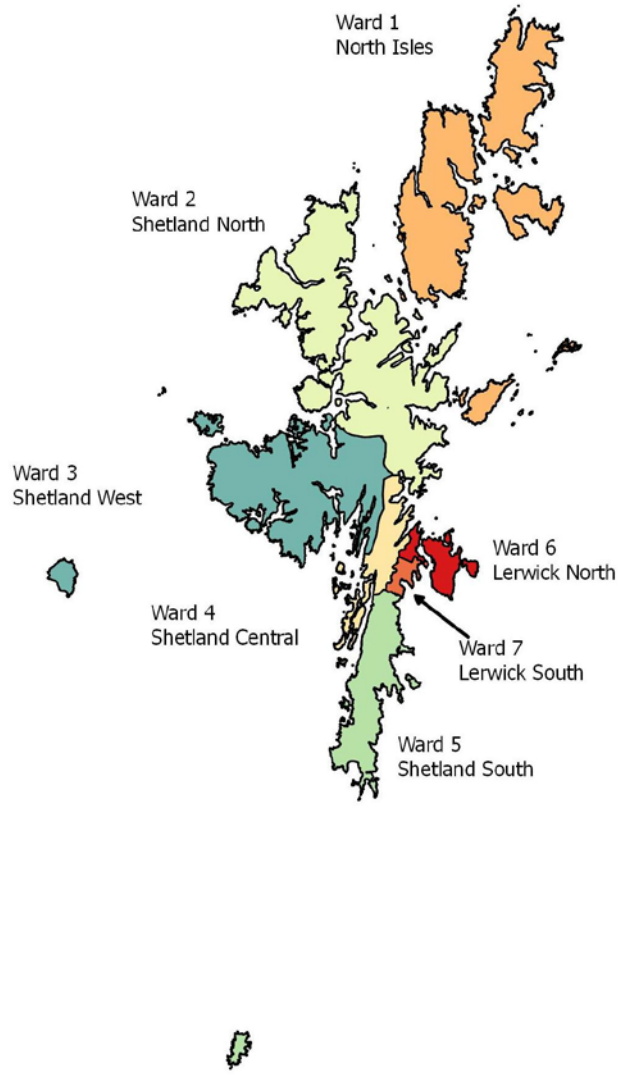
Next steps

Dr Sarah Taylor, Director of Public Health & Planning

Locality areas



Electoral Wards



Locality area	Maps to	Electoral Ward
North Isles		Unst, Yell & Fetlar within Ward 1
Whalsay & Skerries		Whalsay & Skerries within Ward 1
North Mainland		Ward 2
West Mainland		Ward 3 including Foula
Central Mainland		Ward 4
South Mainland		Ward 5 including Fair Isle
Lerwick & Bressay	Ward 6 & 7	

From: Stewart Maureen (NHS SHETLAND) [<mailto:maureen.stewart4@nhs.net>]
Subject: Participation Standard 2014-15

SENT ON BEHALF OF MISS EDNA MARY WATSON

Dear Members

Attached is the draft NHS Shetland Feedback and Complaints report which is due to be submitted to the Scottish Government and to the Scottish Health Council for review by the 30 June 2015. As you may recall the Feedback and Complaints report this year forms the submission for the Participation Self Assessment and there is no separate process to be undertaken.

We are, however, asked to make a self assessment of our level of practice against the following assessment levels

- Level 1 – NHS Board is **developing** its arrangements
- Level 2 – NHS Board is **implementing** its arrangements
- Level 3 – NHS Board is **evaluating** its arrangements
- Level 4 – NHS Board is **reviewing and continuously improving** its arrangements

The full descriptors of these levels are in the attached guidance (see Appendix 1). **We are minded to propose that we self assess at level 1 or level 2**, and in practical terms these mean the following:

Level 1 – description of methods in place to use and encourage user feedback, comments, complaints etc, publicise how to give feedback, systems in place to achieve early response to complaints and support staff with training and development in relation to complaints and complaints handling

Level 2 – is about how we have implemented the activities described in Level 1 across the organisation both in geographical terms (Shetland wide) as well as in individual services, including independent contractors (GPs, Optometrists, dental)

It would be helpful if you could read the attached draft report and provide any comments you may wish to make to Maureen Stewart on maureen.stewart4@nhs.net by **first thing on Monday 15 June 2015**. It would also be helpful if you wished to comment on our proposed self assessment level but if you do not feel able to, do not worry it is better to have your comments on the content of the report than no comments at all. I would apologise for the short notice but in order to be able to put the report to the NHS Board meeting in June it needs to be finalised by Tuesday 16 June.

Many Thanks for your assistance with this.

Please note that I am not in the office on Monday so if you need to speak to one of us can you ring Maureen and she will get either Kathleen or Carolyn Hand to return your call.

EM

From: kate.massie@shetland.gov.uk
To: joyce.adamson@shetland.gov.uk; joyceadamson@btinternet.com; dcc.alison@btinternet.com; laurena.fraser@btinternet.com; clerk@ggc-communitycouncil.co.uk; clerk@dunrossnesscc.shetland.co.uk; clerk.ycc@gmail.com; eganson@btinternet.com; scallowayclerk@gmail.com; northmavencc@gmail.com; clerk@lerwickcc.org.uk; dougforrest@tiscali.co.uk; sandwickcommcouncil@gmail.com; jamesshepherd08@btinternet.com; jimstearn@yahoo.co.uk; marinatait@btinternet.com; fetlarcc@yahoo.co.uk; twcommunitycouncil@googlemail.com; josie_mcmillan@hotmail.com
Subject: RE: FW: Participation Standard 2014-15
Date: 17 June 2015 13:47:46

Hi Everyone

I agree that some of the info we get from NHS Shetland gives a very short timescale for response.

We have brought this to their attention in the past and pointed out that Community Councils meet every 4 to 6 weeks. I have also pointed out to them that my ASCC hours are 20 per week which means I'm not in the office every day, and it may be a few days after they send the information that I get it circulated to Clerks.

They have said in the past that feedback can be submitted even if it's after the closing date. So if you feel minded you can send in comments from your CC, and let them know why the response is after the cut off date.

I will bring this to their attention again.

Regards

Kate

*Kate Massie
Administration Assistant
Association of Shetland Community Councils (ASCC)
Market House
14 Market Street
Lerwick
ZE1 0JP*

*01595 743906
kate.massie@shetland.org*

From: Northmaven Community Council [<mailto:northmavencc@gmail.com>]
Sent: 17 June 2015 00:04
To: Massie Kate@ASCC; edna.watson@nhs.net; maureen.stewart4@nhs.net; Alan Macdonald; wilmiss@me.com; David Brown (NCC); Derek Robertson; Erik Robertson; John Alex Cromarty; Kevin Scollay; Rosie Doull
Cc: Adamson Joyce@Scalloway Junior High School; joyceadamson@btinternet.com; Foyle, Alison; Fraser, Laurena; Ganson Eva@Shetland Schools; Geddes, Kerry; Leslie, Shirley; Lyth, Julia; eganson@btinternet.com; Nicol, Edna; Sandison, Marie; dougforrest@tiscali.co.uk; Rosemary Inkster; Shepherd, James; Stearn, Jim; Tait, Marina; Thomason, Bridgette; Tulloch, Vivienne; josie_mcmillan@hotmail.com
Subject: Re: FW: Participation Standard 2014-15

Hello

In the past our community council has commented on the short turn around time given to respond to documents/consultations sent out by NHS Shetland. Given that our CC does not meet again until 6th July, there is no opportunity to discuss this latest consultation. Please (once again) note our comments regarding the impossible deadline for comment

From: kate.massie@shetland.gov.uk
To: joyce.adamson@shetland.gov.uk; joyceadamson@btinternet.com; dcc.alison@btinternet.com; laurena.fraser@btinternet.com; clerk@ggc-communitycouncil.co.uk; clerk@dunrossnesscc.shetland.co.uk; clerk.ycc@gmail.com; eganson@btinternet.com; scallowayclerk@gmail.com; northmavenc@gmail.com; clerk@lerwickcc.org.uk; dougforrest@tiscali.co.uk; sandwickcommcouncil@gmail.com; jamesshepherd08@btinternet.com; jimstearn@yahoo.co.uk; marinatait@btinternet.com; fetlarcc@yahoo.co.uk; twcommunitycouncil@googlemail.com; josie_mcmillan@hotmail.com
Subject: FW: Scottish Government Review of Primary Care (GP) Out of Hours Services
Date: 19 June 2015 15:25:10
Importance: High

FYI

Kate Massie
Administration Assistant
Association of Shetland Community Councils (ASCC)
Market House, 14 Market Street
Lerwick, Shetland ZE1 0JP
01595 743906
kate.massie@shetland.org

Sent: 19 June 2015 15:22
Subject: Scottish Government Review of Primary Care (GP) Out of Hours Services
Importance: High

Message from the Scottish Health Council, Shetland

Scottish Government Review of Primary Care (GP) Out of Hours Services

We wanted to let you know that we will be holding a meeting to discuss the ongoing Scottish Government Review of Primary Care (G.P.) Out of Hours Services and would value your participation in the discussions. We would like to have a reasonable representation of residents from across Shetland.

Do you want to help shape and improve primary care (GP) out of hours services?

If so, the Scottish Health Council is organising a discussion session in each health board area in Scotland during May, June and July 2015.

Who are we?

The Scottish Health Council's purpose is to promote public involvement in the NHS in Scotland. We do this by working with health boards, patients and the public to ensure that Scotland's health services are developed in partnership. We have 14 local offices across Scotland and a National Office in Glasgow. The Scottish Health Council is part of a wider organisation called Healthcare Improvement Scotland which supports healthcare providers in Scotland to deliver high quality healthcare services in Scotland.

Why do we want to meet you?

There is growing pressure on the primary care (GP) out of hours services across Scotland. Because of that, in January 2015 the Cabinet Secretary for Health, Wellbeing and Sport announced that there should be a review of primary care out of hours services.

That review, which started in February 2015, will involve looking at the quality of the current service, how safe and effective it is and whether it meets patients' needs when they need urgent care. The review will end in September 2015.

How do I get involved?

We are looking for people to join a discussion session in Shetland. If you have used your primary care (GP) out of hours service, we would really like to hear your views about your experience.

What will happen at the discussion session?

Each discussion session will have up to ten people taking part and will have a Scottish Health Council facilitator (someone who will help the workshop run) and a scribe (someone who will take notes). The session will begin with a short introduction by the Scottish Health Council on the work we are doing.

We hope that the information we share will generate ideas, through a general discussion, about how primary care (GP) out of hours services can be improved.

The Chairman of the review (Professor Sir Lewis Ritchie) may wish to come along to the session to meet some people who have agreed to take part. The person leading the group from the Scottish Health Council will advise if and when this will happen.

What will happen to my views and feedback?

Your comments and ideas will be summarised by the Scottish Health Council and used to inform the review. Your views will be kept confidential and any comments you make will be anonymous.

The Scottish Government and other members of the review team will also be speaking to a range of people and national organisations about this work as well as staff from the health service and social care providers. Their views and ideas will also be used to help shape the service.

How long will the workshop last?

Each workshop will last no longer than 1½ hours and refreshments (tea and coffee) will be available.

Will I be paid for taking part?

You will not be paid for taking part in the discussion session but we will reimburse any travel costs you may have. Please make sure you keep all your receipts (for example, bus tickets, parking tickets, etc).

Who can I talk to if I have some questions I want to ask?

First of all, please contact Camille Brizell, Local Officer, on 01595 741260 or Vicky McDonald, Administrator, on 01224 559444.

How to get involved?

The discussion session is to be held in Lerwick on Thursday 16th July 1.30 pm to 3 pm (Venue to be confirmed). Please reply to this email if you are interested.

Further information

More information about the Scottish Health Council can be found on www.scottishhealthcouncil.org

We look forward to hearing from you.

Best regards,

Camille & Vicky

Camille Brizell
Local Officer
Scottish Health Council, Shetland
Breiwick House
South Road
LERWICK
Shetland
ZE1 0RB

Telephone: (01595) 741260

Email: camille.brizell@scottishhealthcouncil.org

www.scottishhealthcouncil.org

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



Shetland Islands Council

Executive Manager: Robert Sinclair
Director: Christine Ferguson

Marie Sandison
Clerk
Lerwick Community Council
Stouts Court
Lerwick
Shetland
ZE1 0AN

Capital Programme Service
Corporate Services Department
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Telephone: 01595 744140
Fax: 01595 744667
capital.programme.service@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Robert Sinclair
Direct Dial: 01595 744144

Our Ref: RMS/RS
Your Ref: 2015-031/MS

Date: 5 June 2015

Dear Mrs Sandison

Freefield Centre, Lerwick

Further to your letter dated 4 June 2015, I can confirm that the Council transferred its interest in the above property to Buildbase some time ago.

The Council does not provide title information and it is therefore up to Lerwick Community Council to establish the current ownership and title arrangements.

Your sincerely

Executive Manager Capital Programme
[095AHRS]

From: sixtynorth_recycling
To: clerk@lerwickcc.org.uk
Subject: JUNE OFFERS
Date: 03 June 2015 10:19:51

Good Morning

I am writing to let you know that as of the 1st of June we are offering community skips for any metal materials that you may have lying around your community. We would deliver the skip for you and pick it up. We would then offer you payment for any scrap metals that you have gathered in the skip. We feel this would benefit both yourselves and us with raising funds to go back into your community.

We look forward to hearing from you

Kind regards

Marie Peterson
Administration Assistant
60 North Recycling Ltd
Lerwick
Shetland
ZE1 0PY
Tel No: (01595) 692974
Fax No: (01595) 694814

From: kate.massie@shetland.gov.uk
To: joyce.adamson@shetland.gov.uk; joyceadamson@btinternet.com; dcc.alison@btinternet.com; laurena.fraser@btinternet.com; clerk@ggc-communitycouncil.co.uk; clerk@dunrossnesscc.shetland.co.uk; clerk.ycc@gmail.com; eganson@btinternet.com; scallowayclerk@gmail.com; northmavencc@gmail.com; clerk@lerwickcc.org.uk; dougforrest@tiscali.co.uk; sandwickcommcouncil@gmail.com; jamesshepherd08@btinternet.com; jimstearn@yahoo.co.uk; marinatait@btinternet.com; fetlarcc@yahoo.co.uk; ttw.communitycouncil@googlemail.com; josie_mcmillan@hotmail.com
Subject: FW: Visit by ICO in September - advance notice to save the date 17 Sept 2015
Date: 22 June 2015 16:01:20

Hi All

Please see email below from Anne Robertson.

If you would like further information on this please contact Anne directly.

Kate Massie
Administration Assistant
Association of Shetland Community Councils (ASCC)
Market House, 14 Market Street
Lerwick, Shetland ZE1 0JP
01595 743906
kate.massie@shetland.org

From: Robertson Anne@VAS
Sent: 22 June 2015 14:57
To: Anderson Hazel@Advocacy Shetland; Arnett Anna@Shetland PreSchool; Clark Jacqui@Mind Your Head; Couple Counselling; Dion Wilkinson@RVS; Eunson Karen@CAB; Fraser Karen@Crossroads; Garnier Mhairi@Shetland Pre-School Play; Garnier Phil@CAB; Gifford Mary@Crossroads; Halcrow Alyson@CAB; Harper Catherine@CAB; Hughson Catherine@VAS; Manson Shona@Family Mediation; Massie Kate@ASCC; Naulls Kellie@Moving On; Robertson Anne@VAS; Robertson Eleanor@Disability Shetland; Tulloch Lynn@SBS; Ingrid Webb; 'Shetland Link Up'; Womens Aid; 'Shetland Bike Project'; Robertson Fiona@Hjaltland; 'juergen@cadss.org.uk'
Subject: Visit by ICO in September - advance notice to save the date 17 Sept 2015

Hi all

The Information Commissioner's Office (ICO) is planning a visit to Shetland on 16/17th September to hold a series of workshops and information sessions. One of the proposed sessions is aimed particularly at Third Sector organisations on **Thursday 17th September 1300-1430 in Market House.**

The ICO provide expert advice in data protection/privacy at no cost and are happy to provide workshops, presentations, advisory visits and general advice and guidance to organisations around their obligations under the legislation.

They will run a general information session covering security of personal data, records management (how you process records containing personal data including their creation, maintenance, and eventual destruction) and requests for personal data (how you handle individuals' requests for copies of their personal data and how you manage routine and one off disclosures to other organisations).

[If you have anything in particular you would like covered please let me know and I will ask if this can be included.](#)

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This should be a useful session especially with the increase in data sharing associated with GIRFEC, child and adult protection. In order to determine interest it would be very helpful if you could let me know if you would like space(s) saved for your organisation.

Mr J. Anderson
Chairman, Lerwick Community Council
c/o Community Council Office
1 Stouts Court
LERWICK
ZE1 0AN



MA/24/c JM/cc

17th June, 2015

Dear Mr Anderson,

Sign for Museum & Wall at Hay's Dock

Thank you for your recent correspondence regarding the above.

Sign for Museum

Further to Ms Sandison's letter of 10th April, 2015 regarding signage for the Shetland Museum & Archives, this was discussed at the Service Management Team recently. It was agreed to look at renewing/providing additional signage at the Commercial Road roundabout and new signage at the building itself.

Wall at Hay's Dock

Referring to Ms Sandison's letter of 20th April, 2015 regarding the wall and walkway leading to the old store at Hay's Dock, I can advise that the wall will be repaired as part of our planned maintenance programme.

I do hope that this addresses your concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Moncrieff'.

J. Moncrieff
General Manager

jm-anderson lcc

c.c. A. Goudie
J. Mackenzie

Bute Community Council

**Mick Common
Park Cottage
Upper Quay St
Port Bannatyne
Bute PA20 0PN
01700 500145**

butecommunity@yahoo.co.uk

The Clerk
Lerwick Community Council

20/06/2015

Dear Madam/Sir

As you are no doubt aware the tendering process for ferry services in this area is under way. There are two preferred bidders – Calmac and Serco. This was discussed at the meeting of Bute Community Council on 17/06/2015, and it was suggested that it would be useful to know about Serco's performance on the ferry services that it already runs.

I was instructed to write to community councils in Shetland and Orkney asking for information about Serco's performance and how it compares with that of the previous operator. Members of Bute Community Council were particularly interested in whether there had been any timetable changes, punctuality, and reliability.

Bute Community Council would be very grateful for any information that you are able to supply.

Yours faithfully

Secretary: Bute Community Council



Director: Maggie Sandison

Lerwick Community Council
Basement
Stouts Court
Lerwick
Shetland
ZE1 0An

Infrastructure Services Department
Gremista
Lower Building
Lerwick
Shetland

Telephone: 01595 744100
Fax: 01595 744177
infrastructure@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Maggie Sandison
Direct Dial: 01595 744851
Email:
director.infrastructure@shetland.gov.uk

Our Ref: MS/CA/EnvSrvs
Your Ref: 2015-032/MS

Date: 15 June 2015

Dear Mrs Sandison

Dog Waste Bin for Sands of Sound

I refer to your letter regarding the above dated 8 June 2015.

Beaches are outside the remit of the Council's Cleansing Service. The beach is private property and it would be up to the owner to install a dog bin and be responsible for having it emptied.

The road leading to the beach is also private property and although the Lerwick Community Council has granted money for public use it has not been adopted by the Shetland Islands Council. This means that the refuse crew does not pass the area as part of their rounds.

Five beaches in Shetland have recently received seaside awards from Keep Scotland Beautiful. This has been achieved solely by the local communities and is maybe something that the Lerwick Community Council could consider.

Zero Waste Scotland is keen to get community groups involved reducing litter and fly tipping. Not only is their aim to support community led activity to tackle litter and flytipping on the ground, it is to promote increased community ownership of the issues and raise awareness and stimulate long term public behavioural change.

More information on the scheme can be found at
<http://www.keeptscotlandbeautiful.org/local-environmental-quality/beach-awards/about/>

Unfortunately there is no Council solution in resolving this concern for the community but my Services will endeavour to advise and support any actions of the Community Council or other Community groups in resolving this issue.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Sandhu', written in a cursive style.

Director of Infrastructure Services

cc: Willum Spence, Executive Manager – Environmental Services

Mrs A K Ramsay
Hoolsberg
Lower Sound
Lerwick
ZE1 0RN

5 September 2013

Our Ref: 2013-101/KS

Dear Mrs Ramsay

Application for Road Grant – Lower Sound

I write with reference to the above application and thank you for providing a copy of the receipted invoice and Bank Transfer Notice directly relating to the project.

As agreed, I am pleased to enclose a cheque for £800 as financial assistance towards the cost of having the road repaired.

I would appreciate if you could please write to confirm receipt.

Yours sincerely

Katrina Semple
Clerk

Mr & Mrs Ramsay
Hoolsberg
Lower Sound
Lerwick
Shetland Islands

17 November 2009

Our Ref: 2009-200/KS

Dear Margaret

Grant Payment

Please find enclosed, as agreed, a cheque for £2,769.25 to assist in covering the costs to prepare and surface dress the road to your home

Lerwick Community Council would like to thank you for continuing to allow the public free access on your road.

I would be pleased could you write to confirm you have received payment of the approved grant.

Yours sincerely

Katrina Semple
Clerk

Enc

Zero Waste Scotland Reopen Recycle on the Go Capital Grant Programme

The Scottish Government has a commitment through its Zero Waste Plan to increase the provision of recycling facilities in public places. The Recycling on the Go Capital Support Fund supports this commitment.

Recycle on the Go describes the provision of infrastructure to enable individuals to segregate materials for recycling, primarily newspapers and certain items of packaging, which would otherwise be discarded in public litter bins.

The aim of this capital grant programme is to encourage increased Recycle on the Go opportunities in public areas and thereby stimulate public behavioural change. Funding is available for the provision of recycling bins alongside litter bins as well as associated communications costs.

The total fund for this programme is £250,000. Zero Waste Scotland expects a range of projects to be funded, therefore, individual funding allocations per project will vary according to demonstrated needs. The maximum level per project is £50,000, with the minimum level set at £5,000.

Local authorities and those businesses with responsibility for the provision of public waste and recycling facilities at the following locations may apply for funding support:

- On street sites (e.g. city centres, public parks, beaches).
- Shopping centres.
- Transport hubs (e.g. airports, railway stations, motorway service stations).
- Leisure attractions/venues (e.g. sporting arenas, theme parks, conference facilities).
- Hospitals (consumer facing only e.g. public restaurants).

Applicants and projects must be based in Scotland.

Grants will be available to fund new infrastructure and communication activities to support use of the facilities including funding for the provision of recycling bins alongside litter bins (not individual or dog waste bins) as well as associated communications costs.

The scope of this project covers both on-street recycling infrastructure as well as recycling facilities provided in other publically accessible places such as shopping centres, hospitals, railway stations and sporting arenas. Note: recycling at work and at temporary events falls outside of the scope of this project.

Zero Waste Scotland will only fund the eligible capital costs of projects which can include a number of Recycling on the Go bins and receptacles. Revenue or operating costs will not be eligible except for communications materials that are directly associated with the project. Applicants will need to demonstrate that they have sufficient funding to support the on-going operation of their project. Zero Waste Scotland will not fund replacement assets; all funding must be available only for activities that are additional to any baseline operations.

The deadline for applications is 7 July 2015 (12pm). See website below for more details:

<http://www.zerowastescotland.org.uk/content/recycle-go-capital-grant-programme-1f004-000>

Michael Duncan
External Funding Officer

Paths for All (Scotland) Health Walk Grants Launch for 2015

The funding for the Paths for All Health Walk Grant scheme comes from the Scottish Government and is managed by the Paths for All Partnership. The funding is for initiatives in Scotland that increase the health and well-being of less active people by promoting regular walking to work, school or the shops.

As well as investing in community projects which build local capacity and improve physical health levels, the grants are aimed at businesses who wish to implement a workplace walking initiative to improve their employees' health.

There are two levels of grants available:

- Small grants of up to £5,000.
- Large grants of up to £30,000 (requires matched funding).

Only constituted groups and organisations based in Scotland are eligible to apply, and the work which the grant will support must be carried out in Scotland.

Applications will be accepted from voluntary and community organisations, registered charities, public sector bodies and private sector organisations as long as they can show that their project will benefit inactive people.

Projects should meet all of the following objectives:

- Deliver volunteer led health walks in communities.
- Demonstrate evidence of local need.
- Work in partnership to increase reach involving local and/or national partners.
- Contribute to organisational outcomes.
- Demonstrate competency in project management.
- Have considered how the project will show success through monitoring and evaluation.

Large grant applicants that are considering applying for the maximum grant should plan for a project delivering across at least two years which involves a dedicated post which would promote walking.

Grants may be used to cover staff salaries, running costs of projects, materials, training and volunteer expenses.

Applications for funding to support the continuation of existing projects may be considered, if applicants are able to demonstrate the current achievements of the project and the impact that the funding will have on continued development and sustainability.

Applications will be accepted at any time on a rolling basis until the total funding has been allocated. See website for more details:

<http://www.pathsforall.org.uk/pfa/support/health-walk-grants.html>

Michael Duncan
External Funding Officer

Community Development Fund

2015/16 Budget	£68,000.00
Budget Spent	£68,000.00
Budget Remaining	£0.00

Project description	Name of Group	Award Date	Total Cost	Grant Approved	Budget Balance	Community Work Area
					£68,000.00	
Shop improvements	Bigton Commuity Enterprise Ltd	14.04.2015	£2,650.00	£2,650.00	£65,350.00	South Mainland & Lerwick & Skerries
Distribution Fund	Burra & Trondra Community Council	14.04.2015	£3,000.00	£3,000.00	£62,350.00	West & Central Mainland & Whalsay
Distribution Fund	Nesting & Lunnasting Community Council	14.04.2015	£3,000.00	£3,000.00	£59,350.00	North Mainland & North Isles
Distribution Fund	Delting Community Council	14.04.2015	£3,000.00	£3,000.00	£56,350.00	North Mainland & North Isles
Distribution Fund	Unst Community Council	14.04.2015	£3,000.00	£3,000.00	£53,350.00	North Mainland & North Isles
Distribution Fund	Northmaven Community Council	14.04.2015	£3,000.00	£3,000.00	£50,350.00	North Mainland & North Isles
Distribution Fund	Fetlar Community Council	14.04.2015	£3,000.00	£3,000.00	£47,350.00	North Mainland & North Isles
Distribution Fund	Yell Community Council	14.04.2015	£3,000.00	£3,000.00	£44,350.00	North Mainland & North Isles
Footpath improvements	Sandwick Community Council	14.04.2015	£1,000.00	£1,000.00	£43,350.00	South Mainland & Lerwick & Skerries
Purchase seating & planters	Living Lerwick Limited	14.04.2015	£3,000.00	£3,000.00	£40,350.00	South Mainland & Lerwick & Skerries
Distribution Fund	Scalloway Community Council	14.04.2015	£2,500.00	£2,500.00	£37,850.00	West & Central Mainland & Whalsay
Upgrade/clean war memorial	Delting Community Council	14.04.2015	£1,000.00	£1,000.00	£36,850.00	North Mainland & North Isles
Community skips project	Yell Community Council	14.04.2015	£1,000.00	£1,000.00	£35,850.00	North Mainland & North Isles
Distribution Fund	Dunrossness Community Council	14.04.2015	£3,000.00	£3,000.00	£32,850.00	South Mainland & Lerwick & Skerries
Seaside award status - upgrade 2 beaches	Dunrossness Community Council	14.04.2015	£1,000.00	£1,000.00	£31,850.00	South Mainland & Lerwick & Skerries
Community skips project	Unst Partnership Ltd	14.04.2015	£4,950.00	£1,722.00	£30,128.00	North Mainland & North Isles
Upgrade benches, signage & interpretation	Scalloway Community Council	14.04.2015	£1,500.00	£1,500.00	£28,628.00	West & Central Mainland & Whalsay
Distribution Fund	Lerwick Community Council	14.04.2015	£3,000.00	£3,000.00	£25,628.00	South Mainland & Lerwick & Skerries
Interpretative boards	Lerwick Community Council	14.04.2015	£1,500.00	£1,000.00	£24,628.00	South Mainland & Lerwick & Skerries
Distribution Fund	Gulberwick, Quarff & Cunningsburgh Community Council	04.05.2015	£3,000.00	£3,000.00	£21,628.00	South Mainland & Lerwick & Skerries
Upgrade beach road	Gulberwick, Quarff & Cunningsburgh Community Council	04.05.2015	£800.00	£800.00	£20,828.00	South Mainland & Lerwick & Skerries
Distribution Fund	Sandsting & Aithsting Community Council	04.05.2015	£3,000.00	£3,000.00	£17,828.00	West & Central Mainland & Whalsay
New benches	Sandsting & Aithsting Community Council	04.05.2015	£1,000.00	£1,000.00	£16,828.00	West & Central Mainland & Whalsay
Distribution Fund	Sandness & Walls Community Council	04.05.2015	£1,000.00	£1,000.00	£15,828.00	West & Central Mainland & Whalsay
Distribution Fund	Whalsay Community Council	04.05.2015	£3,000.00	£3,000.00	£12,828.00	North Mainland & North Isles
Company set up costs	Fair Isle Community Association	04.05.2015	£2,542.00	£2,542.00	£10,286.00	South Mainland & Lerwick & Skerries
Distribution Fund	Bressay Community Council	03.06.2015	£3,000.00	£2,257.00	£8,029.00	South Mainland & Lerwick & Skerries
Distribution Fund	Skerries Community Council	03.06.2015	£3,000.00	£2,258.00	£5,771.00	South Mainland & Lerwick & Skerries
Distribution Fund	Sandwick Community Council	03.06.2015	£3,000.00	£2,257.00	£3,514.00	South Mainland & Lerwick & Skerries
Distribution Fund	Sandness & Walls Community Council	03.06.2015	£2,000.00	£1,257.00	£2,257.00	West & Central Mainland & Whalsay
Distribution Fund	Tingwall, Whiteness & Weisdale Community Council	03.06.2015	£3,000.00	£2,257.00	£0.00	West & Central Mainland & Whalsay

LERWICK COMMUNITY COUNCIL

Core Funding Financial Report as at 27 June 2015

	£	£
<u>INCOME</u>		
Balance at at 1 April 2015		14,170.00
SIC Core Funding Grant 2015-16		20,923.00
Sale of TH Guides		52.50
Sale of LCC Ties		0.00
Photographs LCC Members		30.00
SIC - Digital Images		25.20
		35,200.70
<u>EXPENDITURE</u>		
Office Costs	1,221.61	
Employment Costs	1,551.60	
Administration	264.22	
Chambers	0.00	
Accountancy	0.00	
Misc.	0.00	
Grants/Projects	3,405.90	
		6,443.33
		28,757.37
<u>REPRESENTED BY</u>		
Bank Balance as at 12.06.15		34,610.25
<u>Indication of Free Funds:</u>		
Main Annual Running Costs - Amended Forecast - £15,753.60		
Amended Costs Remaining	12,681.17	
Annual Grants & Projects Amended Forecast £1,880.22		
Amended Payments Remaining	974.32	
Committed Funding:		
Big Lottery Awards for All Grant	5,730.00	
Heritage Place Names Map/Panels Harrison Square	3,000.00	
Renewal of damaged office floorcoverings	490.00	
Repair of office ceiling	200.00	
		23,075.49
Estimated Free Funds		5,681.88



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick, Shetland ZE1 0DB

Tel. 01595 693540 or 07803 342304
Email: chair@lerwickcc.org.uk

CLERK

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

Tel. 01595 692447 or 07818 266876
Email. clerk@lerwickcc.org.uk

APPLICATION FOR GRANT

Name of group/organisation: ... Douglas Enterprise Ltd

Contact name & position held: ... Edward Douglas, Managing Director

Address: ... 35 Hoofields, Lerwick, Shetland, ZE1 0NU

.....

Mobile & telephone numbers: ... 01595 462060

Email address: ... edward.douglas@douglas-enterprise.com

Details of project: *(This should include how the grant will be spent and what outcome(s) would be achieved should the grant be awarded)*

I am setting up my Facility Management company with the hel of the New enterprise Allowance.
We are looking for help in funding the cost of printing business cards, flyers and signs.

Type of organisation (e.g. voluntary / charitable): ... Limited Company

Number of members in group/organisation: ... 2 and what percentage reside in Lerwick: 100

Number of residents in the Lerwick area likely to benefit from project - Adults: 100 Children: 70

Current financial position of group/organisation: ... We are getting New Enterprise Allowance

Costs of proposed project: ... £1,000

Funding/grants received from other sources (e.g. fundraising): ... Own Savings

.....

Grant requested from Lerwick Community Council: £650

Details of last grant received from Lerwick Community Council:

Date: Amount:

CONDITIONS OF GRANT

- Established groups/organisations **must** submit a copy of their last audited accounts and a copy of their most recent bank statement.
- Applications from Shetland-wide groups will not be considered (except in exceptional circumstances).
- A new group/organisation may receive a small establishment grant.
- Applications should be made prior to project commencing, therefore no retrospective applications will be considered.
- Although grants will be approved in advance, no grant will be paid until the work is done and a receipted invoice is submitted to Lerwick Community Council.
- A written acknowledgement is required once you have received your grant.

IMPORTANT

Any funding offer made will be paid on a pro-rata basis and may be rescinded if funds are not claimed within 12 months of the offer letter date.

I (print name and position held):.....

of (group/organisation):

hereby apply to Lerwick Community Council for financial assistance towards the cost of the proposed project detailed on page one.

A copy of the last externally examined accounts and/or a copy of the most recent bank statement are enclosed.

(please tick appropriate box)

We have previously been through grant process with Shetland Islands Council (SIC) Education & Social Care Grants Unit and give permission for the Community Council to contact the SIC Grants Co-ordinator to confirm that we have the appropriate Child Protection Policy & Procedures in place.

We have not previously been through the grant process with SIC Education & Social Care Grants Unit and enclose a copy of our Child Protection Policy & Procedure. We give our permission for the Community Council to check with SIC Grants Co-ordinator to ensure the enclosed documents comply with Child Protection requirements.

Signed:

Date:

For Official Use Only:

Date application received:

Date application approved: Minute reference:

Amount offered: Date grant paid: Cheque number:

Child Protection Criteria checked and approved by Community Council Clerk or her deputy

Name: Signed:

CHILD PROTECTION DETAILS

From 1st April 2010, if your organisation is applying for grant assistance from this scheme, and you provide services, activities or projects for young people up to the age of 18 years old, then you must comply with the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 which supersedes the Protection of Children (Scotland) Act 2003. The PVG Act introduces a new concept of 'regulated work' which covers both children and protected adult (for information on regulated work with adults guidance material can be sourced on the following web link www.scotland.gov.uk/topics/people/young-people/children-families/pvglegislation). Individuals doing regulated work qualify to apply to become members of the PVG Scheme.

Your group must have policies and procedures in place that adequately cover child protection and welfare issues. The following questions will help your decision.

Q1a Does your group organise activities for children and young people under the age of 18?

Yes No

Q1b Does your group arrange activities attended by children and young people under the age of 18 and have staff or volunteers carrying out regulated work as defined in the PVG Act.

Yes No

If you answered no to both question 1a and 1b, go directly to signatory section

If you answered yes to either, or both, questions 1a or 1b, please complete questions 2, 3 and 4: (Please note that if you have answered yes to either, or both, questions 1a and 1b, your organisation MUST have ALL of the following policies and procedures in place in order to receive any grant assistance.)

Q2a Does your organisation have an approved Child Protection Policy?

Yes No

Q2b Does your organisation have an approved Child Protection Procedure?

Yes No

Q2c Does your organisation have an approved Equal Opportunities Policy?

Yes No

Q2d Does your organisation have an approved Code of Conduct for staff and volunteers?

Yes No

Q2e Does your organisation ensure that staff or volunteers doing regulated work are scheme members? Check?

Yes No Not Applicable

Q2f Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children or who is disqualified from working with children?

Yes No

Q3 How does your organisation access Scheme Membership Checks for its volunteers? Please tick one of the following options:

Voluntary Action Shetland (VAS)	<i>(tick)</i>
National Governing Body	
Other (please specify)	
Not Applicable (please let us know why. You should use the space below* to explain why your volunteers do not undertake Disclosure Checks)	

Q4 Are you satisfied that your organisation complies with the requirements of the Protection of Vulnerable Groups (Scotland) Act?

Yes No

Signatory Section

I declare the information I have given in this form is true and correct to the best of my knowledge.

Signature Date

Print Name

For more information on Child Protection requirements please refer to the attached 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 Childsafe Shetland website:

<http://www.shetland.gov.uk/childsafeshetland/>

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

Child Protection requirements - Guidelines

From 1 April 2010 any organisation seeking financial assistance from this grant aid scheme must comply with Child Protection requirements if they:

1. Organise activities for children and young people under the age of 18;

Or

2. Arrange activities attended by children and young people under the age of 18, and have staff or volunteers engaged in a 'childcare' position as defined in the Protection of Vulnerable Groups (Scotland) Act 2007*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: a Child Protection Policy and Child Protection Procedures; a Code of Conduct for staff and volunteers; an Equal Opportunities Policy.

Templates for these documents are available from the Education and Social Care Department or at www.shetland.gov.uk/childsafeshetland and must be approved and signed by committee members of your group. You must also carry out Scheme Membership checks for any individuals doing regulated work to ensure they are not barred.

* Staff or volunteers doing regulated work include those 'whose normal duties include caring for, training, supervising or being in sole charge of children' and would cover, for example:

- Instructors or coaches who work with children (even with other adults present)
- Adults who accompany children on visits (even if their own children are part of the group)
- Adults who supervise other people's children who are 'sitting out' of activities

Even if your group does not fall within this list, it might still be subject to the requirements of the Act. If this is the case, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), who process Scheme Record checks for volunteers, 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 Safe Shetland website: www.shetland.gov.uk/childsafeshetland

To whom it may concern,

Please find attached my business plan and my accounts.

Edward Douglas has a HNC in Business and Law.

Liam Lewis has management experience from Tesco.

With Best Regards,

Edward Douglas

On 24 June 2015 at 20:59 Clerk to Lerwick Community Council <clerk@lerwickcc.org.uk> wrote:

Dear Edward,

Grant Application – Douglas Enterprise Ltd – Funding for Business cards, flyers & signs

I confirm receipt of your grant application for the above.

Can you please provide further information regarding the future plans for the company in the way of a business plan. You are also required to submit accounts or a copy of a bank statement, as per grant form.

Further information would be helpful for community council members on the project and services you are offering, along with previous experience/qualifications of the two company employees.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828

From: Douglas,Edward [<mailto:edward.douglas@douglas-enterprise.com>]

Sent: 21 June 2015 22:13

To: clerk@lerwickcc.org.uk

Subject: Grant Application

To whom it may concern,

Please find attached a grant application for Douglas Enterprise Ltd.

Kind Regards,

Edward Douglas

Chief Executive

Douglas Enterprise
"Together we will make a difference"

Tel: 01595482060

Email: info@douglas-enterprise.com

Email: edward.douglas@douglas-enterprise.com

Web: www.douglas-enterprise.com

Ref: SCS464950

Douglas Enterprise Ltd

Creator: Edward Douglas

To: NEA

From: Edward Douglas

Year Of Proposal: 2015

Date: 05/2015

Contact Number: 01595482060

35 Hoofields
Lerwick
Shetland
Scotland
ZE1 0NU

Legal Information

This business plan and all the content therein are confidential and provided to you on that understanding. The information, strategies and financial information cannot be shared with any other parties without the express permission of the business who provided you with the plan. All Trademarks, Copyrights and Patents not owned by the provider of the plan are acknowledged. All Trademarks, Copyrights and Patents owned by the provider of the plan should not be used without the permission of the plan provider. Upon request this plan should be returned immediately to the business that provided you with the plan. This business plan does not imply any offering or transaction. The information in this plan is the copyright of the plan creator.

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Executive Summary

Douglas Enterprise Ltd has recognized a gap in the market within Shetland, Scotland and the wider area. Douglas Enterprise Ltd would therefore like to provide a service to bridge this gap. This gap in the market is in the following areas:

- Office Support
- Security
- Cleaning
- Catering
- Maintenance

This we will do by explaining our market via our website and advertising opportunities that we are taking up. This should therefore provide Douglas Enterprise Ltd with a visible return on investment as we feel that the market has missed this great opportunity that we have identified. We have very little competition in the type of service that we at Douglas Enterprise Ltd are providing in our market and we can see a high return in investment and revenue.

Company Objectives

Douglas Enterprise Ltd intends to enter the market, which we intend to achieve the following in the next five years:

- To exceed £50,000 in annual income.
- To develop new products and services to make our area in the market more attractive to our clients.
- To develop Douglas Enterprise Ltd into a worldwide leading provider.

The Nature Of Business

Douglas Enterprise Ltd has been set up with a number of product areas that we feel have filled a gap in the market, within Shetland and the surrounding area.

The following are products we are going to develop:

- Security - from corporate security to door stewards and security equipment.
- Catering - from corporate, parties, family events to weddings and buffets.
- Cleaning - from the office to the home.
- Maintenance - from DIY to providing an onsite maintenance team.
- Reception and Administration - from working the reception and welcoming clients to the support in the home office.

Our range of products is in the high range; we charge a reasonable price for a top service and support service, which is second to none. We have a number of products that we are currently researching into and will be introducing them to the market in the coming months.

Our products and services are mainly for small, medium range business and the home office. In order to maintain a profile in this field we will have a number of representatives working with potential new clients and we as managers will work with existing clients to maintain the service that is above expectations and a tailored fit for each business.

Our range of products are in the mid price range, we charge a reasonable price for our mid range products and services for a first class service. We do not believe that our prices are to high and we do believe that our product and service is and will continue to be second to none.

New customers will be attracted to us by recommendation and word of mouth by clients who are currently using our service and previous clients. We also intend to apply contracts and canvassing the local area. With this in mind, we see an expansion in the market within five years. We are currently looking at a number of ways to distribute our brochure with a view of widening our market cover.

We will offer our products and services through high quality personnel and will provide the highest standard of training for all our staff. We will have a wide range of;

- Security personnel and equipment.
- Catering products, equipment and operatives.
- Cleaning equipment and operatives.
- Maintenance products and operatives.
- Reception and administration products, services and operatives.

Local people will complete our services, we have spoke to Scalloway Meat Company and they are going to work along with us for catering events and Johnson Diversy for Cleaning Products.

We intend to have a bank list for the odd occasion of covering sick leave and other various times off. Currently we are looking at adding 20 members of staff with a wide range of abilities and we will provide training for the area the operative will be working in for our bank list.

We at Douglas Enterprise Ltd aim to have replied to our clients within 24 hours of receiving a request, we also aim to have our products and service rolled our to our clients within 3 - 5 working days.

Douglas Enterprise Ltd is situated in Lerwick, Shetland. We have a small office in the residential address of one of our managers and are looking at bigger premises.

Key People

Sourcing of people can be a great problem, however within Shetland and Scotland there are a number of agencies and job boards.

Edward Douglas

Edward has many years of experience in the security and finance sector. Edward is a fully trained to deal with accounts from small business to large corporations. Edward will work tirelessly to resolve any issues that you may have. Edward is a fully trained SIA License holder for Front Line in Door Supervisor.

Sales Strategy

Our client base will be in Shetland and the wider Scotland area. We will maintain an up-to-date potential client list in our office to stay in the forefront of our business. We have collated this information from the Shetland Directory and Shetland times.

We are submitting tenders from sites such as Public contract Scotland and other sites like this. We also intend to get fliers printed and canvas the local area of shops, offices another potential areas.

In general we deal mostly with the managing director or the procurement director. The main time that some of our products and services will fluctuate during the holiday when schools are off when we will have more security services available.

We expect to have around 3 or 4 clients in the local Shetland area and wider Scotland, on our books when we start. Who operate in the private and public sector. Over the next few months and within 5 years we would look to improve our client list by canvassing the local area on a regular basis and applying for more contacts.

In a recent survey we found that over all 89% of potential clients were likely to use Douglas Enterprise Ltd and only 11% of potential clients said that our services were not likely to be used.

At the moment we don't have a competitor that provides the services that Douglas Enterprise Ltd cover in Shetland. Out with Shetland, we have several competitors. How ever we feel that our small size and ability to adapt to change makes us able to attack their customers in order to secure more business.

Anticipated Demand

Demand in Scotland as a whole is a very busy market. Contracts are coming up on a daily and weekly basis. We intend to have a look at contracts in England, Wales and Northern Ireland. Within Shetland, the economy is very good with the offshore links and fishing along with other industries.

Pricing Policy

We feel we can offer the customer superior service and products for the right price and client satisfaction. We have completed research on the price of our competitor and averaged our pricing along with their pricing. We are positioned very firmly in the mid price bracket with high quality products and services. We are also looking at introducing services from the home and home office as we feel that there is a big market for this product and service.

The mainstay of Douglas Enterprise Ltd is prices at £30.00 per hour, we have various products that are in a higher price market but we are able to get the cleaning side of Douglas Enterprise Ltd started without any problems as there is a major market.

We feel at Douglas Enterprise Ltd we are charging in the mid range of pricing for the high services and top quality products. Other Facility Company's Charge up to £50.00 per hour, such as Compass Group and we feel that the price that we charge is for an excellent service but at a low cost.

Reaching Customers

Attracting Customers

Douglas Enterprise Ltd has emailed prospective clients and introduced our-selves face to face. We have completed this to let them know that we are here and ready to work with them to provide an excellent service. We also intend to maintain a database on-site with businesses that will receive product and service details.

We are taking advantage of free advertising on the Northlink website, along with other advertising boards. We will be contactable on our landline phone along with our mobiles. We also have individual email accounts and can be contacted though any of these means. We will reply to any correspondence within 24 hours of contact. In addition to referrals we intend to implement a series of advertisement in local newspapers, local radio and advertise in relevant industry magazines.

In the event that our advertisement campaign fails:

Douglas Enterprise Ltd is going to use various advertisement companies and seek out training opportunities to train staff in advertising and marketing.

Getting A Response

The products and services we currently offer, are available from a few suppliers, we think that the pricing that we have is appropriate for the range of products that we can acquire.

Focusing Desire

With the level of service that Douglas Enterprise Ltd offers, we feel that we are very desirable to work with as we have a high quality of work processes along with low prices. With the products and services that we offer, we have created a database to deal with orders and this will work in sync with our accounting system. This system has reduced our reliance on paper forms, and will allow us to fulfill orders much more quickly and efficiently.

Making The Sale

Our sales team will normally close sales, we also intend to closes sales over the phone, face-to-face and within our email system. We are going to include questioners in our products and services for the satisfaction of the customer and to monitor product satisfaction.

Financial Base

Currently we have been applying for government grants, we would like to stay away from the loan market until we have been trading for around three to five months. We currently don't have any borrowing and have no outstanding creditors.

Financial Record Keeping

We will keep all our records on computer using Easy books software system. Normal terms to customers being invoiced are 30 days and we currently have no outstanding debtors. A large amount of business will be done with direct billing to our customer, through Easy Books accounting software. We accept payment by Card, BACS and Cheque. We are a registered company with HMRC and Companies House. We are limited by shares.

Cash Flow Report

Account	This Period
CASH FLOW FROM OPERATIONS	
Net Income	-640.73
Operations (total)	-640.73
CASH FLOW FROM INVESTING	
Comms equipment	-174.66
Furniture and fittings	-393.77
IT Equipment	-786.14
Investing (total)	-1354.57
CASH FLOW FROM FINANCING	
Financing (total)	0
Â	
Total Cash Flow	-1995.3
Â	
Cash Balance At Start	2002.3
Total Cash Flow	-1995.3
Cash Balance At End	7

Douglas Enterprise Ltd

Cash Flow Forecast

Month	Pre-Start	June	July	August	September	October	November	December	Total Year 2015
Receipts									
Cash sales		£5,000.00	£5,500.00	£5,000.00	£5,500.00	£5,000.00	£5,500.00	£5,000.00	£35,000.00
Collections from credit sales		£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£7,000.00
Capital Introduced (owner)		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Introduced (investor etc)		£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40.00
Loans received		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other Business Income		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Receipts	0	£6,040.00	£6,500.00	£6,000.00	£6,500.00	£6,000.00	£6,500.00	£6,000.00	£42,040.00
Payments									
Cash purchases		£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£1,050.00
Salaries and wages		£900.00	£900.00	£900.00	£900.00	£900.00	£900.00	£900.00	£6,300.00
Payroll taxes		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rent		£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£840.00
Rates		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£350.00
Utilities		£20.00	£20.00	£20.00	£20.00	£20.00	£20.00	£20.00	£140.00
Insurance		£38.00	£38.00	£38.00	£38.00	£38.00	£38.00	£38.00	£266.00
Telephone		£13.00	£13.00	£13.00	£13.00	£13.00	£13.00	£13.00	£91.00
Postage		£10.00	£0.00	£10.00	£0.00	£10.00	£0.00	£10.00	£40.00
Office supplies		£15.00	£0.00	£15.00	£0.00	£15.00	£0.00	£15.00	£60.00
Advertising		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£350.00
Marketing/promotion		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£350.00
Professional fees		£150.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00
Training and development		£150.00	£0.00	£0.00	£150.00	£0.00	£0.00	£150.00	£450.00
Bank charges		£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£70.00
Tax payments		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£900.00	£900.00
Total Payments	0	£1,726.00	£1,401.00	£1,426.00	£1,551.00	£1,426.00	£1,401.00	£2,476.00	£11,407.00
Cashflow Surplus/Deficit (-)	0	£4,314.00	£5,099.00	£4,574.00	£4,949.00	£4,574.00	£5,099.00	£3,524.00	£30,633.00
Opening Cash Balance	0	£0.00	£4,314.00	£9,413.00	£13,987.00	£18,936.00	£23,510.00	£28,609.00	
Closing Cash Balance	0	£4,314.00	£9,413.00	£13,987.00	£18,936.00	£23,510.00	£28,609.00	£32,133.00	

**Operating Expense Forecast
Douglas Enterprise Plc**

	2015					
	Pre-startup	2015	2016	2017	2018	TOTAL
1. CASH ON THE PREMISES		-	30,332	106,406	138,056	
2. INCOME						
(a) Cash sales		35,000	18,000	24,000	30,000	107,000
(b) Collections from credit accounts		7,000	87,000	111,000	123,000	328,000
(c) Loan or other cash injection		-	-	-	-	-
3. TOTAL CASH RECEIPTS	-	42,000	105,000	135,000	153,000	435,000
4. TOTAL CASH AVAILABLE	-	42,000	135,332	241,406	291,056	
5. OUTGOINGS						
(a) Professional Fees		150	150	150	150	600
(b) Advertising and Marketing		700	1,200	1,200	1,200	4,300
(c) Bank Fee's and Charges		70	240	360	480	1,150
(d) Credit Card Fee's		-	-	-	-	-
(e) Utilities		140	360	420	480	1,400
(f) Telephone		91	180	204	228	703
(g) Lease/Loan Payments		-	-	-	-	-
(h) Rent and Rates		1,190	2,280	2,400	2,460	8,330
(i) Motor Vehicle Expenses		140	360	240	240	980
(j) Repair and Maintenance		-	-	-	-	-
(k) Office Supplies		75	180	180	300	735
(l) Insurance		266	480	504	528	1,778
(m) Cash Purchases		1,050	2,400	3,000	3,600	10,050
(n) Tax		896	996	1,092	1,200	4,184
(o) Wages		6,300	19,200	36,000	25,000	86,500
(p) Training		600	900	57,600	900	60,000
Subtotal	-	11,668	28,926	103,350	36,766	180,710
(a) Loan principal payment		-	-	-	-	-
(b) Capital purchases (specify)		-	-	-	-	-
(c) Other start-up costs		-	-	-	-	-
(d) Reserve and/or escrow (specify)		-	-	-	-	-
(e) Owner's withdrawal		-	-	-	-	-
6. TOTAL CASH PAID OUT	-	11,668	28,926	103,350	36,766	180,710
7. CASH POSITION						
(End of month)	-	30,332	106,406	138,056	254,290	

Profit & Loss for Douglas Enterprise PLC 2015

PROFIT & LOSS	June	July	August	September	October	November	December	Yearly 2015 Total
Sales	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£35,000
Credit Sales	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£7,000
Gross profit/net sales	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£42,000
Expenses								
Professional fees	£0	£0	£0	£150	£0	£0	£0	£150
Advertising & marketing	£100	£100	£100	£100	£100	£100	£100	£700
Bank fees & charges	£10	£10	£10	£10	£10	£10	£10	£70
Credit card fees	£0	£0	£0	£0	£0	£0	£0	£0
Utilities (electricity, gas, water)	£20	£20	£20	£20	£20	£20	£20	£140
Telephone	£13	£13	£13	£13	£13	£13	£13	£91
Lease/loan payments	£0	£0	£0	£0	£0	£0	£0	£0
Rent & rates	£170	£170	£170	£170	£170	£170	£170	£1,190
Motor vehicle expenses	£20	£20	£20	£20	£20	£20	£20	£140
Repairs & maintenance	£0	£0	£0	£0	£0	£0	£0	£0
Office Supplies	£0	£25	£0	£25	£0	£25	£0	£75
Insurance	£38	£38	£38	£38	£38	£38	£38	£266
Cash Purchases	£150	£150	£150	£150	£150	£150	£150	£1,050
Tax	£128	£128	£128	£128	£128	£128	£128	£896
Wages (including PAYG)	£900	£900	£900	£900	£900	£900	£900	£6,300
Training	£150	£0	£150	£0	£150	£0	£150	£600
Total expenses	£1,699	£1,574	£1,699	£1,724	£1,699	£1,574	£1,699	£11,668
NET PROFIT (Net Income)	£4,301	£4,426	£4,301	£4,276	£4,301	£4,426	£4,301	£30,332
							Closing Balance	£30,332