



LERWICK COMMUNITY COUNCIL

CHAIRMAN

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CLERK

Mrs Katrina Semple
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02 May 2013

Dear Sir/Madam

You are requested to attend a meeting of Lerwick Community Council to be held in the **Conference Room, Market House**, Lerwick at **7.00pm** on **Monday 6 May**.

Entry can be made via the blue door on Harbour Street.

The next meeting Lerwick Community Council will be on Monday 3 June 2013.

Yours faithfully

K Semple

Katrina Semple
Clerk to the Council

LCC Members Literature in Office

The Scottish Civic Trust My Place Awards - 2013

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 1 April 2013
4. Business arising from the minutes
5. Meeting Venue - Lerwick Community Council
6. Community Development Fund – Grant Scheme Consultation
 - 6.1 Community Development Fund Consultation – Ms V Simpson, Executive Manager, Community Planning & Development, SIC
 - 6.2 Community Development Fund Grant Application Guidelines
 - 6.3 Community Development Fund – Summary of Grant Scheme
7. Proposed New AHS Communal Space Options
 - 7.1 For Information – Plans, Eastwood High School, East Renfrewshire
8. Amendments to Clickimin Broch Floodlighting Agreement – Ms A O'Farrell, Assistant Factor, Historic Scotland
 - 8.1 Revised Clickimin Broch Floodlighting Agreement for Approval
 - 8.2 Revised Clickimin Broch Floodlighting Plan for Information
9. Correspondence
 - 9.1 Redundant Road Markings – Mr D Coupe, Executive Manager, Roads, SIC
 - 9.2 Broch Visitor Centre – Mr G Douglas, Regional Works Manager, Historic Scotland
 - 9.3 Pricing and Service Changes – Mr J A Linklater, Customer Care Manager, Serco Northlink
 - 9.4 Pricing and Service Changes, Serco NorthLink – cc from Tavish Scott, MSP to Mr S Garrett, Managing Director, Serco Northlink
 - 9.5 Knab Toilets, Possible Closure – Mr J Emptage, Team Leader, Cleansing, Ground & Burial Service, SIC
 - 9.6 Surface Dressing & Re-surfacing Programme – Mr N Hutcheson, Engineer, Roads, SIC
 - 9.7 Bollards at Clydesdale Bank – cc letters to Cllr J Wills & Cllr C Smith
 - 9.8 Streetlighting Review, Lighting Reduction Options – Mr D Coupe, Executive Manager, Roads
 - 9.9 Review of the Registration Service in Shetland – Mr J Riise, Executive Manager, Governance & Law, SIC
10. Financial Report as at 30 April 2013
 - 10.1 Financial Report as at 31 March 2013
 - 10.2 Main Annual Running Costs Budget Forecast 2013-2014 & Comparison figures 2012-2013
 - 10.3 Annual Grants and Projects 2013-2014 & Comparison Figures 2012-2013
11. Application for Grant Assistance
 - 11.1 Summer Event- Summer Bunting & Re-usable Planters - Living Lerwick Ltd.
12. Planning Application
 - 12.1 2013/140/PPF – Erect Dwellinghouse, 14 Reform Lane, Lerwick – Mr L Irvine
13. Lerwick Planning Applications – April 2013
14. Any Other Business

MONDAY 1 APRIL 2013

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

Members

Mr A Henry
Mr A Johnson
Mrs A Simpson
Ms K Fraser

Mr J Anderson
Mr L Angus
Mr S Hay **Co-opted**
Mr A Wenger

Ex-Officio Councillors

Cllr M Bell
Cllr C Smith

Cllr J Wills **left 8.10pm**
Cllr A Wishart

In Attendance

Mrs K Semple, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

04/13/01 **Circular**

The circular calling the meeting was held as read.

04/13/02 **Apologies for Absence**

Apologies for absence were received from Mr E Knight, Mr A Carter, Mr D Ristori, Mr M Peterson, Cllr M Stout and Cllr P Campbell.

04/13/03 **Minutes**

The minutes of the meeting held on 4 March were approved on the motion of Mr L Angus and seconded by Mrs A Simpson.

04/13/04 **Business Arising from the Minutes**

03/13/10, Item 10.2 Caravan and Campsite Cllr J Wills advised that he had written to Education, SIC to ask why a public amenity had to be lost by siting the proposed new Anderson High on the location of the Clickimin Caravan and Campsite when there was an adequate site to the north of Staney Hill Road.

He reminded members that following detailed surveys, the area to the north of Stoney Hill had been chosen as the preferred site in 2009. Cllr J Wills could not understand when, why or on whose authority had the decision been made to site the school on the location of the Caravan and Campsite.

The Chairman stated that the proposed siting of the new Anderson High School was yet to be finalised and it was not a 'fait accompli'. The current plan, as far as he was aware, was to site the school on, or butting up to, the Campsite but there was little detail as to why that particular site was chosen.

He added that the Architect had already been on site but the Contractor had yet to visit, therefore it was still 'up in the air' as to whether the proposed school would be built to the north or south of Stoney Hill Road.

03/13/15 Proposed New Anderson High School The Chairman provided members with a progress report following his attendance at the recent stakeholders meeting regarding the proposed new Anderson High School.

He advised that contractors were now appointed, they were; Miller Construction Services Ltd, construction contractor; Ryder Architecture, architects; Turner & Townsend, project management, quantity surveyor and CDM coordinator, Sweett Group, Technical advisor and Faithfull & Gould, independent certifier. All the appointees, part of the Hub Co Consortium Group.

The Chairman added that design of the new Anderson High School was based on the Eastwood High School, East Renfrewshire as it best reflected the needs in Shetland; the design is box like with classrooms around the periphery leaving a substantial central atrium 3-4 storeys high. He encouraged members to come forward with ideas for what the atrium space could be used for and advised that he would arrange for the Clerk of the Council to distribute plans to all members to assist them in their deliberation.

(Action: Clerk of the Council)

Cllr J Wills thought a central atrium was good idea and thought that it should incorporate enough space for all pupils and staff to meet.

03/13/15 Town Hall Windows Restoration Project Cllr M Bell advised that he would try to get a detailed update of any progress regarding the Town Hall Windows in time for the next meeting of Lerwick Community Council.

He clarified that the current scaffolding was just for routine maintenance.

03/13/10 Item 10.6 Name Suggestions, Hoofields Development The Chairman advised that a report from Ms A Jamieson, Executive Manager, Housing, SIC proposed 'Burn Bank Walk' as the name for the new development at Hoofields.

04/13/05

Review of Registration of Births Deaths and Marriages Service - Consultation

Cllr J Wills stated that the centralisation of registrations in the Lerwick office was regrettable but inevitable given the need to bring spending down.

Cllr A Wishart agreed but added that it was not just about budgeting, but also 'encroaching computerisation and record keeping'.

The Chairman noted that the proposal options had less of an impact on Lerwick but may, ultimately, make the service more efficient.

There was no further comment.

(Action: Clerk of the Council)

04/13/06

COPE Budget Cuts

6.1 Report No DV006-F Shetland Development Trust Surpluses – COPE Ltd

Noted

6.2 COPE Ltd Funding Cuts – Mr D Ristori, LCC Member

Members agreed that although the item had been taken over by events, Lerwick Community Council could still voice their opinion.

Cllr M Bell informed members that even with COPE's regrettable funding cut, no other Council in Scotland supported a social enterprise to the extent that COPE was supported. He added that it had been hoped that over the years some of COPE's projects would have become more self funding. He added that it was right and proper for COPE to decide to use their funding as they saw fit; it was up to them which businesses they maintained.

He thought that the best thing we could do as a community was to support COPE by buying their products and using their services.

Mr L Angus suggested that perhaps Shetland Islands Council could be encouraged to look again at their recruitment policy with regard employing the disabled.

Cllr M Bell advised that part of the plan was for COPE to employ disabled people, train them and assist them to move on to alternative employment, but this had not happened. He agreed that local authorities had to 'do their bit' and employ people with disabilities.

Cllr J Wills stated that there was scope to argue for increased funding, which he intended to do, but it would be at the expense of other things.

The Chairman raised concern that it appeared to be public perception that the vulnerable were being targeted while other things in the community were supported.

04/13/07

AHS Stakeholder Group - Update

This item was largely discussed during Business Arising.

The Chairman furthered that there would be a three month consultation process, following which a report would be submitted to SIC in August 2013

04/13/08

Correspondence

8.1 Street Lighting Review Concern – Mr N Hutcheson, Engineer, Roads Service, SIC
Noted

8.2 Retaining Wall Blockwork, Clickimin – Mr N Hutcheson, Engineer, Roads Service, SIC
Noted

8.3 Caravan & Campsite, Shetland Local Development Plan – Mr A Taylor, Team Leader, Development Plans & Heritage

CLlr J Wills thought that the response was not good enough and very unhelpful.

The Chairman asked the Clerk of the Council to write to Mr A Taylor to ask if, under the circumstances, he would demonstrate some flexibility with regard to the provision of a potential site in the Local Plan for a Caravan and Campsite.

He asked for CLlr A Cooper, Chairman, Development Committee and CLlr F Robertson, Chairman, Planning Committee to be copied into the letter.

(Action: Clerk of the Council)

8.4 Shetland Community Benefit Fund Request - Mr C Bunyan, Chairman, Management Committee for SCBF

Members briefly discussed the possibility of looking at a minimum size of project to make representations to.

However, CLlr A Wishart advised members that it was quite a complex matter and that the Committee itself was trying to develop a policy.

8.5 Review of Public Toilets – Mr J Emptage, Team Leader, Cleansing, Grounds & Burial Service

Members agreed that it was very important to keep the Knab toilets open not only for the use of people attending funerals and visiting the graveyard but also because the area is very well used by tourists dog walkers.

The Chairman asked the Clerk of the Council to write to Mr J Emptage and express concern and disappointment that the Knab toilet is being considered for closure. In addition he asked the Clerk to enquire what arrangements would be made to provide toilet facilities for people visiting the cemetery, if the decision was made to close them, and finally request detailed terms, including work involved, costs and possible issues, with regard to Lerwick Community Council taking the responsibility of running the toilets.

(Action: Clerk of the Council)

8.6 Town Hall Chambers-Removal of 50% Concessionary Rate – Ms A Arthur, Business Support Officer, Executive Services Dept., SIC

The Chairman stated that, with member's approval, bearing in mind the current financial climate an alternative, cheaper venue should be considered.

He informed members that the annual charge to hire meeting rooms in Market House would be £103.12; Clickimin Leisure Centre, £126.50 and Islesburgh £170.50. This would mean an annual saving of between £567.00 and £611.00.

Market House was discounted as there was no evening receptionist, raising issues for anyone arriving late; the other two venues were put to the vote.

Islesburgh – 5 votes
Clickimin Leisure Centre – 3 votes

The Chairman asked the Clerk of the Council to contact Islesburgh to ask if they could accommodate the booking dates previously selected for meetings of Lerwick Community Council.

(Action: Clerk of the Council)

04/13/09

Financial Report as at 28 February 2013

Noted

9.2 Budget Forecast 2013-2014 & Comparison figures 2012 to 27.3.13

Noted

9.2 Annual Grants and Projects 2013-2014 & Comparison Figures 2012-2013

The Chairman queried if members thought that, considering the current financial constraints on the budget, funding the lighting at Clickimin Broch may require to be reviewed. If so, the issue should be discussed at a future meeting.

Mr L Angus stated that he would be reluctant to see the lighting switched off permanently as it added to the area and was often complimented on.

(Action: Clerk of the Council)

Mr L Angus advised that Historic Scotland had planned and designed a Visitor Centre for Clickimin Broch. He asked if the Clerk would write to enquire if the plans were to be progressed.

(Action: Clerk of the Council)

04/13/10

Consider arrangements to put ASCC clerical contract out to tender – Requested by Mr A MacDonald, Chairman, Northmaven CC

10.1 Current Job Specification-Administrative Assistant to ASCC(Under Review)

Mr L Angus advised that he was the Chairman of Voluntary Action Shetland, which was responsible for ASCC. The ASCC was independent of Shetland Islands Council and responsible to Community Councils. He added that in addition to the job description, the Administration Assistant also follows up action points, is responsible for all liaisons with SIC and attends numerous meetings on the Chairman's behalf.

He stated that the funding which ASCC receives, also subject to a 30% cut, has to cover all costs, including costly meeting expenses; what Community Councils got was someone at the end of the telephone who assists, understands and offers support.

Mr L Angus added that he thought Mrs Kate Massie, Administration Assistant did a remarkably good job and if anyone thought otherwise, he would like to know about it.

Cllr J Wills left 8.10pm

Mr L Angus furthered that if anyone wanted the role of ASCC reviewed, in the first instance They would have to take it up with Shetland Islands Council.

04/13/11 **Community Council Funding Opportunity – National Lottery Awards For All**

Mr L Angus asked that it be suggested to ASCC that they may wish to consider putting in a bid on behalf of all Community Councils for Community Skips.

(Action: Clerk of the Council)

04/13/12 **SIC (Scalloway Road, Lerwick)(Parking Place for Disabled Person's Vehicle) Order 2013**

No objection

(Action: Clerk of the Council)

04/13/13 **Licensing (Scotland) Act 2005-Application for Premises Licence – Bibby Stockholm, Accommodation Barge**

No objection

(Action: Clerk of the Council)

04/13/14 **Planning Applications**

14.1 2013/094/PPF – To Construct Hard Standing Area, Behind Decca Station – GB & AM Anderson

No objection

(Action: Clerk of the Council)

04/13/15 **Lerwick Planning Applications – March 2013**

Noted

04/13/15 **Any Other Business**

Serco

Mr S Hay raised concern that without any form of consultation, in addition to the removal of the requirement for photo ID Serco NorthLink had removed 60% of the fare discount for pensioners, disabled people and students.

The Chairman replied that the Scottish Government was to blame for not making the contract tight enough and that Serco had chosen to exploit things.

The Chairman asked the Clerk of the Council to write to Mr S Garrett, Managing Director, Serco NorthLink to enquire what other changes were in the pipeline.

(Action: Clerk of the Council)

Cllr A Wishart added that, this year, Serco had taken out one third of the freight capacity from Shetland, stating that it was what they had said they would do in order to get the contract.

Bedroom Tax

Mr L Angus expressed his dismay at the proposed Bedroom Tax which he thought was discriminatory and unfair; it penalised those on housing benefit only, and in many cases, there were insufficient alternative properties available.

Cllr M Bell advised that on behalf of Shetland Islands Council, he had written to Alasdair Carmichael, MSP and would be meeting with him, 11 April, to discuss the issue.

The Chairman asked the Clerk of the Council to formulate a letter to express the concern of Lerwick Community Council with regard to the issue.

(Action: Clerk of the Council)

Redundant Road Markings

Mr A Wenger advised members of a road incident which had occurred when a motorist emerged from Market Cross, turning left onto the main road.

In an attempt to observe the old road markings, and not noticing the temporary arrow on the road at the Market Cross junction, the motorist struck the new kerb outside D&G Leslie's and vehicle's wheel was damaged.

The Chairman stated that Lerwick Community Council was not qualified to comment on the incident; however, he asked the Clerk of the Council to write to Roads, SIC and request that they ensure that the correct signage is in place, to avoid any risk of a similar incident, until such time as the works in the area are complete.

(Action: Clerk of the Council)

There being no further competent business the meeting concluded at 8.25pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....

Executive Manager: Vaila Simpson
Director: Neil Grant

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Community Council Chair

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Your Ref: VS/VS/CDF
Our Ref:

Date: 29 April 2013

Dear Chair

Community Development Fund Consultation

I am writing to you to ask for feedback on the draft guidelines for the new Community Development Fund.

The background to this fund is that the Council recently decided to ring fence £68,000, which had been identified as a budget reduction to community councils, for use as a new Community Development Fund. The Council also decided that this new fund should be open to both Community Councils and Community Development Companies.

Draft guidelines for the scheme were developed and presented to Council on 24th April. Members spent considerable time discussing the guidelines, and decided that 'full and active consultation should be carried out' before reconsidering the conditions of the scheme on 12th June.

On Friday 26th April, the draft guidelines were discussed at an ASCC / SIC Joint Liaison Group meeting. This was a very productive meeting, with a number of suggestions for changes to the scheme being made.

Further to the Joint Liaison Group meeting and internal discussions, the draft scheme has been amended to take into account the feedback received to date. This includes the following recommendations: -

- Community Development Company applications will have to be endorsed by the area Community Council before being submitted
- The scheme will be open for applications two times in this current year - September and January. (If the scheme continues beyond 2013/14, the scheme would be open three times a year – June, September and January).

In practice this means that you would have to submit your application(s) by e.g. 30th September. Any applications received would be considered after the closing date and applicants notified whether their application has been successful or not. The grant would then be paid in full in one instalment to successful applicants.

It is not proposed that the fund is divided across three dates; therefore grants could be awarded up to the full value of the fund in October. If this happens, the fund will then be closed until the new financial year, subject to review and available Council budget.

- We will consider applications for any purpose in line with the conditions of the scheme, including revenue costs and grants to individuals. An example of a project would be a Community Council applying for a fund to disburse to local community groups / individuals in line with the priorities of their area and the overall conditions of the Community Development Fund. Your area Community Worker can support you to develop project ideas, or to carry out consultation with your community if needed.
- You will not be expected to match fund projects
- The minimum grant will be £500. There is no restriction on the number of applications you can make within the year, subject to a total maximum of £3,000 per Community Council / Community Development Company in any one year.
- You will be restricted to one grant per project, and each project will only be eligible for a single grant.

In recognition of the tight timescales involved, it was agreed by the Joint Liaison Group that I would write to all Community Councils enclosing a copy of the draft guidelines and inviting feedback. You may find it helpful to think about the types of things you want to fund as a Community Council, and consider these against the draft guidelines to see if there are any barriers to you doing so. In addition, feedback is particularly requested on the above recommended changes.

The Joint Liaison Group also agreed that I would arrange a workshop on the new scheme, before a further Joint Liaison Group meeting to review and consider the feedback received.

For information in relation to the timescales, the next full Council meeting takes place on 12th June. Reports to this meeting have to be cleared for circulation by 12noon on 30th May; therefore the report will have to be written by 24th May to allow enough time for it to go through the clearance process.

To allow as much time as possible for Community Councils to read and consider the draft guidelines in advance of the workshop, I would intend to hold the workshop in the morning of Saturday 18th May. I will contact you with further information about the workshop shortly. The follow up Joint Liaison Group meeting will then take place on 22nd May.

Please note that you can also submit written feedback, either instead of, or as well as attending the workshop. In recognition of the pressures on your time as volunteers and the number of consultations currently taking place, you may prefer to co-ordinate a joint response, or agree a representative to attend the workshop with a neighbouring community council(s).

For further information or if you have any questions, please do not hesitate to contact me or Michael Duncan, Grants Co-ordinator by telephone on 01595 744375 / 743828; by email at vaila.simpson@shetland.gov.uk or michael.duncan@shetland.gov.uk or in writing at Community Planning & Development, 8 North Ness, Lerwick ZE1 0LZ.

Yours sincerely

Vaila Simpson
Executive Manager – Community Planning & Development

Community Development Fund 2013/14 – DRAFT Grant Application Guidelines

This is a grant aid scheme designed to support Community Councils and Community Development Companies to further the aims and objectives of their organisation in 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 Companies 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 Company 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

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 30 September 2013

Bidding Round 2

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.

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 6.

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

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 Companies can apply for between £500 and £3,000.

Community Councils

Community Councils can apply for up 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 £1,000 to assist with the cost of delivering a specific project(s).

Community Development Companies

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

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.

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.
- We will acknowledge receipt of your application within 5 working days or return your application if not complete, and will let you know what else you need to do.
- Your completed application will be assessed and you will be informed of the decision in writing in no more than 6 weeks of receiving the completed application.
- Successful applications will be issued with a grant offer letter and acceptance docquet.
- 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 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 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: a Child Protection Policy and Child Protection Procedures; Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Council's Community Planning and Development service or at www.shetland.gov.uk/childsafeshetland/Grantaidtemplate 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 Safe Shetland website www.shetland.gov.uk/childsafeshetland 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.

http://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 Safe Shetland website.

Help is also available from you 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
- No applications can be considered for expenditure already incurred, except with the prior agreement of the Executive Manager – Community Planning & Development.
- All grant offers are subject to the Shetland Islands Council's approved grant conditions and availability of finance.
- All grants must be paid out during the financial year 2013/14
- The fund is cash limited. Once the fund is fully subscribed there shall be no further funding made available in the current year.
- 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 is 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.

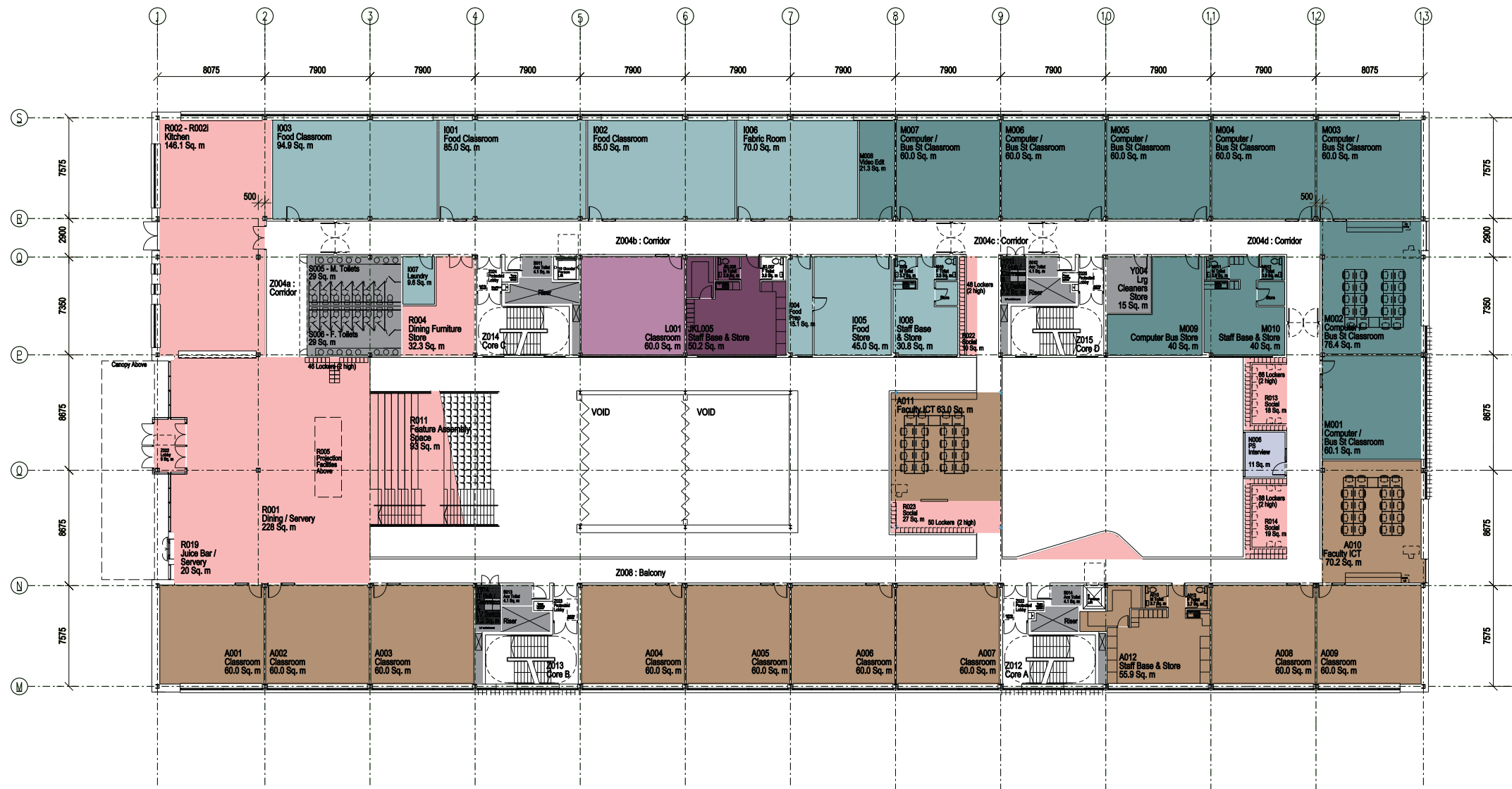
Insert details

Summary of Grant Schemes

Shetland Islands Council - Community Planning & Development (CP&D)

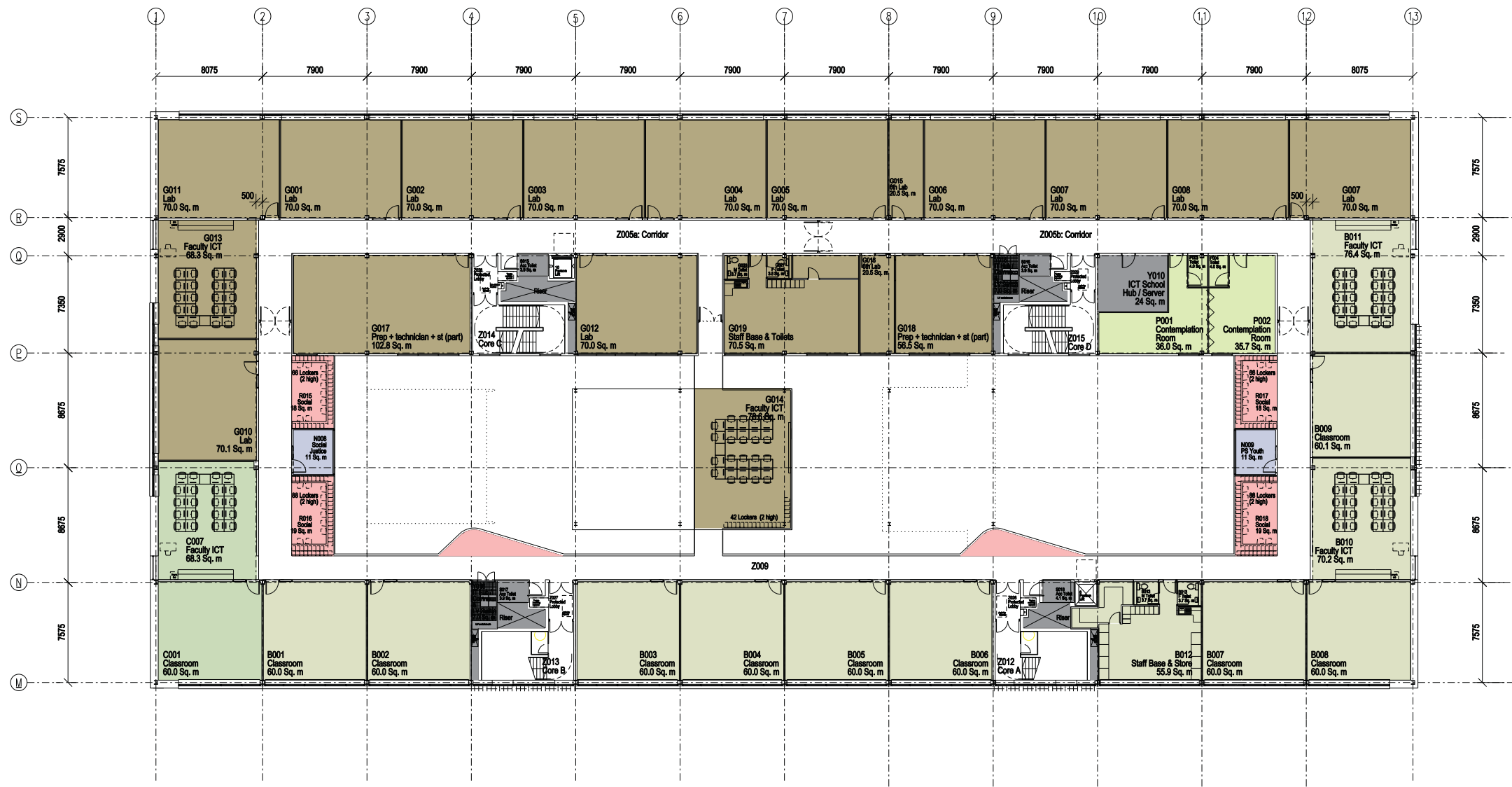
| Grant Scheme | Maximum amount | Purpose of scheme | Eligible groups |
|---|--|--|--|
| Development Scheme (CP&D) & (Shetland Charitable Trust SCT) | Adult groups – 50% up to £500 Under 18 groups – 75% up to £1,000 | One off projects e.g. equipment, trips, courses, buildings etc | All community groups |
| Support Scheme (CP&D) & (SCT) | Under 18 groups – 50% up to £5,000 Youth Centres – 75% up to £15,000 | Annual running costs | Under 18 community groups |
| Ground Maintenance Scheme (CP&D) | 75% up to £6,000 | Annual maintenance costs | Community groups with sports facilities |
| Maintenance of Community Facilities (CP&D) | 75% up to £5,000 | Planned maintenance projects | Community groups with community facilities |
| Capital Grant Scheme (CP&D) – this scheme is currently under review | 75% up to £100,000 | Capital works | Community groups with community facilities |
| Feasibility & Design Scheme (CP&D) | Feasibility – 90% up to £5,000 Design – 90% up to £15,000 | Feasibility studies & Detailed Design Scheme | Community groups with community facilities |
| Shetland Arts Fund (SCT) | Individuals – 50% up to £1,000 Groups – 50% up to £1,500 Events – 50% up to £3,000 | One off arts projects | Community groups & individuals |
| Grants to Senior Citizens (SCT) | 75% - no maximum but stand still budget. Largest grant £2,100 | Annual running costs | Senior Citizens clubs only |
| Childminders Scheme (SIC Children's Resources) | Childminding service - £250 Projects - 75% up to £2,000 | Annual support (£250) One off projects | Registered childminders only |
| Childcare Fund (SIC Children's Resources) | 75% up to £2,000 | One off projects | Partner Providers, voluntary & private registered childcare providers only |

| Community Councils | Community Development Companies |
|--------------------------------------|---|
| Bressay | |
| Burra and Trondra | |
| Delting | |
| Dunrossness | Fair Isle Community Association ; Bigton Community Enterprise |
| Fetlar | Fetlar Developments Ltd |
| Gulberwick, Quarff and Cunningsburgh | |
| Lerwick | Living Lerwick |
| Nesting and Lunnasting | |
| Northmaven | Northmavine Community Development Company |
| Sandness and Walls | Sandness Community Development Group; Walls Development Group; Foula Heritage |
| Sandsting and Aithsting | Eid Community Development Association; Aith Developments |
| Sandwick | Sandwick Social Economic & Development Company |
| Scalloway | |
| Skerries | Skerries Development Group |
| Tingwall, Whiteness and Weisdale | |
| Unst | Unst Partnership |
| Whalsay | |
| Yell | Mid Yell Development Company; Burravoe and District Development Company; North Yell Development Council |



- Faculty 1: English & Literacy
- Faculty 2: Mathematics & Numeracy
- Faculty 3: Social Subjects
- Faculty 4: Modern Languages
- Faculty 5: Physical Education, Sports & Fitness
- Faculty 6 & 7: Science
- Faculty 8: Technical
- Faculty 9: Home Economics
- Faculty 10: ICT
- Faculty 11: Creative Arts - Art
- Faculty 11: Creative Arts - Music
- Faculty 11: Creative Arts - Drama
- Faculty 11: Creative Arts - Faculty
- Pupil Support
- Contemplation
- LRC
- Social / Dining / Assembly
- Support / Admin / SMT / Plant

PE BLOCK

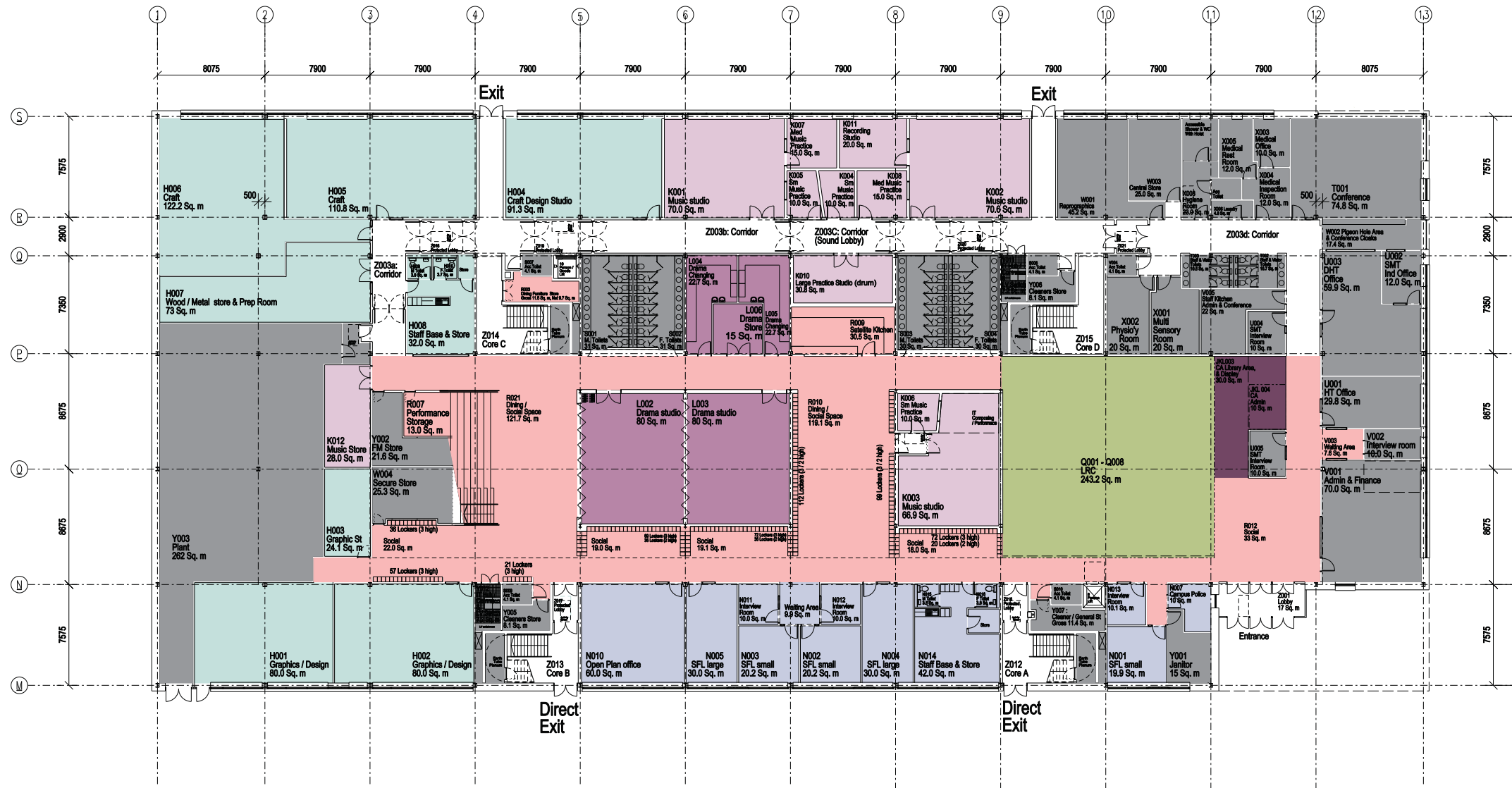


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- Faculty 3 : Social Subjects
- Faculty 4 : Modern Languages
- Faculty 5: Physical Education, Spor & Fitness
- Faculty 6 & 7: Science
- Faculty 8 : Technical
- Faculty 9 : Home Economics
- Faculty 10 : ICT
- Faculty 11 : Creative Arts - Art
- Faculty 11 : Creative Arts - Music
- Faculty 11 : Creative Arts - Drama
- Faculty 11 : Creative Arts - Faculty
- Pupil Support
- Contemplation
- LRC
- Social / Dining / Assembly
- Support / Admin / SMT / Plant

SCHOOL SECOND FLOOR PLAN

EASTWOOD HIGH SCHOOL





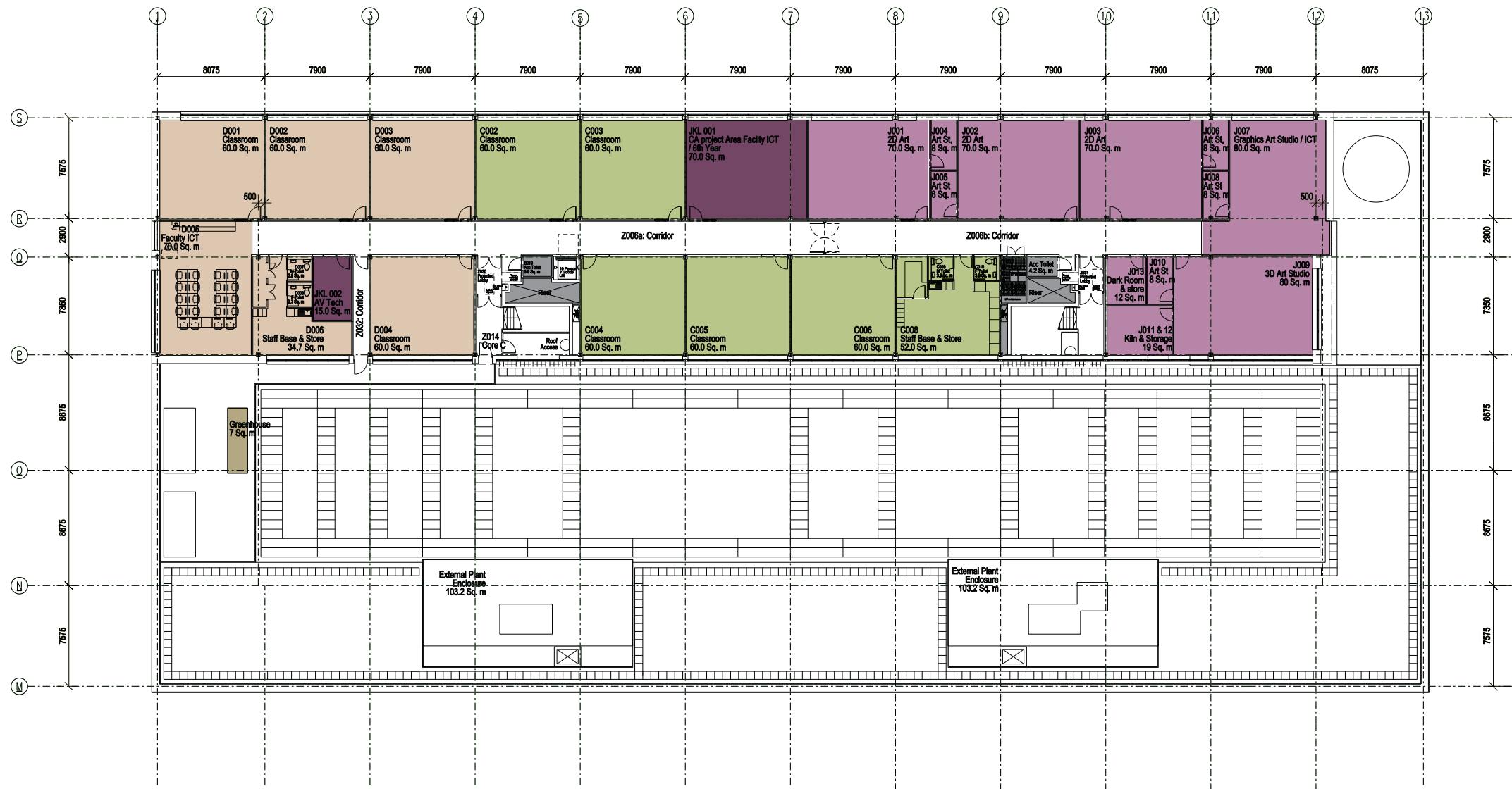
- Faculty 1: English & Literacy
- Faculty 2: Mathematics & Numeracy
- Faculty 3: Social Subjects
- Faculty 4: Modern Languages
- Faculty 5: Physical Education, Sports & Fitness
- Faculty 6 & 7: Science
- Faculty 8: Technical
- Faculty 9: Home Economics
- Faculty 10: ICT
- Faculty 11: Creative Arts - Art
- Faculty 11: Creative Arts - Music
- Faculty 11: Creative Arts - Drama
- Faculty 11: Creative Arts - Faculty
- Pupil Support
- Contemplation
- LRC
- Social / Dining / Assembly
- Support / Admin / SMT / Plant

PE BLOCK

SCHOOL GROUND FLOOR PLAN

EASTWOOD HIGH SCHOOL





- Faculty 2 : Mathematics & Numeracy
- Faculty 3 : Social Subjects
- Faculty 4 : Modern Languages
- Faculty 5 : Physical Education, Sport & Fitness
- Faculty 6 & 7 : Science
- Faculty 8 : Technical
- Faculty 9 : Home Economics
- Faculty 10 : ICT
- Faculty 11 : Creative Arts - Art
- Faculty 11 : Creative Arts - Music
- Faculty 11 : Creative Arts - Drama
- Faculty 11 : Creative Arts - Faculty
- Pupil Support
- Contemplation
- LRC
- Social / Dining / Assembly
- Support / Admin / SMT / Plant

SCHOOL THIRD FLOOR PLAN

EASTWOOD HIGH SCHOOL

From: AnneMarie.O"Farrell@scotland.gsi.gov.uk
To: clerk@lerwickcc.org.uk
Subject: Clickimin Broch - Floodlight Agreement
Date: 01 May 2013 09:38:30

Katrina

Thank you for your e-mail to Gavin regarding suggesting some amendments to the draft Floodlighting Agreement for Clickimin Broch following the meeting of the Community Council in January 2013. I apologise for the delay in replying.

Perhaps it would be helpful if I were to explain that it is Scottish Ministers policy that the termination of Floodlighting Agreements requires 12 months' written notice by either party. Such notice enables discussions to take place about the removal of the Equipment including the submission of an application for Scheduled Monument Consent clearance. An archaeological report would also be required. It also allows the Grantee sufficient time to make good any damage as well as restoring the Subjects to their former condition. Historic Scotland (on behalf of Scottish Ministers) would also require to undertake a visit to ensure that the Equipment had been removed to our satisfaction.

However, given the Community Council's request, we are prepared to reduce this notice to 6 months by either party to terminate the Agreement.

I have taken account of your amendments on the attached revised draft Agreement accordingly. The plan has also been amended to reflect the Guardianship area. I look forward to any further comments.

Anne Marie Anne Marie O'Farrell | Assistant Factor
Historic Scotland

From: Clerk to Lerwick Community Council
Sent: 10 January 2013 10:35

Clickimin Broch – Draft Floodlighting Agreement

At the January meeting of Lerwick Community Council, members agreed to accept the draft floodlighting agreement under the proviso that an amendment was made to reduce the notice of termination of the agreement from one year to three months.

Our legal assistant added two further amendments, for clarity, which we would also appreciate being added. I have highlighted each of the three amendments with an asterisk on the attached, amended agreement.

I do hope that you will find the requested amendments acceptable.

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

Kind regards

Katrina Semple
Clerk, Lerwick Community Council

FLOODLIGHTING AGREEMENT

between

THE SCOTTISH MINISTERS (who and whose successors are hereinafter referred to as “The Scottish Ministers”)

and

LERWICK COMMUNITY COUNCIL,
Lerwick Community Council Office, 1
Stouts Court, Lerwick, ZE1 0AN (who
and whose successors are hereinafter
referred to as “the Grantee”)

CONSIDERING THAT (One) Clickimin Broch, Lerwick, Shetland being the subjects delineated red on the Plan annexed and signed as relative hereto (hereinafter referred to as “the Subjects”) is in the guardianship of the Scottish Ministers; and (Two) the Grantee with the agreement of the Scottish Ministers, has installed within the Subjects a scheme of floodlighting with a view to enhancing the appearance of the Subjects; NOW THEREFORE the parties agree as follows:

1. The Scottish Ministers, without any consideration being paid, grant to the Grantee a right to maintain, repair and, if necessary, replace floodlighting Equipment, and all necessary ancillary items at the Subjects (which Equipment and ancillary items are all hereinafter referred to as “the Equipment”).
2. No alterations or additions shall be made to the Equipment without the prior written consent of the Scottish Ministers to its type, design, manufacture and location. The location of the Equipment is indicated on the Plan annexed and signed as relative hereto.
3. The fixing of the Equipment to any structure on the subjects is prohibited.
4. No warrandice, actual or implied, is given by the Scottish Ministers as to the safety, suitability or sufficiency of the subjects for the Grantee’s purposes.

5. Except in cases of emergency and of routine minor maintenance, access to the subjects by the Grantee, its agents or contractors for the purpose of maintaining, repairing, replacing or removing the Equipment shall require the prior written consent of the Scottish Ministers, which consent shall not be unreasonably withheld, and shall be subject to such reasonable conditions as the Scottish Ministers, acting reasonably, may see fit to impose.
6. The Equipment shall be operated at such times and for such periods as the Grantee may deem appropriate, subject to the Scottish Ministers being entitled, following consultation with the Grantee, to operate the Equipment at other times, the electricity charges for such additional times being met by the Scottish Ministers. For the avoidance of doubt the Grantee shall be responsible for electricity charges for such ordinary operational periods agreed with the Scottish Ministers.
7. In the event of any damage being caused to the Subjects by the exercise of the rights granted to the Grantee under this Agreement, the Grantee shall immediately make good such damage at its own expense and to the reasonable satisfaction of the Scottish Ministers.
8. The Equipment shall in any question between the Grantee and the Scottish Ministers be regarded as moveable property and will at all times remain in the ownership of the Grantee who shall maintain the equipment at all times in good working order and in a neat and tidy condition, all to the reasonable satisfaction of the Scottish Ministers.
9. Except in the case of emergency, the Scottish Ministers shall not do, omit to do, or permit, any alteration to the Subjects which would have the effect of altering or damaging the Equipment, without giving reasonable prior notice to the Grantee. Any costs associated with the temporary removal of equipment shall be borne by the Grantee.
10. The Scottish Ministers shall bear no responsibility for any loss or damage to the Equipment except if such loss or damage is caused by, or as a result of

negligence by, the Scottish Ministers, their servants, officers, agents or contractors or anyone else acting with the Scottish Ministers' authority.

11. Providing reasonable prior notification has been given to the Grantee, and the Scottish Ministers do nothing to prejudice either their or the Grantee's legal position in respect of any claim, the Grantee shall indemnify the Scottish Ministers in respect of all legitimate, established claims against the Scottish Ministers of whatsoever nature arising directly or indirectly from the use of the Equipment, its state of repair or other from the exercise of the Grantee of its rights hereunder, but always excepting any liability hereunder insofar as the same is due to the operation of the Equipment by or any actions or omissions of the Scottish Ministers, their servants, officers, agents, contractors, or anyone else acting with their authority.
12. Scottish Ministers shall not be liable for any loss or damage resulting from the failure of the electricity supply to the Equipment.
13. The Grantee shall indemnify the Scottish Ministers against any claims for local taxes, rates or other similar charges which would not have been made had this agreement not been entered into.
14. The Grantee, in exercising its rights hereunder, shall not do or permit anything to be done which may be, or become, a source of nuisance, annoyance, inconvenience, loss or damage to the Scottish Ministers or others using or occupying the Subjects.
15. If, in the reasonable opinion of the Scottish Ministers or their representatives at the Subjects, circumstances warrant the temporary variation or suspension of the terms hereof, the Scottish Ministers may, acting reasonably, forthwith vary or suspend this Agreement accordingly, and the Grantee shall comply immediately with such reasonable consequential directions as the Scottish Ministers or their representatives may issue.
16. This Agreement shall run from year to year until terminated by either party giving six months written notice to the other and, in the absence of any

other clause to the contrary, the date of commencement of this Agreement shall be the last date of execution hereof.

17. On the termination of this Agreement, and in the absence of any further Agreement, the Grantee shall forthwith remove the Equipment making good any damage occasioned thereby, and shall restore the Subjects to their former condition as at the commencement of this Agreement all to the reasonable satisfaction of and free of expense to the Scottish Ministers. If the Equipment is not removed within a period of 28 days, then the Scottish Ministers shall have the right to remove same and charge the reasonably incurred costs in respect thereof to the Grantee, holding the Equipment in security for payment of said costs and if such costs, plus interest as aftermentioned, have not been paid within 28 days of demand, then the Scottish Ministers shall be entitled to dispose of the Equipment and apply the proceeds thereof towards the said costs and interest and any reasonable additional expenses incurred in connection with the disposal of said Equipment, accounting to the Grantee for the free proceeds of sale, if any.
18. Unless payment of any sums or other monies due is made within 14 days of becoming due, the Grantee shall pay to the Scottish Ministers interest at the rate of 5% above the Bank of Scotland base rate chargeable from time to time on such sums and other monies and that from the date upon which same shall have become due until paid.
19. In the event of the Grantee failing to implement any of the obligations imposed upon it under these presents, the Scottish Ministers, after reasonable prior written notice to the Grantee, shall be entitled to enter upon the subjects for the purposes of ensuring that said obligations are executed, in which event the Grantee shall be obliged to pay the whole reasonable costs necessarily thereby incurred by the Scottish Ministers in so doing within 14 days of demand.
20. The Grantee shall not be entitled to assign any rights under this Agreement without the prior written consent of the Scottish Ministers (which consent shall

not be unreasonably withheld) and the consent, if granted, may be subject to any reasonable terms and conditions which the Scottish Ministers acting reasonably may see fit to impose.

21. If there shall be any breach, non-observation or non-performance by the Grantee of any of its obligations hereunder or if the Grantee shall go into liquidation (other than for reconstruction or amalgamation) or a Receiver of the Grantee shall be appointed or, in the case of the Grantee not being a corporation, if the Grantee shall become insolvent or apparently insolvent or sign a trust deed for its creditors, then and in any such case, the Grantee shall at the absolute discretion of the Scottish Ministers forfeit all rights under these presents and this Agreement shall automatically be terminated but without prejudice to the Scottish Ministers' right of action in respect of any antecedent breach of the Grantee's obligations hereunder; PROVIDED ALWAYS that in the case of a breach, non-observance or non-performance by the Grantee which is capable of being remedied, the Scottish Ministers shall not exercise their right to terminate this Agreement unless and until they shall first have given written notice to the Grantee requiring the same to be remedied and the Grantee shall have failed to remedy same within such reasonable time as the Scottish Ministers shall prescribe.
22. Any notice (which expression includes a demand, request, consent or approval under this Agreement) shall be in writing. Any notice to the Grantee shall be sufficiently served if sent by Recorded Delivery post to Lerwick Community Council Office, 1 Stouts Court, Lerwick, ZE1 0AN or any other address intimated (with specific reference to this clause) to the Scottish Ministers in writing by or on behalf of the Grantee. Any notice to the Scottish Ministers shall be sufficiently served if sent by Recorded Delivery post to The Factor, Historic Scotland Estates Unit, Longmore House, Salisbury Place, Edinburgh EH9 1SH. Any notice shall be deemed to have been served 48 hours after posting.

In proving service, it shall be sufficient to show that the envelope containing the notice was duly addressed to the Grantee or the Scottish Ministers (as the

case may be) in accordance with this clause and posted to, and received at, the place to which it was so addressed.

23. Any dispute or difference between the parties hereto, whether arising during the subsistence of this Agreement or after the expiry or sooner termination thereof, as to the meaning of these presents or the implementation thereof in any way, shall be referred, failing agreement between the parties, to the decision of the Sheriff Principal of the area in which the subjects are located, whose decision shall be final and binding on both parties.

24. The parties hereto agree to the registration of these presents for preservation and execution: IN WITNESS WHEREOF

Signed on behalf of Scottish Ministers

Witness: _____

Name: _____
(in block capitals)

Date: _____

Place: _____

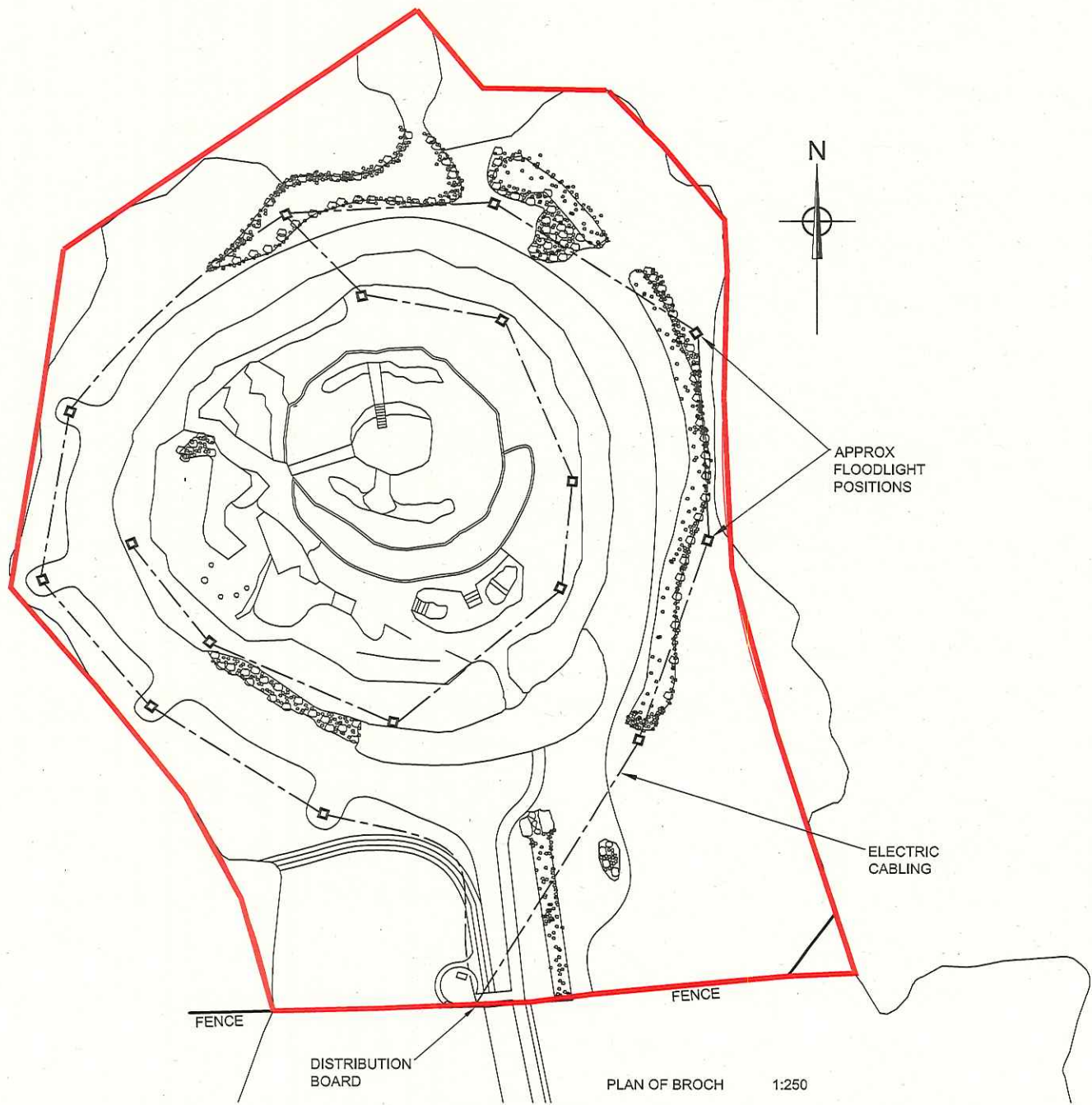
Signed on behalf of Lerwick Community Council

Witness: _____

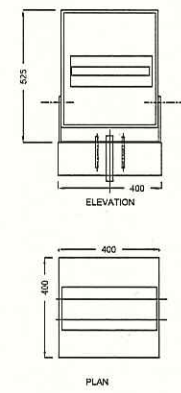
Name: _____
(in block capitals)

Date: _____

Place: _____



PLAN OF BROCH 1:250



FLOODLIGHT DETAIL 1:20

Floodlight assembly mounted onto 400 x 400mm square base, bolt fixed.

- Rev 'C' - scheduled area redrawn - 08-03-2013 - SH
- Rev 'B' - scheduled area marked red - 14-12-2012 - SH
- Rev 'A' - correction to floodlight layout - 23-10-2012 - SH

| | |
|----------|------------------------------|
| MONUMENT | CLICKIMIN BROCH |
| PROJECT | FLOODLIGHTING SCHEMATIC PLAN |



HISTORIC SCOTLAND
ALBA AOSMHOR

| | |
|------------------------|----------------|
| PROJECT DRAWING NUMBER | |
| SCALE | As Shown |
| DATE | 01-10-2012 |
| ARCHITECT | |
| DRAWN BY | Scott Hamilton |
| ARCHIVE NUMBER | 566-077-58 C |



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
Colin Gair
Direct Dial: 01595 744867
Email: colin.gair@shetland.gov.uk

Our Ref: CJG/SMG/G/Y8
Your Ref: 2013-042/KS

Date: 29 April 2013

Dear Katrina

Redundant Road Markings

I refer to your letter of 4 April 2013 regarding a motoring incident outside D & G Leslies.

While I cannot make specific comment on the incident, due to it being the subject of an insurance claim, I can confirm that the old line markings had no bearing on what happened. In any event all drivers have an obligation to drive responsibly, and within the limitations of the environment that they are in.

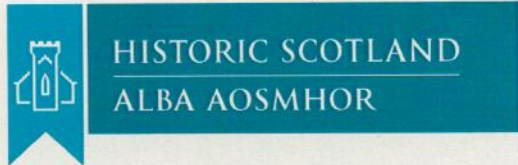
Following a report of the incident additional signage was provided in the area, but this was above and beyond the statutorily required signage required by the works activities in the area.

The slabbing and kerbing works are now complete, apart from a small section that still has to be grouted. This should be completed this week. The adjacent section of the Esplanade is due to be re-surfaced shortly. These works are programmed to commence on site on Monday 13 May, and last for up to two weeks. The line markings in the area will be replaced after that.

Yours sincerely

Executive Manager, Roads

[HL04291301.doc]



Katrina Semple
Clerk/Treasurer
Lerwick Community Council Office
1 Stouts Court
Lerwick
ZE1 0AN

North Regional Office
Fort George
Ardersier
Inverness-shire
IV2 7TD

Direct Line: 01667 460221
Direct Fax: 01667 462698
Switchboard: 01667 462777
gavin.douglas@scotland.gsi.gov.uk

Dear Katrina,

RECEIVED

10 APR 2013

Visitor Centre – Clickimin Broch

In reply to your letter of 4th of April 2013 requesting an update on the situation with any proposed visitor centre at Clickimin Broch, I regret to say that the situation is the same as it was in my letter of 7th February 2008 where I stated that there were no plans to resurrect any such scheme.

Unfortunately with budgets becoming tighter it is also likely that this will be the case for some time to come

Yours faithfully,

Gavin Douglas
Regional Works Manager
Fort George

08th April 2013

From: CustomerServicesDepartment
To: "clerk@lerwickcc.org.uk"
Subject: RE: Price Concern - Serco NorthLink
Date: 26 April 2013 10:55:59

Good Morning Katrina

Thank you for your email dated 8th April 2013 which Stuart Garrett and I have discussed, Stuart has requested that I respond on his behalf.

Serco NorthLink Ferries operates a number of discounts that are specified and funded by the Scottish Government. In general, the fares to be charged are set out in the operating specification for the service provided by the Government. This includes a 10% concession to senior citizens with a National Entitlement Card, disabled passengers and adults in full-time education. Resident islanders who are concession card holders will receive an additional 10% discount on top of their discounted islander fare from 1st April 2013, as stipulated within our contract with the Scottish Government.

We would recommend that, should you wish to, you contact the Shetland Transport Partnership (ZetTrans) who are responsible for provision and maintenance of public transport services for Shetland. Their main aim is for the "development of a sustainable transport network to meet the needs of the present while also looking towards the future". You can review their website here <http://www.zettrans.org.uk/> and contact them on the following address

Infrastructure Services Department
20 Commercial Road
Lerwick
Shetland
ZE1 0LX

Serco NorthLink Ferries has regular consultations with these Transport Partnerships and any concerns that you raise with either of these bodies, regarding our services, can be fed back to us and the Scottish Government to be taken into consideration during the discussions on this or any other matter. I can confirm that these matters were discussed at length at the most recent ZetTrans meeting at which Transport Scotland were represented on 27th March 2013 in Lerwick.

Our timetable with the associated fare tariff was approved and issued in October 2012 and we are satisfied that this tariff structure is aligned to market demand. Our current fare structure is set within the contract and any changes or annual increases are linked to CPI and ultimately authorised by the Scottish Government. These are continually under review with the objective of achieving revenue growth where possible therefore reducing the required grant from the Scottish Government, and to encourage growth in the customers using our services through promotions and passenger incentives.

We had hoped to discuss your concerns at our recent community engagement event which we held in Lerwick on Wednesday 24th April, where we saw a broad section of the community turn out and the feedback which we received following our discussions was very encouraging. Again, thank you for taking the time to contact us.

Kind Regards

James

James A. Linklater

Customer Care Manager
Serco NorthLink Ferries
Stromness Ferry Terminal,
Ferry Road,
Stromness,

Clerk to Lerwick Community Council

From: Sally Ritch [tscott@supanet.com]
Sent: 16 April 2013 12:56
To: stuart.garrett@serco.com
Cc: jamie.ross@serco.com; McArthur L (Liam), MSP; malcolm.bell@shetland.gov.uk
Subject: Serco Northlink

Dear Stuart,

When we met with Liam McArthur on 6 March 2013 in the Scottish Parliament I raised the need for a review of the Serco Northlink on-board service after this summer's season. This follows the internal changes Serco have made to accommodation, menus, pricing and a bar area which is now only accessible for an £18 fee.

Such a review would coincide with the end of the summer school holidays and would provide an opportunity to consider how the on-board service changes have worked in terms of the customer. I would reiterate that the Lerwick - Aberdeen service is a lifeline provision for Shetland and does not exist in a competitive transport market. Unlike the Pentland Firth, there is no alternative for Shetlanders which makes the fare increases that Serco has introduced all the more unpalatable. I have heard varied accounts of the on-board changes and we agreed it would be important to review these after the summer season. I still don't believe that the breakfast arrangements are in any way appropriate for families and groups and seem to be aimed at a different market. I have had a number of further representations on this point as Shetlanders return after the Easter holidays.

Given you agreed to that review, and being open in terms of the findings with Shetland, I would ask that a further element is incorporated.

As you know, because we discussed it very fully on 6 March, I believe that the Group Islander Discount was a very useful and helpful mechanism for community and sporting groups. I note with amazement that there is some acceptance that the "new" sponsorship replaces the Group Islander Discount. I am puzzled by this because you personally confirmed to Liam and I that the previous Northlink company ran both the Group Discount and an additional sponsorship scheme. I also understand that at an SIC External Transport Forum on 27 March 2013 your predecessor Bill Davidson confirmed these previous arrangements. I can assure you that I continue to receive representations observing many worries about this change and the increased costs that will now apply. I think this is a bad move which I appreciate has been endorsed by Transport Scotland and the Transport Minister. It is not clear as to whether this sponsorship scheme is now open, when applications will be reviewed, how quickly decisions will be taken and who will make these decisions. I know Serco have asked a number of local people to sit on a decision making board where they presumably would make such decisions. Perhaps you could shed light on that.

In addition and equally disturbing, you chose not to tell Liam and I that Serco were reducing the discount rate for pensioners, students and disabled people from 25% to 10%. I understand that the Serco line is that this is consistent with the contract. Thus the buck is passed to the Scottish Government. I hope Serco appreciate that Shetlanders now pay more and in these cases, people who have less to spend on transport pay more. I would therefore ask that Serco provides figures for the change in passenger numbers in these categories when the annual passenger statistics are available.

I am also disappointed that Serco have failed as yet to provide a list of food suppliers which we discussed. Serco have dropped Shetland lamb from the boats' menus. I do not know whether Serco source fresh fish from the Lerwick market nor whether any produce is now sourced from Shetland. Given your undertaking at our meeting, I would be grateful if you would provide that information.

Yours sincerely,

Tavish

Tavish Scott MSP

MSP for Shetland

Shetland Parliamentary Office

171 Commercial Street

Lerwick

Shetland

ZE1 0HX

Tel: 01595 69 0044

Scottish Parliament

Edinburgh

EH99 1SP

From: jonathan.emptage@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Knab Toilets - Possible Closure
Date: 30 April 2013 18:22:14

Katrina, hello,

Thank you for your email and attached letter which outlines the concerns of Lerwick Community Council about the possible closure by Shetland Islands Council of The Knab Public Toilet due to the serious financial situation the SIC is facing at the moment.

In answer to the first question regarding what arrangements will be made to provide toilet facilities for people visiting the Knab Burial Ground if the toilets are closed, I would confirm that no alternative arrangements will be provided.

With regard to the second point concerning costs connected with keeping the toilets open, I am arranging for the information to be compiled and then sent to you within the next week.

I appreciate that the possible closure of this toilet may raise concerns within the local community and note that the Community Council may be able to assist with keeping the facility open in some way.

Jonathan.
Jonathan Emptage
Cleansing, Grounds and Burial Services - Team Leader

A: Shetland Islands Council, Environmental Services, Gremista, Lerwick, Shetland, ZE1 0PX
T: 01595 74 4898 M: 079 172 338 13 F: 01595 74 4804
E: jonathan.emptage@shetland.gov.uk
W: www.shetland.gov.uk/waste



Executive Manager: Dave Coupe
Director: Phil Crossland

Lerwick Community Council
Per, Mrs Katrina Semple, Clerk,
Community Council Office,
1 Stouts Court,
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
Neil Hutcheson
Direct Dial: 01595 744882

Our Ref: NH/SMG/R/C4
Your Ref:

Date: 10 April 2013

Dear Mrs Semple

Surface Dressing and Re-Surfacing Programme 2013

I would like to make your Community Council aware of our proposals for surface dressing and surfacing overlays during the next financial year. We undertake to carry out surface dressing between May and August. A significant amount of patching and other preparation works are required again this year ahead of the surface dressing and the completion of these works will to a large extent dictate our programme.

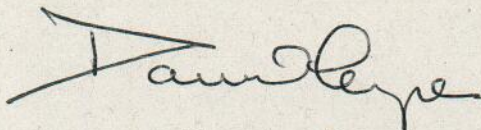
I would also like to remind your Council of the traffic management procedures that will be in place. The surface dressing sites will all be covered by an enforceable 20 mph speed limit. In the past we only used an advisory 20 mph speed limit, which had limited success. We received numerous complaints from motorists suffering stone-chip damage from overtaking and/or oncoming traffic ignoring the advisory limit. The enforceable or mandatory limit has helped to prevent such incidents and the Police are able to assist where there is evidence of excessive speed through treated areas. The mandatory speed limits will remain in force until after final sweeping of loose chips has been completed i.e. a few days after the application. We apologise for the inconvenience and increased travel times caused by these limits but these measures do minimise damage from stone-chips. They also prevent further disruption from repeat applications that may be required in treated areas damaged by speeding traffic.

Surface dressing is not a suitable treatment in all cases. Where a road surface has lost its shape, has extensive reinstatements following work by utility companies or has already been dressed several times the only option is to re-surface or overlay the road. This form of treatment restores evenness to a misshapen road and can, when of sufficient depth, strengthen a road's structure.

Please find attached maps showing lengths of the road network that have been identified as requiring an overlay of surfacing (highlighted in red) or the application of a surface dressing (highlighted in green). Where there are no maps for a particular area then there will be no treatment in that Community Council area in 2013.

Should your Council have any queries or wish to comment on the programmes please contact Neil Hutcheson at the above address.

Yours sincerely

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

Executive Manager, Roads

[HL04101301.doc]

Enc.

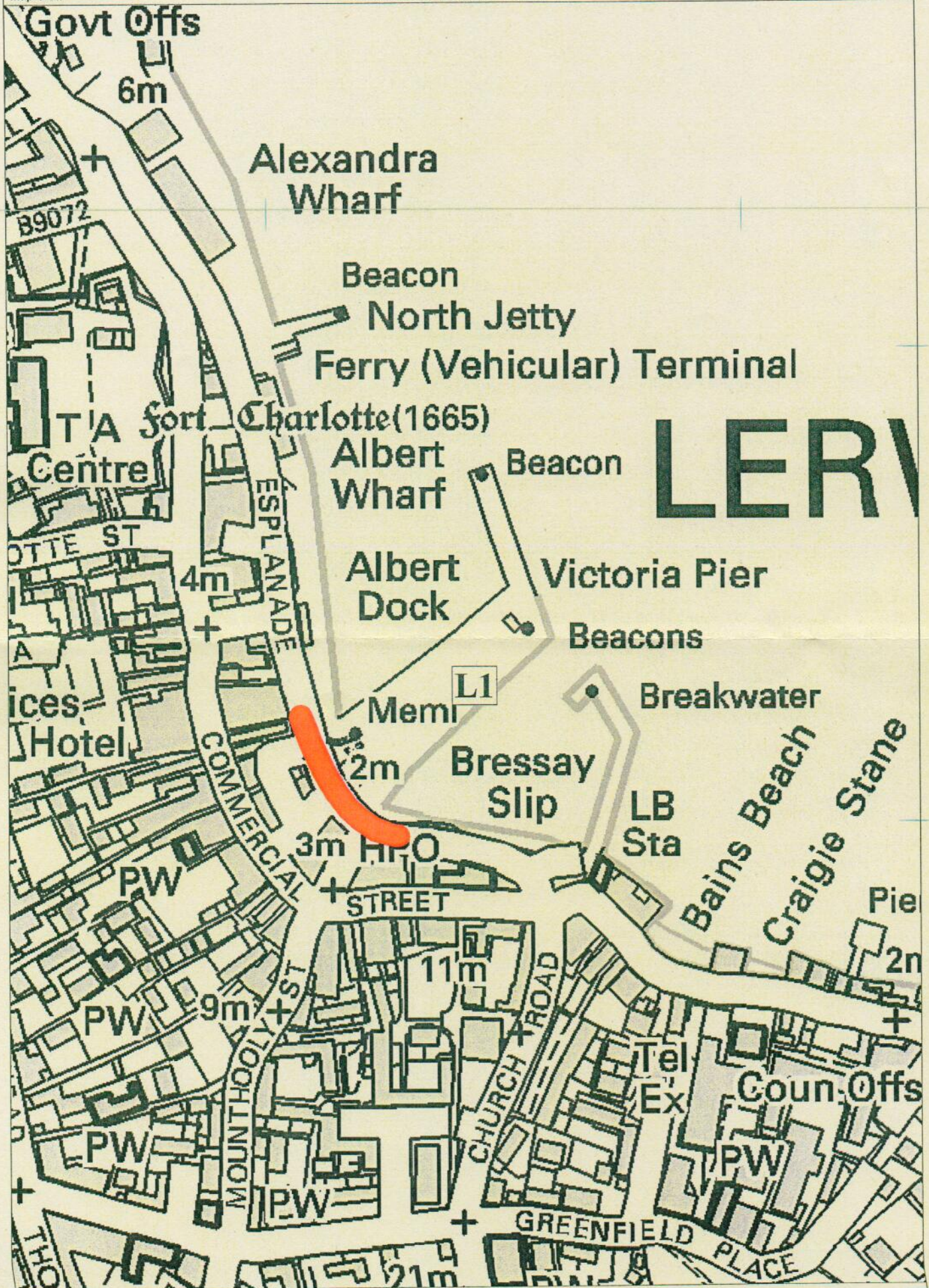
PROPOSED SURFACE DRESSING PROGRAMME

2013

| plan no | road section | location | location details/comments | length (m) |
|---|-------------------|---|---|------------|
| South Mainland | | | | |
| S1 | C0206-070 | Boddam Loop | Cracked with poor texture. | 525 |
| S2 | X0205-045 | Longfield, Lunabister | Generally poor condition. | 130 |
| S3 | A0970-190 | A970 Fladdabister Straight | Time expired resurfacing, 2008. | 1080 |
| S4 | A0970-180 | A970 South of North Fladdabister Junction | Time expired resurfacing, 2006 | 520 |
| S5 | X0210-050 | Hoswick | Time expired with low surface texture, 2005. | 510 |
| S6 | C0210-060 | North Sandwick Junction to Leebitton Junction | Time expired resurfacing, 2006 | 550 |
| S7 | C210-220/X210-240 | Sandlodge to Park Rd, Sandwick | Fretted, patching needed at north end | 1083 |
| North Mainland | | | | |
| N1 | A970-410/420 | A970 Brig o' Brae to Muckle Roe Jcn | Dress to seal cracking and improve texture. | 1020 |
| N2 | X0311-040 | Mulla & Old Main Road, Voe | Fretted and breaking up. | 680 |
| N3 | X0406-120 | Norbrek, Voe | Surface starting to break up. Lower section double dressed. | 240 |
| N4 | C0401-100 | Urafirth to Assater | High level of cracking. | 940 |
| N5 | A0970-482 | Eelawater Jcn to Swinister Jcn | Time expired resurfacing, very open surface, 2006. | 1600 |
| N6 | C0402-020 | Ronas Voe | 500m from A970 Swinister Jcn. Time expired resurfacing, 2005. | 500 |
| West Mainland | | | | |
| W1 | A0971-100 | A971 Bixter 40 MPH | Time expired resurfacing, 2006 | 600 |
| W2 | X0304-020 | Whitesness, Walls | Steep brae to Factory Junction | 710 |
| W3 | X0304-150 | Vesquoy (South End) | Time expired, 2007 | 1300 |
| W4 | C0304-100 | Mid Walls Rd (Breibister to Trulligarth) | Two time expired sections, | 1020 |
| W5 | C0309-010 | Cott road | 10mm finish on last year's pad coat. | 1100 |
| W6 | A0971-190 | A971 Brig o' Walls to Sandness | Skip to Stanevatstoe Loch | 1000 |
| W7 | X0306-150 | Crogran, Culswick | Double dress on steep brae. | 670 |
| Central Mainland & Scalloway | | | | |
| C1 | B9074-020/30 | B9074 Trondra (Capital Improvement) | Time expired, 2006. | 1400 |
| C2 | A0970-291 | Scalloway Paets | Brig o' Fitch to West Black Gaet Junction | 2375 |
| C3 | B9074-080 | Veensgarth (Roundabout to Staggered Jcn) | Time expired capital job, 2006. | 460 |
| C4 | C0309-050 | South Whitesness (South End) | Badly cracked | 1500 |
| C5 | A0970-360 | A970 Sandwater to Petta Water | Sandy Quarry to north, including surfaced section | 900 |
| C6 | X0200-180 | Westshore, Scalloway | Open surface is starting to fret | 580 |
| Yell | | | | |
| Y1 | C0502-080 | Mid Yell (Hillend to Linkshouse) | Fretting and breaking up throughout. | 1135 |
| Y2 | B9081-020 | Arisdale to Whirly | Time expired section, 2006 | 840 |
| Y3 | B9081-030 | Hannavoe to Burravoe | Time expired, 2004 | 2925 |
| Y4 | A0968-150 | A968 Sellafirth at Sandwater | Time expired and very open surface, 2006. | 1375 |
| Y5 | A0968-070 | A968 West Yell (Sound to Kirkhouse) | Widening is time expired with very open surface. | 1300 |
| Y6 | A0968-100 | A968 to South of Herra Junction | Time expired and very open surface, 2006. | 985 |
| Y7 | B9082-010 | Cullivoe (Pier Road to Grimsetter) | Poor condition, beginning to fret and break up | 1000 |

PROPOSED RE-SURFACING PROGRAMME 2013-2014

| plan no | road section | location | location details/comments | length (m) |
|---|--------------|--|--|------------|
| Lerwick | | | | |
| L1 | A0969-040 | A969 Esplanade at Head of Victoria Pier | Inlay resurfacing of carriageway opposite widened footpath | 100 |
| South Mainland | | | | |
| S1 | X0202-010 | Scatness | Low area beyond Colonial Place | 100 |
| S2 | X0204-070 | Culsetter, Spiggie | Overlay with 20mm. | 385 |
| North Mainland | | | | |
| N1 | A0970-483 | Swinister to Leon Junction | 500m south of Leon jcn. | 500 |
| N2 | A0970-484 | Leon Junction to Collafirth Hill | 350m north from Leon jcn to meet new surfacing. | 300 |
| N3 | B9075-030 | South Nesting Junction to Catfirth | Overlay of cracked and wheel tracked length on brae. | 520 |
| N4 | A0970-400 | A970 Brae Garage (Single Lane Only) | Inlay resurfacing of badly fretted and worn section | 50 |
| N5 | X0406-025 | Scatsta Road (Junction Only) | Scarify and inlay to replace potholed area | 40 |
| N6 | B9076-030 | B9076 Scatsta at War Memorial | Vertical re-alignment of short length at bad hump in road. | 40 |
| West Mainland | | | | |
| W1 | B9071-040 | B9071 Sand to Reawick at Redayre Brig | Overlay length with bad vertical alignment and wheel tracking | 250 |
| W2 | B9071-100 | B9071 between Aith and Capital Improvement | Overlay length that is rutted, cracked and has poor profile. | 800 |
| Central Mainland & Scalloway | | | | |
| C1 | A0970-280 | Brig o' Fitch including Scalloway branch | Resurface bend | 600 |
| C2 | A0970-292 | Scord bend | Overlay Scord bend and over top of brae | 260 |
| C3 | X0200-170 | Ladysmith Road, Scalloway | Inlay steep section from junction to bend | 200 |
| C4 | B9073-010 | Black Gaet | East Jct plane and resurface exit from A970 | 70 |
| Yell | | | | |
| Y1 | B9081-030 | Gossabrough to Holligarth | Single track road with poor shape, low surface texture due to fatting up | 1,500 |
| Y2 | C0502-110 | Otterswick to Aywick (150m at Double Section) | Badly rutted and cracked with poor surface texture | 150 |
| Y3 | B9082-020 | Gutcher (Cullivoe) Widened Section at Junction | Cracked and breaking up, needs an overlay | 70 |
| Whalsay | | | | |
| WH1 | X0702-090 | Creediknowe Loop | Two sections, 400m requires reconstruction. | 1200 |



Scale 1:2500

0 100m.

Based upon OS 1:10000 Raster (1x1Km) © Crown Copyright and database right 2012. All rights reserved. licence number 100024344 License No. 100024344. 2012 Shetland Islands Council



LERWICK COMMUNITY
COUNCIL

19/4/13

Dear Dr Wills/Mr. Smith,

Having recently come out of hospital, I am most dismayed to learn of the erection of bollards at the Clydesdale Bank corner.

I drive but have limited walking ability. I would never drive over the main street, but was in the habit of driving up round the Clydesdale corner and parking in the area in front of Boots, where the street is reasonably wide. There are seldom vacant parking places behind the Bank, and I now find I can no longer get to the Clydesdale Bank, Boots chemist, the butcher shop and Save the Children Shop (I buy all my cards from them - not Harry's). I understand that Save the Children are experiencing a drop in goods donated as people can no longer get near to drop goods off.

I have a Disabled Badge but what good is that when confronted by bollards.

I have had an eye witness account of a near tragedy with a child behind one of the vans now forced to reverse to their premises.

I can't think who is to benefit from this move and can only conclude that these schemes are thought up by some moron sitting in an office, with no thought or knowledge of the hardship and difficulty caused.

I am not in the habit of writing letters of complaint but feel there must be many more than myself affected by this latest unnecessary move.

Yours Faithfully

M/S

THIS IS
COPY OF LETTERS
SENT TO COUNCILLORS
DR J. WILLS and
MR C. SMITH



Shetland Islands Council

Executive Manager: Dave Coupe
Director: Phil Crossland

Owner/Occupier
22 Commercial Road
Lerwick
Shetland
ZE1 0LX

Our Ref: NH/SMG/R/C9
Your Ref:

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

Telephone: 01595 744866
Fax: 01595 744879
roads@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Neil Hutcheson
Direct Dial: 01595 744882
Date: 23rd April 2013

Dear Sir/Madam

Streetlighting Review: Lighting Reduction Options

A review of the Council's Streetlighting policy was approved at a special meeting of Shetland Islands Council on 9th February 2012. The aim was to produce a policy that manages the reduction of street lighting through risk assessment so as to retain lighting at locations where it is most needed. The policy would also aim to reduce streetlighting during the hours of darkness, when vehicles and pedestrians are least likely to be present.

A series of meetings to discuss the future of streetlighting provision was held with the general public, stakeholders and Community Councils between 13 and 30 June 2012. A total of six options were presented at these meetings.

Shetland Islands Council approved two of these options on 31st October 2012. These were the complete removal of streetlighting circuits and part-night lighting. The latter is the fitting of time clock controls to existing streetlights in order to reduce the hours of lighting by switching off the lights between midnight and 6.00am when they are less needed. This is the saving method proposed for the streetlighting at Old North Ness Road, Lerwick.

There could be disadvantages with the reduction of streetlighting. It is crucial that savings made by the Council are not just transferred to wider society. Therefore, prior to the introduction of any lighting reduction scheme a risk assessment and public consultation exercise must be undertaken. A copy of the assessment for the Old North Ness Road, Lerwick is enclosed for your information.

I would appreciate your comments on these proposals, particularly if any risks or hazards have been omitted from the risk assessment.

Please reply to Neil Hutcheson at the above address prior to 31 May 2013. Neil should also be contacted with any queries you may have regarding the proposals.

Yours faithfully



PP Executive Manager, Roads

[HL04231301.doc]

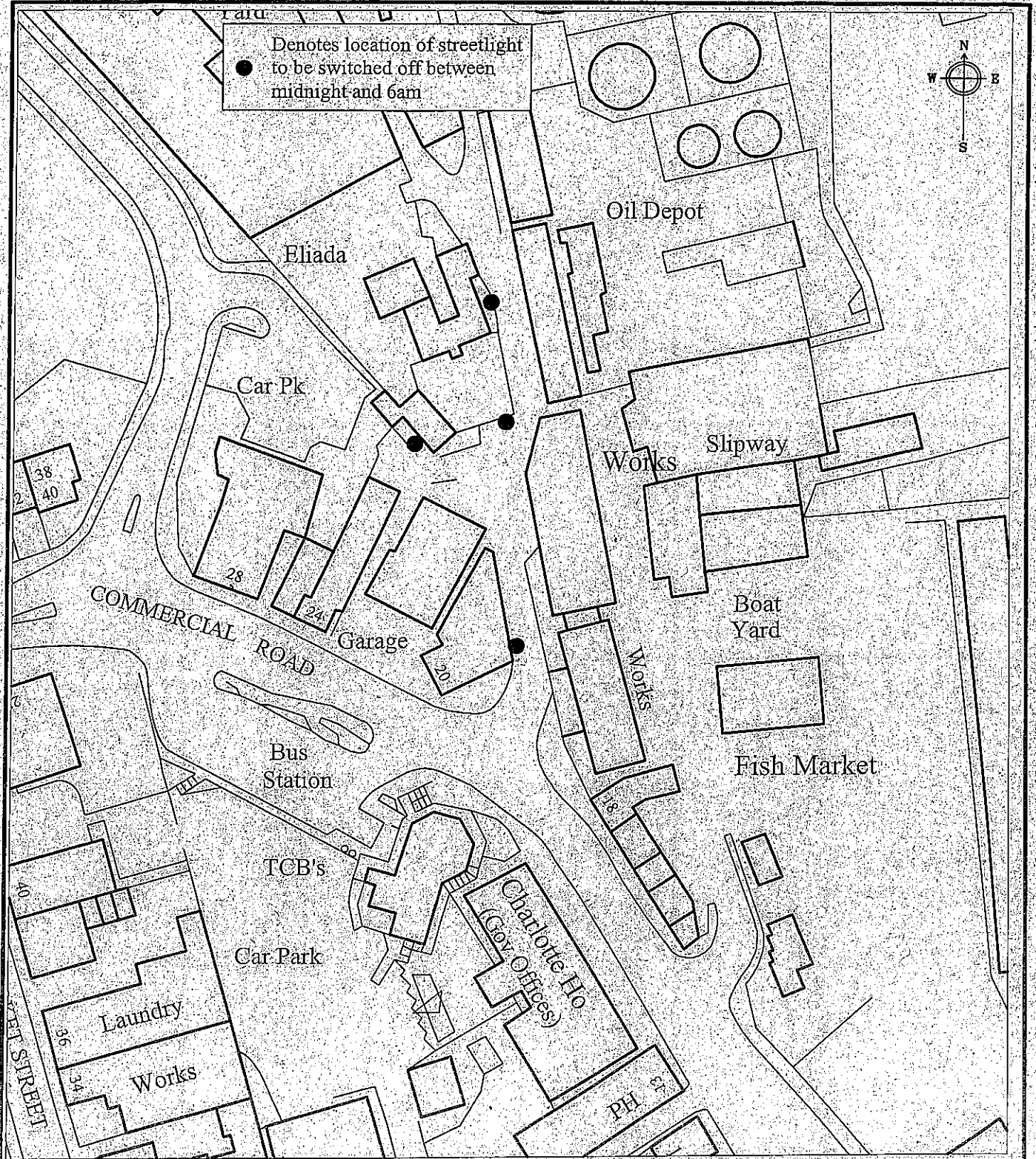
Enc.

Cc. Lerwick Community Council

Councillor Malcolm Bell, Edgcott, 34 St Olaf Street, Lerwick, ZE1 0QH

Councillor Michael Stout, Kirkabister, Bressay, Shetland, ZE2 9ER

Councillor Allan Wishart, Seafield Lodge, Lower Sound, Lerwick, ZE1 0RN



Scheme:

Lighting Reduction:
Risk Assessment

Shetland Islands Council

Roads Service
Department of Infrastructure Services
Grantfield, Lerwick, Shetland



Tel: 01595 744866 Fax: 01595 744869

Title:

Old North Ness Road,
Lerwick

Date:

22 Apr 13

Drawn:

N.E.H.

Checked:

Scale:

Drq No:

Rev:

Assessment No: NH



SHETLAND ISLANDS COUNCIL – ROADS SERVICE

Sheet: 1 of 1

Scheme type: Part-night

RISK ASSESSMENT FOR STREET LIGHTING REDUCTION

Date: 27 Feb 2013

Location: Old North Ness Road,
Lerwick

Assessor: Neil Robertson

Designation: Engineer

Signature:

| Hazard | Risk Cause and Effect | Score Before Control | | | Control Measures | Score After Control | | |
|---|--|----------------------|---|---|--|---------------------|---|---|
| | | A | B | C | | A | B | C |
| Junction proximity ("A Class" Road) with 30 mph speed limit | Junction is lit by "main" road lighting so no increased risk | | | | | | | |
| Carriageway surface is in poor condition | Risk of pedestrian trips and hazards | 2 | 2 | 4 | Patch repair to surface | 1 | 2 | 2 |
| No bus stops | None | | | | | | | |
| No traffic calming | None | | | | | | | |
| Ramped access to garage | Risk of pedestrian trips and hazards but unlikely to be many pedestrians during hours when lighting switched off | 2 | 2 | 4 | None other than retain lighting throughout night | 2 | 2 | 4 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

NOTES:

Supervisor Signature:

Supervisor Print: Neil Hutcheson

| A | |
|-------|--------------------------|
| Score | Likelihood of Occurrence |
| 1 | Very Unlikely |
| 2 | Unlikely |
| 3 | Likely |
| 4 | Very Likely |
| 5 | Certain |

X

| B | |
|-------|--------------------------|
| Score | Severity of Consequence |
| 1 | Negligible/Very Minor |
| 2 | Minor injury |
| 3 | Injury over 3 lost days |
| 4 | Major injury |
| 5 | Fatality highly probable |

=

| C | |
|-------|------------------|
| Score | Risk Factor |
| 1-4 | Trivial to Minor |
| 5-8 | Acceptable |
| 9-15 | Substantial |
| 16-25 | Unacceptable |

WORK MUST NOT PROCEED



Executive Manager: Jan-Robert Riise
Director of Corporate Services: Christine Ferguson

Mrs K Semple
Lerwick CC Clerk
Lower Wick
GULBERWICK
Shetland

Governance & Law
Corporate Services Department
Office Headquarters
8 North Ness Business Park
Lerwick
Shetland, ZE1 0LZ

Telephone: 01595 744550
Fax: 01595 744585
legal@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Anne Cogle
Direct Dial: 01595 744554
Email:
anne.cogle@shetland.gov.uk

Our Ref:

Date: 29 April 2013

Dear Mrs Semple

Review of the Registration Service in Shetland

I refer to earlier correspondence and consultation on the above Review, and now write to advise you that the Shetland Islands Council, at its meeting on 24 April 2013, resolved to centralise only Shetland mainland registrations to Lerwick leaving all island Registrars in place, with the exception of North Yell and Bressay.

Unfortunately, this means that the registration service provided by Registrars in the following areas will cease: Bressay; North Yell; Dunrossness; Sandwick; Burra; Tingwall; Nesting; Lunnasting; Whiteness; Sandsting; Sandness; Delting; and Northmaven. Implementation of these closures will start from June, and will be completed by the end of December 2013.

The Council has therefore resolved that the Registrar posts in the following areas will continue: Lerwick; Unst; Fetlar; Mid Yell; Skerries; Whalsay; Fair Isle; and Foula. The Council also resolved that a further report will be presented as to how this decision will be implemented, including a review of terms and conditions, and how the Service will be funded in future. This further report to the Council will also address issues such as training and any future options with regard to secure network access through Council or other office accommodation.

In the meantime, I would like to thank you for taking time to consider the consultation document, and for any contribution you made to the process.

Yours sincerely

Jan-Robert Riise
Executive Manager - Governance and Law

LERWICK COMMUNITY COUNCIL

Financial Report as at 31 March 2013

| | £ | £ |
|---|----------|-----------------|
| <u>INCOME</u> | | |
| Balance at as 6 April 2012 | | 7,026.20 |
| SIC Grant - Part Payment 2012-13 | | 14,945.00 |
| SIC Grant - Second Tranche | | 13,488.00 |
| Refund -Chambers Overcharge SIC | | 41.54 |
| Sale of TH Guides | | 41.60 |
| | | 35,542.34 |
| <u>EXPENDITURE</u> | | |
| Office Costs | 4,625.18 | |
| Employment Costs | 9,122.40 | |
| Administration | 998.98 | |
| Chambers | 507.10 | |
| Accountancy | 200.00 | |
| Misc. | 2,103.79 | |
| Grants/Projects | 8,365.06 | |
| | | 25,922.51 |
| | | 9,619.83 |
| <u>REPRESENTED BY</u> | | |
| Balance as at 27 March 2013 | | 13,579.65 |
| <u>Indication of Free Funds:</u> | | |
| Main Annual Running Costa Forecast - £15,673.66 | | |
| Amended Costs Remaining | 0.00 | |
| Annual Grants & Projects - Amended Forecast £3,715.06 | | |
| Payments Remaining | 0.00 | |
| <u>Committed Funding:</u> | | |
| Royal British Legion Lerwick Pipe Band | 500.00 | |
| Benches - Cunningham Way (?) | 1,300.00 | |
| Vagar Road Grant - <i>Grant Estimate</i> | 300.00 | |
| Heritage Place Names Map - <i>Estimate</i> | 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 |
| Estimated Free Funds | | 729.83 |

LERWICK COMMUNITY COUNCIL

Financial Report as at 30 April 2013

| | £ | £ |
|---|-----------|-------------------------|
| <u>INCOME</u> | | |
| Balance at at 1 April 2013 | | 9,619.83 |
| SIC Grant 2013-2014 - to be received | | 20,923.00 |
| Sale of TH Guides | | 0.00 |
| | | <u>30,542.83</u> |
| <u>EXPENDITURE</u> | | |
| Office Costs | 15.00 | |
| Employment Costs | 760.20 | |
| Administration | 88.70 | |
| Chambers | 0.00 | |
| Accountancy | 0.00 | |
| Misc. | 0.00 | |
| Grants/Projects | 270.06 | |
| | | <u>1,133.96</u> |
| | | <u>29,408.87</u> |
| <u>REPRESENTED BY</u> | | |
| Balance as at 30 April 2013 | | <u>11,286.27</u> |
| <u>Indication of Free Funds:</u> | | |
| Main Annual Running Costs - Forecast - £15,295.40 | | |
| Amended Costs Remaining | 14,431.50 | |
| Annual Grants & Projects Forecast - £4,575.55 | | |
| Payments Remaining | 4,305.49 | |
| <u>Committed Funding:</u> | | |
| 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 | |
| | | <u>27,626.99</u> |
| Estimated Free Funds | | <u>1,781.88</u> |

LERWICK COMMUNITY COUNCIL - Main Annual Running Costs

| Budget 2013-2014 | Forecast | Amended | Actual to date |
|--|------------------|-------------|----------------|
| | £ | £ | £ |
| SIC-Rent | 2,700.00 | 0.00 | 0.00 |
| SIC-Office Insurance | 55.00 | 0.00 | 0.00 |
| Data Protection Registry Renewal | 38.00 | 0.00 | 0.00 |
| Meeting Room | 220.00 | 0.00 | 0.00 |
| Business Stream | 180.00 | 0.00 | 15.00 |
| Hydro-Office | 675.00 | 0.00 | 0.00 |
| Telephone & Broadband | 490.00 | 0.00 | 39.78 |
| SIC-Refuse Collection | 0.00 | 0.00 | 0.00 |
| Clerks Salary | 9,122.40 | 0.00 | 760.20 |
| Postage | 25.00 | 0.00 | 0.00 |
| Office/Liability Insurance | 840.00 | 0.00 | 0.00 |
| Accountants Fees | 240.00 | 0.00 | 0.00 |
| Membership of VAS | 185.00 | 0.00 | 0.00 |
| Solution X (Xerox) | 200.00 | 0.00 | 48.92 |
| Office Supplies | 100.00 | 0.00 | 0.00 |
| Rates-LCC Qualifies for 100% Business Rates Relief | 0.00 | 0.00 | 0.00 |
| Contingency | 225.00 | | |
| Total | 15,295.40 | 0.00 | 863.90 |

| Budget 2012-2013 | Forecast | Amended | Actual to date |
|--|------------------|------------------|------------------|
| | £ | £ | £ |
| SIC-Rent | 2,700.00 | 2,700.00 | 2,700.00 |
| SIC-Office Insurance | 53.00 | 50.87 | 50.87 |
| Data Protection Registry Renewal | 38.00 | 35.00 | 35.00 |
| Meeting Room | 360.00 | 507.10 | 507.10 |
| Business Stream | 468.00 | 444.00 | 444.00 |
| Hydro-Office | 800.00 | 599.11 | 599.11 |
| Telephone & Broadband | 590.00 | 600.39 | 600.39 |
| SIC-Refuse Collection | 45.00 | 0.00 | 0.00 |
| Clerks Salary | 9,122.40 | 9,122.40 | 9,122.40 |
| Postage | 180.00 | 60.00 | 60.00 |
| Office/Liability Insurance | 825.00 | 831.20 | 831.20 |
| Accountants Fees | 240.00 | 200.00 | 200.00 |
| Membership of VAS | 185.00 | 185.00 | 185.00 |
| Solution X (Xerox) | 200.00 | 187.40 | 187.40 |
| Office Supplies | 190.00 | 151.19 | 151.19 |
| Rates-LCC Qualifies for 100% Business Rates Relief | 0.00 | 0.00 | 0.00 |
| Total | 15,996.40 | 15,673.66 | 15,673.66 |

| | |
|--------------------------|---------------|
| Forecast Costs | 15,295.40 |
| Less Actual to Date | <u>863.90</u> |
| Forecast Costs Remaining | 14,431.50 |

| | |
|--------------------------|------------------|
| Amended Forecast Costs | 15,673.66 |
| Actual to Date | <u>15,673.66</u> |
| Forecast Costs Remaining | 0.00 |

SIC Grant **20,923.00**

SIC Grant **28,433.00**

| | |
|---|-------------------------------|
| Forecast Running Costs | 15,295.40 |
| Forecast Annual Grants & Projects | 4,575.00 |
| | <u>19,870.40</u> |
| Estimated Free Funds (Excluding free funds carried over) | <u><u>1,052.60</u></u> |

LERWICK COMMUNITY COUNCIL - ANNUAL GRANTS & PROJECTS

| Budget 2013-14 | Forecast | Amended Forecast | Actual to Date | Budget 2012-13 | Forecast | Amended Forecast | Actual to Date |
|----------------------------------|-----------------|------------------|----------------|-----------------------------------|-----------------|------------------|-----------------|
| | £ | £ | £ | | £ | £ | £ |
| Lighting at Clickimin Broch | 2,500.00 | 0.00 | 270.06 | Lighting at Clickimin Broch | 3,500.00 | 1,284.17 | 1,284.17 |
| Lerwick Fireworks Display | 2,000.00 | 0.00 | 0.00 | Lerwick Fireworks Display | 2,000.00 | 2,000.00 | 2,000.00 |
| Peerie Galley Ground Rent | 75.55 | 0.00 | 0.00 | Peerie Galley Ground rent | 75.00 | 75.55 | 75.55 |
| | 4,575.55 | 0.00 | 270.06 | Lerwick Town Centre Flral Baskets | 1000.00 | 0.00 | 0.00 |
| | | | | LTCA Bunting & Banners | 250.00 | 0.00 | 0.00 |
| | | | | Lerwick Garden Competition | 400.00 | 355.34 | 355.34 |
| | | | | | 7,225.00 | 3,715.06 | 3,715.06 |
| Forecast | 4,575.55 | | | Amended Forecast | 3,715.06 | | |
| Less Actual to Date | 270.06 | | | Less Payments to Date | 3,715.06 | | |
| Estimated Spend Remaining | 4,305.49 | | | Estimated Spend Remaining | 0.00 | | |



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
Website: www.lerwickcc.org

APPLICATION FOR GRANT

Name of group/organisation: Living Lerwick Ltd
Contact name & position held: Christena Irvine, BID Manager
Address: 7 Mounthooly Street, Lerwick, ZE1 0BJ
Mobile & telephone numbers: 07767 446617, 01595 696932
Email address: info@livinglerwick.co.uk

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

Living Lerwick Ltd is working towards creating a new summer event (there are various exciting plans which we must keep confidential until we have more detail). As part of this, we would like to improve the look and feel of the town centre for summer 2013. The intentions are to have:

Summer bunting - *each individual flag will be created by a nursery or primary school child (which should encourage youngsters to come to the town centre to see their flag in the bunting)*

Flower scheme - *A mixture of re-usable planters with wooden frames and the traditional hanging baskets. The previous flower scheme provided by LTCA, whereby hanging baskets were suspended from 34 business properties and watered was very expensive and did not cover the full area covered by Living Lerwick Ltd. Due to this, directors have decided to change the usual flower scheme format in order to: cover a wider area within the town centre, make it more noticeable to the public, make it more sustainable and improve cost efficiency. The new scheme will include 30 planters in raised wooden frames which can be re-used each year. All flowers (including those in baskets) will be watered by the businesses in order to reduce the annual cost. The mix of flower display methods is also hoped to improve the visibility of the flowers in the area as there will be flowers at different heights.*

Type of organisation (e.g. voluntary / charitable): Ltd Company (not for profit business improvement district)

Number of members in group/organisation: 174 and what percentage reside in Lerwick: 100%.

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

Current financial position of group/organisation: Businesses are contributing a levy of approximately £77,750 to achieve all aspects of the Living Lerwick Ltd Business Plan.

Costs of proposed project: £1,855.50.

Funding/grants received from other sources (e.g. fundraising): Levy contribution £927.75

Grant requested from Lerwick Community Council: £927.75.

Details of last grant received from Lerwick Community Council: Date: 12/3/13. Amount: £1,150

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): Christena Irvine, BID Manager

of (group/organisation): Living Lerwick Ltd

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: *Christena M. Irvine*

Date: 23/4/13

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:

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

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 *Christena M Irvine* Date *26/4/13*

Print Name: Christena Irvine

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

Lerwick Planning Applications – April 2013

[Erect signboards](#)

22-24 North Road Lerwick Shetland ZE1 0NQ

Ref. No: 2013/130/ADV | Received: Thu 18 Apr 2013 | Validated: Fri 19 Apr 2013 | Status: Pending Consideration

[Erect signboards](#)

11 Mounthooly Street Lerwick Shetland ZE1 0BJ

Ref. No: 2013/122/ADV | Received: Mon 08 Apr 2013 | Validated: Mon 08 Apr 2013 | Status: Pending Decision