

Wednesday, 9 December, 2020 - 9.30 a.m.

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## AGENDA

### Page Nos.

- |     |  |          |
|-----|--|----------|
| 1.  | <b>APOLOGIES FOR ABSENCE</b>   |          |
| 2.  | <b>DECLARATIONS OF INTEREST</b> – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.  |          |
| 3.  | <b>MINUTE</b> – Minute of Meeting of North East Fife Area Committee of 28 October 2020.  | 3 - 8    |
| 4.  | <b>PROPOSED WAITING RESTRICTIONS - ST LEONARDS ROAD, ST ANDREWS</b> – Report by the Head of Assets, Transportation and Environment   | 9 - 11   |
| 5.  | <b>PROPOSED FOOTWAY ADOPTION - PITTENWEEM</b> – Report by the Head of Assets, Transportation and Environment   | 12 - 24  |
| 6.  | <b>APPOINTMENT TO PARTNER ORGANISATION - ST ANDREWS BID MANAGEMENT BOARD</b> – Report by the Head of Legal & Democratic Services   | 25 - 26  |
| 7.  | <b>APPLICATION FOR FUNDING FROM ST MONANS COMMON GOOD FUND</b> – Report by the Head of Communities & Neighbourhoods  | 27 - 31  |
| 8.  | <b>COMMON GOOD ANNUAL UPDATE</b> – Report by the Executive Director - Finance & Corporate Services   | 32 - 65  |
| 9.  | <b>NON-SETTLEMENT TRUSTS ANNUAL UPDATE AND REVIEW OF TRUST FUNDS</b> – Report by the Head of Communities & Neighbourhoods  | 66 - 72  |
| 10. | <b>SETTLEMENT TRUSTS ANNUAL UPDATE</b> – Report by the Head of Communities & Neighbourhoods  | 73 - 78  |
| 11. | <b>NORTH EAST FIFE AREA HOUSING PLAN UPDATE</b> – Report by the Head of Housing Services   | 79 - 87  |
| 12. | <b>NORTH EAST FIFE CLD PLAN &amp; ANTI-POVERTY UPDATE</b> – Report by the Head of Communities & Neighbourhoods   | 88 - 105 |
| 13. | <b>NOTICE OF MOTION</b> – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-<br><br>“The North East Fife Area Committee requests Roads & Transportation to consider whether resources can be made available for the following actions: <ul style="list-style-type: none"><li>• To engage with colleagues in Perth &amp; Kinross in order to understand the costs, benefits and opportunities that a Green Route scheme could provide in North East Fife;</li><li>• To/</li></ul> ” |          |

- To identify potential Green Routes in North East Fife; and
- To outline costs and potential sources of funding.

Officers are asked to report back their findings to the Committee within 6 months.”

Proposed by Councillor Jonny Tepp  
Seconded by Councillor Tim Brett

**14. NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-

“Committee notes the significant concern within the Strathkinness community about the safety of the B939/C4 crossroads at Strathkinness. Committee also notes the concern expressed by both Strathkinness Community Council and Kemback, Pitscottie and Blebo Community Council, and their requests for improvements to the crossroads to be considered. Committee requests Roads and Transportation Services to carry out an option appraisal of potential improvements to the crossroads, including cost estimates, with the options including – but not limited to – the following measures:-

- improved signage;
- improved sightlines;
- a reduction in the speed limit to 40mph; and
- a roundabout.

Committee further requests that the option appraisal is reported to Committee no later than 21st April 2021, for full consideration.”

Proposed by Councillor Brian Thomson  
Seconded by Councillor Ann Verner

**15. PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment 106 - 107

**16. NORTH EAST FIFE AREA COMMITTEE WORK PROGRAMME** 108 - 111

**Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.**

Morag Ferguson  
Head of Legal and Democratic Services  
Finance and Corporate Services

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

2 December, 2020

If telephoning, please ask for:  
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**THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – REMOTE MEETING**

**28 October, 2020**

**9.30 a.m. – 1.30 p.m.**

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Dominic Nolan, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner

**ATTENDING:** Janice Laird, Community Manager (North East Fife), Kirstie Freeman, Safer Communities Area Co-ordinator, Sarah Johnston, Access Officer, Communities and Neighbourhoods; John Mitchell, Service Manager and Allan Maclean, Lead Consultant, Sustainable Transport and Parking, Stuart Goodfellow, Technician Engineer, Traffic Management (North Fife), Roads & Transportation Services; Chief Inspector Brian Poole, Inspector Yvonne Stenhouse, Police Scotland; Steven Michie, Station Commander, Scottish Fire & Rescue Service; Paul Coleman, Lead Officer (Safer Communities), Housing Services; Elizabeth Mair, Committee Officer, Legal & Democratic Services.

**271. DECLARATIONS OF INTEREST**

Councillor Porteous declared an interest in Para. 279 - Application for Funding from St. Monans Common Good, as his wife was Chair of Beautiful St Monans.

Councillor Jane Ann Liston declared an interest in Para. 280 - Application for Funding from St Andrews Local Community Planning Budget and Para. 284 - Spaces for People Programme, as a Director of BID St Andrews but in respect of Para. 284 was satisfied that the interest was so insignificant and remote that it would not prejudice discussion or decision making in her role as a Councillor and she would therefore remain in the meeting.

Councillor Brian Thomson declared an interest in Para. 280 - Application for Funding from St Andrews Local Community Planning Budget and Para. 284, Spaces for people Programme, as a Director of BID St Andrews.

Councillor Dominic Nolan declared an interest in Para. 278 - Application for Funding from St Andrews Common Good from St Andrews Tennis Club, as a trustee on an organisation which had provided funding to the tennis club.

**272. MINUTE**

The Committee considered the minute of meeting of the North East Fife Area Committee of 2 September 2020.

**Decision**

The Committee agreed to approve the minute.

*Due to technical issues at this stage, the Convener advised that items 6 and 7 on the agenda would be considered prior to items 4 and 5.*

**273. PROPOSED AMENDMENT TO WAITING RESTRICTIONS – HIGH STREET, NEWPORT ON TAY**

The Committee considered a report by the Head of Assets, Transportation & Environment on proposals to amend the waiting restrictions on High Street, Newport on Tay

**Decision**

The Committee:-

- (1) agreed to the amendments to the waiting restrictions on High Street, Newport on Tay, as detailed on Drg. Nos. TRO20/29 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**274. PROPOSED AMENDMENT TO WAITING RESTRICTIONS – BOAT BRAE AND BOAT ROAD, NEWPORT ON TAY**

The Committee considered a report by the Head of Assets, Transportation & Environment on proposals to amend the waiting restrictions on Boat Brae and Boat Road, Newport on Tay.

**Decision**

The Committee:-

- (1) approved the amendments to the waiting restrictions on Boat Brae and Boat Road as detailed on Drg. Nos. TRO20/25 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**275. PUBLIC RIGHT OF WAY DIVERSION, KINLOCH QUARRY, COLLESSIE, FIFE**

The Committee considered a report by the Head of Communities & Neighbourhoods requesting approval for a diversion of public rights of way FN432 and FN433 at Kinloch Quarry, Collessie Fife.

**Decision**

The Committee approved the proposed diversions of the public rights of way under section 208 of the Town and Country Planning (Scotland) Act 1997, subject to a briefing note being issued to members in respect of a biodiversity study being carried out and providing more detail on the Equality Impact Assessment, prior to promotion of the Order.

*Councillor Brett joined the meeting during consideration of the above item.*

**276./**

**276. PUBLIC RIGHT OF WAY DIVERSION, DUNBARNIE LINKS, DRUMELDRIE**

The Committee considered a report by the Head of Communities & Neighbourhoods requesting approval for a diversion of public right of way FN702 at Dunbarnie Links.

**Decision**

The Committee approved the proposed diversion of the public right of way under section 35 of the Countryside (Scotland) Act 1967.

**277. CRAIL COMMON GOOD - APPLICATION FOR ASSISTANCE TOWARDS THE COSTS OF RESTORING THE MERCAT CROSS**

The Committee considered a report by the Head of Communities & Neighbourhoods seeking a 50% contribution from Crail Common Good fund towards the costs of restoring the Mercat Cross.

**Decision**

The Committee agreed a contribution of £10,000 from Crail Common Good Fund to Crail Preservation Society towards the costs of the Mercat Cross Restoration Project.

**278. APPLICATION FOR FUNDING FROM ST ANDREWS COMMON GOOD FROM ST ANDREWS TENNIS CLUB**

*Having earlier declared an interest, Councillor Nolan left the meeting prior to consideration of this item.*

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of an application for funding from St. Andrews Common Good fund for the reconstruction of the tennis courts and upgrade to floodlighting at St. Andrews Tennis Club.

**Decision**

The Committee approved a contribution of £20,000 from St. Andrews Common Good fund to St. Andrews Tennis Club for the reconstruction of the tennis courts and upgrade to floodlighting.

*Councillor Nolan rejoined the meeting following consideration of the above item.*

**279. APPLICATION FOR FUNDING FROM ST MONANS COMMON GOOD FUND**

*Having earlier declared an interest, Councillor Porteous left the meeting prior to consideration of this item.*

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of two applications received for grant funding from St Monans Common Good Fund. Janice Laird requested that the application from the Jim Matthew Camera Collection Trust be deferred for further information.

**Decision/**

**Decision**

The Committee:-

- (1) agreed that the application from the Jim Matthew Camera Collection Trust be deferred for further information; and
- (2) approved a contribution of £6,000 from St Monans Common Good Fund to St. Monans Community Council for the St. Monans Floral Display Scheme.

*Councillor Porteous rejoined the meeting following consideration of the above item.*

**280. APPLICATION FOR FUNDING FROM ST ANDREWS LOCAL COMMUNITY PLANNING BUDGET**

*Having earlier declared an interest, Councillors Liston and Thomson left the meeting prior to consideration of this item.*

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of an application received from BID St. Andrews for £15,000 funding from the Local Community Planning Budget to provide interim support for the ballot renewal process.

**Decision**

The Committee approved funding of £15,000 from the Local Community Planning Budget to BID St. Andrews to provide interim support for the ballot renewal process.

*Councillors Liston and Thomson rejoined the meeting following consideration of the above item.*

**281. SAFER COMMUNITIES TEAM UPDATE**

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the North East Fife committee area during the period 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the activity to date as detailed in the report.

The meeting adjourned at 11.34 a.m.

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The meeting reconvened at 11.40 a.m.

**282. OPERATIONAL & COMMUNITY BRIEFING ON POLICING ACTIVITIES WITHIN NORTH EAST FIFE**

The Committee considered a report by Local Area Commander, North East Fife, advising on matters involving Police Scotland which had relevance to community safety in the North East Fife policing area from April 2019 to March 2020.

**Decision/**

**Decision**

The Committee noted:-

- (1) the update on performance with regards to the local priorities, campaigns and other initiatives undertaken by North East Fife officers from April 2019 to March 2020;
- (2) that members would be consulted on the future format on these reports; and
- (3) that a members meeting with Chief Inspector Brian Poole and Community Inspector Yvonne Stenhouse would be arranged by the end of the year.

*Councillor Miklinski left the meeting during consideration of the above item.*

**283. SCOTTISH FIRE & RESCUE SERVICE - LOCAL PLAN ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Station Commander, North East Fife Area, providing incident information for the period 1st April 2019 to 31st March 2020 to enable the Committee to have an overview of the Scottish Fire & Rescue Service North East Fife Committee Area incident activity against its key performance indicators.

**Decision**

The Committee noted:-

- (1) the progress across a range of performance indicators within the report; and
- (2) that information regarding the introduction of the new smoke alarm legislation would be circulated to members.

**284. SPACES FOR PEOPLE PROGRAMME**

*Having earlier declared an interest, Councillor Thomson left the meeting prior to consideration of this item.*

The Committee considered a report by the Head of Assets, Transportation & Environment providing an update on the progress made with the Spaces for People programme and seeking agreement for the use of local ward meetings for advancing projects within North East Fife Area.

**Decision**

The Committee agreed:-

- (1) to note the progress made to date;
- (2) that future proposals be subject to vigorous consultation based on the National Standards for Community Engagement good practice guidelines; and
- (3) that it was the view of the East Neuk Councillors that the barriers outside the Co-op in Crail be removed.

*Councillor Porteous left the meeting during consideration of the above item.*

**285. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation & Environment advising of action taken using the list of officer Powers in relation to property transactions.

**Decision**

The Committee noted the report.

**286. NORTH EAST FIFE AREA COMMITTEE WORK PROGRAMME**

The Committee noted the current work programme for the North East Fife Area Committee.

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9 December 2020

Agenda Item No. 4

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## **Proposed Waiting Restrictions – St Leonards Road, St Andrews**

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**Report by:** Ken Gourlay, Head of Assets, Transportation & Environment

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**Wards Affected:** Ward 18 – St Andrews

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### **Purpose**

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The purpose of this report is to allow the St Andrew Area Committee to consider proposals to introduce “No Waiting at Any Time” restrictions on St Leonards Road, St Andrews.

### **Recommendation(s)**

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It is recommended, in the interests of accessibility and road safety, that Committee:

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/20/34 with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

### **Resource Implications**

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The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,000, which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

### **Legal & Risk Implications**

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There are no known legal or risk implications.

### **Impact Assessment**

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The general duties section of the impact assessment and the summary form have been completed. No negative impacts have been identified.

### **Consultation**

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The local Ward Councillors, Parking Management team and Police Scotland have been advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Council’s website.

## 1.0 Background

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- 1.1 St Leonards Road is a busy no through road that gives access to the University Sports Centre, the newly built halls of residence and residential property mostly along the road northside of the road.
- 1.2 Parking on this road occurs on both sides of the road regularly by buses as well as players from various football and rugby clubs together with spectators.
- 1.3 St Leonards Road also registers high pedestrian and cyclist movements mostly from University students.
- 1.4 The road also has a 20-zone implemented which runs the whole length of the road.

## 2.0 Issues and Options

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- 2.1 Representations have been received about a lack of visibility at the junction of St Leonards Road with Hepburn Road due to vehicles parked very close to the junction on St Leonards Road. This creates a hazard for vehicles and cyclists turning into St Leonards Road from Hepburn Road as they are forced to swerve on to oncoming traffic due to parked vehicles.
- 2.2 In order to improve visibility and to avoid vehicles/cyclists swerving out on to the oncoming lane, it is proposed to introduce a “No Waiting at Any Time” restriction for a length of 10 metres on Hepburn Road (both sides) and for a length of 20 metres on St Leonards Road as detailed on drawing number TRO/20/34.
- 2.3 It was also highlighted that vehicles were regularly parking on the pavement due to the width of the road forcing pedestrians, wheelchair users and prams to move onto the road. Parked cars also caused congestion on the road making it difficult for vehicles to navigate through St Leonards Road.
- 2.4 In order to ease congestion and to give a safe passageway for pedestrians/prams/wheelchair users it is proposed to introduce a “No Waiting at Any Time” restriction at a length of 133m on the northside of St Leonards Road as detailed on drawing number TRO/20/34.

## 3.0 Conclusions

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- 3.1 It is considered that in the interest of road safety that a TRO is promoted to introduce a “No Waiting at Any Time” restriction as detailed on drawing number TRO/20/34.

### List of Appendices

1. Drawing No. TRO/20/34

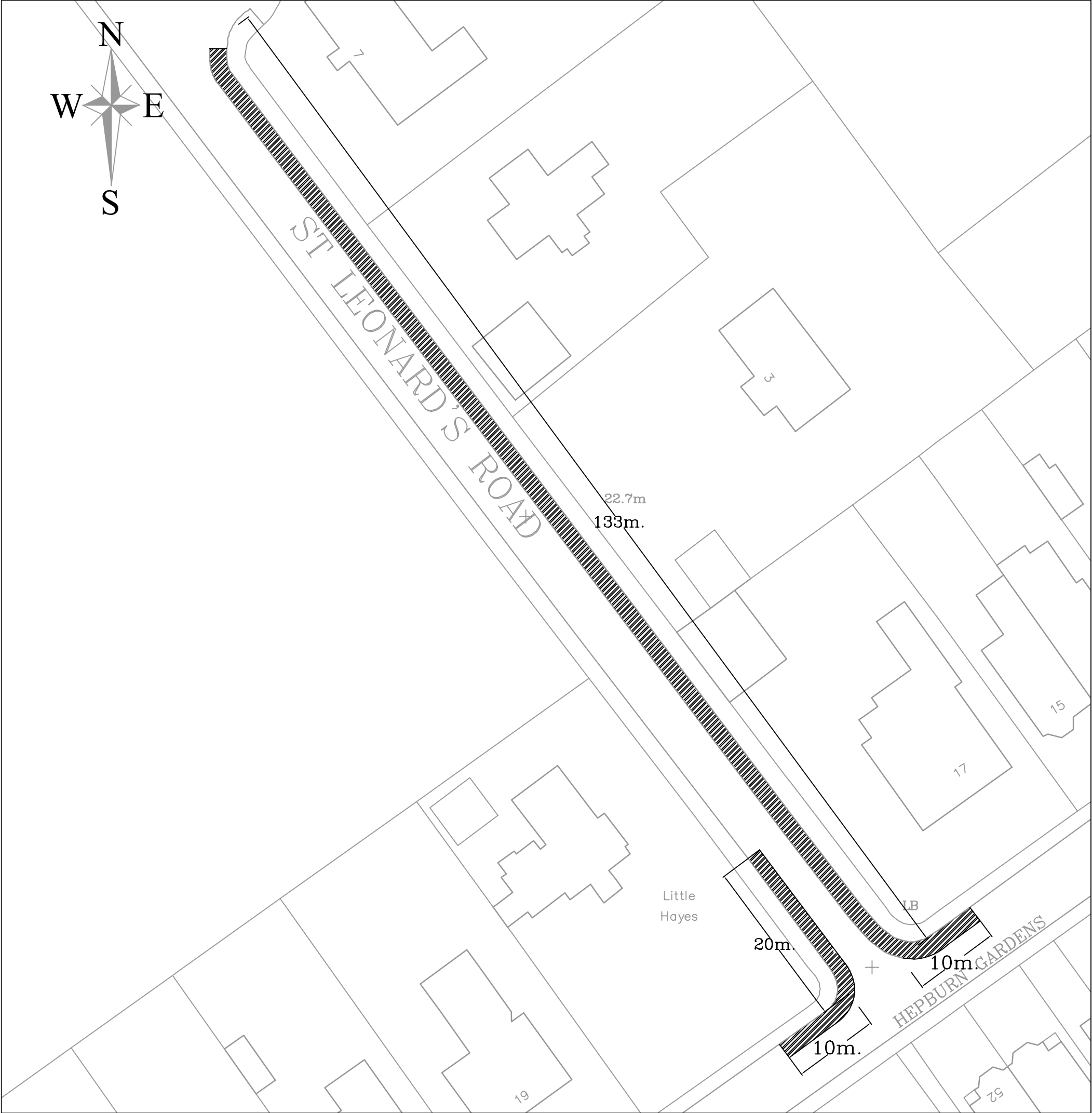
### Background Papers

1. None

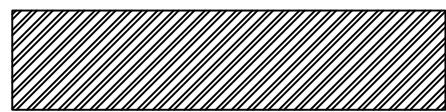
### Report Contact

Colin Stirling  
Lead Consultant, Traffic Management (North Fife)  
Assets, Transportation and Environment  
Roads & Transportation Services  
Bankhead Central  
Glenrothes  
03451 55 55 55 Ext No 450444

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# Legend



Proposed 'No Waiting At Any Time' restriction

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REF	AMENDMENTS				BY	APPV'D	DATE
DESIGNED	ds	DRAWN	CHECKED	APPROVED	CS	DATE 2020	



ASSETS,  
TRANSPORTATION and  
ENVIRONMENT

St Leonard's Road St Andrews

9<sup>th</sup> December 2020

Agenda Item No. 5

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## **Proposed Footway Adoption - Pittenweem**

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Report by: Ken Gourlay, Head of Assets, Transportation and Environment

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Wards Affected: 19

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### **Purpose**

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The purpose of this report is to seek Committee approval to promote the adoption of a section of footway at Abbey Wall Road, Pittenweem.

### **Recommendation(s)**

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It is recommended that Committee give a decision on whether to overrule an objection to the adoption.

### **Resource Implications**

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None.

### **Legal & Risk Implications**

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None.

### **Impact Assessment**

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An EqIA is not required as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

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The adoption has been promoted under the Roads (Scotland) Act 1984 with notification to frontagers and a legal notice in the local newspaper with a 28-day objection period.

## 1.0 Background

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- 1.1 A section of footway at Abbey Wall Road in Pittenweem is not adopted.
- 1.2 The solicitor acting for the owners of the adjacent property, 67 Abbey Wall Road, has requested that the Council adopt the footway.
- 1.3 Roads & Transportation support the proposal as it would improve pedestrian safety and ensure the footway is maintained to a safe standard in future years.
- 1.4 A report to committee on 29<sup>th</sup> January seeking approval to promote the adoption through the Roads (Scotland) Act was approved (2020.NEFAC.143 para 241 refers)
- 1.4 On 12<sup>th</sup> February, the proposal was advertised in the local newspaper and notification sent to the frontagers giving a 28-day period for anyone to register an objection.
- 1.5 An objection was received by e-mail on 28<sup>th</sup> February. After some delay during the COVID-19 restrictions during which face to face site meetings were not recommended, the objector agreed to put their detailed objections in writing so they can be put to the Committee for consideration. This is shown in Appendix B.

## 2.0 Comments on the Objection

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- 2.1 The main point of the objection is to be allowed to keep parking on part of the footway, which the objector has done for many years by their own admission, and for that part of the footway to be excluded from the adoption.
- 2.2 Where double yellow lines are in place, the parking restrictions extend to the edge of the road boundary. Under the Roads (Scotland) Act, the road boundary includes adjacent footways irrespective of whether they are adopted or not. Parking on footways adjacent to roads where there is a no parking regulation in place is in contravention of the Traffic Regulation Order and therefore the Council would be entitled to issue a Penalty Charge Notice.
- 2.3 It is noted that there is no footway crossing (with lowered kerbs) in place along the section of Abbey Wall Road where the objector parks. Crossing the footway to park without a proper approved crossing in place could be considered to be in contravention of Section 63 of the Roads (Scotland) Act and notice could be served requiring a crossing to be created. However, given the location where the parking is taking place, particularly the poor visibility, it is unlikely that a crossing would be permitted.

## 3.0 Conclusions

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- 3.1 The proposed adoption would remove an anomaly and improve the safety of pedestrians by bringing the section of footway into the council's inspection regime.
- 3.2 Roads & Transportation consider that the objection should be overruled as the reason given, to allow parking on the footway, is illegal.

## **List of Appendices**

Appendix 1: The Fife Council (Abbey Wall Road, Pittenweem) Road Adoption Order 2020  
SM/RE.12.02.38/2020 Plan

Appendix 2: Letter of objection and photographs.

## **Background Papers**

None

## **Report Contact:**

Neil Watson  
Roads & Lighting Asset Management Lead Consultant  
Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH  
Telephone: 03451 55 55 55 + 442810  
Email – [neil.watson@fife.gov.uk](mailto:neil.watson@fife.gov.uk)





# The Fife Council (Abbey Wall Road, Pittenweem) Road Adoption Order 2020 SM/RE.12.02.38/2020

Indicative Plan ONLY. Exact adopted road boundaries should be confirmed through Roads Asset Management. All queries should be directed to Garry Glass Ext 444387"

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Scale: 1:500

Prepared By: smccarroll-95  
Service: Assets, Transportation & Environment  
Printing Date: 15 November 2019

Annika Norton  
The Old Meeting House  
75 Abbeywall Road  
Pittenweem  
FIFE  
KY10 2NE

Dear Mr Watson

**ROADS (SCOTLAND) ACT 1984 LIST OF PUBLIC ROADS / X8.4.2/LL**

I apologise for the long delay in replying to your mail which you sent to Charlotte Daly on 3rd August. The reason is that I have also been dealing with a case of clinical negligence which caused my husband's death two years ago, and, although admitted by NHS Fife, is still ongoing.

To clarify the position regarding my parking problem I am not objecting to all of the original proposal but I would very much like to have an amendment to the proposal. A brief background as follows. In 1979 my husband and I bought The Old Meeting House and I now live here alone as my husband died in 2018.

Since acquiring title to the property in May Nineteen Hundred and Seventy-nine, I have parked my car on the area shown hatched in pink on the plan annexed and executed as relative hereto ("the Parking Area"). It is this Parking Area which I would like to be excluded from the adoption proposal. From the period of Nineteen Hundred and Seventy-nine to Nineteen Hundred and Eighty-four I parked my Saab 96 vehicle Registration Number DAN 20H on the Parking Area. From the period of Nineteen Hundred and Eighty-four to Nineteen Hundred and Ninety I parked my Volkswagen Polo vehicle Registration Number GSN 500W. From the period of Nineteen Hundred and Ninety-one to Nineteen Hundred and Ninety-three I parked my Saab 96 vehicle Registration Number RRY 820F. From the period of Nineteen Hundred and Ninety-four to Two Thousand and One I parked my Volkswagen Polo vehicle Registration Number M375 TKR. From the period of Two Thousand and Two to Two Thousand and Thirteen I parked my Volkswagen Polo vehicle Registration Number ST02 RUA. From the period of Two Thousand and Thirteen to Two Thousand and Seventeen I parked my Honda Jazz vehicle Registration Number SL10 XBH on the Parking Area and from the period of Two Thousand and Seventeen to date I have parked my Volkswagen Golf vehicle Registration Number SM14 SSV on the Parking Area.

On or around September Two Thousand and Six my late husband and I sold off a portion of ground pertaining to The Old Meeting House, Seventy-five Abbey Wall Road, Pittenweem, KY10 2NE. The area in question formed old fishing sheds and these were sold to Arthur Middleton Dolby and Sheila Dolby for the purposes of development. The redevelopment of the fishing sheds commenced on or around Two Thousand and Seven and continued for a period of three years. During this period, I was unable to park my motor vehicle on the Parking Area during the day but the tradesmen cleared the Parking Area for me to park overnight.

For the sake of completeness I have used this area to park my cars on the Parking Area openly, peaceably and without interruption since May 1979. I have always asked permission from the owners of 67 Abbey Wall Road to park there, which has been granted. However, as Charlotte

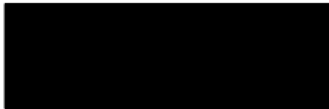


Daly found out that they did not own the land, they had no authority to grant permission. The Ramsdens sold No 67 in early August and are expected to leave soon.

I am enclosing some photographs of the footway and the parking arrangements. There are some large and heavy planters placed by the neighbours in No 67 on the footway and which they moved regularly to provide an absolute minimum space for me to park my car! I should also mention that Abbey Wall Road is in itself quite unsuitable for prams and wheelchairs because of the narrow pavements and, in places, absence of pavements.

I would be very grateful if you would be kind enough to consider my request to continue to allow me to park on the Parking Area as it will greatly assist me in my day to day living.

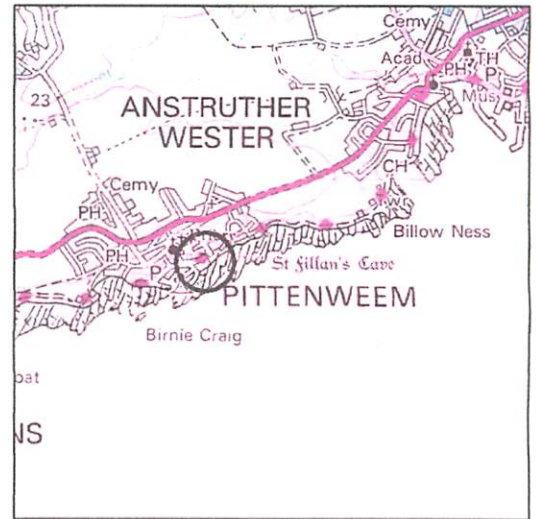
Yours Sincerely

A black rectangular box redacting the signature of the sender.

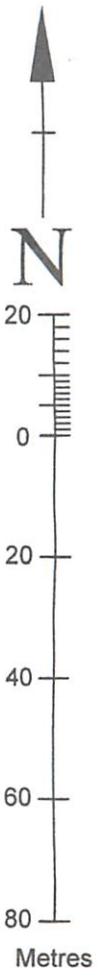
*5/11/2026*

THIS IS THE PLAN REFERRED TO

## LOCATION



National Grid Ref:- NO 55079 02494



Pittenweem - May 2019

Area of Ground 0.075 acres  
Shaded Pink: 0.031 hectares

Scale:- 1:1250 at A4

Drawing Ref: 47021/CI/V4/P



**County Property  
Searches**

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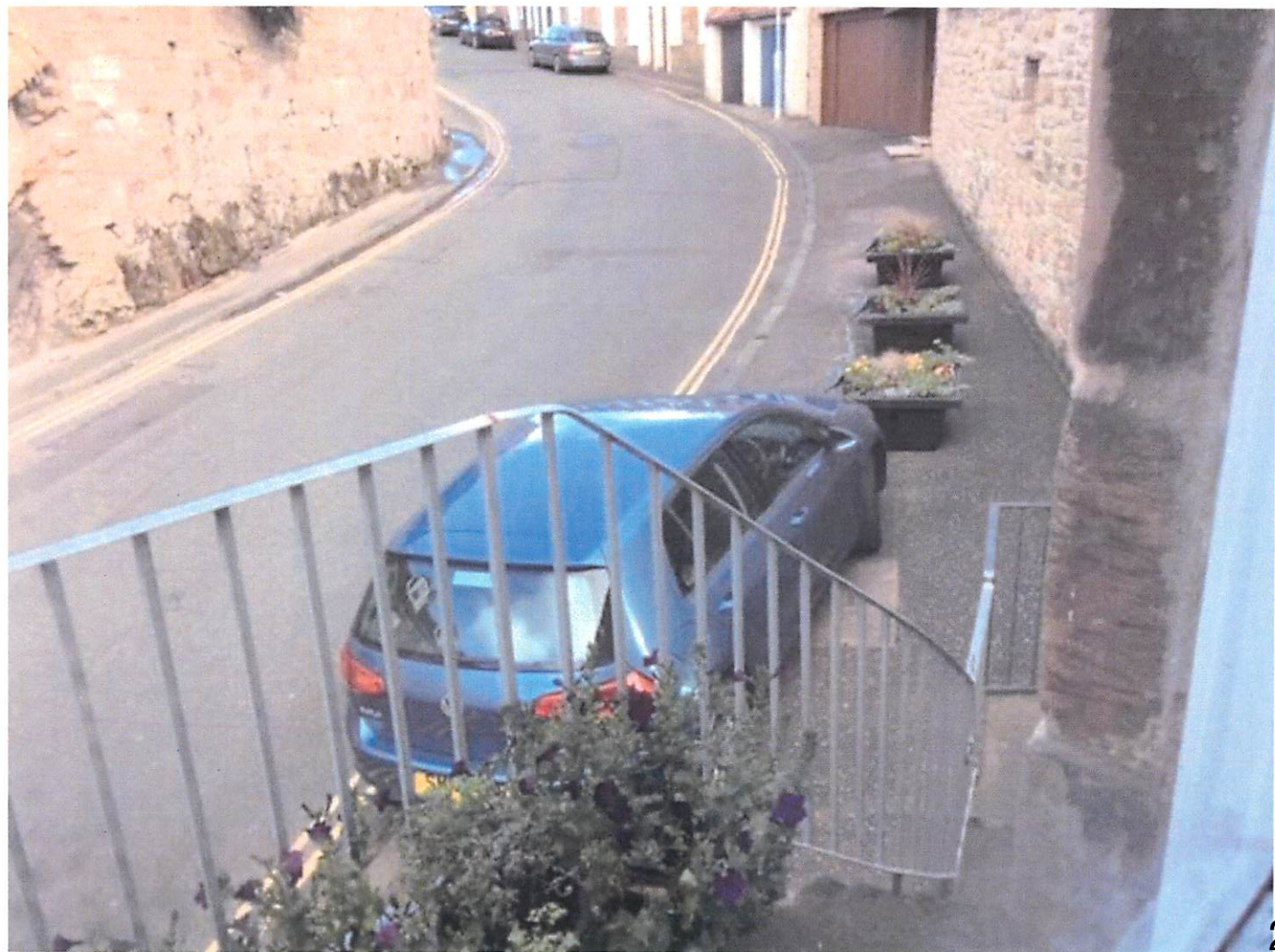




















9 December, 2020

Agenda Item No. 6

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## **Appointment to Partner Organisation – St Andrews BID Management Board**

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Report by: Morag Ferguson, Head of Legal and Democratic Services

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Wards Affected: All Wards

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### **Purpose**

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The Committee is asked to consider a change of membership on the St Andrews BID Management Board.

### **Recommendation(s)**

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The Committee is asked to appoint a Councillor from Ward 18 in place of Councillor Jane Ann Liston as the Council's representative on the St Andrews BID Management Board.

### **Resource Implications**

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None.

### **Legal & Risk Implications**

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External organisations have their own governance structures and members should seek advice from Legal and Democratic Services on any concerns they have on membership of the organisations. In particular, members may be subject to other legislation such as the Companies Acts (directors' responsibilities) and charity law.

### **Impact Assessment**

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An EqIA is not required because the report does not propose a change to existing policies and practices.

### **Consultation**

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The respective organisation has been consulted as appropriate.

## **1.0 Background**

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- 1.1 The purpose of the St Andrews BID Management Board is to enable local businesses to decide and direct improvements for their area to benefit the local economy and trade.
- 1.2 At the meeting of the North East Fife Area Committee on 25 May 2017, the Committee were asked to appoint one member from Ward 18 to the St Andrews BID Management Board.
- 1.3 The Committee agreed to appoint Councillor Liston to the Board.

## **2.0 Current position**

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- 2.1 Councillor Liston has resigned from her position on the Board. This leaves a vacancy to be filled by a Councillor from Ward 18.

## **3.0 Conclusion**

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- 3.1 Following the resignation of Councillor Liston the Committee is requested to appoint another member from Ward 18 to fill this vacancy.

### **Appendices**

None

### **Background Papers**

The following background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

Appointments to Partner Organisations - Report to Committee on 25<sup>th</sup> May 2017

### **Report Contact**

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Democratic Services  
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9 December 2020

Agenda Item No. 7

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## Application for Funding from St. Monans Common Good Fund

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: 19 – East Neuk and Landward

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### Purpose

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To present for consideration an application received from the Jim Matthew Camera Collection Trust for grant funding from St. Monans Common Good Fund.

### Recommendation(s)

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Members are asked to consider an application from the Jim Matthew Camera Collection Trust for £12,500 to secure a unique collection of cameras and the St. Monans building in which it is housed.

### Resource Implications

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St. Monans Common Good Fund has in year funding of £26,878 unallocated in addition to revenue balances of £172,069 giving a total of £198,947 available to spend.

### Legal & Risk Implications

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There are no legal or risk implications based on this report.

### Impact Assessment

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An Equality Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices.

### Consultation

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A meeting was held between the trustees and members of St. Monans and Abercrombie Community Council on 25 November. This was a positive meeting attended by 8 of the 10 community councillors; all 3 Ward Members were also in attendance. A motion to support the Common Good application was unanimously approved. All 3 Ward Members have independently indicated their support.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost except in circumstances where funding is for the maintenance of Common Good property.

## 2.0 Jim Matthew Camera Collection Museum

---

- 2.1 Jim Matthew was an avid collector who amassed an amazing array of 3,000 cameras and related memorabilia during his lifetime. At the heart of his collection are Kodak Brownies from 1900 onwards. The collection holds almost every model ever made. He also had other thematic collections, such as stereoscopic and 3D cameras and viewers including rare East European models.
- 2.2 He travelled the world with his work and bought cameras wherever he went. It was a private collection but was opened occasionally for public viewing, for example, during the St. Monans Community Arts Festival.
- 2.3 After his death in 2017 the collection was in danger of being broken up but now there is a plan to rescue and keep it as a community and national asset. A charitable trust has been set up, and a crowdfunding appeal was launched on 19 August 2020, World Photography Day.
- 2.4 The cost of securing the collection is £12,500 and the Matthew family has generously agreed to include the building to host the collection, (former Salvation Army Hall in St. Monans). The building is secure, wind and watertight but would require some refurbishment to turn it into a museum which would be open to the public on a regular basis. The collection has been valued by an expert, based on market prices, at £50,000.
- 2.5 The total cost of the project is £30,000 and the Trust is requesting £12,500 from Common Good to secure the collection.

## 3.0 Project Proposal

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- 3.1 The charity will support and preserve a unique camera collection, housed in St. Monans, with a view to benefitting the local community and the wider public, in Fife and beyond, as means permit. The objective is to organise the care, preservation and display of the cameras and associated memorabilia with the aim of informing and educating the public on the technology involved and also photography and its history generally. The collection will augment and build upon the reputation of the East Neuk of Fife as a destination for modern photographers.
- 3.2 The collection will be open to the public as often as possible dependent on the pool of volunteers available to supplement the time committed by trustees. It will also be available by arrangement with community groups, schools, higher education institutions and other special interest groups to promote the history of photography and its art techniques and technologies. The beneficiaries of the charity are the public in general as well as those with a particular interest in photography. It is anticipated that this will result in wider benefits to the local economy of St. Monans and surrounding areas.

- 3.3 There will be a permanent exhibition within the premises in St. Monans in addition to lectures and workshops and, longer term, the potential to organise travelling exhibitions in cooperation with museums who may wish to display items from the collection.
- 3.4 When resources permit, the charity will look at providing work experience and internships for example for students requiring practical experience of curation as part of their degree course. In the long term the aspiration would be to employ staff to manage the museum.

## 4.0 Project Funding

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- 4.1 The total cost of the project is estimated to be £30,000. £12,500 is required for the purchase of the collection and building within which to host it. £17,500 is required for fixtures and fittings to display the collection and refurbishment. Additional funding will be sought to fulfil the Trust's aim of undertaking educational outreach work.
- 4.2 Initial discussions have been held with the Heritage Lottery Fund which has encouraged the Trust to make an application in February 2021 when the HLF reopens. The HLF case worker has suggested that an application in the region of £10k be made towards improvements in accessibility and upgrading of the building and displays.
- 4.3 Other potential funding sources identified are:
- Crowd Funding - £3,500 has been raised to date.
  - Culture Grant - £500 towards the cost of running seminars (post Covid).
  - Settlement Trust – to support educational outreach and arts activities (post Covid).
  - Fife Environment Trust – for building refurbishment. Initial contact has been made.
  - Cookie Mathieson Charitable Trust – supports organisations in Fife and Tayside for educational and recreational purposes including pictorial arts.
  - Sponsorship – the Trust is actively seeking support from corporate and individual sponsors and would hope to raise several thousand pounds from such sources. The Trust has targeted those in the field of photography in the first instance.
  - Donations – there will be no admission charge, but visitors will be encouraged to make a donation. Special interest groups will be charged a small fee to help cover overheads.
  - Membership Scheme – a Membership Scheme will be set up to enable supporters to engage with the charity.
- 4.4 Trustees have a broad range of experience and skills including in the field of film and photography, education and business. A sub-group of trustees will focus on fundraising activities to enable the charitable purposes of the Trust to be met.

## 5.0 Premises

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- 5.1 The building the collection is housed in is in a good state of repair and is very secure. It is enclosed on 3 sides by other properties and the ground level entrance is opposite a local shop and has both a main door lock and a secure locked roller shutter. The shutter is well maintained and has recently had the lock replaced.

- 5.2 The two-storey high hall has one small high window in the wall and relatively inaccessible rooftop skylights. There are plans to install CCTV internally to monitor the building, not only for when it is open to the public, but also to provide additional security through heat and motion activated sensors, which would be linked via the internet to allow monitoring of the premises remotely.
- 5.3 Building, contents and public liability insurance is in place.

## 6.0 Advertising and Promotion

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- 6.1 There has already been significant coverage of the collection, including in local, Scottish, UK and international press. It has been featured on BBC radio and on the BBC website. A special feature appeared in the Courier weekend magazine and there has been coverage in specialist photographic journals. Articles have been picked up and reprinted internationally.
- 6.2 Trustees continue to speak to numerous media contacts to raise awareness of this unique collection. The collection now has its own website, [www.cameratrust.org](http://www.cameratrust.org), as well as featuring on <https://stmonans.photography/> and other local apps and websites. Videos of the collection feature on YouTube and the Trust has set up social media channels on Facebook, Twitter and Instagram.

## 7.0 Conclusion

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- 7.1 The award of a grant to purchase the collection and hall will allow the Jim Matthew Camera Collection Trust to move forward with fundraising from other sources. The amount requested represents 42% of the total project cost.
- 7.2 Securing the collection will enable the Trust to concentrate on the improvements to the display and building refurbishment.
- 7.3 The Trust's aspiration is to make St. Monans the home of Scotland's premier Museum of Photography and enhance the village's reputation as a place with a remarkable heritage and interest for photographers and other visitors.

### List of Appendices

1. St. Monans Common Good Financial Statement.

### Background Papers

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973.

### Report Contact

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**FINANCIAL STATEMENT 2020/21**  
**AS AT AUGUST 2020**

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
£	£	£
<b>INCOME</b>		
23,000 RENTS	11,600	23,000
13,851 EXTERNAL INTEREST	(1,129)	10,388
1,236 INTEREST ON REVENUE BALANCES	0	1,236
0 OTHER INCOME	0	0
<b>38,087 TOTAL INCOME</b>	<b>10,471</b>	<b>34,624</b>
<b>EXPENDITURE</b>		
8,640 PROPERTY COSTS	26	26
7,515 GRANTS	1,720	1,720
7 OTHER EXPENDITURE	0	0
<b>16,163 TOTAL EXPENDITURE</b>	<b>1,746</b>	<b>1,746</b>
<b>21,924 SURPLUS/(DEFICIT) FOR YEAR</b>	<b>8,725</b>	<b>32,878</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20**

	£
HERITABLE PROPERTY	375,000
INVESTMENTS	253,718
PRIOR YEAR COMMITMENTS	146
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)	172,069
	<u>800,932</u>

**ANALYSIS OF GRANT PAYMENTS**

**APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

£	OUTSTANDING PROJECT	REF	AWARDED DATE	£ PAID
146	St Monans & Abercrombie Community Action Plan	521	8/24/2018	
<b>146</b>				<b>-</b>
	REMAINING AMOUNT STILL TO BE PAID			146

**APPLICATIONS APPROVED IN 2020/21**

£	COMMITTED PROJECT	REF	AWARDED DATE	£ PAID
1,720	St Monans & Abercrombie Newsletter	NEF037	7/1/2020	1,720
<b>1,720</b>				<b>1,720</b>
				146

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21	£32,878
CURRENT REVENUE BALANCES AVAILABLE	£172,069
<b>TOTAL AVAILABLE TO SPEND IN 2020-2021</b>	<b>£204,947</b>



9 December 2020

Agenda Item No. 8

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## Common Good Funds Annual Report 2019-2020

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Report by: Eileen Rowand, Executive Director, Finance & Corporate Services

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Wards Affected: 17, 18, 19, 20 and 21

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-20.

### Recommendations

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Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds; and
- (2) offer comments as appropriate on the information provided.

### Resource Implications

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The additional work to produce these reports has been resourced from within Finance & Corporate Services Directorate.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### Consultation

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Consultation has taken place with Assets, Transportation and Environment Services and Fife Cultural Trust.



## 1.0 Background

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- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good Funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.

## 2.0 Common Good Fund - Key Elements

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### 2.1 Revenue Account

#### 2.1.1 Income

The cash income received during the financial year is mainly from rents, interest on investments and internal interest. Income from net gain on revaluation is a result of the revaluation of the fund's investments at the year end.

#### 2.1.2 Expenditure

In line with the Council's agreed policy, the first call on the Common Good Fund is maintenance of Common Good property. Disbursements/donations and other expenses are also funded from the Common Good Fund.

The amount spent on property costs and disbursements/donations are detailed within the notes to the accounts for the individual Common Good Funds.

The net effect of the income and expenditure on a Common Good account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

## 3.0 Balance Sheet

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### 3.1 Fixed Assets

#### 3.1.1 Heritable Property

Heritable Property comprises land and buildings held on Common Good accounts. In the main this is municipal buildings and recreational land of various kinds.

The attached accounts reflect the assets held on the Common Good Balance sheet as at 31st March, 2020. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

#### 3.1.2 Investments

In addition to heritable property, each Common Good Fund also has investments. These investments form part of the funds capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

The heritable property and investments represent the capital balances.

### 3.2 Current Assets

The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.

The advance to loans fund, plus debtors and less creditors, represents the revenue balances.

The revenue account and balance sheet form the financial accounts for the Common Good Fund and this is attached as Appendix 1 to this report.

## 4.0 Moveable Property

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- 4.1 Moveable property held as part of the Common Good comprises everything that is not land or buildings, e.g. Council Chains of Office, furniture, ceremonial robes and so on. The Local Services Network and Museums and Libraries can provide a list of this moveable property if required.

## 5.0 Conclusions

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- 5.1 This reports and its appendices are intended to give Members greater information on the relevant Common Good Funds.

### List of Appendices

1. North East Fife Area Common Good fund Annual Reports 2019-20 (incorporating as Appendix 1(a) A-K the financial statements 2019-20 and as Appendix B the schedule of heritable property).

A – Anstruther  
B - Auchtermuchty  
C – Crail  
D – Cupar  
E – Elie & Earlsferry  
F – Falkland  
G – Newburgh  
H – Newport-on-Tay  
I – Pittenweem  
J – St Andrews  
K – St Monans  
L - Tayport

### Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- Fife Council Annual Accounts 2019-20

### Report Contacts:

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**ANSTRUTHER COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £1,006,994. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £23,497. The total balances of Anstruther Common Good are £1,030,492 as shown in Appendix 1(a)-A.

**2. Key Issues in Financial Year 2019-20****2.1 Income**

Total income for 2019-20 is £5,589 (2018-19 £5,363).

**2.2 Expenditure**

Total expenditure for 2019-20 is £25,610 (2018-19 £2,391).

**3. Management of Assets**

3.1 There are currently four leased sites in Anstruther as detailed in Note 1 to the Accounts in Appendix 1(a)-A.

3.2 Included in this is the Milton Garage site is operated by Housing and the surplus is passed to the Anstruther Common Good fund after expenses have been deducted from the rents. In 2019-20 this amount was £918.

**4. Value of Fund**

4.1 The total value of the fund has increased in 2019-20 by £39,277 as shown in Appendix 1(a)-A.

		<b>COMMON GOOD FUNDS - ANSTRUTHER COMMON GOOD</b>		<b>Appendix 1(a)-A</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
2,019.87		Rents		2,048.39
137.40		Interest on Revenue Balances		156.64
3,205.54		External Interest		3,383.84
0.00		Other Income		0.00
5,362.81		Total Income		5,588.87
		<b>Expenditure:</b>		
115.00		Property Costs		0.00
-15,041.00		Donations		4,610.00
0.00		Other Expenditure		0.00
12,535.00		Depreciation & Impairment		21,000.00
-2,391.00		Total Expenditure		25,610.00
7,753.81		<b>Surplus / (Deficit) for Year</b>		-20,021.13
12,535.00		Add Funding from Reval Reserve		21,000.00
20,288.81		<b>Amended Surplus (Deficit) for year</b>		978.87
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
893,001.00		Heritable Property		945,012.00
75,695.30		Investments		61,982.72
		<b>Current Assets:</b>		
21,765.23		Advance to Loans Fund	22,707.12	
753.80		Sundry Debtors	790.78	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
22,519.03		<b>Net Current Assets</b>		23,497.90
991,215.33		<b>Net Assets</b>		1,030,492.62
		<b>Financed By:-</b>		
-98,214.33		Useable Reserves		-85,480.62
-893,001.00		Unusable Reserves		-945,012.00
-991,215.33				-1,030,492.62

<b>ANSTRUTHER COMMON GOOD</b>					
<b>Notes to Revenue Account Year to 31st March 2020</b>					
<b>1. Analysis of Rental Income:</b>					
	Anstruther Golf Club			1,000	
	Cellardyke Town Hall			5	
	Milton Garage			918	
	James Morrison			125	
				<b>2,048</b>	
<b>2. Analysis of Donations:</b>					
		Projects previously approved not actioned (Accrual reversal)			
	455	Anstruther Harbour Festival Trust		1,000	
		Anstruther Tennis Club		3,610	
				<b>4,610</b>	
<b>3. Depreciation:</b>					
		Community Hall;Cellardyke Town Hall Anstruther		21,000	
				<b>21,000</b>	
<b>Notes to Balance Sheet to 31st March 2020</b>					
<b>4. Analysis of Heritable Property:</b>					
		Community Hall;Cellardyke Town Hall Anstruther		907,011	
		Site;Part Of Anstruther Golf Course		37,000	
		Access, St Andrews Rd., Anstruther		1	
		Site-The Loan-Anstruther		1,000	
				<b>945,012</b>	
<b>5. Analysis of Investments:</b>					
		Hendersons		61,983	
				<b>61,983</b>	
<b>6. Analysis of Debtors:</b>					
		Hendersons Quarter 4 Interest		791	
				<b>791</b>	
<b>8. Outstanding commitments for applications agreed in current or prior years:</b>					
	NEF012	Tennis Club		390	
	324	Anstruther & District CC		17,000	
				<b>17,390</b>	

**AUCHTERMUCHTY COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises revenue balances only. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £241. The total balances of Auchtermuchty Common Good are £241 as shown in Appendix 1(a)-B.

**2. Key Issues in Financial Year 2019-20**

2.1 Income

Total income for 2019-20 is £109 (2018-19 £67).

2.2 Expenditure

There is no expenditure for 2019-20 or in 2018-19.

**3. Management of Assets**

3.1 There is one leased site, Landrum Auchtermuchty.

.

**4. Value of Fund**

4.1 The total value of the fund has increased in 2019-20 by £108 as shown in Appendix 1(a)-B.

		<b>COMMON GOOD FUNDS - AUCHTERMUCHTY</b>		<b>Appendix 1(a)-B</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
40.00		Rents		40.00
27.46		Interest on Revenue Balances		68.77
0.00		External Interest		0.00
0.00		Other Income		0.00
67.46		Total Income		108.77
		<b>Expenditure:</b>		
0.00		Property Costs		0.00
0.00		Donations		0.00
0.00		Other Expenditure		0.00
0.00		Depreciation & Impairment		0.00
0.00		Total Expenditure		0.00
67.46		<b>Surplus / (Deficit) for Year</b>		108.77
0.00		Add Funding from Reval Reserve		0.00
67.46		<b>Amended Surplus (Deficit) for year</b>		108.77
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
0.00		Heritable Property		0.00
0.00		Investments		0.00
		<b>Current Assets:</b>		
131.68		Advance to Loans Fund	240.45	
0.00		Sundry Debtors	0.00	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
131.68		<b>Net Current Assets</b>		240.45
131.68		<b>Net Assets</b>		240.45
		<b>Financed By:-</b>		
-131.68		Useable Reserves		-240.45
0.00		Unusable Reserves		0.00
-131.68				-240.45
<b>AUCHTERMUCHTY</b>				
<b>Notes to Revenue Account Year to 31st March 2020</b>				
<b>1. Analysis of Rental Income:</b>				
	Land Drum Auchtermuchty			40
				<b>40</b>

**CRAIL COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £936,419. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £330,350. The total balances of Crail Common Good are £1,266,769 as shown in Appendix 1(a)-C.

**2. Key Issues in Financial Year 2019-20****2.1 Income**

Total income for 2019-20 is £62,187 (2018-19 £67,924).

**2.2 Expenditure**

Total expenditure for 2019-20 is £29,197 (2018-19 £14,193).

**3. Management of Assets**

3.1 There are currently four leased sites in Crail as detailed in Note 1 to the Accounts in Appendix 1(a)-C.

**4. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £45,031 as shown in Appendix 1(a)-C.



		<b>COMMON GOOD FUNDS - CRAIL COMMON GOOD</b>		<b>Appendix 1(a)-C</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
47,705.00		Rents		40,890.00
1,980.47		Interest on Revenue Balances		2,044.01
18,238.75		External Interest		19,253.18
0.00		Other Income		0.00
67,924.22		Total Income		62,187.19
		<b>Expenditure:</b>		
57.50		Property Costs		2,983.38
13,735.79		Donations		25,814.00
0.00		Other Expenditure		0.00
400.00		Depreciation & Impairment		400.00
14,193.29		Total Expenditure		29,197.38
53,730.93		<b>Surplus / (Deficit) for Year</b>		32,989.81
400.00		Add Funding from Reval Reserve		400.00
54,130.93		<b>Amended Surplus (Deficit) for year</b>		33,389.81
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
584,153.00		Heritable Property		583,753.00
430,686.80		Investments		352,665.76
		<b>Current Assets:</b>		
292,671.07		Advance to Loans Fund	325,850.50	
4,288.95		Sundry Debtors	4,499.33	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
296,960.02		<b>Net Current Assets</b>		330,349.83
1,311,799.82		<b>Net Assets</b>		1,266,768.59
		<b>Financed By:-</b>		
-727,646.82		Useable Reserves		-683,015.59
-584,153.00		Unusable Reserves		-583,753.00
-1,311,799.82				-1,266,768.59

<b>CRAIL COMMON GOOD</b>			
<b>Notes to Revenue Account Year to 31st March 2020</b>			
<b>1. Analysis of Rental Income:</b>			
	David Webster & Son (West Quarry Braes)		150
	Crail Golfing Society		3,215
	Sauchope Caravan Park		37,050
	James Adam		475
			<b>40,890</b>
<b>2. Analysis of Property Costs:</b>			
	Bow Butts Tree work		2,583
	Office & store Crail Harbour 4C		400
			<b>2,983</b>
<b>3. Analysis of Donations:</b>			
	Crail Community Prtnershiip (Charrette)		5,424
	Royal Burgh of Crail and District Community Council (Litter bins)		2,000
	Royal Burgh of Crail and District Community Council Improvement works)		8,390
	Fife Voluntary Action		10,000
			<b>25,814</b>
<b>4. Depreciation:</b>			
	The Harbour Crail		400
			<b>400</b>
<b>Notes to Balance Sheet to 31st March 2020</b>			
<b>5. Analysis of Heritable Property:</b>			
	Land, West Quarry Braes, Crail		50
	Amenity Land, Rude Well, Marketgate, Crail		1
	Marketgate North, Marketgate, Crail		1
	Marketgate South, Marketgate, Crail		1
	Crail Caravan Site , Sauchope Links, Crail		500,000
	Office & Store, The Harbour, Crail		13,600
	Land, Balcomie Road, Crail		34,600
	Land, East Quarry Braes, Crail		9,000
	Peatfield, St Andrews Road, Crail		26,500
			<b>583,753</b>
<b>6. Analysis of Investments:</b>			
	Hendersons		352,666
			<b>352,666</b>
<b>7. Analysis of Debtors:</b>			
	Hendersons Quarter 4 Interest		4,499
			<b>4,499</b>
<b>8. Outstanding commitments for applications agreed in current or prior years:</b>			
	NEF023	Crail Parish Church Restoration	20,000
	NEF028	Repaint MUGA pitch	2,400
	NEF029	Crail Museum & Heritage Centre	2,700
	NEF031	Crail Public Improvement Works - Phase 2	8,573
	NEF035	Refurbish Harbourmasters Office at Crail Harbour	20,000
			<b>53,673</b>

**CUPAR COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £321,435. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £27,769. The total balances of Cupar Common Good are £349,204 as shown in Appendix 1(a)-D.

**2. Key Issues in Financial Year 2019-20****2.1 Income**

Total income for 2019-20 is £58,898 (2018-19 £58,199).

**2.2 Expenditure**

Total expenditure for 2019-20 is £11,921 a reduction from the previous year due to there being no significant property costs. (2018-19 £491,359.).

**3. Management of Assets**

3.1 There is currently one leased site in Cupar as detailed in Note 1 to the Accounts in Appendix 1(a)-D.

**4. Value of Fund**

4.1 The total value of the fund has reduced in 2019-20 by £44,488 as shown in Appendix 1(a)-D.

		<b>COMMON GOOD FUNDS - CUPAR COMMON GOOD</b>		<b>Appendix 1(a)-D</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
3,205.05		Rents		3,205.05
97.88		Interest on Revenue Balances		129.76
7,480.22		External Interest		7,896.26
0.00		Other Income		47,666.56
10,783.15		Total Income		58,897.63
		<b>Expenditure:</b>		
48,310.19		Property Costs		576.02
-2,046.80		Donations		4,750.00
23.28		Other Expenditure		24.00
445,073.15		Depreciation & Impairment		6,570.83
491,359.82		Total Expenditure		11,920.85
-480,576.67		<b>Surplus / (Deficit) for Year</b>		46,976.78
445,073.15		Add Funding from Reval Reserve		6,570.83
-35,503.52		<b>Amended Surplus (Deficit) for year</b>		53,547.61
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
195,417.56		Heritable Property		176,797.02
176,636.70		Investments		144,638.09
		<b>Current Assets:</b>		
17,925.82		Advance to Loans Fund	25,923.79	
3,712.22		Sundry Debtors	1,845.30	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
21,638.04		<b>Net Current Assets</b>		27,769.09
393,692.30		<b>Net Assets</b>		349,204.20
		<b>Financed By:-</b>		
-198,274.74		Useable Reserves		-172,407.18
-195,417.56		Unusable Reserves		-176,797.02
-393,692.30				-349,204.20

<b>CUPAR COMMON GOOD</b>				
<b>Notes to Revenue Account Year to 31st March 2020</b>				
<b>1. Analysis of Rental Income:</b>				
	Fishers Services Ltd (Little Common)			3,205
				<b>3,205</b>
<b>2. Analysis of Property Costs:</b>				
	Fleuther Car Park			301
	Premises Insurance			275
				<b>576</b>
<b>3. Analysis of Donations:</b>				
	Cupar Highland Games			1,000
	3 Estates Cupar Scoping Study			2,000
	Cupar Heritage purchase of Painting			1,750
				<b>4,750</b>
<b>Notes to Balance Sheet to 31st March 2020</b>				
<b>4. Analysis of Heritable Property:</b>				
	Cupar Burgh Chambers, 5 St Catherine Street, Cupar			118,796
	Amenity Ground (hard standing), Burnside, Cupar			1
	Site for Laundry Extension , Little Common, Riggs Place, Cupar			58,000
				<b>176,797</b>
<b>5. Analysis of Investments:</b>				
	Hendersons			144,638
				<b>144,638</b>
<b>6. Analysis of Debtors:</b>				
	Hendersons Quarter 4 Interest			1,845
				<b>1,845</b>
<b>7. Outstanding commitments for applications agreed in current or prior years:</b>				
	422 The Lighthouse, Cupar Refurbishment			6,000
	NEF004 Tarvit Woodland Park			2,000
				<b>8,000</b>

**ELIE & EARLSFERRY COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £62,634. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £18,219. The total balances of Elie & Earlsferry Common Good are £80,853 as shown in Appendix 1(a)-E.

**2. Key Issues in Financial Year 2019-20**

**2.1 Income**

Total income for 2019-20 is £3,534 (2018-19 £3,330).

**2.2 Expenditure**

Total expenditure for 2019-20 is £2,474 (2018-19 £677).

**3. Management of Assets**

3.1 There are no leased sites in Elie & Earlsferry.

**4. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £12,796 as shown in Appendix 1(a)-E.

		<b>COMMON GOOD FUNDS - ELIE &amp; EARLSFERRY COMMON GOOD</b>	<b>Appendix 1(a)-E</b>
		<b>Revenue Account Year Ended 31st March 2020</b>	
<b>2018/19</b>			<b>2019/20</b>
	<b>Income:</b>		
0.00		Rents	0.00
90.69		Interest on Revenue Balances	114.85
3,239.19		External Interest	3,419.35
0.00		Other Income	0.00
3,329.88		Total Income	3,534.20
	<b>Expenditure:</b>		
0.00		Property Costs	0.00
-677.65		Donations	2,474.00
0.00		Other Expenditure	0.00
0.00		Depreciation & Impairment	0.00
-677.65		Total Expenditure	2,474.00
4,007.53		<b>Surplus / (Deficit) for Year</b>	1,060.20
0.00		Add Funding from Reval Reserve	0.00
4,007.53		<b>Amended Surplus (Deficit) for year</b>	1,060.20
		<b>Balance Sheet as at 31st March 2020</b>	
	<b>Fixed Assets:</b>		
1.00		Heritable Property	1.00
76,489.58		Investments	62,633.11
	<b>Current Assets:</b>		
16,397.22		Advance to Loans Fund	17,420.05
761.71		Sundry Debtors	799.08
	<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00
17,158.93		<b>Net Current Assets</b>	18,219.13
93,649.51		<b>Net Assets</b>	80,853.24
	<b>Financed By:-</b>		
-93,648.51		Useable Reserves	-80,852.24
-1.00		Unusable Reserves	-1.00
-93,649.51			-80,853.24
		<b>ELIE &amp; EARLSFERRY COMMON GOOD</b>	
		<b>Notes to Revenue Account Year to 31st March 2020</b>	
	<b>1. Analysis of Donations:</b>		
	Elie an Earlsferry Community Council, Protect our Dunes		1,274
	Earlsferry Town Hall Survey		1,200
			<b>2,474</b>
	<b>Notes to Balance Sheet to 31st March 2019</b>		
	<b>2. Analysis of Heritable Property:</b>		
	Earlsferry Links Golf Course		1
			<b>1</b>
	<b>3. Analysis of Investments:</b>		
	Hendersons		62,633
			<b>62,633</b>
	<b>4. Analysis of Debtors:</b>		
	Hendersons Quarter 4 Interest		799
			<b>799</b>

**FALKLAND COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £22,551. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £4,940. The total balances of Falkland Common Good are £27,491 as shown in Appendix 1(a)-F.

**2. Key Issues in Financial Year 2019-20**

**2.1 Income**

Total income for 2019-20 is £1,311 (2018-19 £1,555).

**2.2 Expenditure**

Total expenditure for 2019-20 is £1,082 (2018-19 £NIL).

**3. Management of Assets**

3.1 There are currently two leased sites in Falkland as detailed in Note 1 to the Accounts in Appendix 1(a)-F.

**4. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £9,223 as shown in Appendix 1(a)-F.



		<b>COMMON GOOD FUNDS - FALKLAND COMMON GOOD</b>		<b>Appendix 1(a)-F</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
1,064.03		Rents		784.03
24.96		Interest on Revenue Balances		35.06
465.99		External Interest		491.88
0.00		Other Income		0.00
1,554.98		Total Income		1,310.97
		<b>Expenditure:</b>		
0.00		Property Costs		1,082.12
0.00		Donations		0.00
0.00		Other Expenditure		0.00
0.00		Depreciation & Impairment		0.00
0.00		Total Expenditure		1,082.12
1,554.98		<b>Surplus / (Deficit) for Year</b>		228.85
0.00		Add Funding from Reval Reserve		0.00
1,554.98		<b>Amended Surplus (Deficit) for year</b>		228.85
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
21,000.00		Heritable Property		13,541.00
11,003.28		Investments		9,009.98
		<b>Current Assets:</b>		
4,601.83		Advance to Loans Fund	4,825.31	
109.58		Sundry Debtors	114.95	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
4,711.41		<b>Net Current Assets</b>		4,940.26
36,714.69		<b>Net Assets</b>		27,491.24
		<b>Financed By:-</b>		
-15,714.69		Useable Reserves		-13,950.24
-21,000.00		Unusable Reserves		-13,541.00
-36,714.69				-27,491.24

<b>FALKLAND COMMON GOOD</b>			
<b>Notes to Revenue Account Year to 31st March 2020</b>			
<b>1. Analysis of Rental Income:</b>			
	Golf Club		684
	Mr & Mrs M S Tudor		100
			<b>784</b>
<b>2. Analysis of Property Costs:</b>			
	Water Services		1,067
	Bruce Fountain		15
			<b>1,082</b>
<b>Notes to Balance Sheet to 31st March 2020</b>			
<b>3. Analysis of Heritable Property:</b>			
	Park; The Myre, Falkland		12,541
	Amenity Ground-The Loan-Falkland		1,000
			<b>13,541</b>
<b>4. Analysis of Investments:</b>			
	Hendersons		9,010
			<b>9,010</b>
<b>5. Analysis of Debtors:</b>			
	Hendersons Quarter 4 Interest		115
			<b>115</b>

**NEWBURGH COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises revenue balances only.. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £-33,404. The total balances of Newburgh Common Good are £-33,404 as shown in Appendix 1(a)-G.

**2. Key Issues in Financial Year 2019-20**

**2.1 Income**

Total income for 2019-20 is £(-124) (2018-19 £91).

**2.2 Expenditure**

Total expenditure for 2019-20 is £5,603 (2018-19 £57).

**3. Management of Assets**

3.1 There is currently one leased sites in Newburgh as detailed in Note 1 to the Accounts in Appendix 1(a)-G.

**4. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £5,727 as shown in Appendix 1(a)-G.

		<b>COMMON GOOD FUNDS - NEWBURGH COMMON GOOD</b>		<b>Appendix 1(a)-G</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
80.00		Rents		80.00
-171.34		Interest on Revenue Balances		-204.22
0.00		External Interest		0.00
0.00		Other Income		0.00
-91.34		Total Income		-124.22
		<b>Expenditure:</b>		
57.50		Property Costs		5,603.00
0.00		Donations		0.00
0.00		Other Expenditure		0.00
0.00		Depreciation & Impairment		0.00
57.50		Total Expenditure		5,603.00
-148.84		<b>Surplus / (Deficit) for Year</b>		-5,727.22
0.00		Add Funding from Reval Reserve		0.00
-148.84		<b>Amended Surplus (Deficit) for year</b>		-5,727.22
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
0.00		Heritable Property		0.00
0.00		Investments		0.00
		<b>Current Assets:</b>		
-27,676.68		Advance to Loans Fund	-33,403.90	
0.00		Sundry Debtors	0.00	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
-27,676.68		<b>Net Current Assets</b>		-33,403.90
-27,676.68		<b>Net Assets</b>		-33,403.90
		<b>Financed By:-</b>		
27,676.68		Useable Reserves		33,403.90
0.00		Unusable Reserves		0.00
27,676.68				33,403.90
		<b>NEWBURGH COMMON GOOD</b>		
		<b>Notes to Revenue Account Year to 31st March 2020</b>		
		<b>1. Analysis of Rental Income:</b>		
	William J Fraser			80
				<b>80</b>
		<b>2. Analysis of Property Costs:</b>		
	Corporate Building Repairs - Newburgh Clock Tower			5,603
				<b>5,603</b>

**NEWPORT-ON-TAY COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital balances only. The capital balances comprise heritable property totalling £1 as shown in Appendix 1(a)-H.

		<b>COMMON GOOD FUNDS - NEWPORT-ON-TAY COMMON GOOD</b>		<b>Appendix 1(a)-H</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
0.00		Rents		0.00
0.00		Interest on Revenue Balances		0.00
0.00		External Interest		0.00
0.00		Other Income		0.00
0.00		Total Income		0.00
		<b>Expenditure:</b>		
0.00		Property Costs		0.00
0.00		Donations		0.00
0.00		Other Expenditure		0.00
0.00		Depreciation & Impairment		0.00
0.00		Total Expenditure		0.00
0.00		<b>Surplus / (Deficit) for Year</b>		0.00
0.00		Add Funding from Reval Reserve		0.00
0.00		<b>Amended Surplus (Deficit) for year</b>		0.00
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
1.00		Heritable Property		1.00
0.00		Investments		0.00
		<b>Current Assets:</b>		
0.00		Advance to Loans Fund	0.00	
0.00		Sundry Debtors	0.00	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
0.00		<b>Net Current Assets</b>		0.00
1.00		<b>Net Assets</b>		1.00
		<b>Financed By:-</b>		
0.00		Useable Reserves		0.00
-1.00		Unusable Reserves		-1.00
-1.00				-1.00
		<b>NEWPORT-ON-TAY COMMON GOOD</b>		
		<b>Notes to Revenue Account Year to 31st March 2020</b>		
		<b>1. Analysis of Heritable Property:</b>		
		Newport War Memorial, Newport on Tay		1
				1

**PITTENWEEM COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**2. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £184,950. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £5,788. The total balances of Pittenweem Common Good are £190,739 as shown in Appendix 1(a)-I.

**3. Key Issues in Financial Year 2019-20**

**2.1 Income**

Total income for 2019-20 is £40,549 (2018-19 £39,982).

**3.2 Expenditure**

Total expenditure for 2019-20 is £15,722 (2018-19 £46,708).

**4. Management of Assets**

3.1 There are currently four leased sites in Pittenweem as detailed in Note 1 to the Accounts in Appendix 1(a)-I.

**5. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £40,554 as shown in Appendix 1(a)-I.

		<b>COMMON GOOD FUNDS - PITTENWEEM COMMON GOOD</b>		<b>Appendix 1(a)-I</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
1,097.55		Rents		1,097.55
-60.47		Interest on Revenue Balances		57.52
8,065.16		External Interest		8,513.73
0.00		Other Income		30,880.00
9,102.24		Total Income		40,548.80
		<b>Expenditure:</b>		
51,607.70		Property Costs		15,593.41
-4,900.00		Donations		0.00
0.00		Other Expenditure		129.00
0.00		Depreciation & Impairment		0.00
46,707.70		Total Expenditure		15,722.41
-37,605.46		<b>Surplus / (Deficit) for Year</b>		24,826.39
0.00		Add Funding from Reval Reserve		0.00
-37,605.46		<b>Amended Surplus (Deficit) for year</b>		24,826.39
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
29,002.00		Heritable Property		29,002.00
190,448.98		Investments		155,948.21
		<b>Current Assets:</b>		
44,713.91		Advance to Loans Fund	3,799.27	
1,896.57		Sundry Debtors	1,989.60	
		<b>Less Current Liabilities:</b>		
-34,768.00		Creditors	0.00	
11,842.48		<b>Net Current Assets</b>		5,788.87
231,293.46		<b>Net Assets</b>		190,739.08
		<b>Financed By:-</b>		
-202,291.46		Useable Reserves		-161,737.08
-29,002.00		Unusable Reserves		-29,002.00
-231,293.46				-190,739.08



<b>PITTENWEEM COMMON GOOD</b>			
<b>Notes to Revenue Account Year to 31st March 2020</b>			
<b>1. Analysis of Rental Income:</b>			
	Andrew Millar (Relief Stipend due for crop)		41
	Robert Whiteford (East & West Park)		421
	Leonard Low (Church Clock Tower)		300
	Allan Whiteford		335
			<b>1,098</b>
<b>2. Analysis of Property Costs:</b>			
	Corporate Building Repairs		15,593
			<b>15,593</b>
<b>3. Depreciation:</b>			
			<b>0</b>
<b>Notes to Balance Sheet to 31st March 2020</b>			
<b>4. Analysis of Heritable Property:</b>			
	Coastal Slopes and Outdoor Swimming Pool, West Braes, Pittenweem		1
	Amenity Land (South of Town Hall), Cove Wynd, Pittenweem		1
	Pittenweem Tolbooth , Market Cross, High Street, Pittenweem		10,000
	Grazing Paddock, Milton Road, Pittenweem		2,500
	Land at East & West Park, Milton Road, Pittenweem		2,500
	Agricultural Land, West Braes, Pittenweem		14,000
			<b>29,002</b>
<b>5. Analysis of Investments:</b>			
	Hendersons		155,948
			<b>155,948</b>
<b>6. Analysis of Debtors:</b>			
	Hendersons Quarter 4 Interest		1,990
			<b>1,990</b>
<b>7. Outstanding commitments for applications agreed in current or prior years:</b>			
	NEF009 Pittenweem Old Town Hall		30,000
			<b>30,000</b>

**ST ANDREWS COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £1,418,160. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £237,246. The total balances of St Andrews Common Good are £1,655,406 as shown in Appendix 1(a)-J.

**2. Key Issues in Financial Year 2019-20****2.1 Income**

Total income for 2019-20 is £93,127 (2018-19 £93,272).

**2.2 Expenditure**

Total expenditure for 2019-20 is £(21,753) (2018-19 £104,869).

**3. Management of Assets**

3.1 There are currently fifteen leased sites in St Andrews as detailed in Note 1 to the Accounts in Appendix 1(a)-J.

**4. Value of Fund**

4.1 The total value of the fund has increased in 2019-20 by £267,895 as shown in Appendix 1(a)-J.

		<b>COMMON GOOD FUNDS - ST ANDREWS COMMON GOOD</b>		<b>Appendix 1(a)-J</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
68,588.78		Rents		66,605.85
594.68		Interest on Revenue Balances		1,092.80
24,088.85		External Interest		25,428.70
0.00		Other Income		0.00
93,272.31		Total Income		93,127.35
		<b>Expenditure:</b>		
8,504.81		Property Costs		0.00
-128,061.99		Donations		28,215.59
30.00		Other Expenditure		0.00
14,658.33		Depreciation & Impairment		-49,968.67
-104,868.85		Total Expenditure		-21,753.08
198,141.16		<b>Surplus / (Deficit) for Year</b>		114,880.43
14,658.33		Add Funding from Reval Reserve		-49,968.67
212,799.49		<b>Amended Surplus (Deficit) for year</b>		64,911.76
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
646,346.68		Heritable Property		952,376.00
568,830.90		Investments		465,784.35
		<b>Current Assets:</b>		
85,325.22		Advance to Loans Fund	226,303.15	
10,664.65		Sundry Debtors	10,942.48	
		<b>Less Current Liabilities:</b>		
76,344.00		Creditors	0.00	
172,333.87		<b>Net Current Assets</b>		237,245.63
1,387,511.45		<b>Net Assets</b>		1,655,405.98
		<b>Financed By:-</b>		
-741,164.77		Useable Reserves		-703,029.98
-646,346.68		Unusable Reserves		-952,376.00
-1,387,511.45				-1,655,405.98

<b>ST ANDREWS COMMON GOOD</b>			
<b>Notes to Revenue Account Year to 31st March 2020</b>			
<b>1. Analysis of Rental Income:</b>			
	Contribution from the Lammas Market		11,027
	78 South Street		20,000
	Bruce Embankment		16,000
	Sea Life Museum		4,600
	Golf Museum Site		10,000
	Former Pavillion Tea Rooms		1,250
	Fishermans Stores Store 1-9		3,729
			<b>66,606</b>
<b>2. Analysis of Donations:</b>			
	Projects previously approved not actioned.(Accrual reversal)		
	St Andrews in bloom		2,199
	St Andrews All Saints Church		3,000
	Mens Shed		4,245
	East Sands Boat Ramp		4,740
	Rugby Post Replacement		14,032
			<b>28,216</b>
<b>3. Depreciation/Impairment</b>			
	Fishermens Stores No 1-9 Shoremill		1,325
	Car Park, Bruce Embankment		(59,294)
	Shop, 78 South Street		8,000
			<b>(49,969)</b>
<b>Notes to Balance Sheet to 31st March 2020</b>			
<b>4. Analysis of Heritable Property:</b>			
	Dismantled Railway, Old Station Road, St Andrews		1
	Amenity Land adjacent Car Park, North Haugh, St Andrews		0
	Car Park, Bruce Embankment, St Andrews		440,000
	St Andrews Mussel Beds, Eden Estuary, Strathclyde, St Andrews		1
	Amenity Ground, Mavis Bank, St Andrews		1
	Amenity Ground, Lade Braes, St Andrews		1
	Amenity Ground, East Bents, St Andrews		54,021
	Dismantled Railway (Jacobs Ladder), Links Crescent, St Andrews		1
	Shop, 78 South Street, St Andrews		174,000
	Site for Golf Museum , Golf Place, St Andrews		170,000
	Aquarium , Bow Butts / The Scores, St Andrews		77,000
	Fishermens Stores, Nos 1-9 Shoremill, The Harbour, St Andrews		37,350
			<b>952,376</b>
<b>5. Analysis of Investments:</b>			
	Hendersons		465,784
			<b>465,784</b>
<b>6. Analysis of Debtors:</b>			
	Hendersons Quarter 4 Interest		10,942
			<b>10,942</b>
<b>7. Outstanding commitments for applications agreed in current or prior years:</b>			
	330 Lade Braes Footpath Improvement Works		50,000
	522 Pethrum Bridge Carpet Bed/Signage		1,999
	NEF001 St Andrews Town Hall Wi-Fi		4,190
	NEF002 Victoria Hall Wi-Fi		4,880
	NEF003 Victoria Hall DDA Access		7,722
	NEF007 Bruce Embankment Toilets		59,000
	NEF036 St Andrews Environment Network - Clean & Green		25,000
	NEF016 St Andrews United Football Club		10,000
			<b>162,791</b>

**ST MONANS COMMON GOOD FUND  
ANNUAL REPORT 2019-20**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £628,718. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £172,214. The total balances of St Monans Common Good are £800,932 as shown in Appendix 1(a)-K.

**2. Key Issues in Financial Year 2019-20**

**2.1 Income**

Total income for 2019-20 is £38,087 (2018-19 £36,997).

**2.2 Expenditure**

Total expenditure for 2019-20 is £16,163 (2018-19 £1,523).

**3. Management of Assets**

3.1 There are currently three leased sites in St Monans as detailed in Note 1 to the Accounts in Appendix 1(a)-K.

**4. Value of Fund**

4.1 The total value of the fund has decreased in 2019-20 by £34,206 as shown in Appendix 1(a)-K.

2018/19				2019/20
		<b>Income:</b>		
23,000.00		Rents		23,000.00
875.61		Interest on Revenue Balances		1,235.66
13,121.49		External Interest		13,851.27
0.00		Other Income		0.00
36,997.10		Total Income		38,086.93
		<b>Expenditure:</b>		
12,561.39		Property Costs		8,640.18
-11,048.00		Donations		7,515.00
9.52		Other Expenditure		7.35
0.00		Depreciation & Impairment		0.00
1,522.91		Total Expenditure		16,162.53
35,474.19		<b>Surplus / (Deficit) for Year</b>		21,924.40
0.00		Add Funding from Reval Reserve		0.00
35,474.19		<b>Amended Surplus (Deficit) for year</b>		21,924.40
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
375,000.00		Heritable Property		375,000.00
309,848.31		Investments		253,717.76
		<b>Current Assets:</b>		
147,204.70		Advance to Loans Fund	168,977.75	
3,085.60		Sundry Debtors	3,236.95	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
150,290.30		<b>Net Current Assets</b>		172,214.70
835,138.61		<b>Net Assets</b>		800,932.46
		<b>Financed By:-</b>		
-460,138.61		Useable Reserves		-425,932.46
-375,000.00		Unusable Reserves		-375,000.00
-835,138.61				-800,932.46



<b>ST MONANS COMMON GOOD</b>					
<b>Notes to Revenue Account Year to 31st March 2020</b>					
<b>1. Analysis of Rental Income:</b>					
	Abbeyview Caravan Site			22,500	
	St Monans Bowling Club			300	
	St Monans Swallows			200	
				<b>23,000</b>	
<b>2. Analysis of Property Costs:</b>					
	Corporate Building Repairs			2,663	
	Electricity			61	
	Non Domestic Rates			1,617	
	Water Services			1,999	
	Property Lease Costs			2,300	
				<b>8,640</b>	
<b>3. Analysis of Donations:</b>					
	St Monans Community Trust newsletter			1,865	
	St Monans Sea Queen 2019			1,796	
	East Neuk Community Action Plan			3,854	
				<b>7,515</b>	
<b>Notes to Balance Sheet to 31st March 2020</b>					
<b>4. Analysis of Heritable Property:</b>					
	Amenity Land, Rose Street, St Monans			0	
	St Monans Heritage Collection, 5 West Shore, St Monans			0	
	St Monans Caravan Site, The Common, St Monans			375,000	
				<b>375,000</b>	
<b>5. Analysis of Investments:</b>					
	Hendersons			253,718	
				<b>253,718</b>	
<b>6. Analysis of Debtors:</b>					
	Hendersons Quarter 4 Interest			3,237	
				<b>3,237</b>	
<b>7. Outstanding commitments for applications agreed in current or prior years:</b>					
	521 St Monans & Abercrombie Community Action Plan			146	
				<b>146</b>	

## **TAYPORT COMMON GOOD FUND**

### **ANNUAL REPORT 2019-20**

#### **1. Overall Position**

The fund comprises revenue balances only. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £885. The total balances of Tayport Common Good are £885 as shown in Appendix 1(a)-L.

#### **2. Key Issues in Financial Year 2019-20**

##### **2.1 Income**

Total income for 2019-20 is £6 (2018-19 £5).

##### **2.2 Expenditure**

Total expenditure for 2019-20 is £NIL (2018-19 NIL).

#### **3. Management of Assets**

3.1 There are no leased sites in Tayport.

#### **4. Value of Fund**

4.1 The total value of the fund has increased in 2020-19 by £5.81 as shown in Appendix 1(a)-L.

		<b>COMMON GOOD FUNDS - TAYPORT COMMON GOOD</b>		<b>Appendix 1(a)-L</b>
		<b>Revenue Account Year Ended 31st March 2020</b>		
<b>2018/19</b>				<b>2019/20</b>
		<b>Income:</b>		
0.00		Rents		0.00
5.52		Interest on Revenue Balances		5.81
0.00		External Interest		0.00
0.00		Other Income		0.00
5.52		Total Income		5.81
		<b>Expenditure:</b>		
0.00		Property Costs		0.00
0.00		Donations		0.00
0.00		Other Expenditure		0.00
0.00		Depreciation & Impairment		0.00
0.00		Total Expenditure		0.00
5.52		<b>Surplus / (Deficit) for Year</b>		5.81
0.00		Add Funding from Reval Reserve		0.00
5.52		<b>Amended Surplus (Deficit) for year</b>		5.81
		<b>Balance Sheet as at 31st March 2020</b>		
		<b>Fixed Assets:</b>		
0.00		Heritable Property		0.00
0.00		Investments		0.00
		<b>Current Assets:</b>		
878.89		Advance to Loans Fund	884.70	
0.00		Sundry Debtors	0.00	
		<b>Less Current Liabilities:</b>		
0.00		Creditors	0.00	
878.89		<b>Net Current Assets</b>		884.70
878.89		<b>Net Assets</b>		884.70
		<b>Financed By:-</b>		
-878.89		Useable Reserves		-884.70
0.00		Unusable Reserves		0.00
-878.89				-884.70

9 December 2020

Agenda Item No. 9

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## **Non-Settlement Trusts – Annual Update on Expenditure and Funds Held – 2019/20 and Feedback on Review of Trust Funds**

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: All

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### **Purpose**

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This report gives elected members a position statement on the expenditure relating to the Non-Settlement Trusts covering North East Fife and a Fife-wide statement on funds as at April 2020. The report also provides feedback on the outcome of decisions taken by Committee on 29 January 2020 following a review of Non-Settlement Trust Funds.

### **Recommendation(s)**

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Members are asked to:

- 1) Note the expenditure statement for the financial year 2019/20 contained in Appendix 1.
- 2) Note the funds available at the year end.
- 3) Note and comment on the projects supported by the disbursement of these funds found in Appendix 2.
- 4) Note the action taken to implement the Committee's decisions of 29.01.20. (Appendix 3)
- 5) Approve 3.2.2 and allocate funding to repair potholes on the middle road of Duffus Park, install a raised walkway at the entrance to the play park, erect signage to toilet facilities, allocate £90k for disabled play equipment and accessibility, provide set up costs for the Lucky Ewe project.
- 6) Approve 3.2.4 and transfer funding from the Provost Scott Memorial Fund to SRUC Elmwood College to be used for a student award.
- 7) Approve 3.2.7 to create a new sheltered seating area in Mugdrum Park.
- 8) Approve 3.2.8 and provide 50% of the funding to Age Concern in Newburgh deferring a decision on the Laing Library Bequest until FCT completes its review of Culture and Heritage.

### **Resource Implications**

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Members will note the disbursement from Non-Settlement Trust funds in this area amounted to a total of £42,409.17 in 2019/20.

## Legal & Risk Implications

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This Non-Settlement report raises no legal or risk implications. Following an Audit Scotland overview of the levels of Trust dispersals within Fife, action has been taken to address the relatively low level of take-up from both groups and individuals in terms of applications.

## Impact Assessment

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An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

## Consultation

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Action has been taken to ensure the availability of these funds is advertised as widely as possible with local groups and service providers. It should be noted that some of the trusts in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

## 1.0 Background & Context

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- 1.1 Settlement Trusts comprise several individual trusts and bequests specific to a defined geography which were brought together in 2014 following consultation with Community Councils and the charities regulator OSCR and/or Lord Advocate.
- 1.2 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and a statement of fund balances is contained in Appendix 1.

## 2.0 Projects Supported in 2019/20

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- 2.1 There are 23 Non-Settlement Trusts across North East Fife, only 5 of which were active in 2019/20 dispersing grants of £42,409.17. Information on projects supported is contained in Appendix 2.
- 2.2 With the exception of the 5 Trust Funds which awarded grants in 2019/20 all but 3 had available funds of less than £1,000.

## 3.0 NEF Non-Settlement Trust Review

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- 3.1 In January 2020 Members agreed to take action to rationalise the number of Non-Settlement Trusts in North East Fife and to promote take up of those which are retained. The impact of these decisions will not be seen until 2020/21. A reminder of the action agreed and progress to date can be found in Appendix 3.
- 3.2.1 Crail Public Library Trust – As there is no longer a public library in Crail it was proposed that this funding be used for the school library. However, Crail Community Partnership has indicated that they may wish to consider delivering a limited library service but are not in a position to do so at this time as they are heavily involved in community asset transfer negotiations. It is recommended that this Trust Fund is retained in the meantime.

- 3.2.2 Duffus Park Disabled Garden Appeal – 9 proposals were put forward by the Cupar Community Council who agreed that these would be considered by Ward Councillors who would make final recommendations to NEF Area Committee. The proposals were assessed against the criteria of enhancing Duffus Park and/or supporting people with disabilities. The following projects are recommended for approval:

**Duffus Park Proposals**

- Pothole repairs to red tarr on middle road £2,100
- Raised walkway to slow traffic at the entrance to the play park £6,500
- Signage to toilet facilities (included disabled toilets at the Sports Centre) £500

**Disability Project Proposals**

- Disabled play equipment and accessibility work in Cupar parks £90,000
- Set up costs for the 'Lucky Ewe' project which will provide work experience placements in land-based and dairy sheep production for people with additional support needs. £21,706

- 3.2.3 Graves Dressing – This fund has been retained but an agreement with Bereavement Services is in place. An SLA has been negotiated for 2020/21 which will lead to a supervisor and squad being deployed in cemeteries in NEF to bring forward a programme of inspection and repair of gravestones.
- 3.2.4 Provost Scott Memorial Fund – Ward Members propose that this Trust Fund is transferred to SRUC Elmwood College for the purpose of a student award.
- 3.2.5 St. Andrews War Memorial – Following agreement with Planning and War Memorials Scotland action to add a WW1 soldier's name to the War Memorial will be concluded in the near future following which this Trust Fund will be closed.
- 3.2.6 Stuart Bursary – Discussion with St. Andrews University has not taken place due to the pandemic.
- 3.2.7 Thomas S. Greig's Bequest – There was no appetite from Newburgh Community Council or Ward Members to use the funding to upgrade Mugdrum Car Park. An alternative source of funding has been found for this purpose. The Community Council has proposed creating a new sheltered seating area in the park. Ward Councillors support this subject to further discussion with the Community Council on the existing Pavilion and seating.
- 3.2.8 Thomson Bequest and Laing Library – It is recommended that this funding is split equally between Age Concern in Newburgh (fulfilling the Thomson Bequest for support to older people) and the Laing Library. It is proposed that a discussion on the Laing Library funding is deferred until Fife Cultural Trust concludes its review of Culture and Heritage.

## 4.0 Conclusion

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- 4.1 Despite efforts to publicise the availability of Non-Settlement Trusts to local groups and service providers the uptake remains low. However, actions taken during 2020/21 are expected to significantly improve the position.

## **List of Appendices**

1. Expenditure statement for the financial year 2019/20
2. Non-Settlement Trust Payments 2019/20
3. North East Fife Non-Settlement Trust Review

## **Background Papers**

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973.

## **Report Contacts**

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			Income & Expenditure Statement													
			Expenditure					Income					Adjusting Surplus/Deficit			
													(Gain)/Loss on			
													Disposal of			
			Grants	Property	Other Expenditure	Depreciation	Total Expenditure	Interest on Revenue Balances	Investment Interest	Other Income	Rents	Total Income	Income Less Expenditure	Assets or Investments	Revaluation of Investments	(Surplus)/ Deficit for Year
BELL FUND/GOOD TEMPLARS FUND	SC019435	A75080	0	0	0	0	0	(772)	(7,468)	0	0	(8,240)	(8,240)	0	30,263	22,023
BUIST BEQUEST	SC019434	A75082	0	0	0	0	0	(111)	(736)	0	0	(847)	(847)	0	2,982	2,135
MACINTOSH BEQUEST	SC019399	A75098	0	0	0	0	0	(3)	(23)	0	0	(25)	(25)	0	92	67
OGILVY DALGLEISH MORTIFICATION	SC019396	A75100	0	0	0	0	0	(6)	(53)	0	0	(59)	(59)	0	214	155
ST. ANDREWS WAR MEMORIAL	SC019437	A75105	0	0	0	0	0	(5)	(11)	0	0	(16)	(16)	0	44	28
STUART BURSARY	SC019436	A75106	0	0	0	0	0	(8)	(35)	0	0	(43)	(43)	0	142	99
THOMAS IRELAND'S TRUST	SC019447	A75108	0	0	0	0	0	(11)	(102)	0	0	(113)	(113)	0	412	300
THOMAS S. GREIG'S BEQUEST	SC019417	A75109	0	0	0	0	0	(53)	(647)	0	0	(700)	(700)	0	2,621	1,922
THOMSON BEQUEST AND LAING LIBRARY	SC019420	A75110	0	0	0	0	0	(107)	(1,098)	0	0	(1,205)	(1,205)	0	4,449	3,244
BLYTH HALL FUND		A75081	0	0	0	0	0	(4)	(19)	0	0	(23)	(23)	0	76	53
CRAIL PUBLIC LIBRARY TRUST		A75084	0	0	0	0	0	(132)	0	0	0	(132)	(132)	0	0	(132)
CRAIL WAR MEMORIAL		A75085	1,085	0	0	0	1,085	(20)	(157)	0	0	(177)	908	0	636	1,544
DONALD & MGT ROSS BEQUEST		A75086	0	0	0	0	0	(0)	0	0	0	(0)	(0)	0	0	(0)
DUFFUS PARK DISABLED GARDEN APPEAL		A75087	0	0	0	0	0	(468)	(2,675)	0	0	(3,142)	(3,142)	0	10,839	7,696
FLISK PARISH TRUST		A75088	0	0	0	0	0	(2)	(10)	0	0	(12)	(12)	0	40	28
FLOWERS IN PERPETUITY		A75089	0	0	0	0	0	(87)	(581)	0	0	(668)	(668)	0	2,355	1,688
GRAVES DRESSINGS		A75094	10,000	0	0	0	10,000	(552)	(13,415)	0	0	(13,967)	(3,967)	0	44,875	40,908
J. FERGUSON'S TRUST		A75096	5,975	0	0	0	5,975	(343)	(7,604)	0	0	(7,948)	(1,973)	0	30,815	28,842
LEUCHARS PARISH TRUST		A75097	352	0	0	0	352	(26)	(347)	0	0	(374)	(21)	0	1,407	1,386
NORTH CARR LIGHTSHIP FUND		A75099	0	0	0	0	0	(0)	0	0	0	(0)	(0)	0	0	(0)
PROVOST SCOTT MEMORIAL FUND		A75102	0	0	0	0	0	(14)	(106)	0	0	(120)	(120)	0	430	310
SABINA BUCK EXECUTRY		A75103	0	0	0	0	0	(2)	0	0	0	(2)	(2)	0	0	(2)
TAYPORT WAR MEMORIAL		A75107	24,997	9,938	0	0	34,935	(351)	(6,038)	0	0	(6,389)	28,546	0	24,468	53,017



Name of Trust	Purpose	Area Covered	Estimated Interest	Full Capital Closing Balance as at 31st March 2019	Applicant/Project	Amount	Total
BELL FUND/GOOD TEMPLARS FUND	Moral and religious improvement of St Andrews	St Andrews	£8,240.44	£261,539.26			
BLYTH HALL FUND	Provision of a Hall	Newport on Tay	£22.75	£975.37			
BUIST BEQUEST	Improvements or necessary repairs in St Andrews	St Andrews	£846.62	£31,072.54			
CRAIL PUBLIC LIBRARY TRUST		Crail	£132.28	£20,201.59			
CRAIL WAR MEMORIAL	Upkeep of War Memorial	Crail	£176.90	£5,493.77	Crail CC - Refurbishment of iron gates & purchase of bench.	£1,085.00	£1,085.00
DONALD & MGT ROSS BEQUEST		St Andrews	£0.46	£66.54			
DUFFUS PARK DISABLED GARDEN APPEAL	Repairs to Gardens	Cupar	£3,142.38	£122,845.36			
FLISK PARISH TRUST	benefit of the poor	Flisk	£11.78	£479.36			
FLOWERS IN PERPETUITY	North East Fife Area Generally	NEF	£667.72	£24,384.42			
GRAVES DRESSINGS	North East Fife Area Generally	NEF	£13,967.27	£326,367.61	Crail Preservation Society - Crail Kirkyard	£10,000.00	£10,000.00
J. FERGUSONS TRUST	Benefit of the aged/sick poor - Maintenance of a District Nurse in Dunshalt and Auchtermuchty	Dunshalt & Auchtermuchty	£7,947.54	£194,711.57	Auchtermuchty Midday Lunch Club - Christmas Outing Auchtermuchty Tuesday Lunch Club - Christmas Lunch Dunshalt Community Association - Christmas Party & Vouchers Auchtermuchty Seniors Club - Christmas Vouchers SWI Auchtermuchty - 70th Birthday Party & Outing	£275.00 £500.00 £1350.00 £3500.00 £350.00	£5,975.00
LEUCHARS PARISH CHURCH	Leuchars, Guardbridge & Balmullo - Benefit of the Poor	Leuchars, Guardbridge & Balmullo	£373.60	£10,346.61	Individual Award Individual Award	£100.00 £252.17	£352.17
MACINTOSH BEQUEST	Benefit of industrious poor	Dairsie	£25.31	£820.51			
NORTH CARR LIGHTHOUSE FUND		Now docked in Dundee	£0.46	£70.29			
OGILVY DALGLEISH MORTIFICATION	Coal for the poor	Ceres	£58.54	£1,905.06			
PROVOST SCOTT MEMORIAL FUND	Annual Prize for Engineering at Elmwood College	Cupar	£120.07	£4,187.16			
SABINA BUCK EXECUTRY	Benefit of Residents of Kirkhill Sheltered Housing Complex	St Andrews	£1.59	£240.17			
ST.ANDREWS WAR MEMORIAL	Upkeep of War Memorial	St Andrews	£16.34	£1,049.96			
STUART BURSARY	Benefit of St Andrews University	St Andrews	£42.86	£1,869.82			
TAYPORT COMMUNITY TRUST (Previously Tayport War Memorial)	Upkeep of War Memorial	Tayport	£6,389.09	£145,692.33	Tayport Football Club - Renovation of Changing Facility Fife Council - Green Flag Application Works Tayport Top Park Group - Parkour Area Tayport Baseball Club - Equipment and safety Tayport Amateur Dramatic and Musical Society - 70th Anniversary Show	£4999.00 £5000.00 £5000.00 £4999.00 £4999.00	£24,997.00
THOMAS IRELAND'S TRUST	Provision of coal etc	Largoward & Colinsburgh	£112.57	£3,615.05			
THOMAS S GREIG'S BEQUEST	To provide pavillion in Tayside Park		£699.62	£20,492.89			
THOMSON BEQUEST AND LAING LIBRARY	(1) Thomson - Benefit of the old folks (2) Laing Library - Upkeep of the library	Newburgh	£1,205.14	£37,478.74			
<b>NEF Total</b>			<b>£44,201.33</b>	<b>£1,215,905.98</b>		<b>£42,409.17</b>	<b>£42,409.17</b>

# North East Fife Non-Settlement Trust Review

Appendix 3

Name of Trust/OSCR Reference	Purpose	Area Covered	Full Capital Closing Balance as at 31st March 2019	Area Committee Decision 29.01.20
BLYTH HALL FUND	Provision of a Hall	Newport on Tay	£1,028.47	Close and use capital investments to contribute to Blyth Hall refurbishment. <b>Actioned</b>
BUIST BEQUEST <b>SC019434</b>	Improvements or necessary repairs in St Andrews	St Andrews	£33,207.67	Committee approval to liquidate and transfer monies to St. Andrews Preservation Society (14.08.19). Money ringfenced for Bruce Embankment Toilet Project. <b>Actioned.</b>
CRAIL PUBLIC LIBRARY TRUST		Crail	£20,069.31	Raised with the Community Council. No public library in Crail. Opportunity to use funding for the school library? Discuss with Ward Members. <b>Retain meantime until CCP has an opportunity to consider.</b>
DONALD & MARGARET ROSS BEQUEST		St Andrews	£66.08	Close and transfer funds to St Andrews Common Good. <b>Actioned</b>
DUFFUS PARK DISABLED GARDEN APPEAL	Repairs to Gardens	Cupar	£130,541.73	Discuss with Community Council and at ward meeting and report back to North East Fife Area Committee.
FLOWERS IN PERPETUITY	North East Fife Area Generally	NEF	£26,072.03	Close and distribute funds to 'in bloom' groups. <b>Actioned</b>
GALLOWAY TRUSTS - COAL FOR POOR <b>SC019400</b>	Coal for the poor	Colinsburgh	£0.00	To be transferred to Colinsburgh Development Trust. (£7,936). <b>Actioned</b>
GALLOWAY TRUSTS - LIBRARY 1 <b>SC019390</b>	Benefit of a Library	Colinsburgh	£0.00	To be transferred to Colinsburgh Development Trust. (£506). <b>Actioned</b>
GALLOWAY TRUSTS - LIBRARY 2		Colinsburgh	£0.00	To be transferred to Colinsburgh Development Trust. (£17,548). <b>Actioned</b>
GRAVES DRESSINGS	North East Fife Area Generally	NEF	£367,275.00	Retain and use to support work in cemeteries in NEF.
NORTH CARR LIGHTSHIP FUND		Now docked in Dundee	£69.83	Close and transfer to Taymara, a maritime charity who own the North Carr Lightship. <b>Actioned</b>
PROVOST SCOTT MEMORIAL FUND	Annual Prize for Engineering at Elmwood College	Cupar	£4,496.66	Close and transfer funds to SRUC or Fife College? Member decision required. Discuss at ward meeting and report back to North East Fife Area Committee.
SABINA BUCK EXECUTRY	Benefit of Residents of Kirkhill Sheltered Housing Complex	St Andrews	£238.58	Close and transfer funds to Housing. <b>Actioned</b>
ST.ANDREWS WAR MEMORIAL <b>SC019437</b>	Upkeep of War Memorial	St Andrews	£1,077.60	Funding to be used to pay for costs associated with adding WW1 soldier's name to the War Memorial.
STUART BURSARY <b>SC019436</b>	Benefit of St Andrews University	St Andrews	£1,968.86	Close and transfer funds to St Andrews University.
THOMAS S GREIG S BEQUEST <b>SC019417</b>	To provide pavillion in Tayside Park	Newburgh	£22,414.69	Discuss at ward meeting and report back to North East Fife Area Committee.
THOMSON BEQUEST AND LAING LIBRARY <b>SC019420</b>	(1) Thomson - Benefit of the old folks (2) Laing Library - Upkeep of the library	Newburgh	£40,722.83	Discuss at ward meeting and report back to North East Fife Area Committee.

9 December 2020

Agenda Item No. 10

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## Settlement Trusts - Annual Update on Expenditure and Funds Held – 2019/20

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: All

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### Purpose

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This report gives elected members a position statement on the expenditure relating to the Settlement Trusts in their area. The report also provides a Fife wide statement of funds held in both capital and revenue accounts as at April 2020.

### Recommendation(s)

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Members are asked to -

- Note the expenditure statement for the financial year 2019/20 found in Appendix 1.
- Note the funds available at the year-end relating to amounts held as interest, in Revenue accounts and as Capital.
- Note and comment on the detail of the projects supported by the disbursement of these funds found in section 2.
- Note the acceptable uses for this funding in Appendix 2 of this report.

### Resource Implications

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Members will note the disbursement from the Settlement Trust funds in this area amounted to a total of £18,999 from a potential £21,578. Members will find details of the beneficiaries of this funding in section 2 of this report.

### Legal & Risk Implications

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This report raises no legal or risk implications. Following an Audit Scotland overview of the levels of Settlement Trust dispersals within Fife in 2018/19 action has been taken to address the relatively low level of take-up from both groups and individuals in terms of applications. In North East Fife elected members agreed in November 2018 that Settlement Trusts would be proactively marketed to individuals who met the 'relief of poverty' criteria through the NEF Anti-Poverty Partnership.

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices. An EqIA was submitted for the original proposal to change the process of disbursement for Settlement Trusts, and there were no negative impacts noted. This document is on file and available to members on request.

## Consultation

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There was no specific consultation process aligned to this report. Access to the grant application form is available on Fife Direct and is open to all who feel their request would meet the criteria.

The availability of these funds is advertised as widely as possible with local groups and service providers and referrals for individuals who meet the criteria are made by partners in the Area's Anti-Poverty Group. It should be noted that some of the trusts in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

## 1.0 Background and Context

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- 1.1 During 2016 all Area Committees were presented with an update report in terms of the first year of operation of the Settlement Trusts, this covered the period after the Trusts were reorganised and devolved to the seven areas for administration.
- 1.2 Members were informed that there would be advantages to Fife Council through the reorganisation of the 183 individual trusts administered by the authority, into 30 distinct Settlement Trusts. It was highlighted that the reduction to 30 Settlement Trusts would significantly reduce the reporting requirements to the Office of the Scottish Charity Regulator (OSCR), as the body that oversees the dispersal of charitable funds.
- 1.3 The reorganisation into Settlement Trusts has had the effect of releasing funds for charitable purposes, which would otherwise potentially be unused. The acceptable uses for Settlement Trusts are attached to this report as Appendix 2 and are those utilised by OSCR to clarify the legal definition for charitable activities.

## 2.0 Projects Supported in 2019/20

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- 2.1. There are 16 Settlement Trusts across North East Fife, 8 of which were active in 2019/20 dispersing grant funds of £18,999. The 8 Settlement Trusts receiving no applications have very small levels of income, a total of £1,953 across the 8 Settlement Trusts.

2.2 Grant funding in 2019/20 was as follows:

Settlement	2019/20 Income	2019/20 Expenditure	Balance	2019/20 Projects/Grants to alleviate Poverty
Anstruther & Cellardyke	£6,290	£5,992	£298	Harbour Festival 2019 £4,000 Anstruther Tennis Club - Pavilion Refurbishment £1,000 East Neuk Centre – Feasibility Study for Cellardyke Town Hall £ 792 Scottish Fisheries Museum – Heritage Afloat 50 <sup>th</sup> Anniversary Event £ 200
Crail	£2,767	£2,000	£767	Crail Community Council – Emergency Effort due to Covid-19 £2,000
Cupar	£2,009	£1,850	£159	Individual Grants £1,850
Freuchie	£154	£146	£8	Freuchie in Flower – Development of garden area in centre of village £ 146
Newburgh	£2,772	£2,563	£209	Individual Grants £ 925 Tayside Institute – Newburgh Old Folks Christmas Dinner £1,437.50
St. Andrews	£3,778	£4,789	(£1,011)	Individual Grants £ 299 NEF Community Hub – Extension of Community Café pilot £2,690 Madras FP Ladies Hockey – Hire of 2G Pitch at the university to promote girls hockey £1,800
St. Monans	£1,582	£1,400	£182	Individual Grants £ 870
Tayport	<u>£273</u>	<u>£259</u>	<u>£14</u>	Individual Grants £ 259
	<b>£19,625</b>	<b>£18,999</b>	<b>£626</b>	

2.3 Those Settlement Trusts where no applications were received in 2019/20 were:

Settlement	2019/20 Income
Auchtermuchty	£380
Collessie	£63
Elie	£420
Falkland	£90
Kilconquhar	£177
Kingskettle	£57
Ladybank	£247
Pittenweem	<u>£519</u>
	<b>£1,953</b>

## 3.0 Conclusions

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- 3.1 By devolving, the administration of the Settlement Trust funds to the areas we have freed up a resource that can be used alongside other area held funding for the direct benefit of local people.
- 3.2 The introduction of Settlement Trusts administered locally has benefitted the current area approaches in relation to mitigating the negative impacts of Welfare Reform, and the on-going work around poverty and equality issues.

### Appendices

- Appendix 1 – Financial Statement – Settlement Trusts – 2019/20
- Appendix 2 – Acceptable Uses

### Background Papers

- The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:
- • PFAM Reports March 2010/March 2012

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	Income & Expenditure Statement 2019/20							Balance Sheet				
	Expenditure			Income			Surplus/Deficit	Net Worth				
	Grants	Other	Total	Interest on	Investment	Total Income	Income Less	Investments	Debtors	Advances to	Creditors	Total
		Expenditure	Expenditure	Revenue	Interest		Expenditure			Loans Fund		
				Balances								
DUNFERMLINE	1,900	2,000	3,900	-315	-1,800	-2,115	1,785	7,296	421	48,185	0	81,584
BALLINGRY	0	0	0	-35	-258	-293	-293	1,046	60	5,463	0	10,253
LOCHGELLY	0	0	0	-73	-402	-475	-475	1,629	94	11,366	0	18,825
LESLIE	0	1,000	1,000	-8	-87	-94	906	351	20	418	0	2,024
AUCHTERTOOL	0	0	0	-5	-44	-49	-49	178	10	858	0	1,674
BURNTISLAND	238	0	238	-122	-239	-361	-122	967	56	18,705	0	23,133
KINGHORN	0	0	0	-99	-634	-733	-733	2,571	148	15,179	0	26,948
KIRKCALDY	2,126	450	2,576	-601	-5,049	-5,650	-3,074	20,461	1,180	100,522	0	194,190
BUCKHAVEN AND METHIL	100	0	100	-60	-25	-85	15	103	6	304	0	776
KENNOWAY	0	0	0	-4	-26	-30	-30	103	6	684	0	1,157
LEVEN	250	0	250	-34	-230	-264	-14	931	54	5,555	0	9,816
CULROSS	0	0	0	-23	-165	-188	-188	668	39	3,622	0	6,681
KINCARDINE	0	0	0	-89	-720	-809	-809	2,920	168	14,028	0	27,394
LIMEKILNS	200	0	200	-5	-192	-196	4	777	45	764	0	4,322
ANSTRUTHER & CELLARDYKE	5,992	0	5,992	-383	-5,907	-6,290	-298	23,938	1,380	65,620	0	175,203
AUCHTERMUCHTY	0	0	0	-74	-307	-380	-380	1,242	72	6,384	0	12,071
COLLESSIE	0	0	0	-8	-54	-63	-63	220	13	1,317	0	2,324
CRAIL	2,000	0	2,000	-335	-2,432	-2,767	-767	9,855	568	50,777	0	95,889
CUPAR	1,850	0	1,850	-176	-1,834	-2,009	-159	7,430	428	27,168	0	61,183
ELIE	0	0	0	-53	-367	-420	-420	1,488	86	8,357	0	15,168
FALKLAND	0	0	0	-9	-81	-90	-90	329	19	1,466	0	2,971
FREUCHIE AND AREA	146	0	146	-28	-126	-154	-8	510	29	4,300	0	6,635
KILCONQUHAR	0	0	0	-20	-157	-177	-177	636	37	3,136	0	6,047
KINGSKETTLE	0	0	0	-7	-50	-57	-57	202	12	1,153	0	2,077
LADYBANK	0	0	0	-27	-220	-247	-247	890	51	4,315	0	8,388
NEWBURGH	2,563	0	2,563	-175	-2,597	-2,772	-209	10,523	607	26,764	0	74,936
PITTENWEEM	0	0	0	-74	-445	-519	-519	1,804	104	11,522	0	19,779
ST ANDREWS	4,789	0	4,789	-385	-3,393	-3,778	1,011	13,750	793	53,412	0	116,359
ST MONANS	1,400	0	1,400	-154	-1,428	-1,582	-182	5,788	334	23,145	0	49,641
TAYPORT	259	0	259	-51	-222	-273	-14	902	52	7,686	0	11,813
NEF SUB TOTAL	18,999	0	18,999	-1,958	-19,619	-21,578	-2,579	79,506	4,585	296,522	0	660,483
Settlement Trusts Total	42,811	3,450	46,261	-5,387	-49,110	-54,497	-8,236	199,014	11,477	818,697	0	1,729,742

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.



9<sup>th</sup> December 2020

Agenda Item No. 11

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## Area Housing Plan Update

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Report by: John Mills, Head of Housing Services

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Wards Affected: Ward 16 – Howe of Fife, Ward 17 – Tay Bridgehead, Ward 18 – St Andrews, Ward 19 – East Neuk and Landward, Ward 20 - Cupar

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### Purpose

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Members approved the North East Fife Area Housing Services Plan 2017/19 on the 25<sup>th</sup> October 2017. This interim report provides an update on progress in delivering service priorities and performance information for the financial year 2020/21 where figures are available at an Area level.

A revised Plan for 2021/23 will be presented at Committee once there has been the opportunity to consult on future priorities for the North East Fife Area.

### Recommendation(s)

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Members are asked to:

- Comment on the work progressed through the Area Housing Plan for the financial year 2020/21
- Note the Expenditure for the HRA Locality Managed Budget for 2020/21 outlined in Appendix 2.

### Resource Implications

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Work is taking place within agreed HRA local and capital budgets.

### Legal & Risk Implications

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There are no legal / risk implications arising from this report.

### Impact Assessment

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An EqlA Checklist is not required because the report does not propose a change or revision to existing policies and practices.

### Consultation

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Local tenants were involved in the development of the Area Housing Plan through local groups and events, as well as taking part in walkabouts with staff and members. We have also used feedback from the annual tenant survey to develop the plan. A similar approach will be taken to the development of the North East Fife Area Housing Service Plan for 2021/23.

## 1.0 Background

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- 1.1. Members approved a report on 25<sup>th</sup> October 2017 which outlined the 2017/19 North East Fife Area Housing Plan and set out how we intended to:
  - Understand and address housing needs in the area
  - Deliver effective housing management
- 1.2 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services as the largest landlord in Fife can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'.
- 1.3. This report includes measures to outline how well we are performing and addressing housing need in North East Fife. Performance figures for the previous financial year are provided where this is available at an Area level. It also outlines how staff have adapted to deliver services during COVID lockdown. Housing Management Officers are now able to be more visible in local communities as we work our way through the Recovery Plan.
- 1.4 It is proposed that a revised North East Fife Area Housing Plan be produced for 2021-23. This will outline future priorities that are informed through discussions at Ward Meetings and reflect the views of our local communities.

## 2.0 Issues and Options

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- 2.1 This report will focus on the following Plan for Fife headings-
  - Opportunities for all
  - Thriving places
  - Community led services
- 2.2 Attached to the report are two appendices –
  - Appendix 1 is a summary of North East Fife Area performance 2019/20
  - Appendix 2 information on the expenditure 2019/20 locally managed budget allocation.
- 2.3 **Opportunities for all**
  - The period of lockdown was a difficult and challenging time for many in our communities. Housing have worked in partnership with others to help vulnerable households to obtain necessities such as food and prescriptions. We have also provided advice and support to tenants who were worried about their rent. Housing Services focused on delivering business critical services. This included gas safety inspections, emergency repairs, dealing with anti-social behaviour, welfare checks, urgent allocations to homeless and support to older people in sheltered housing. Staff in the North East Fife Team volunteered for redeployment to critical parts of our business.

- Throughout this time, we have had to adapt to change and new ways of working. It has presented us with the opportunity to become more agile and review how we operate. As we evolve through the Recovery Plan staff can now undertake estate inspections and in certain circumstances visit tenants in their home. We will focus going forward on improving the condition of our estates and addressing the welfare needs of our tenants.

Appendix 1 provides a summary of key performance information for the Financial Year 2019/20. The following areas are highlighted –

- Void properties were turned around and reallocated 2019/20 within 30 days. This is an improvement for the area, with performance for 2018/19 32 days. This figure in line with Fife average for the same period which was 30 days to turnaround an empty property. It is important to minimise rent loss over the period and to ensure a more efficient management of our stock to drive savings in the Housing Revenue Account which is reinvested to improve tenant services and build new homes.
- The amount of allocations to each housing list category were as follows – 39% to homeless, 31% transfer and 30% to the housing list. The allocations made to homeless applicants equated to 105 offers. Proportionately in percentage terms, the homeless outturn was slightly lower in comparison to the previous year (41%).
- We have been proactive in facilitating moves where tenants are under occupying larger family sized properties. We ensured family sized properties were made available last year for allocation following best use of stock moves. The Tenant Incentive Scheme (TIS) was used to assist five of these tenants with the costs associated with moving home. Practical help can be provided with the things that can sometimes be a barrier for people wishing to downsize and this included removal costs, decoration, new carpets, furnishings and white goods. We will continue to engineer moves where suitable properties can be identified to match the preferences of tenants who are under occupying and who have indicated they may be prepared to move.
- The Property Acquisition Policy has been used over the last year to buy back one family sized former council house. This has been used to provide permanent housing for one homeless family. We continue to actively look at opportunities to return larger former council properties back to stock to meet the housing needs of families in the North East Fife area.
- The table on Appendix One shows the recorded breaches of Tenancy actions for anti-social behaviour. Most complaints are of a low level and involve estate management or environmental type issues that are quickly resolved. We continue to work closely with the Safer Communities team to address the more serious issues reported involving anti-social behaviour. During lockdown anti-social behaviour cases increased across North East Fife.

2.4. Housing team have been at the forefront of tackling poverty in the North East Fife Area and assisting vulnerable tenants whose normal life has been disrupted due to the current pandemic.

- Improving rent collection rates continues to be a challenge and for North East Fife the end of year figure was 100%. This figure represented an improvement from the previous year 97% and was just above the Fife wide average of 99%.

- The rent arrears in North East Fife at the end of last Financial Year were reduced from £613,268 to £486,064. We exceeded our target of reducing rent arrears in North East Fife. This reflected the efforts made by staff to increase contacts with tenants with a view to resolving their difficulties. The introduction of Universal Credit Officers also had a positive impact on performance. It will be a challenge to sustain this level of reduction going forward.
- It has been a priority for staff to work with tenants in debt within their patches and to liaise closely with Revenues Officers. A preventative approach is taken to support new tenants and promote early intervention. At the accompanied viewing staff discuss affordability with new tenants, the Welfare Fund and other options for sourcing household items. Through the Locality Managed Budget household items and other practical help can be provided to new tenants in need who are struggling to set up their home.
- The introduction of the Coronavirus (Scotland) Act prevents the eviction of tenants for rent arrears until the 31<sup>st</sup> March 2021. It was recognised that we needed to assist tenants facing financial pressures during the pandemic. The rent arrears process was suspended for several months and a shift in focus to reach out to tenants who were experiencing a disruption to their employment. Advice and assistance were offered to those who were self-employed, faced redundancy or part of the governments furlough scheme. A total of 77 rent allowances were awarded to tenants in North East Fife and this amounted to over £20k.

## 2.5 Community Led Services

- Tenant engagement is critical for the Housing Service to receive feedback and to deliver community led and relevant services. Tenants indicated to us that they wished to be more involved in improving their local areas and this will be reflected in the new Area Housing Plan going forward. The following progress has been made:
- There are now 7 tenants and residents' associations (TRA's) across the North East Fife area who work closely with us and make an active contribution to improving their local communities. Most TRA's have not been able to hold meetings due to current restrictions and staff have only been able to offer support remotely. It is hoped as we progress through the recovery phases that TRA's will be able to play a more active part in their local communities.
- While there is clearly a strong sense of community and identity across North East Fife it does not always translate well into tenant participation and involvement in housing issues. Moving forward we will continue to engage with areas underrepresented by our tenant base.
- We have a strong relationship with Janice Laird (Communities Manager). We have supported our tenants through the Fuel Poverty Fund to assist tenants who are struggling to top up gas/electric meters where they have been refused by Scottish Welfare Fund and are in crisis. We are also been working with a transport initiative where 10 unemployed tenants have been supported with free concessionary bus fare vouchers. Providing tenants with free travel around NEF, Glenrothes, Leven and Dundee. The initiative is supporting our tenants to access wider services, which would normally be out of reach.

## 2.6 Thriving Places

Within the North East Fife area, the Housing Service Locality Managed budget has been used to support a wide range of projects across ward areas to address issues identified at walkabouts and by elected Members throughout the year. The key areas of spending have been on tree management, environmental clean-up works, landscape improvements, fencing, dealing with fly tipping and maintaining land on the housing account. A proportion of the budget has also been used to provide items for new tenants who are struggling to set up their home and support to those who are vulnerable to sustain their existing tenancies.

2.7 Several projects were completed over the last year to improve the local environment and make a difference in communities. These included:

- St Katherine Court, Newburgh. Landscaping improvements.
- Jamieson Court, Cupar. Laundry and Stairwell upgrades.
- Provost Scott Court, Cupar. Laundry and Stairwell upgrades.
- New fencing – Newburgh, Cupar, St Andrews, Anstruther, Crail, St Monans, Tayport, Leuchars.
- Mears Court, Leuchars. New paving slabs.
- High Street, Strathmiglo. Ground works improvements.
- Trees – Cupar, Springfield, St Andrews, St Monans.
- Back Dykes, Crail. Resurfacing works.

2.8 Information on how the Housing Service Locality Managed budget has been allocated for the Financial Year 2019/20 is attached in Appendix 2.

## 3.0 Mayview Update

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- 3.1 In March 2019, members approved proposals to demolish the 4 blocks of flats at Mayview, Anstruther, and redevelop the site for new build Council housing after a strategic options appraisal and community consultation was carried out between 2017 and early 2019
- 3.2 When members were previously updated at Committee, demolition was expected to take place between October and December 2020, but due to lockdown restrictions some elements of the pre-demolition work have been delayed. This has had a knock-on effect to the demolition process, which is now expected to begin in January 2021, and complete in April 2021.
- 3.3 The tendering process is underway, and Property Services are expected to award the demolition contract in early December.
- 3.4 During the demolition work there will be a requirement to close part of Mayview Avenue and divert traffic. However, access to Blyth Court will be maintained at all times. Some footpaths may also be closed (rear of 5-25 Mayview Avenue and east side of 12-22 Mayview Court) to ensure the safety of pedestrians, but signs will be in place to indicate any diversions.
- 3.5 Property Services have identified that the residential property adjacent to block 2-22 Mayview Avenue, known as the Bungalow, is located less than 3 meters from the south-west elevation of the block, and demolition could entail risks to those occupying the property. Contact has been made with the owner and negotiations have begun to agree a period during which they will move out of the property to allow the block to be hand-picked. Scaffolding will be erected within the boundary of The Bungalow in order to allow access for the demolition contractor. The owner will be offered alternative accommodation for the duration of the works and will also be compensated for any damage to the garden grounds during this process and for any inconvenience caused.

- 3.6 Once the demolition contractor is on site, they will secure the site boundaries with heras fencing and install their own security systems based on their risk assessment. Prior to this point we have experienced very limited vandalism or dumping, and our current security measures have not been compromised, but this will continue to be monitored and the contractor will wish to ensure the safety of their equipment on site.
- 3.7 The demolition contract shall stipulate that demolition work will only take place on Mondays-Fridays and Saturday mornings within limited hours, and no Sunday working will be sanctioned.
- 3.8 Once all demolition work is complete and the site is fully cleared, arrangements will be made to formally hand over the site to the Health and Social Care Partnership in order that they can begin work on the new Care Home and extra care units, due to commence in 2022.

## 4.0 Conclusions

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- 4.1 Our aim is to be a top performing social landlord in Scotland. Through the Area Housing Plan, we will identify local issues and plan to address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes. The plans can be updated to reflect where member scrutiny shows a need to quicken the pace of improvement.

### Background Papers

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

Link to North East Fife Housing Services Plan:

[http://publications.fifedirect.org.uk/c64\\_AreaHousingPlan-NorthEastFife2017.pdf](http://publications.fifedirect.org.uk/c64_AreaHousingPlan-NorthEastFife2017.pdf)

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## Appendix 1 – North East Fife Performance 2019/20

Indicator	NEF 2019/20	Fife 2019/20
average days to turnaround an empty property	30 days	30 days
% of the rent lost due to empty houses	0.96%	1.09%
rent collection rates	100%	99%
% of agreements	24%	29%
% allocations to homeless households	39%	44%
% allocations to transfer	31%	27%
number of abandoned tenancies	11	142
number of evictions	6	83
number of reported breach of tenancies	170	

Breach of tenancy details	Category	Description of behaviours
Amount 24 Responded in timescale 24	<b>Cat B Serious Anti-Social Behaviour</b> <b>Timescale: 182 days</b>	Verbal abuse; frequent/ongoing serious disturbances - i.e. loud music, parties, shouting & swearing; drug dealing.
Amount 24 Responded in timescale 24	<b>Cat C Nuisance/Minor Anti-Social Behaviour.</b> <b>Timescale: 56 days</b>	Occasional noise; family disputes affecting neighbours; behaviour of children; household noise; first complaints or infrequent disturbances; smell of drugs.
Amount 12 1 was not responded to within timescale as they were received on a Friday and were not passed to appropriate service until the Monday.	<b>Cat D Extreme Behaviour -</b> <b>Timescale: 2 days</b>	Physical violence/assault/unprovoked attack; Threats of violence; Aggressive behaviour causing fear; drug charges/cultivation; hate incidents; immediate threats; Serious anti-social behaviour where Court action is being sought.
Amount 110	<b>Estate management complaints</b>	Reports of untidy gardens, dumping of rubbish and stairwells in poor state.



## **Appendix 2**

### **Housing Service Locality Managed Budget 2019/20 North East Fife Area**

The Locality Managed budget is used for three priorities which are:

- Estate Management
- Tenancy Sustainment
- Improvement Projects

#### **Estates Management**

The budget is used to deal with estate management related issues and is mainly reactive. Examples of this type of work would include managing open space areas on housing land, tree maintenance, fencing, removal of fly tipping and looking after garage sites.

#### **Tenancy Sustainment**

This involves supporting tenants to sustain their tenancies and ensuring balanced communities. Due to the impact of welfare reform we are having to take a more proactive role in this area. We can offer practical help to vulnerable tenants through tenancy assistance. The budget can be used in certain circumstances for clearing properties and providing help to source essential household items. The focus of this type of intervention is to work closely with other partner services to meet any gaps in provision.

#### **Improvement Projects**

The projects are identified through estates walkabouts, consulting with our tenants, and through working with Tenants and Residents Associations and Community Councils. These are usually proactive works to improve the local environment for our tenants. Examples would be lighting, parking provision, improvements to bin store areas, lock ups and communal areas and environmental improvements.

#### **Expenditure to date**

The budget for 2019/20 was £243k and there was a £13k overspend at the end of this year. The table below shows how the expenditure was proportioned.

Estate Management	20%
Tenancy Sustainment	13%
Projects	67%

#### **Monitoring**

Project work will be considered through discussions with elected members and issues identified at walkabouts. If the allocation of funds needs adjusted in line with the reactive nature of the budget, then this can be highlighted through further update reports.

9<sup>th</sup> December 2020

Agenda Item No. 12

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### **Supporting the Local Community Plan – North East Fife CLD Plan and Anti-Poverty Update.**

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods

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Wards Affected: All

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#### **Purpose**

To provide a 6-month update on the North East Fife Anti-Poverty Action Plan (2020/21) and a 12-month progress report on the work of the Community Development Team (October 2019 to October 2020).

Reporting this in one report gives a joined-up picture of the work being delivered by the Council and the voluntary sector, to address rural poverty and needs in North East Fife.

#### **Recommendation(s)**

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Members are asked to:

- i) Note the work being undertaken by the NEF Community Development Team and its partners.
- ii) Feedback on activities undertaken to benefit individuals and local communities in North East Fife and to address rural poverty.

#### **Resource Implications**

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This work is achieved through the delegated budgets for anti poverty, youth work and adult learning.

#### **Legal & Risk Implications**

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There are no legal or risk implications based on this report.

#### **Impact Assessment**

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An EqlA is not required because the report does not propose a change or revision to existing policies and practices. If any project results in a change of practices, those leading will carry out an EqlA as appropriate.

#### **Consultation**

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A narrative enquiry was carried out April – June 2020 and as part of this participants were consulted on the provision of cash and food support provided during COVID lockdown. This has influenced the development of support for targeted groups.

## **1.0 Background**

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### **1.1 Outcomes**

The Rural Poverty Plan for North East Fife 2019/21 <https://our.fife.scot/northeastfife/>. (Appendix 1) sets out the key themes that the team and partners are delivering to.

These are:

- Strengthening partnership working to address rural inequality issues
- Exploring new ways of addressing fuel poverty
- Finding new solutions to the cost of bus travel
- Supporting community groups to find local solutions to addressing poverty and inequality
- Addressing food insecurity

- 1.2** The Covid pandemic and lockdown has taken place during this reporting period. The Community Development team was redeployed to ensure that a food distribution system was established across NEF to get food parcels to those who were Shielding and waiting to be set up on the national scheme or residents in emergency need of food. A hub was set up in Cupar with a satellite centre in each remaining Ward. The team quickly established a network with over 20 voluntary organisations to get additional food / meals and other support to people in the area working with newly formed COVID groups as well as established voluntary sector partners and emergency committees. The fact that there was weekly joint Council and voluntary sector reporting on the numbers of food parcels and support given is testament to the strength of the partnership we have in the area and the awareness of community organisations of the need in their communities. Although regular weekly deliveries ceased in the summer there remains support for anyone needing to isolate and food plus toiletries donated by companies like Amazon are being distributed. During the recent October Café Inc delivery, nappies were offered free along with cleaning products for the families taking part.
- 1.3** Alongside this work the team has had a focus since the COVID pandemic on ensuring there was support for those experiencing mental health issues, needing access to financial and food support and when the schools returned, ensuring there is youth work support for young people struggling on their return to school.

## **2.0 Strengthening Partnerships**

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- 2.1** Community Learning and Development work in North East Fife is delivered through a Fife Council / Voluntary Sector partnership. The Community Development Team set up a new virtual network in April this year made up of the organisations listed below to ensure there was additional support and a chance for the organisations to build alliances with each other and exchange ideas and information during COVID. This has been a success with fortnightly meetings and a joint funding bid made to the Captain Tom NHS Fund for a staff member to support them in the development of a community fridge initiative. Funding from the Scottish Government Food Fund has been accessed for the purchase of an additional 3 commercial fridges to be set up in Tayport, Anstruther and St Andrews to offer supermarket food waste on a weekly basis. This compliments the Cupar one which has been operating for 18 months. This is the first time the community centres have worked together on a single issue and sought joint funding for a project. The centres have received their Fife Council Recurring grant as usual and have been working with the team to support the emergency food work and get their centres safely up and running providing after school and playgroups when this was again possible after Lockdown.

Centres involved are:

- Auchtermuchty Community Centre.
- Cosmos Community Centre, St Andrews.
- Cupar YMCA – YWCA.
- Cupar Youth Café.
- Dolphin Community Centre, Tayport.
- East Neuk Centre, Anstruther and Cellardyke Town Halls (East Neuk Trust).
- Forgan Arts Centre.
- Ladybank Youth Club.
- Rio Community Centre, Newport-on-Tay.
- Tayside Institute, Newburgh.

**2.2** The Recurring Grants these groups receive are on their third year of a three year funding settlement and during November the 3 year Monitoring is being undertaken with all organisations that receive more than £10 000. A key feature of the monitor is the financial stability of the organisations and the percentage support that the Council gives for their total running costs.

**2.3** The Centres have shown themselves to be invaluable assets in communities with the buildings acting as food hubs, hosting emergency and COVID Mutual Aid groups, running new food insecurity projects including making meals for vulnerable groups and acting as pick up points during the October Café Inc offer in North East Fife.

### **3.0 Fuel Poverty**

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**3.1** Fuel poverty is caused by low income, high fuel costs and energy inefficient homes.

The main way we are currently addressing the issue is by maximising people's income by ensuring we distribute discretionary payments to individuals to clear fuel debt and keep people's heating and lighting on. We have allocated £10000 for supporting top up fuel payments and by helping with wider food insecurity we are able to help people spend money they have on their fuel bills.

We also are raising awareness with partners of the need to take time to have a conversation with people they are working with about how they are managing to heat and light their homes and have information to signpost and help individuals and families.

### **4.0 Café Inc**

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**4.1** Café Inc provision has run in the October school holidays 2019, for two days in the Christmas holidays and in October holidays 2020. Free school meal payments were paid direct to families entitled to free school meals in Easter 2020 and during the Summer 2020.

2017 meals (a combination of both hot and picnic lunches) have been distributed. 830 of these were in the October holidays 2020. It is a challenge reaching all those who need support of this kind in the holidays across a large rural area and so we tested two new approaches to address this.

- 4.2 New approaches tested in October holidays** Two new approaches were tested - one was the distribution of supermarket vouchers to the value of £45 which provided the cost of 10 meals for families of 4 with recipe cards and online cookery workshops linked to the recipes. This was targeted at families of pupils attending small rural schools in receipt of free school meals. This group doesn't usually benefit from Cafe Inc food and activities as the families need to travel to the venues to take part. Their need is the same as those living in the larger settlements, so it was useful to have the chance to test a way to reach them. We also worked with social work teams to reach vulnerable families they were working with.

Despite a very tight turn around staff in the schools and the Child and Family social work teams worked with the local community development team and 71 vouchers for a range of supermarkets local to the families were distributed along with recipe cards. The participating schools also had the recipe cards and could invite families to take part in the virtual cookery sessions even though the cost of the food for the recipes was not provided for all the families.

The second new approach was to work with the local COVID Mutual Aid group in Auchtermuchty who were carrying out lunch distribution to families at the height of COVID and were keen to partner with us and deliver picnic meals and activity packs to those same families during the October holidays.

- 4.3 Successes** Feedback on the supermarket vouchers was very positive and 124 families engaged with the virtual cookery sessions which far exceeded our target number and is an approach we would want to develop. The activity packs that were offered alongside the picnic meals were well received with all being taken even at the end of the second week. The virtual sessions showing what could be done with the packs again was popular.
- 4.4 Summary** The total number of children and young people reached over the 2 weeks in October 2020 was 830. The offer was not restricted to those on free school meals but it was targeted at this group. The total number of children on free school meals in North East Fife is 650 so we reached 13% of these children when you look at the possibility of those children being provided with 10 meals over the whole holiday period. In fact most of the offer from the voluntary sector organisations that partnered with us, was one week so it would be reasonable to assume we reached around a quarter of those entitled to free school meals.
- 4.5 Going forward** We want to grow and develop the supermarket vouchers and virtual cookery sessions as the feedback was very positive and a sense of a community and fun was able to be fostered. The activity packs are key to the delivery and again creating some engagement and building relationships with the families was possible. Families will receive free school meal payments during Christmas 2020 school holidays.

## **5.0 Research in to the Cost of Bus Travel**

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- 5.1** A test of change was undertaken to further establish the issues and impact of the cost of bus travel in the area for those who are unemployed.

A range of local partner services and agencies were invited by the Community Development team to refer clients who would be willing to pilot the concessionary bus vouchers. Forty-five people (45) were put forward for participation by the partners. The sample of participants included:

- Parents of children and young people
- Parents of accommodated and looked after children
- Kinship carers
- People in education and training
- People living on their own
- People living with another adult and/or children
- Unemployed.

## 5.2 How did people use it?

A total of 440 journeys were recorded during the pilot.

The most common use of the vouchers was for social activities, with just under a third of journeys being made to **visit family and friends** and to **take children out on day trips**. A small number of journeys were also made by parents to **visit children where there were custody arrangements** made by the courts.

**Accessing food** was the second most common reason for the journeys, this includes **food shopping and visits to foodbanks**.

The third most common use of the vouchers was to **look for jobs, attend job clubs or volunteering and placements, or access health care**.

Journeys were also made to **support organisations** such as HomeStart, Women's Aid and the Citizen's Advice and Rights Fife (CARF), **attend training courses, visiting the gym and for jury duty**.

The opportunity to attend health care appointments also **allowed someone who had missed a previous appointment** because they were unable to afford the bus fare **to attend their GP**.

*"I just couldn't go and I felt bad about it. I told the receptionist a lie - I said I was ill because I was too embarrassed to say I had no money".*

The savings made also enabled them to use the money for other things which they could not normally do.

*"I have to make regular trips from St Andrews to Ninewells hospital in Dundee for one of my children. Using the voucher means I save money on my fare which means I can give her a wee treat afterwards. I can't afford to do this normally".*

## 5.3 Next Steps

The next step is two pronged with awareness raising on the need for a wider concessionary bus fare scheme to be highlighted in an issues paper being taken to the Fife Council Tackling Poverty and Crisis Prevention reform and recovery group and an awareness raising campaign to help raise the numbers of those accessing the existing help.

The research was also shared at the NEF Zoom hosted conference held on the 9/09/2020. A marketing and awareness campaign on ways to help people with the cost of bus travel is being rolled out from November 2020 – March 2021 to key services and organisations who work with those impacted by the high cost. Easy to understand promotional information and advice will be widely distributed.

## **6.0 Community Development Team**

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### **6.1 The Community Development Team have focused on addressing:**

- Increasing first line mental health support
- Narrative Enquiry speaking to those with lived experience of poverty in NEF
- Food insecurity

### **6.2 Mental Health Work**

Weekly telephone support has been offered and expanded with a partnership with the Fife Express group. The funds that have been awarded from the anti-poverty group have been matched by the Robertson Trust and there is a new Coordinator post for Befriending which along with the social prescribing project, gives NEF a much-needed provision.

The social prescribing project based at the Cupar GP Practices re started in June after a break from March. There have been 64 people seen to date with 16 live cases (this is a part time initiative with one project worker for 18 hrs per week) Most referrals are going to Community Based Adult Learning, Citizens Advice and Rights Fife and the Express Group befriending service. Other referrals have included:

- Fife Women's Aid
- Fife Carers
- Circle Advocacy
- Befriending Lounge at Castle Furniture
- Age Concern
- Fife Voluntary Action
- Bums Off Seats (Active Fife)

A new virtual book group started in May of this year in partnership with the Workers Educational Association and is a free weekly discussion group. Currently 10 attend this.

### **6.3 Access to IT and Digital Support**

The team has secured 115 laptops and free Wi Fi for individuals and families in NEF from the Scottish Government Connecting Scotland programme. This is the highest number in Fife. Those receiving them have been very positive about the impact it has made to them. We targeted those who use our community job clubs and families working with us.

### **6.4 Summer Playscheme**

For the first time children who were on the NEF At Risk register at the time of the summer holidays were offered a bespoke playscheme opportunity in St Andrews and Cupar. We worked with both the Cupar YMCA/YWCA and the Cosmos Community Centre and around 14 attended. The programme was delivered by youth workers.

### **6.5 Welfare Reform/ Community Job Clubs**

The community job clubs went to a telephone service once Lockdown was introduced. Staff reached out through bulk text messaging to those who had accessed their services in the previous 8 weeks. This was a successful engagement tool and has been continued to be used. DWP suspended the requirement for people to carry out job search so attendances are lower than when this is required. One benefit of the telephone delivery has been that we have noted a change in the demographic accessing the service with more women and families contacting the welfare support workers. The split between men and women using the job clubs is fifty – fifty whereas last year it was a third women and two thirds men.



Overall we have recorded 324 participants compared to 405 over the same period the year before. This is due to the claimant commitment not being required for most of that period. We are seeing a steady rise now and the contacts that have been made have taken longer to support as they have been more complex. The team also carry out weekly support calls to the more vulnerable users and are now establishing virtual interviews from hubs around NEF to help people gain support. Face to face interviews are made when needed.

## **6.6 Youth Work**

It has been a considerable challenge to stay in contact with young people during the pandemic. Staff have developed a safe way to engage and work with young people online on a platform called DISCORD and the team of youth workers have been trained in using this. A core of young people who were accessing our provision before Lockdown have started using this to speak to youth workers and other young people. Many young people returning to school have asked for contact with youth workers and the team are working in schools offering mental health youth work appointments and they are now also re starting group work.

The 16+ programme targeted at school leavers without a positive destination has continued with virtual meet ups before it was possible for the group to meet face to face. The staff delivered 390 hours of blended programme from October 2019 to September 2020.

Total number of young people the Community Development Team worked with is 572 which is 185 less than this time last year. We have been successful in gaining £24,257.00 funding from the Youth Work Education Recovery Fund. The funding will support delivery of a programme for young people incorporating successful youth work approaches from previous delivery, with an enhanced outdoor and virtual element. It builds on feedback from young people, youth workers and school staff and will be delivered over the next 6 months to 100 of the young people hardest hit by the impact of COVID. It is a partnership bid which has been worked up collaboratively with a number of agencies. Engaging with young people when they are in school is the most effective way to reach them as they live across many communities. Our data shows that we are able to build relationships with young people we are working with in the school environment and in group work settings in the community. The bid builds on this and will enable us to deliver double the amount of alternative curriculum activities and outdoor activities resulting in improved outcomes for young people leaving school.

## **7.0 Community Capacity Building**

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- 7.1** Building the capacity of both individuals and communities to address issues in communities and develop services is a key driver to the work of the community development team. CONSUL is an online platform which was first used in Fife for the East Neuk participatory budgeting exercise last year. It has now been successfully used for the Guardbridge community consultation where .....community projects are being showcased and voted on.

### **7.2 Community Capacity Building Activity**

4 community led consultations across the area with a total of 58 people taking part

41 organisations are receiving long term support

57 organisations have benefitted from short term work with the team



## **8.0 Narrative Enquiry**

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**8.1** This study sought to explore the particular impact of COVID19, using Narrative Enquiry to explore individual's experience focusing on the past (prior to Covid19); the present (experience of lockdown); and the future (what it will be like post lockdown and perhaps into a second lockdown). We chose also to focus on the themes of:

- Food insecurity;
- Financial security;
- Home schooling;
- Social health and well-being (family, relationships).

**8.2** The research questions were:

- What is the experience of disadvantaged residents of NE Fife during Covid 19?
- What are the key issues these people face?
- What will the needs be of these residents, post-lockdown?

Full report is available as a SWAY presentation

<https://sway.office.com/mQHDdqLGP9FzyfNi>

One of the important findings is that building on the considerable asset of the strong community spirit in the area will help communities to lead on actions and projects in their communities. There is a need for an increased number of people to feel that the solutions are within their control and training and support for those volunteering and working in their community organisations is needed.

Secondly that in terms of food insecurity and financial help a cash first response is reported as the most effective and comments were made repeatedly about the stigma involved in accessing some types of help. The community fridges project will help overcome this as people can access these for a variety of reasons and not simply food need.

## **9.0 Conclusion**

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**9.1** The knowledge and understanding of the needs of the communities in NEF by both Fife Council and partners, has greatly aided an effective response to COVID. Over the past two years we have undertaken work to challenge the perception that NEF is an area where everyone is doing well. There is a focus by the Council and across partnerships on understanding the lived experience of poverty and ensuring this is influencing decisions we make about targeting resources. We have yet to feel the full impact of the COVID pandemic however these approaches will support the work addressing poverty and inequality in NEF and responding to the Council's Reform and Recovery agenda.

## **List of Appendices**

Appendix 1- Anti-Poverty Action Plan 2020-21

## **Background Papers**

Cost of Rural Transport for the Unemployed in NEF- Research Report

<https://our.fife.scot/northeastfife/>

SWAY – Narrative Enquiry Findings People are Struggling in NEF – Now more than ever  
June 2020 <https://sway.office.com/mQHDdqLGP9FzyfNi>

## **Report Contact**

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## Anti-Poverty Action Plan 2020/21

Budget Total £135,000.00

Total Committed £135,000.00

Balance £0.00

Project	Organisation	Committed Amount	Actual Amount	Project Aim	Outcomes	Update (Numbers & Impact)
<b>Fuel Poverty</b>		<b>£10,000</b>				
<b>Healthy Homes</b>	St Andrews Environmental Network		£10000.00	To provide top ups for residents in North East Fife throughout the COVID 19 crisis and beyond. Many residents were already struggling with Energy Bills, due to COVID 19 they are now finding these have increased due to Families staying at home. The response from power companies is very mixed and for many the only help they can get from their supplier is credit which will only lead to increased financial hardship later. As staff in some cases must visit the property to top up meters, we would like to be able to provide 3 weeks energy costs at one time.	To ensure families from North East Fife have heating and lighting throughout this period and the months following the end of lockdown.	<b>Total Spend £7220.39</b> <b>92 Families</b> <b>129 Top Ups</b> <b>Average top up £56</b> Each of these top ups have been provided when the household was without heat or power and in most cases both. Without this money all these families would have been left without heat and power.  <b>Case study</b> - Client lives in a 2-bed property in St Andrews, he came to us in June for advice as he felt he was using too much energy. Both client and his daughter have health issues. Client was in receipt of Universal Credit and had an appeal pending re PIP. Detailed energy advice was given over the phone and action was taken to get a debt plan worked out. Client managed until August on the money he had coming in however, then he was lucky enough to return to work. On return to work he had to attend training courses in Edinburgh and Glasgow which used up his money and he was not paid for another 2 weeks. Clients meters were top up to ensure he had both gas and electric until his pay date.

Holiday Activities		£15,500				
Family Wellbeing/Activity Bags	Home-Start		£5,500.00	To help alleviate some of the stress that families face during Covid-19 by providing up to 150 families with wellbeing/activity packs at a cost of approximately £30 per pack.	Provide wellbeing and activity resources for families supported by Home-Start East Fife, Families First St Andrews, Fife Young Carers and Fife Council Family Support Services. We will source a range of resources including pamper packs for parents, craft packs, outdoor and indoor physical activity resource such as skipping ropes & soft balls, baking ingredients and equipment, gardening equipment seeds etc., games, jigsaws. The budget includes purchase of resources, staff/admin costs and travel costs for delivering packs.	<b>Total spend £92.45</b> <b>150 Loot bags</b> <b>Case Study</b> - Each service had a list of families and it was agreed some 'shared' families would receive one bag from whichever service was best placed to deliver packs. Each bag contained toys, crafts, toiletries and books and each was tailored to the family by the service supporting them, each service took the bags and delivered them to each individual family over the following weeks – this coincided with the start of the school holidays so was very well timed.
Pilot of Concessionary bus fare scheme	Axiom Consultancy		£3425.00	Research commissioned to find out the difference the introduction of a concessionary bus fare scheme would make for unemployed residents in NEF.	Final fees and expenses for fieldwork and final report.	Information was shared at the Zoom Seminar on the 9th September. <a href="https://our.fife.scot/northeastfife/">https://our.fife.scot/northeastfife/</a>

<b>Young People's Employability Opportunities</b>		<b>£2500</b>				
East Neuk Community Emergency Planning Team				To help 10/12 young people into college		Project has stalled due to COVID will commence Jan - March 21 now reduced from £5000 to £2500.
<b>Food Insecurity</b>		<b>£17,000</b>				
Holiday Hunger – Teenagers £2000				Young People Work to support 11-18-year olds	This took place in the October holidays.	This has now been funded from the Scottish Government Food Fund
Community Fridges - £15,000			£70.00	Start Up Costs for community fridges, meals etc and transportation	High Volume Printing - Community Fridge Promotional Leaflet	Community fridges funded from Scottish Government Food Fund – spend will now go on support for the recruiting and training of the volunteers running these
<b>Christmas Provision</b>		<b>£3,000</b>				
Toy Drive 2020	Fife Council, Children & Families Team		£3000.00	This year Toy Drive will have to look a bit different and we plan to provide Amazon vouchers for the families referred so they can purchase their own items. This reduces any cross transfer from house to house, and as we rely on schools, businesses, and churches to store items, it's just not practical to ask that this year.	To Provide vouchers for 500 children, so based on that number if we aimed for a £10 voucher per child, we are working to a £5000 budget. A Just Giving page has been set up to cover the remaining funds. £1500 raised as at 09/11/20.	Only approved in November – no data until January

Discretionary Fund		£20,345.35				
Welfare Hardship payments	Fife Voluntary Action		£11000.00	To assist people referred to us from various Fife Council Services and third sector organisations with welfare issues. These can be for anything from essential household items to clothes, cash, food, fuel, travel etc.	To support people with welfare issues who are unable to find help from other sources.	<p><b>Total spend £3688.04</b></p> <p><b>17 Clients</b></p> <p><b>Average £217.00</b></p> <p><b>Case Study</b> - Victim of domestic violence rehomed into secure temporary accommodation with a small child, required bedroom furniture and bedding for the child and a secure mobile device to main contact with vital support agencies.</p> <p>Vulnerable family with 4 children, 2 school age, 2 under 2 required a replacement cooker, having been coping, since Christmas, with 2 intermittent rings, sometimes having to rely on cold food.</p> <p>Vulnerable pregnant mother who required emergency late-night transport to Ninewells during lockdown, no ambulance service available, local taxi firm agreed to fare, were paid by card from a local crisis support group then reimbursed by the discretionary fund. The same client was provided with an appropriate baby car seat following the birth.</p>
Families First Outerwear	Families First St Andrews		£900.00	Purchasing outdoor clothing.	<p>The projected outcomes for the families will be:</p> <p>An increase in confidence.</p> <p>Reduced isolation.</p> <p>A reduction in stress and difficulties.</p>	Only approved in September.

Social Prescribing Physical Exercise	Fife Council, Communities & Neighbourhoods NEF		£500.00	<p>To encourage clients with mild to moderate mental health issues to do more physical exercise as this has been proven to improve mental wellbeing.</p> <p>They will get a pass to a Leisure Centre which gives them 10 sessions to use whenever they want. These sessions will either be for the gym and a swim or the gym and the health suite.</p>	Clients mental health/wellbeing to increase as a result to being more active.	Only approved in November.
Connecting Scotland	Fife Council, Communities & Neighbourhoods NEF		£144.55	To supply computer mice to compliment the Connecting Scotland digital inclusion programme. Participants have been supplied with Chromebook devices, but many are reporting difficulties in using the inbuilt trackpad due to dexterity or physical health issues.	The outcome is that all participants in receipt of Chromebooks will be able to use their device more effectively.	<p>Only approved in November.</p> <p>Supplementary kit for 35 of the 70 computers from the Connecting Scotland programme</p>
Job Club Video Calling	Fife Council, Communities & Neighbourhoods NEF		£53.94	To purchase 3 webcams to pilot video calling for welfare support/job club outreach during the Covid-19 pandemic. The webcams will be made available for participants to use in the community venues to facilitate face-to-face video calls with welfare support workers	Increased engagement with Community Job Club users during Covid-19 to make the service more accessible when it is likely to be most needed.	Only approved in November.



Project Staff		£41,500				
Impact of Benefit Cap - £5000	Home- Start		£5000.00	To support families with at least one child under 8 years old who are impacted by welfare reform and specifically benefit cap.	To continue to offer support for families impacted by welfare reform, this will include assistance with completing forms, attending appointments, attending groups provided by Home-Start East Fife etc.	<b>Total spend £1250</b> <b>5 Families</b> Due to the current pandemic we are unable to offer face to face support and therefore remote support is being offered. Where required doorstep deliveries of food etc. have been made. Families supported by Home-Start East Fife also benefitted from receiving a wellbeing/activity pack during the summer
Fife Young Carers (NEF) - £9722	Fife Young Carers		£9722.00	This project aims to ensure that the most vulnerable Young Carers in North East Fife are recognised, supported and heard.  The project will use the funding to provide additional hours for a team leader and sessional staff support to support Young Carers across North East Fife.	To reduce waiting times.	<b>Total spend £4861.00</b> <b>46 Clients</b> <b>Case Study</b> - David is 13 years old and along with an older sister cares for his mum who is a single parent with anxiety, depression and bipolar. During the pandemic David was struggling as he was not getting out nor getting any exercise; he was struggling with increased anxiety and low mood. Fife Young Carers secured a place at a Children's Activity Centre as respite from challenging home circumstances; a loaned bike was secured for him through partnership working with a Young Carer Champion. David has enjoyed cycling so much we are trying to secure extra bikes as the family have decided they would like to go on bike rides together.
Development Officer Post - £26,778	Fife Council, Communities & Neighbourhoods NEF		£26 778	To provide a Development Worker to progress Food Insecurity Projects and the cost of Bus Travel in NEF.		

<b>Befriending</b>		<b>£15,000</b>				
North East Natter	Express Group		£15,000	To provide telephone support on a weekly basis to individuals in NE Fife who are experiencing isolation due to the Covid 19 lockdown. We can work with ten individuals for a year, providing up to one hour of phone calls per week. The contact may be one call or several depending on the requirements of the individual.	Help improve individual's mental wellbeing or help prevent a deterioration for those who may have low mood due to social isolation.	<p><b>Project started in June 2020</b></p> <p><b>13 new referrals and additional support for 22 existing clients Total 35 average engagement over 10 – 20 weeks</b></p> <p><b>Case Study</b> - M was referred for telephone befriending from Fife Council due to a decline in her mental health which had been caused by COVID-19. M said that she felt she had nobody to talk to about her difficulties as she did not want to burden family and did not have friends near. Having regular support has meant she has been able to talk about the problems which have been impacting her. M is enjoying the regular support and looks forward to our weekly calls.</p>
<b>Universal Credit Impacts</b>		<b>£7000</b>				
Universal Credit Impacts - £7000	Fife Council, Communities & Neighbourhoods NEF		£2823	To assist people referred to us from various Fife Council Services and third sector organisations that have been affected by the impact of Universal Credit. This will be for Tesco/Co-Op gift cards and Stagecoach bus tickets.	To support people affected by the impact of Universal Credit.	<p><b>Total Spend £2823</b></p> <p><b>16 Bus Tickets to 10 participants</b></p> <p><b>110 Co-op/Tesco Cards to 50 Participants</b></p> <p><b>Case Study</b> - Due to COVID19 Mrs T and her husband have no money as they are both self-employed and have a 17-year-old daughter. The two staff members who work for them have been furloughed, but they themselves have had to apply for UC and will get their first payment on 17th May. They have had their Advance Loan as well as a Scottish Welfare Fund Crisis Grant, but all this money has gone, and they still have nearly a month to go. The problem is that they still have a lot of outgoings as they were able to afford them and needed them when they were working. To go from two wages to none has caused a lot of financial difficulties. The Welfare Support Worker spoke to them about reducing their outgoings just now by contacting the companies and asking for a 3-month break which they are in the process of</p>



						doing, however they are already in their overdraft and have many other bills to come out. An application for the Bruce's Trust in Cupar was completed and in the meantime an emergency food parcel was organised through the COVID Community helpline and £40 Tesco vouchers were issued for Gluten free food as they ran out of money and food. They were also advised to phone Cosy Kingdom to ask for help with their gas and electric.
<b>COVID-19</b>		<b>£3154.65</b>				
Emergency Food Supplies	Fife Council, Communities & Neighbourhoods NEF		£200.00	Emergency Food Costs – Purchased Tesco/Co-op vouchers.		<b>Total Spend £200</b>
East Neuk Community Emergency Planning Team	East Neuk Community Emergency Planning Team		£500.00	To help vulnerable residents who require assistance with purchasing shopping.  To purchase card readers.	To lessen vulnerability.  Card readers will enable food etc to be purchased on behalf of those in need. Four IZettle card readers were bought.	<b>Total spend £500</b> <b>17 individuals (some on numerous occasions)</b> <b>Case Study</b> - A single mum with one child who was suffering from multiple health and personal problems was helped with her shopping over six occasions. This ensured some of the stress of coping with these problems was addressed.
East Neuk Community Emergency Planning Team – Face Shields	East Neuk Community Emergency Planning Team		£500.00	To produce face shields using a 3D printer and gift them to all front-line workers who have yet to receive PPE or do not have access to PPE due to high demand. It is our aim to produce as many face shields as required for as long as there is a demand for them.	We are currently in production of these face-shields and have had many requests from local business, charities and healthcare providers. We hope to continue this project for as long as it is financially viable.	<b>Total Spend £500</b> <b>653 Visors were made</b>

CLD – Food Parcels	Fife Council, Communities & Neighbourhoods NEF		£54.95	Emergency Packaging for Food Parcels	OP 20100762803 (Boxes & Tape from Lyreco)	<b>Total Spend - £54.95</b>
COVID -19 Anstruther Community Response	Anstruther Community Council		£1000.00	<p>To ensure the needs of the local residents are met throughout the Covid-19 pandemic by offering;</p> <p>a free service with no barriers for accessing, easy to use self-referral system, a range of services evolving to meet differing and ever - changing needs, to keep the over 75's, lone parents and the shielded group and those displaying symptoms at home by offering a tailored service to ensure their needs are met</p>	<p>To reduce the spread of Covid-19 within the community of Kilrenny, Anstruther and Cellardyke.</p> <p>To ensure local residents feel included within their community and have their needs met by volunteers who are briefed on social distancing, good practice and confidentiality.</p> <p>Together we hope to achieve a working model of local residents (volunteers) helping each other to ensure everyone is safe and can stay at home where possible to alleviate the spread of the virus.</p>	<p><b>Total spend £1000.</b></p> <p><b>31 Clients</b></p> <p><b>Case Study</b> - Single parent of 4 children, (3 primary school age and one pre-school), living in Anstruther, one phone and a laptop were owned by this family; however, the phone was deemed to small and fiddly with the children fighting constantly over the laptop. Other parents/family friends were printing worksheets from Glow and leaving on doorstep for the family, however Mum felt this to be a burden on others and felt she was “failing” her children through her lack of knowledge and resources. We established all three children had previously identified learning needs, to include ADHD, dyslexia and acute anger problems and despite contacting family support worker she was still struggling to offer her children routine and learning opportunities due to lack of access to resources and also lack of confidence and time to do so (with baby to look after too). We delivered a brand-new printer, ink cartridges and paper to the Mum along with a 10” tablet that was suitable for accessing Microsoft Teams. Further discussions took place face to face re intervention from other sources as it was apparent this young lady was struggling not only with home schooling, but also an inadequate housing situation and isolation. Within a week the family had their IT all up and running, one child who was in most need was allocated a place at the local home learning hub and Councillor was liaising on her behalf with housing provider to provide her with answers to her current situation.</p>

CLD Team	Fife Council, Communities & Neighbourhoods NEF		£374.70			Items for food parcels.
Food Fund Crisis	Fife Council, Communities & Neighbourhoods NEF		£300.00	Welfare Support Referral	Purchase fresh food from local supermarkets.	
Food Fund Crisis	Fife Council, Communities & Neighbourhoods NEF		£225.00	Welfare Support Referral	Purchase food and pay bills	
<b>TOTAL</b>		<b>£135,000</b>	<b>£95993.34</b>			

9 December 2020

Agenda Item No. 15

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## PROPERTY TRANSACTIONS

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Report by: Ken Gourlay, Head of Assets, Transportation and Environment

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Wards Affected: 16, 17, 18, 19 and 20

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### Purpose

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The purpose of this report is to advise Members of action taken using the list of officer powers in relation to property transactions.

### Recommendation(s)

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The Committee is asked to note the contents of this report.

### Resource Implications

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There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

### Legal & Risk Implications

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There are no legal or risk implications arising from these transactions.

### Impact Assessment

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An EqlA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

### Consultation

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All consultations have been carried out in relation to this report.

## 1.0 Background

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- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

## 2.0 Transactions

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### 2.1 Disposals

**2.1.1 9.45 sqm of ground at 52 Lamberton Place, St Andrews**

Date of Sale: 13 August 2020  
Price: £0  
Purchaser: Brian and Dorothy Rumgay

### 2.2 Acquisitions

**2.2.1 17.2 sqm of ground at 52 Lamberton Place, St Andrews**

Date of Acquisition: 13 August 2020  
Price: £0  
Seller: Brian and Dorothy Rumgay

## 3.0 Conclusions

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- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

### List of Appendices

1. N/A

### Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:  
N/A

### Report Contact

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Lead Professional  
Property Services – Estates  
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**Agenda Item No. 16****North East Fife Area Committee****Forward Work Programme as of 02/12/2020 1/4**

<b>North East Fife Area Committee of 9 December 2020</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Proposed Waiting Restrictions - St Leonards Road, St Andrews	Assets, Transportation and Environment	Colin Stirling	
Proposed Footway Adoption - Pittenweem	Assets, Transportation and Environment	Neil Watson	
Appointment to Partner Organisation - St Andrews BID Management Board	Democratic Services	Elizabeth Mair	
Application for Funding from St Monans Common Good Fund	Communities and Neighbourhoods Service	Janice Laird	
Common Good Funds Annual Report 2019-2020	Finance and Corporate Services	Eleanor Hodgson, Janice Laird	
Non-Settlement Trusts Annual Update and Review of Trust Funds	Communities and Neighbourhoods Service	Janice Laird	
Settlement Trusts - Annual Update on Expenditure and Funds Held - 2019/20	Communities and Neighbourhoods Service	Janice Laird	
Area Housing Plan Update	Housing Services	Gordon Binnie	
North East Fife CLD Plan & Anti-Poverty Update	Communities and Neighbourhoods Service	Sheena Watson	Moved from 28.10.20
Motions - 2			
Property Transactions	Assets, Transportation and Environment	Michael Mcardle	
North East Fife Area Committee Work Programme			

**Agenda Item No. 16****North East Fife Area Committee****Forward Work Programme as of 02/12/2020 2/4**

<b>North East Fife Area Committee of 20 January 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Complaints Update	Communities	David Thomson-CRM	
Minute			
North East Fife Area Committee Work Programme			

<b>North East Fife Area Committee of 3 March 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Criminal Justice - Community Payback	Education and Children's Services	Stuart MacArthur	
Minute			
North East Fife Area Committee Work Programme			

<b>North East Fife Area Committee of 21 April 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute			
North East Fife Area Committee Work Programme			

<b>North East Fife Area Committee of 9 June 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute			
North East Fife Area Committee Work Programme			

**Agenda Item No. 16****North East Fife Area Committee****Forward Work Programme as of 02/12/2020 3/4**

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupilwise and Parentwise Surveys	Education and Children's Services	Deborah Davidson	3-yearly report - last reported 12/9/18
Eden Estuary LNR Advisory Group	Communities and Neighbourhoods Service	Janice Laird	Decisions for NEFAC requested by Advisory Group
Tay and Earn Trust (Annual Reports)	Assets, Transportation and Environment		As they arise
Lammas Market	Communities and Neighbourhoods Service	Janice Laird	20th March, 2019 para 166 Management of Lammas Market to be reviewed annually and, if necessary report to Committee. Members to be briefed on the financial position.
Review of Council Lock Ups	Housing Services	Mark McCall	Date to be confirmed.
Campervans	Economy, Planning and Employability	Alison Laughlin, Sandra Montador-Stewart	Being progressed by FCCT - briefing note to be issued.
Common Good Investments	Finance and Corporate Services	Eleanor Hodgson	Withdrawn from January meeting to enable review to be undertaken.
School Attainment & Achievement Report	Education and Children's Services	Sarah Else	Date to be agreed.
Fife Tourism and Events Strategy	Enterprise and Environment	Ann Camus	Deferred from January meeting; more detailed information to be obtained. Date to be agreed.
Health & Social Care	Health and Social Care	David Heaney	Date to be agreed.
Director of Public Health Report 2019-20	NHS Fife		Date to be confirmed.
North East Fife Local Community Plan	Communities and Neighbourhoods Service	Janice Laird	Moved from 24/06/20 and 2/9/20. Date to be agreed.



**Agenda Item No. 16****North East Fife Area Committee****Forward Work Programme as of 02/12/2020 4/4**

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupil Equity Fund	Education and Children's Services	Rona Weir	Date to be agreed.
Parks, Streets & Open Spaces Performance Review	Assets, Transportation and Environment	Scott Clelland	Date to be agreed.
Early Learning & Childcare	Education and Children's Services	Clark Graham	Date to be agreed.
University of St Andrews Presentation	St Andrews University	Derek Watson	
Cupar Now Digital Improvement District	Economy, Planning and Employability	David Grove	As requested by Cllr Kennedy 16/01/20