

# NOTICE OF MEETING

A **MEETING** of the **CIVIC PANEL** will be held virtually via **MICROSOFT TEAMS**, on **THURSDAY 23 SEPTEMBER 2021** at **10.00AM**

In accordance with Section 43 of the Local Government in Scotland Act 2003 the Chair has agreed that this meeting will be conducted in such a manner as to allow remote attendance by Elected Members.

This meeting is being held in private on public health grounds in accordance with Part 4 of Schedule 6 of the Coronavirus (Scotland) Act 2020; as it is likely that, if members of the public were present at a physical meeting, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

Please note that the meeting will be held via Microsoft Teams and a recording will be made publicly available on the Council's website following the meeting.

**Julia McAfee**  
Chief Officer – Governance  
Clerk to the Council

17 September 2021

## B U S I N E S S

1. **APOLOGIES AND SUBSTITUTIONS**
2. **DECLARATIONS OF INTEREST**
3. **URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**
4. **MINUTES OF MEETING**
  - (a) **22 February 2021** (Pages 1 - 4)
5. **COMMON GOOD FUND BALANCES 2021/22**  
Report by Chief Officer – Finance (Pages 5 - 12)
6. **PROVOST'S CIVIC AWARDS**  
Report by Chief Officer – Governance (Pages 13 - 16)

(For further information contact– Fraser Sinclair 01786 233012 or Governance Officer/Clerk – Michelle MacDonald, 01786 233097)



**STIRLING COUNCIL**

**MINUTES of MEETING of the CIVIC PANEL held as a Virtual Meeting via MICROSOFT TEAMS on MONDAY 22 FEBURARY 2021 at 3.00p.m.**

**Present**

Provost Christine SIMPSON (in the Chair)

Bailie Douglas DODDS  
Councillor Graham HOUSTON

Bailie Chris KANE  
Bailie Alasdair TOLLEMACHE

**In Attendance**

Crawford Bell, Community Development Manager, Economic Development & Communities  
Graham Gibson, Senior Media Officer, Communications  
Gordon Lawrie, Team Leader – Estates and Commercial Property, Infrastructure  
Tracey Mills, Service Manager, Infrastructure  
Jean Houston, Governance Officer, Governance (Clerk)  
Fraser Sinclair, Support Officer, Governance (Minutes)

**CP016 APOLOGIES AND SUBSTITUTIONS**

There were no apologies.

**CP017 DECLARATIONS OF INTEREST**

None.

**CP018 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business.

**CP019 Minutes of Meeting – 16 November 2020**

The minutes of the Civic Panel held on 16 November 2020 were submitted for approval.

**Decision**

The Civic Panel approved the minutes of the Civic Panel held on 16 November 2020 as an accurate record of proceedings.

**CP020 APPOINTMENT OF STIRLING MAKAR**

In October 2008, Stirling Council agreed to approve the process for the appointment of a Makar and that an honorarium for the 3-year period of appointment be committed from the Civic budget.

This report provided an update on the progress made in recruiting a new Makar for Stirling for a further three year period. This process had been led by Library Services and supported by HR and an appointment would be made once approved by Council.

**Decision**

The Civic Panel agreed to ask Council to approve the recruitment of a preferred candidate as Makar for a period of three years and the associated honorarium of £1000 per annum from the Civic budget.

**CP021 REPORT ON COMMON GOOD ASSETS**

This report had been requested by the Civic Panel to provide an update on land and property assets held within the various Common Good Funds administered by the Panel. The report was in advance of a public consultation on Common Good Assets and identified the preparation work and assessment criteria.

The Team Leader, Estates and Commercial Property, explained how the list of possible Common Good Assets had been drawn up, bearing in mind the lack of legislative guidance around the definition.

He advised that there was a legislative duty on local authorities to carry out a Public Consultation on Common Good Assets and this would commence in April 2021, focussing on the five former burghs (Stirling, Bridge of Allan, Callander, Dunblane and Doune) to review what assets were held currently and also identify any others which might fit the criteria of Common Good. This consultation would take place on the Council's website and by reaching out to community councils.

In response to a Member's question concerning specific potential common good assets, the Team Leader, Estates and Commercial Property explained when the Audit had initially been completed, it had been based on information known at that time. However he advised that subject to the feedback from the consultation exercise, the service would then assess whether new proposals fitted the criteria as well as looking at any legal implications.

He was asked how any dispute between the Council and the community with regard to what would be deemed as a Common Good Asset would be resolved and advised that it would be a matter for the Civic Panel to determine such cases on an individual basis in consultation with Finance and Legal services.

The Service Manager, Infrastructure agreed to provide the most up to date valuation of moveable assets held. She also agreed to confirm the insurance arrangements for artworks that were currently on loan from the Smith Gallery to the Civic Office.

**Decision**

The Civic Panel agreed to:

1. note the content of the report;
2. note the contents of the list of current Common Good Assets; and
3. note the ongoing work to update the list of Common Good land and property assets and the intention to undertake a public consultation of same as required by the Community Empowerment (Scotland) Act 2015.

**CP022 REPORTING OFFICERS/CURATORS AD LITEM – MEMBERSHIP ENDORSEMENT**

Reporting Officers/Curators ad Litem may be appointed for a maximum of three years, although they may be reappointed to further terms thereafter. The Panel was requested to formally approve the appointment of the current membership.

The Council had a responsibility to maintain a panel of suitably qualified persons who could be appointed as curators' ad litem and reporting officers in adoption and permanence cases being handled by Stirling Sheriff Court. If the current appointments were not renewed, the Council would be in breach of this statutory duty.

**Decision**

The Civic Panel approved the appointment of the candidates noted in the report as members of Stirling Council's Panel of Reporting Officers/Curators ad Litem, subject to their acceptance of the terms and conditions of these appointments.

The Chair declared the Meeting closed at 3.40pm.



**Stirling Council**

Agenda Item No. 5

Civic Panel

Date of  
Meeting: 23 September  
2021

Not Exempt

**Common Good Fund Balances 2021/22**

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**Purpose & Summary**

This report updates the members of the Civic Panel on the balances of the four Common Good Funds – Stirling, Bridge of Allan, Dunblane and Callander.

**Recommendations**

Civic Panel is asked to:

1. note the opening balances position on each of the Common Good Funds as at 1 April 2021; and
2. note the 2021/22 actual and projected income and expenditure positions for each of the Common Good Funds.

**Resource Implications**

The cash balances on each of the Common Good Funds as at 1 April 2021 are Stirling £681,618, Bridge of Allan £415,905, Dunblane £36,622 and Callander £7,308. The report sets out the projected levels of income and expenditure for the current financial year 2021/22.

**Legal & Risk Implications**

Following consideration of the legal and risk implications of this report, no further relevant issues have been identified.

**1. Background**

- 1.1. The report provides the financial positions for each of the 4 Common Good Funds administered by Stirling Council – Stirling, Bridge of Allan, Dunblane and Callander.
- 1.2. The Appendix to the report details the Income and Expenditure and Balance Sheet positions for each of the Common Good Funds.

**2. Considerations**

- 2.1 The opening cash balances on each of the Common Good Funds as at 1 April 2021 are Stirling £681,618, Bridge of Allan £415,905, Dunblane £36,622 and Callander £7,308. The following paragraphs set out for each of the Funds the projected levels of income and expenditure for the current financial year 2021/22.

- 2.2 **Stirling Common Good Fund** - The projected income from the rented property within Stirling Common Good Fund is £16,318. To date in the current financial year there has been £409 of expenditure on the Steeple but a projection of £4k has been shown in the income and expenditure accounts to reflect the potential for further costs to be incurred. The only other projected expenditure is the annual Smith Art Gallery grant of £7k.
- 2.3 **Bridge of Allan, Dunblane and Callander Common Good Funds** - There is currently no projected expenditure within each of the Funds and there was no expenditure on any of these within the last financial year.
- 2.4 **Interest on Revenue Balances** - All the Common Good Fund balances sit in Stirling Council Loans Fund and earn interest annually in line with Stirling Council's pooled rate of interest. Due to current economic factors the interest rate has dropped to an extremely low level, previous year was 0.5% and this year is projected at 0.37%. The projected interest in 2021/22 for each of the funds is Stirling £2,591, Bridge of Allan £1,565, Dunblane £138 and Callander £28.

### 3. Implications

#### **Equalities Impact**

- 3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the report is a technical report to monitor expenditure on the overall Common Good Fund account and does not have any implications on current policies or service delivery.

#### **Fairer Scotland Duty**

- 3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

#### **Climate Change, Sustainability and Environmental Impact**

- 3.3 There is no impact on the Council's duty relating to climate change, nor is there any direct sustainability or environmental impact as a result of this report.

#### **Other Policy Implications**

- 3.4 Following consideration of the policy implications of this report no relevant issues have been identified.

#### **Consultations**

- 3.5 None.

### 4. Background Papers

- 4.1 Not Applicable.

### 5. Appendices

- 5.1 Appendix 1 – Common Good Fund Income and Expenditure Accounts and Balance Sheet.



## Author(s)

Name	Designation	Telephone Number/E-mail
Brian Dickson	Accountant	01786 233351

## Approved by

Name	Designation	Date
Jim Boyle	Chief Finance Officer	18 August 2021

Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:	
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Wards affected:	N/A
Key Priorities:	D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.
Key Priority Considerations:	N/A
Stirling Plan Priority Outcomes: (Local Outcomes Improvement Plan)	Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities



## APPENDIX 1

**Stirling - Common Good Fund**

	<b><u>Final Outturn 2020/21 (£)</u></b>	<b><u>Estimated Final Outturn 2021/22 (£)</u></b>
<b>Income &amp; Expenditure Account</b>		
<b><i>Income</i></b>		
Rental Income:		
65 King Street (Steeple) Rent	(15,500)	(15,500)
Steeple Service Charges	(818)	(818)
Investment Income:		
Interest on Revenue Balances	(3,496)	(2,591)
<b>Total Income</b>	<b><u>(19,815)</u></b>	<b><u>(18,909)</u></b>
<b><i>Expenditure</i></b>		
Grant - Smith Art Gallery	7,000	7,000
Steeple Maintenance	1,780	3,909
<b>Total Expenditure</b>	<b><u>8,780</u></b>	<b><u>10,909</u></b>
<b>Net Surplus</b>	<b><u>(11,034)</u></b>	<b><u>(8,000)</u></b>
<b>Balance Sheet</b>		
<b><i>Fixed Assets</i></b>		
Property	140,002	140,002
less Depreciation	(2,567)	(2,567)
<b><i>Current Assets</i></b>		
Stirling Council Loans Fund Advances	681,618	689,618
<b>Net Assets</b>	<b><u>819,053</u></b>	<b><u>827,053</u></b>
<b><i>Financed By:</i></b>		
Revenue Reserve	(780,895)	(788,895)
Revaluation Reserve	(38,158)	(38,158)
	<b><u>(819,053)</u></b>	<b><u>(827,053)</u></b>

**Bridge of Allan - Common Good Fund**

	<u>Final Outturn 2020/21 (£)</u>	<u>Estimated Final Outturn 2021/22 (£)</u>
<b>Income &amp; Expenditure Account</b>		
<b><i>Income</i></b>		
Investment Income:		
Interest on Revenue Balances	(2,133)	(1,565)
<b>Total Income</b>	<u>(2,133)</u>	<u>(1,565)</u>
<b>Net Surplus</b>	<u>(2,133)</u>	<u>(1,565)</u>
<b>Balance Sheet</b>		
<b><i>Current Assets</i></b>		
Stirling Council Loans Fund Advances	415,905	417,470
<b>Net Assets</b>	<u>415,905</u>	<u>417,470</u>
<b><i>Financed By:</i></b>		
Revenue Reserve	(415,905)	(417,470)
	<u>(415,905)</u>	<u>(417,470)</u>

**Dunblane - Common Good Fund**

<b>Income &amp; Expenditure Account</b>		
<b><i>Income</i></b>		
Investment Income:		
Revenue Balances	(188)	(138)
<b>Total Income</b>	<u>(188)</u>	<u>(138)</u>
<b>Net Surplus</b>	<u>(188)</u>	<u>(138)</u>
<b>Balance Sheet</b>		
<b><i>Fixed Assets</i></b>		
Community Assets	1	1
<b><i>Current Assets</i></b>		
Stirling Council Loans Fund Advances	36,622	36,760
<b>Net Assets</b>	<u>36,623</u>	<u>36,761</u>
<b><i>Financed By:</i></b>		
Revenue Reserve	(36,623)	(36,761)
	<u>(36,623)</u>	<u>(36,761)</u>

**Callander - Common Good Fund**

	<b><u>Final Outturn 2020/21 (£)</u></b>	<b><u>Estimated Final Outturn 2021/22 (£)</u></b>
<b>Income &amp; Expenditure Account</b>		
<b><i>Income</i></b>		
Investment Income:		
Interest on Revenue Balances	(37)	(28)
<b>Total Income</b>	<b>(37)</b>	<b>(28)</b>
<b>Net Surplus</b>	<b>(37)</b>	<b>(28)</b>
<b>Balance Sheet</b>		
<b><i>Current Assets</i></b>		
Stirling Council Loans Fund Advances	7,308	7,335
<b>Net Assets</b>	<b>7,308</b>	<b>7,335</b>
<b><i>Financed By :</i></b>		
Revenue Reserve	(7,308)	(7,335)
	<b>(7,308)</b>	<b>(7,335)</b>



**Stirling Council**

Agenda Item No. 6

Civic Panel

Date of Meeting: 23 September 2021

Not Exempt

**Provost's Civic Awards**

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**Purpose & Summary**

This report advises the Panel of the intention to host a Provost's Civic Awards event, proposes that the detailed arrangements be delegated to the Provost, Depute Convener and Chief Officer - Governance and asks the Panel to consider the Award categories.

**Recommendations**

The Civic Panel agrees:

1. to note the intention to hold a Provost's Civic Awards event in early Spring 2022;
2. to approve that expenditure from the Civic Budget be used to resource the Civic Awards event;
3. to delegate to the Provost, Depute Convener and Chief Officer – Governance the decision on the format of the Ceremony to be held, given the uncertainty around the ongoing global pandemic; and
4. to consider the categories for Provost Civic Awards.

**Resource Implications**

Funding for the event can be supported by the Civic Budget. There will be resource and time implications for a range of services whose support will be required to stage this event e.g. Democratic Services, Communications, Digital and the Events Team.

**Legal & Risk Implications**

None.

**1. Background**

- 1.1. The 2022 Provost's Civic Awards Event is the 14<sup>th</sup> event since the Awards Scheme's inception in 1998. The event was developed to formally recognise significant contributions made by individuals or groups to Stirling communities, and those who have achieved national recognition in other areas.
- 1.2. The Provost's Civic Awards Event had been scheduled to take place in Autumn 2020 but due to the Covid-19 Global Pandemic was postponed.

## 2. Considerations

- 3.1 It is proposed that a Provost's Civic Awards Event be held in Spring 2022, with the venue and format of the Event to be determined, taking into account availability, cost, and impact of the ongoing Covid-19 pandemic.
- 3.2 Given the ongoing Covid-19 pandemic and uncertainty as to how this may continue to affect events, it is proposed that the Panel delegates authority to determine the format of the event to the Provost, Depute Convenor and Chief Officer – Governance. To support this input will be sought from a range of Council services relevant to this event.
- 3.3 An initial meeting with colleagues from Democratic, Communications, Digital and the Events Team, will be held shortly, to scope out how to promote and publicise the event and the awards categories, and invite the public and all sectors to make nominations. In addition, we will engage with community councils. Regular meetings will take place to support delivery of a successful event.
- 3.4 Categories of awards to recognise significant contributions made by individuals or groups to the life of Stirling communities have increased over the years and listed below are some of the categories which have previously been included:-
  - Academic
  - Arts and Culture
  - Business
  - Community
  - Special Achievement
  - Sport
  - International Relations
  - Voluntary Work
  - Youth
- 3.5 The standard of nominations has been consistently high and the Awards have been well received by members of the community, including community councils, voluntary groups, and the various sectors covered by the categories set out above.
- 3.6 In addition, in 2010 an award for outstanding citizenship was introduced – the William 'Citizen' Jaffray Award.
- 3.7 The Panel is being asked consider the categories of Awards for the 2022 Event.
- 3.8 As this is a high profile event to thank those members of the public that make a significant contribution to their communities, the Awards Event has customarily been held at Stirling Castle. However, due to the Global Covid-19 Pandemic it is felt that a more low key ceremony would be appropriate.
- 3.9 The Event could take the format of an afternoon tea or a wine and canapés evening. Should a face to face Event be unachievable then a virtual celebration could be arranged. It will be necessary for planning purposes to agree the form of the event in early course.



### 3. Implications

#### **Equalities Impact**

3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required.

#### **Fairer Scotland Duty**

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

#### **Climate Change, Sustainability and Environmental Impact**

3.3 None

#### **Other Policy Implications**

3.4 None

#### **Consultations**

3.5 Provost

### 4. Background Papers

4.1 Provost's Civic Awards Report – 27 February 2018.

### 5. Appendices

5.1 None

#### Author(s)

Name	Designation	Telephone Number/E-mail
Michelle MacDonald	Governance Officer	macdonaldm3@stirling.gov.uk

#### Approved by

Name	Designation	Date
Julia McAfee	Chief Officer – Governance	7 September 2021

Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:	Provost Depute Convener of Council
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Wards affected:	N/A
Key Priorities:	Select a Key Priority
Key Priority Considerations:	N/A
Stirling Plan Priority Outcomes: (Local Outcomes Improvement Plan)	Select a Stirling Plan Priority Outcome