



## **MINUTES OF THE MEETING OF COMMON GOOD COMMITTEE**

**THURSDAY 4 SEPTEMBER 2025, 2PM  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON  
AND VIA HYBRID MEETING FACILITY**

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### **Committee Members Present:**

Councillor Allan (remote)  
Councillor Bennett (remote)  
Councillor Cassini (remote)  
Councillor Collins (remote)  
Councillor Forrest  
Councillor Hampshire  
Councillor McFarlane  
Councillor McGuire (remote)  
Councillor McMillan – Convener

### **Council Officials Present:**

Mr I Forrest, Solicitor  
Matthew Conlon, Interim Principal Accountant  
Carlo Grilli, Service Manager - Governance  
Simon Davie, Service Manager – Connected Communities  
Mrs M Scott, Clerk

### **Apologies:**

Councillor Akhtar  
Councillor Jardine  
Councillor McIntosh  
Councillor Trotter

### **Declarations of Interest:**

N/A

The Convener advised that the meeting was being held as a hybrid meeting, as provided for in legislation; that the meeting would be recorded and live streamed; and that it would be made available via the Council's website as a webcast, in order to allow public access to the democratic process in East Lothian. He noted that the Council was the data controller under the Data Protection Act 2018; that data collected as part of the recording would be retained in accordance with the Council's policy on record retention; and that the webcast of the meeting would be publicly available for five years from the date of the meeting.

The clerk recorded the attendance of Members by roll call.

## **1 MINUTES FOR APPROVAL**

Minutes of the Musselburgh Common Good Committee on 17 July 2025, Haddington Common Good Committee on 28 November 2024, Dunbar Common Good Committee on 5 June 2025 and North Berwick Common Good Committee on 19 June 2025 were approved.

## **2 FINANCE REPORT – COMMON GOOD BUDGET UPDATE**

Mr Matthew Conlon, Interim Principal Accountant presented his report to Committee and highlighted the remaining grants budgets for each Common Good area; Dunbar - £750, Haddington - £6000, Musselburgh - £71,110 and North Berwick - £6000.

Following a question from Councillor Forrest, Mr Conlon confirmed if more money was required for repairs and maintenance it would need to come back to Committee for approval and further discussion regarding merits.

## **3 SUMMARY OF APPLICATIONS**

A summary of Common Good applications was provided to Committee.

### **SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Committee agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 6 of Schedule 7A to the Local Government (Scotland) Act 1973.

#### **Application from The Pantry**

An application was submitted by The Pantry for £1051.66. The Committee unanimously agreed to continue this item.

[https://eastlothian.public-i.tv/core/portal/webcast\\_interactive/1009776](https://eastlothian.public-i.tv/core/portal/webcast_interactive/1009776)

### **PRIVATE**

## **4 APPLICATION FOR CONSIDERATION:**

### **The Pantry**

The Pantry submitted an application seeking £1051.66 to support the setting up of their second location in Newbigging.

The Common Good Committee discussed the application noting their support for the charity, the impact it has, and the positive work done by volunteers. Members questioned whether the applicant had considered purchasing listed items second hand or seeking donations from the community to help reduce costs and asked for some discrepancies within the application to be verified. It was also highlighted by one Member that normal procedure is for two quotes to be provided and felt a consistent approach should be taken when making a decision on applications, along with the suggestion of providing quotes from Musselburgh based businesses for some of the items mentioned within the application. Finally, the Committee wished to know if The Pantry would be able to run their activities without full support as in section 22 of the application it was stated full funding would be required however in section 23 the applicant indicated that they would need to rethink their proposal.

A roll call vote was taken where Members were asked to vote whether to grant the application in full, give a partial grant, reject the application or continue the application requesting further information from the application.

**Decision**

The Common Good Committee unanimously to continue the item. A requested was made for the application to be heard again as soon as possible.

Signed .....

Councillor John McMillan  
Chair of the Common Good Committee



<b>COMMITTEE:</b>	Common Good Committee
<b>MEETING DATE:</b>	30 October 2025
<b>BY:</b>	Depute Chief Executive – Resources and Economy
<b>REPORT TITLE:</b>	Common Good Budget Update
<b>REPORT STATUS:</b>	Public

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## **1 PURPOSE OF REPORT**

- 1.1 To provide an update on the grants and repairs/maintenance budget positions for each of the Common Good areas.

## **2 RECOMMENDATIONS**

Members are recommended to:

- 2.1 Note the current position in relation to the grants budget and repairs/maintenance budget for each of the Common Good areas; and
- 2.2 Take account of fund balances when considering applications for grant funding.

## **3 BACKGROUND**

- 3.1 The 2025/26 Common Good budgets were set by Council in April 2025, with the budgets for grants and repairs/maintenance as follows:
- Dunbar: Grants - £4,000; Repairs/maintenance - £5,000
  - Haddington: Grants - £10,000; Repairs/maintenance - £12,000
  - Musselburgh: Grants - £112,000; Repairs/maintenance - £70,000
  - North Berwick: Grants - £10,000; Repairs/maintenance - £10,000
- 3.2 As of the date of this report, the expenditure and balance available are as follows:

## Grants:

Common Good Grant Awards				
April 25 to Sept 25				
	Common	Annual	Amount	Budget
	Good	Budget	Awarded	Available
Dunbar Common Good	DCG	£4,000.00	£3,250.00	£750.00
Haddington Common Good	HCG	£10,000.00	£4,000.00	£6,000.00
Musselburgh Common Good	MCG	£112,000.00	£40,890.09	£71,109.91
North Berwick Common Good	NBCG	£10,000.00	£4,000.00	£6,000.00
<b>Total</b>		<b>£136,000.00</b>	<b>£52,140.09</b>	<b>£83,859.91</b>
	Common		Amount	
Applicants	Good		Awarded	
The Ridge	DCG		£3,250.00	
Nungate Gala	HCG		£4,000.00	
Honest Toun Association	MCG		£15,000.00	
Musselburgh Congregational Church	MCG		£20,000.00	
Musselburgh Community Pantry	MCG		£5,890.09	
Fringe by the Sea	NBCG		£4,000.00	
<b>Total</b>			<b>£52,140.09</b>	

## Repairs:

Common Good Repairs				
April 25 to Sept 25				
	Common	Annual	Amount	Budget
	Good	Budget	Spent	Available
Dunbar Common Good*	DCG	£5,000	£20,995	-£15,995
Haddington Common Good	HCG	£12,000	£0	£12,000
Musselburgh Common Good	MCG	£70,000	£22,753	£47,247
North Berwick Common Good	NBCG	£10,000	£110	£9,890
<b>Total</b>		<b>£97,000</b>	<b>£43,858</b>	<b>£53,142</b>
Dunbar Common Good* £18,413 of repairs included in the £20,995 cost relates to bringing St Margarets Club House up to appropriate standard before Winterfield Golf Club took on the lease for the Club House and Golf Course.				

- 3.3 In accordance with the Scheme of Administration, the Committee has the authority to award a grant of up to £50,000, provided there are sufficient funds within the budget for that area. Should funding in excess of £50,000 be recommended, then the Committee will put forward a recommendation to the Head of Communities, who, in consultation with

the Head of Finance and the Monitoring Officer, will prepare a report to Council, and that it will be for the Council to determine the allocation of funding, and any required variation of the approved budget.

**4 POLICY IMPLICATIONS**

4.1 None

**5 RESOURCE AND OTHER IMPLICATIONS**

5.1 Finance: None

5.2 Human Resources: None

5.3 Other (e.g. Legal/IT): None

5.4 Risk: None

**6 INTEGRATED IMPACT ASSESSMENT**

6.1 **Select the statement that is appropriate to your report by placing an 'X' in the relevant box.**

An Integrated Impact Assessment screening process has been undertaken, and the subject of this report does not affect the wellbeing of the community or have a significant impact on equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

**or**

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	

Subject	Impacts identified (Yes, No or N/A)
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

*[Enter information on impacts that have been identified]*

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

[https://www.eastlothian.gov.uk/info/210602/equality\\_and\\_diversity/12014/integrated\\_impact\\_assessments](https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments)

## **7 APPENDICES**

7.1 None.

## **8 BACKGROUND PAPERS**

8.1 East Lothian Council Standing Orders: Scheme of Administration

8.2 Report to East Lothian Council, 29 April 2025: Common Good Budget 2025/26

## **9 AUTHOR AND APPROVAL DETAILS**

**Report Author(s)**

<b>Name</b>	Keith Gemmell
<b>Designation</b>	Accountant
<b>Tel/Email</b>	<a href="mailto:kgemmell@eastlothian.govuk">kgemmell@eastlothian.govuk</a>
<b>Date</b>	30/10/2025

**Head of Service Approval**

<b>Name</b>	
<b>Designation</b>	
<b>Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed</b>	
<b>Approval Date</b>	



<b>COMMITTEE:</b>	Common Good Committee
<b>MEETING DATE:</b>	13 November 2025
<b>BY:</b>	Head of Corporate Support
<b>REPORT TITLE:</b>	Consultation re Winterfield Golf Club, Dunbar
<b>REPORT STATUS:</b>	Public

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## **1 PURPOSE OF REPORT**

- 1.1 To report to the Committee on the results of the consultation carried out in respect of the proposed amended lease of Winterfield Golf Club, Dunbar

## **2 RECOMMENDATIONS**

Members are recommended to:

- 2.1 Note the responses received to the Consultation and, in light of the overwhelmingly supportive responses received, approve the proposal to incorporate a 40 year lease of St Margarets House as part of the new lease to the Club of Winterfield Golf Course.

## **3 BACKGROUND**

- 3.1 The Council undertook a consultation regarding a proposed amended lease for Winterfield Golf Club, Dunbar, which ran for a period of eight weeks and closed on 19 September 2025.
- 3.2 The consultation specifically related to St Margarets House, which is a Common Good asset and has been leased to Winterfield Golf Club and used by them as their Club house since at least 1994, with rental income being re-invested in the Common Good fund.
- 3.3 Winterfield Golf Club recently took over the management and maintenance of the golf course which, although it surrounds St Margarets House, is not itself a Common Good asset. The move

followed a consultation with Club members who voted in favour of taking over full operational control of the course and its buildings. Terms were agreed with the club for a 40-year lease of the course; the proposals for St Margaret's House would align with this duration. As well as providing certainty for long-term planning, the move would offer Winterfield Golf Club opportunities to attract grant funding for its activities. St Margaret's House is a Common Good asset meaning, by law, the lease constitutes a 'new disposal' and public consultation is required under section 104 of the Community Empowerment (Scotland) Act 2015 for the property.

- 3.4 The consultation asked whether consultees were in favour of the proposed renewed forty year lease to the Club of St Margarets House, as part of the overall new lease of the Golf Course.
- 3.5 Although legally the lease constitutes a 'new disposal' of a Common Good asset, in practice there is no change to the current arrangement with Winterfield Golf Club which have been in place since at least 1994. Rent income for St Margaret's House will continue to be paid into the Dunbar Common Good fund to benefit the community. However the long term stability that a 40-year lease offers will benefit the club's future planning and its abilities to attract grant funding that will support its activities and investment in facilities. Not only is such funding unavailable to the Council as a local authority, it offers the club the opportunity to fully determine and deliver on its own priorities.
- 3.6 A total of 40 responses to the Consulation were received. All but one of the responses were supportive of the proposed lease arrangements.
- 3.7 The single negative response asked whether any other options had been considered, whether the lease of a Common Good asset to a single body such as the Club was seen as the best use of the asset and whether any wider community use, beyond just the Golf Club, had been considered. A formal response to this respondent will follow the outcome of the Committee's decision. In short, other options were not considered and it must be noted that St Margaret's House has been leases to the Golf Club without issue for more than 30 years. The proposal consulted on did not change the lease position of St Margaret's House in a material way, but simply incorporated it within the proposed new lease of the full Golf Course and for a new period of 40 years. Continuation of the lease position which has been in place was considered to be the best outcome for the ongoing use and care of the asset.

## **4 POLICY IMPLICATIONS**

- 4.1 None. The Council has a statutory obligation in terms of the Community Empowerment (Scotland) Act 2015 to carry out a public consultation when there are proposals relating to disposal of a Common Good asset. For these purposes, a lease is considered to be a disposal.

**5 RESOURCE AND OTHER IMPLICATIONS**

- 5.1 Finance: None immediately as the lease has rent deferral provisions in connection with the commitments the Club are taking on with respect to the Golf Course.
- 5.2 Human Resources: Under the new lease the Club would take over responsibility for the golf course.
- 5.3 Other (e.g. Legal/IT):The consultation met the Council’s statutory obligations in terms of the 2015 Act.
- 5.4 Risk:None

**6 INTEGRATED IMPACT ASSESSMENT**

6.1 **Select the statement that is appropriate to your report by placing an ‘X’ in the relevant box.**

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council’s role as a corporate parent; or the storage/collection of personal data.

**or**

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

*[Enter information on impacts that have been identified]*

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

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## **7 APPENDICES**

7.1 None

## **8 BACKGROUND PAPERS**

8.1 Report on the outcome of the Consultation.

## **9 AUTHOR AND APPROVAL DETAILS**

### **Report Author(s)**

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<b>Designation</b>	<b>Solicitor</b>
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<b>Date</b>	<b>5.11.25</b>

### **Head of Service Approval**

<b>Name</b>	<b>Hayley Barnett</b>
<b>Designation</b>	<b>Head of Corporate Support</b>
<b>Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed</b>	<b>Yes</b>
<b>Approval Date</b>	<b>06.11.2025</b>

## St Margaret's House - proposed new lease agreement: Summary report

This report was created on Monday 22 September 2025 at 09:02 and includes **40** responses.

The activity ran from 25/07/2025 to 19/09/2025.

### Contents

Question 1: What is your name?	1
Name	1
Question 2: What is your email address?	1
Email	1
Question 3: What is your organisation? (if answering on behalf of a group or organisation)	1
Organisation	1
Question 4: The council proposes to enter into a new 40-year lease for St Margaret's House, Dunbar, to Winterfield Golf Club. Are you:	1
Proposal to offer lease	1
Question 5: Additional comments (if appropriate)	1
Medium text box for response	1

### Question 1: What is your name?

#### *Name*

There were **39** responses to this part of the question.

### Question 2: What is your email address?

#### *Email*

There were **39** responses to this part of the question.

### Question 3: What is your organisation? (if answering on behalf of a group or organisation)

#### *Organisation*

There were **9** responses to this part of the question.

### Question 4: The council proposes to enter into a new 40-year lease for St Margaret's House, Dunbar, to Winterfield Golf Club. Are you:

#### *Proposal to offer lease*



Option	Total	Percent
In favour	39	97.50%
Opposed	1	2.50%
Not Answered	0	0.00%

### Question 5: Additional comments (if appropriate)

#### *Medium text box for response*

There were **23** responses to this part of the question.