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Council Building 2 High Street Perth PH1 5PH

11 June 2019

A Meeting of the Auchterarder Common Good Fund Committee will be held in the Council Chamber, 2 High Street, Perth, PH1 5PH on Wednesday, 19 June 2019 at 09:30.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

# KAREN REID Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.

#### Members:

Councillor Tom Gray (Convener)
Councillor Peter Barrett
Councillor Murray Lyle
Councillor Crawford Reid

## **Auchterarder Common Good Fund Committee**

# Wednesday, 19 June 2019

### **AGENDA**

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

1	WELCOME AND APOLOGIES	
2	DECLARATIONS OF INTEREST	
3	MINUTE OF MEETING OF THE AUCHTERARDER COMMON GOOD FUND COMMITTEE OF 27 FEBRUARY 2019 FOR APPROVAL AND SIGNATURE (copy herewith)	5 - 6
4	MATTERS ARISING	
5	APPLICATIONS FOR FINANCIAL ASSISTANCE Report by Depute Chief Executive, Chief Operating Officer (copy herewith 19/185)	7 - 12
6	2018/19 & 2019/20 FINANCIAL STATEMENTS Report by Head of Finance (copy herewith 19/186)	13 - 22

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## PERTH AND KINROSS COUNCIL AUCHTERARDER COMMON GOOD FUND 27 FEBRUARY 2019

## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 27 February 2019 at 09.30am.

Present: Councillors T Gray, P Barrett, M Lyle and C Reid.

In Attendance: D Coyne, C Flynn, L Haxton, M Mahmood, K Molley and J Salisbury (all Corporate and Democratic Services).

Councillor T Gray, Convener, Presiding.

#### 97. WELCOME AND APOLOGIES

Councillor Gray welcomed all those present to the meeting.

#### 98. DECLARATIONS OF INTEREST

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

#### 99. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Auchterarder Common Good Fund Committee of 3 October 2018 (Arts.546- 552) was submitted, approved as a correct record and authorised for signature.

### 100. MATTERS ARISING

There were no matters arising.

#### 101. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (19/56) asking Auchterarder Common Good Fund Committee to consider two applications for financial assistance from Auchterarder Golf Club.

### Resolved:

- (1) Auchterarder Golf Club Golf Course Emergency Repair Works
  Auchterarder Golf Club be awarded a grant of £2,000 towards the costs of
  Golf Course Emergency Repair Works.
- (2) Auchterarder Golf Course Golf Course Irrigation
  Auchterarder Golf Course Golf Course Irrigation be awarded a grant of £10,000 towards the costs of updating the Golf Course Irrigation System.

## PERTH AND KINROSS COUNCIL AUCHTERARDER COMMON GOOD FUND 27 FEBRUARY 2019

### 102. 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/57) seeking approval of the budget for Financial Year 2019/20 and details the Income and Expenditure to 31 January 2019 and the projected outturn for Financial Year 2018/19.

#### Resolved:

- (i) The Auchterarder Common Good Fund Budget for Financial Year 2019/20 as set out in Appendix 1 to Report 19/57, be approved.
- (ii) The Auchterarder Common Good Fund Income and Expenditure and the projected outturn to 31 March 2019 as detailed in Appendix 2 to Report 19/57, be noted.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

#### 19 June 2019

## **Applications for Financial Assistance**

## Report by Depute Chief Executive (Report No. 19/185)

The report asks Auchterarder Common Good Fund Committee to consider three applications for financial assistance from Auchterarder Bloom Association, Blackford Fiddle Group and Lang Toon Childcare Hub.

### 1. BACKGROUND

- 1.1. Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property "having regard to the interests of the inhabitants" of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2. Local residents and organisations can apply to Common Good Funds for support to develop projects in the Common Good area. These grants allow individuals and local organisations to carry out a wide range of community based activities. Retrospective applications are not accepted. However, if an application is received before the project takes place and cannot be considered at the following meeting because papers have already been issued, the application will be considered at the next meeting even if the activities have taken place. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3. The 2019/20 Financial Assistance budget for the Auchterarder Common Good Fund was approved at the meeting of 27 February 2019 (Report 19/57 refers). The approved budget and the value of requested Financial Assistance funding to be considered by Committee at this meeting is summarised below:

| Approved 2019/20 Financial Assistance Budget                                | £10,000 |
|-----------------------------------------------------------------------------|---------|
| Value of applications to be considered at Committee meeting on 19 June 2019 | £17,280 |

1.4. The value of funding to be considered at this meeting is in excess of the remaining Financial Assistance budget. In the event that the Committee approves funding in excess of the remaining budget for the year, an option open to the Committee, the budgeted £9,000 surplus for the year will reduce accordingly. In addition funding awards which total in excess of £19,000 for the year may result in a reduction in the overall Revenue Account balance of

the Fund. The 2019/20 Financial Statement report to be considered at this meeting provides details of the approved budget, estimated income and expenditure for the year, the Revenue Account balance at 1 April 2019, and the estimated Revenue Account balance at 31 March 2020 for the Fund

#### 2. PROPOSALS

#### **Auchterarder Bloom Association**

- 2.1. An application for £5,000 has been received from Auchterarder Bloom Association, seeking a grant towards the costs of Garrie's Corner Improvements. The total costs amount to £66,724. This includes £23,780 for hard landscape works; £9,934 for VAT on the works; £8,065 for prelims and contingencies; £7,385 for site furniture; £7,117 for professional fees including VAT; £6,895 for lighting; £2,230 for soft landscaping; £868 for down takings, clearance and excavation; and £450 for landscape maintenance. The applicant will contribute £2,256 towards these costs. Other approved sources of funding are the Auchterarder Swimming Pool Fund (£35,000); Community Environment Challenge Fund (£10,000); Mushroom Trust (£6,000); and Garrie Estate (£5,000). The applicant has previously benefitted from the Fund in 2018/19 (£1,000).
- 2.2. The grant will support the creation of an attractive and useful public green space in a busy area of Auchterarder.

## **Blackford Fiddle Group**

- 2.3. An application has been received from the Blackford Fiddle Group, seeking a grant towards the costs of a 2019 Blackford Fiddle Workshop Programme. The total costs amount to £2,520. This includes £1,320 for six weekend tuition workshops at £220 each (including venue hire); and £1,200 for 24 after-school tuition sessions at £50 each. The applicant is applying for £2,520 and has not previously benefitted from the Fund. The applicant has indicated that approximately 38 people will attend the workshops, 25 of whom are residents of Auchterarder.
- 2.4. The grant will support the provision of high standard music tuition at no cost to the participants.

## Lang Toon Childcare Hub

2.5. An application has been received from Lang Toon Childcare Hub, seeking a grant towards the costs of Auchterarder Summer Camps for Primary Aged Children and Multi Sport Sessions for Secondary Aged Young People. The total costs amount to £9,760. This includes £8,510 for service costs for 37 days (at £230 per day); £1,000 for equipment and activity materials; and £250 for administration, promotional flyers, posters and evaluation materials. The applicant is applying for £9,760 and has not previously benefitted from the Fund. The applicant has estimated that 85-95% of all children and young

people participating are residents of Auchterarder and the others live in the Strathallan ward.

2.6. The grant will support the availability of after and out of school childcare and activities for children and young people in Auchterarder.

## 3. RECOMMENDATION

3.1. The Committee is asked to consider the requests in the report.

#### **Authors**

| Name           | Designation                              | Contact Details                           |
|----------------|------------------------------------------|-------------------------------------------|
| Lee Haxton     | Community Planning<br>Policy Team Leader | PKGrantsDirect@pkc.gov.uk<br>01738 477834 |
| Mariam Mahmood | Cultural Transformation<br>Graduate      |                                           |

**Approved** 

| Name            | Designation                                     | Date        |
|-----------------|-------------------------------------------------|-------------|
| Fiona Robertson | Head of Culture and<br>Community Services       | 28 May 2019 |
| Jim Valentine   | Depute Chief Executive /Chief Operating Officer |             |

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#### ANNEX

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| Strategic Implications                              | Yes / None |
|-----------------------------------------------------|------------|
| Community Plan / Single Outcome Agreement           | Yes        |
| Corporate Plan                                      | Yes        |
| Resource Implications                               |            |
| Financial                                           | Yes        |
| Workforce                                           | No         |
| Asset Management (land, property, IST)              | No         |
| Assessments                                         |            |
| Equality Impact Assessment                          | Yes        |
| Strategic Environmental Assessment                  | Yes        |
| Sustainability (community, economic, environmental) | Yes        |
| Legal and Governance                                | None       |
| Risk                                                | None       |
| Consultation                                        |            |
| Internal                                            | Yes        |
| External                                            | None       |
| Communication                                       |            |
| Communications Plan                                 | None       |

# 1. Strategic Implications

## Community Plan / Single Outcome Agreement

1.1. The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Auchterarder Common Good Fund's criteria for financial assistance.

### Corporate Plan

1.2. The proposals will contribute to the Corporate Plan's objectives of developing educated, responsible and informed citizens and the outcome of people are ready for life and work. The recommendations contained within this report are in accordance with the priorities of Auchterarder Common Good Fund's criteria.

## 2. Resource Implications

## <u>Financial</u>

2.1. The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved by Committee will be contained within the 2019/20 Financial Assistance budget.

#### 3. Assessments

## **Equality Impact Assessment**

- 3.1. Under the equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 3.2. The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: No further action is required as the items summarised in the committee report do not require further assessment as they do not have an impact on people's wellbeing or equality protected characteristics.

## Strategic Environmental Assessment

3.3. Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

3.4. Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. The proposals in this report will encourage social equity and opportunities for cultural, leisure, community, sport and other activities.

#### 4. Consultation

#### Internal

4.1. The Head of Legal and Governance and the Head of Finance have been consulted.

#### 5. BACKGROUND PAPERS

5.1. Three applications for financial assistance

- 6. APPENDICES
- 6.1. None

#### AUCHTERARDER COMMON GOOD FUND COMMITTEE

#### 19 June 2019

#### 2018/19 & 2019/20 FINANCIAL STATEMENT

## Report by Head of Finance (Report No. 19/186)

### **PURPOSE OF REPORT**

This report includes the 2018/19 Unaudited Financial Statement and 2019/20 Financial Statement to 26 May 2019 (including the projected outturn to 31 March 2020).

#### 1. BACKGROUND / MAIN ISSUES

1.1 This report provides an update on the unaudited final outturn for 2018/19 and the monitoring position and projected outturn for 2019/20.

## 2. PROPOSALS

## Financial Statement 2018/19

- 2.1 Report 19/57 considered by this Committee on 27 February included year-end projections for Income and Expenditure to 31 March 2019. This included an estimated deficit for the year of £9,688, and a projected Revenue Account Balance of £274,830 at 31 March 2019. Following completion of the 2018/19 unaudited accounts, which remain subject to audit by KPMG, there was a surplus for the year to 31 March 2019 of £6,945 and the Revenue Account Balance is £291,463 (See Appendix 1).
- 2.2 The positive movement of £16,633 from the previously reported deficit is mainly due to final adjustments for:-
  - £600 under spend on Repairs and Maintenance
  - £15,000 adjustment to Financial Assistance applications following Committee decisions at the previous meeting
  - £435 under spend on Christmas Lighting
  - £598 increase in Interest Income

# 2.2 Financial Statement 2019/20

There are three applications for Financial Assistance to be considered by Committee at this meeting. On the basis of Appendix 2, which reflects the total funding value requested, it is anticipated that there will be a surplus of £1,720 in 2019/20 and the Fund's Revenue Account Balance is estimated to be £293,183 at 31 March 2020. The outcome of Committee decisions at this meeting will be reflected in the year end estimate to be reported to a future meeting of this Committee.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Committee is requested to:
  - (i) Note the Auchterarder Common Good Fund Unaudited Financial Statement to 31 March 2019 as set out in Appendix 1 to the report.
  - (ii) Note the Auchterarder Common Good Fund Financial Statement to 26 May 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 2 to the report.

Author(s)

| Name         | Designation       | Contact Details       |  |  |  |
|--------------|-------------------|-----------------------|--|--|--|
| Donald Coyne | Senior Accountant | CHXFinance@pkc.gov.uk |  |  |  |

**Approved** 

| Name              | Designation                                        | Date        |
|-------------------|----------------------------------------------------|-------------|
| Stewart MacKenzie | Head of Finance                                    | 29 May 2019 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 30 May 2019 |

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| Strategic Implications                              | Yes / None |
|-----------------------------------------------------|------------|
| Community Plan / Single Outcome Agreement           | None       |
| Corporate Plan                                      | Yes        |
| Resource Implications                               |            |
| Financial                                           | Yes        |
| Workforce                                           | None       |
| Asset Management (land, property, IST)              | None       |
| Assessments                                         |            |
| Equality Impact Assessment                          | Yes        |
| Strategic Environmental Assessment                  | Yes        |
| Sustainability (community, economic, environmental) | Yes        |
| Legal and Governance                                | None       |
| Risk                                                | None       |
| Consultation                                        |            |
| Internal                                            | Yes        |
| External                                            | None       |
| Communication                                       |            |
| Communications Plan                                 | None       |

# 1. Strategic Implications

### 1.1 Corporate Plan

- 1.1.1 The Council's Corporate Plan 2018 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
  - (i) Giving every child the best start in life;
  - (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy;
  - (iv) Supporting people to lead independent, healthy and active lives; and
  - (v) Creating a safe and sustainable place for future generations.
  - 1.1.2 This report relates to all objectives.

## 2. Resource Implications

### 2.1 Financial

2.1.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

#### 3. Assessments

## 3.1 Equality Impact Assessment

- 3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.
- 3.2 Strategic Environmental Assessment
- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### 3.3 Sustainability

- 3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### 4. Consultation

### 4.1 Internal

4.1.1 The Depute Chief Executive/Chief Operating Officer has been consulted in the preparation of this report.

#### 5. BACKGROUND PAPERS

5.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## 6. APPENDICES

Appendix 1 – Auchterarder Common Good Fund Unaudited Financial Statement for Financial Year 2018/19

Appendix 2 – Auchterarder Common Good Fund Financial Statement for period to 26 May 2019 for Financial Year 2019/20.

# AUCHTERARDER COMMON GOOD FUND UNAUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2018/19

| <u>Expenditure</u>                                                                 | Approved 2018/19 Budget £          | Actual<br>to date<br>£ | Financial Assistance Under Consideration and Committed £ | <u>Total</u><br>£                  | Projection Over/(Under) Spend £ |
|------------------------------------------------------------------------------------|------------------------------------|------------------------|----------------------------------------------------------|------------------------------------|---------------------------------|
| Property Costs Repairs and Maintenance of Land and Buildings                       | 2,000                              | 0                      | 0                                                        | 0                                  | (2,000)                         |
| Supplies and Services Financial Assistance                                         | 10,000                             | 15,265                 | 0                                                        | 15,265                             | 5,265                           |
| Christmas Lights Christmas Lighting                                                | 2,000                              | 1,565                  | 0                                                        | 1,565                              | (435)                           |
| Total Expenditure                                                                  | 14,000                             | 16,830                 | 0                                                        | 16,830                             | 2,830                           |
| <u>Income</u>                                                                      |                                    |                        |                                                          |                                    |                                 |
| Rents, Fees & Charges Interest Earned Total Income                                 | 21,000<br>2,500<br><b>23,500</b>   |                        | 0                                                        | 2,498                              |                                 |
| Surplus/(Deficit)                                                                  | 9,500                              | 6,945                  | 0                                                        | 6,945                              | (2,555)                         |
| Opening Balance 01/04/18 Surplus / (Deficit) Closing Fund Balance at 31 March 2019 | 284,518<br>9,500<br><b>294,018</b> |                        |                                                          | 284,518<br>6,945<br><b>291,463</b> |                                 |

| <u>Grants</u>                                                                                                                                                                                       |   |                                  |                                        |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------|----------------------------------------|-----------------|
| <u>Actual</u>                                                                                                                                                                                       |   | <u>Amount</u>                    | Meeting                                | <u>Comments</u> |
| Auchterarder Bloom Association - Watering and Feeding Floral Displays<br>Neurocentral - Running Physiotherapist Programme Excercise Sessions<br>Auchterarder and Blackford Brownies - Trip to Paris | £ | 1,000<br>1,265<br>1,000<br>3,265 | 20/06/2018<br>20/06/2018<br>03/10/2018 |                 |
| Committed                                                                                                                                                                                           |   | <u>Amount</u>                    | Meeting                                | <u>Comments</u> |
| Auchterarder Golf Club – Golf Course Emergency Repair Works<br>Auchterarder Golf Club – Golf Course Irrigation System                                                                               | £ | 2,000<br>10,000<br>12,000        | 27/02/2019<br>27/02/2019               |                 |
| Under Consideration                                                                                                                                                                                 |   | <u>Amount</u>                    | Meeting                                | <u>Comments</u> |
|                                                                                                                                                                                                     | £ | <u>-</u>                         |                                        |                 |
| Total                                                                                                                                                                                               | £ | 15,265                           |                                        |                 |

# AUCHTERARDER COMMON GOOD FUND FINANCIAL STATEMENT FOR PERIOD TO 26 MAY 2019 FOR FINANCIAL YEAR 2019/20

| <u>Expenditure</u>                                                                           | Approved 2019/20 Budget £          | Actual<br>to date<br>£       | Financial Assistance Under Consideration £ | Projected<br>Outturn<br>£          | Projection Over/(Under) Spend £ |
|----------------------------------------------------------------------------------------------|------------------------------------|------------------------------|--------------------------------------------|------------------------------------|---------------------------------|
| Property Costs Repairs and Maintenance of Land and Buildings                                 | 2,000                              | 0                            | 0                                          | 2,000                              | 0                               |
| Supplies and Services Financial Assistance                                                   | 10,000                             | 0                            | 17,280                                     | 17,280                             | 7,280                           |
| Christmas Lights Christmas Lighting                                                          | 2,000                              | 0                            | 0                                          | 2,000                              | 0                               |
| Total Expenditure                                                                            | 14,000                             | 0                            | 17,280                                     | 21,280                             | 7,280                           |
| <u>Income</u>                                                                                |                                    |                              |                                            |                                    |                                 |
| Rents, Fees & Charges Interest Earned Total Income                                           | 21,000<br>2,000<br><b>23,000</b>   | 11,867<br>0<br><b>11,867</b> | 0                                          | 2,000                              |                                 |
| Surplus/(Deficit)                                                                            | 9,000                              | 11,867                       |                                            | 1,720                              |                                 |
| Opening Balance 01/04/18 Surplus / (Deficit) Projected Closing Fund Balance at 31 March 2019 | 291,463<br>9,000<br><b>300,463</b> | ,501                         | (11,200)                                   | 291,463<br>1,720<br><b>293,183</b> | (1,200)                         |

| <u>Actual</u>                                                                                                                                                                             |   | <u>Amount</u>           | Meeting                                | <u>Comments</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------|----------------------------------------|-----------------|
| <u>Committed</u>                                                                                                                                                                          | £ | -<br>Amount             | <u>Meeting</u>                         | <u>Comments</u> |
| <u>Under Consideration</u>                                                                                                                                                                | £ | -<br><u>Amount</u>      | <u>Meeting</u>                         | <u>Comments</u> |
| Auchterarder Bloom Association - Garrie's Corner Improvements<br>Blackford Fiddle Group - 2019 Blackford Fiddle Workshop Programme<br>Lang Toon Childcare Hub - Auchterarder Summer Camps | £ | 5,000<br>2,520<br>9,760 | 19/06/2019<br>19/06/2019<br>19/06/2019 |                 |
| Total                                                                                                                                                                                     | £ | 17,280<br>17,280        |                                        |                 |