



Securing the future... • *Improving services*  
• *Enhancing quality of life* • *Making the best use of public resources*

Council Building  
The Atrium  
137 Glover Street  
Perth  
PH2 0LQ

Thursday, 16 June 2016

A Meeting of the **Alyth Common Good Fund Committee** will be held in the **Gannochy Suite, Dewars Centre, Glover Street, Perth, PH2 0TH** on **Wednesday, 22 June 2016** at **11:00**.

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

**BERNADETTE MALONE**  
Chief Executive

***Those attending the meeting are requested to ensure that all mobile phones and other communication devices are in silent mode.***

**Members:**

Councillor Ian Miller (Convener)  
Councillor Alan Grant  
Councillor Dennis Melloy  
Councillor Lewis Simpson



**Alyth Common Good Fund Committee**

**Wednesday, 22 June 2016**

**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/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF 24 FEBRUARY 2016 FOR APPROVAL AND SIGNATURE 5 - 6**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 7 - 10**  
Report by Director (Environment) (copy herewith 16/291)
- 6 2016/17 FINANCIAL STATEMENT 11 - 18**  
Joint Report by Head of Finance and Director (Environment) (copy herewith 16/292)

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.



## **ALYTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Alyth Common Good Fund Committee held in the Gannochy Suite, Dewar's Centre, Glover Street, Perth on Wednesday 24 February 2016 at 10.50am.

Present: Councillors I Miller and A Grant.

In Attendance: Councillors B Band, P Barrett, D Doogan, B Ellis, A Gaunt, C Gillies, M Lyle, E Maclachlan, A Munro, A Parrott, C Shiers, A Stewart, H Stewart, and W Wilson; D Littlejohn, Head of Planning and Development, A Clegg and S Merone (all The Environment Service); D Coyne, C Flynn, H Rheinallt and N West (all Corporate and Democratic Services).

Apologies: Councillors D Melloy and L Simpson.

Councillor I Miller, Convener, Presiding.

### **135. WELCOME AND APOLOGIES**

Councillor Miller welcomed all present to the meeting and apologies were noted as above.

### **136. DECLARATIONS OF INTEREST**

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

### **137. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Alyth Common Good Fund Committee of 17 December 2014 (Arts. 820-824) was submitted, approved as a correct record and authorised for signature.

### **138. MATTERS ARISING**

There were no matters arising.

### **139. FINANCIAL ASSISTANCE CRITERIA**

There was submitted a report by the Director (Environment) (16/87), proposing new financial assistance criteria for the Alyth Common Good Fund Committee.

#### **Resolved:**

The revised financial assistance criteria, as outlined in paragraph 2.2 of Report 16/87, be approved.

**140. 2014/15 & 2015/16 FINANCIAL STATEMENTS**

There was submitted a joint report by the Head of Finance and Director (Environment) (16/88), (1) providing the committee with an update on 2014/15 income and expenditure and (2) detailing the income and expenditure to 31 January 2016 and the projected outturn to 31 March 2016 for the Alyth Common Good Fund.

**Resolved:**

- (i) The income and expenditure to 31 March 2015 for financial year 2014/15, as detailed within Appendix 1 of Report 16/88, be noted.
- (ii) The income and expenditure to 31 January 2016 and the projected outturn for financial year 2015/16, as detailed in Appendix 2 of Report 16/88, be noted.
- (iii) The surplus Common Good Fund balances invested in the Council's Loan Fund be noted.
- (iv) Future funding applications be considered in line with the updated financial assistance criteria and no budget be set for 2016/17.

~~~~~

## ALYTH COMMON GOOD FUND COMMITTEE

22 June 2016

### Applications for Financial Assistance

#### Report by Director (Environment)

The report asks Alyth Common Good Fund Committee to consider 1 application for financial assistance.

## 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 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grant. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is listed, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. 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 Applications for Financial Assistance are infrequent and there is no approved Financial Assistance budget for the Fund. The unaudited Revenue balance of Alyth Common Good Fund at 1 April 2016 is £20,982, and the estimated interest to be earned for 2016/17 is £170.

## 2. PROPOSAL

### Alyth & District Agricultural Show Society

- 2.1 An application has been received from Alyth & District Agricultural Show Society seeking a grant towards the costs of the Alyth and District Agricultural Show on 18 June 2016. It is anticipated that 3,000 people could attend. The total costs are £35,000. The applicant has applied for £744 to cover hire of safety barriers. The other costs are covered by fundraising and income from show entries, adverts, sponsors and franchises. The applicant has not benefited from the fund over the past 3 years. The application was received before the date of event. If the grant is not awarded or not in full, the applicant will have to fund the activities from its own funds

- 2.2 The proposal meets the criteria of the provision of community benefit for the people (including any individual or group of people) who live in the former burgh served by Alyth Common Good Fund Committee.

### **Recommendation**

- 2.3 In line with revised guidance, the Committee is asked to consider the request and no recommendation is made by Officers.

## **3. RECOMMENDATION**

- 3.1 The Committee is requested to consider request in the report.

### **Author**

| <b>Name</b>  | <b>Designation</b> | <b>Contact Details</b>                                                                                               |
|--------------|--------------------|----------------------------------------------------------------------------------------------------------------------|
| Serge Merone | Investment Manager | Pullar House – 35 Kinnoull Street Perth - Ext. 75536<br><a href="mailto:smellone@pkc.gov.uk">smellone@pkc.gov.uk</a> |

### **Approved**

| <b>Name</b>    | <b>Designation</b>     | <b>Date</b> |
|----------------|------------------------|-------------|
| Barbara Renton | Director (Environment) | 26 May 2016 |

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 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 Alyth 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 Alyth Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved will be met from the Revenue balance of the Fund.

### **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 Democratic Services, the Head of Finance and the Head of Legal Services have been consulted.

### **2. BACKGROUND PAPERS**

- 2.1 1 Application for financial assistance

### **3. APPENDICES**

- 3.1 None

**ALYTH COMMON GOOD FUND COMMITTEE****22 June 2016****2016/17 FINANCIAL STATEMENT****Joint Report by Head of Finance & Director (Environment)****PURPOSE OF REPORT**

This report provides an update on 2015/16 Income and Expenditure, and details of Income and Expenditure to 31 May 2016 and the projected outturn to 31 March 2017 for the Alyth Common Good Fund.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides an update on the final outturn for 2015/16, and the monitoring position and projected outturn for the Financial Year 2016/17.

**2. PROPOSALS****2.1 Financial Statement 2015/16**

Report 16/88 considered by Committee on 24 February 2016 included year-end projections for Income and Expenditure to 31 March 2016 which included an estimated surplus for the year of £330 and a projected Revenue Account Balance of £20,732 at 31 March 2016. Following closure of the 2015/16 accounts, which remain subject to audit by Audit Scotland, the projected surplus has increased by £250 due to grant funding no longer being required resulting in a surplus for the year of £580 and a Revenue Account Balance of £20,982 at 31 March 2016.

**2.2 Financial Statement 2016/17**

On the basis of Appendix 1, it is anticipated that a surplus of £170 will be generated in 2016/17 and that the Fund's estimated Revenue Account Balance will be £21,152 at 31 March 2017.

**3. CONCLUSION AND RECOMMENDATION**

- 3.1 The Committee is requested to note the unaudited Alyth Common Good Fund Income and Expenditure outturn for the year ended 31 March 2016, the Income and Expenditure to 31 May 2016 and the projected outturn to 31 March 2017.

**Author(s)**

| <b>Name</b>  | <b>Designation</b> | <b>Contact Details</b>                                                   |
|--------------|--------------------|--------------------------------------------------------------------------|
| Donald Coyne | Senior Accountant  | <a href="mailto:DCoyne@pkc.gov.uk">DCoyne@pkc.gov.uk</a><br>01738 475573 |

**Approved**

| <b>Name</b> | <b>Designation</b> | <b>Date</b> |
|-------------|--------------------|-------------|
| John Symon  | Head of Finance    | 8 June 2016 |

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting *Donald Coyne 01738 475573*



Council Text Phone Number 01738 442573

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 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 Chief Executive 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 – Alyth Common Good Fund Financial Statement for period to 31 May 2016 for Financial Year 2016/17.





**ALYTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 MAY 2016 FOR FINANCIAL YEAR 2016/17**

|                           | <u>Actual<br/>to date</u> | <u>Financial Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|---------------------------|---------------------------|-------------------------------------------|--------------|------------------------------|
| <u>Expenditure</u>        | £                         | £                                         | £            | £                            |
| Supplies and Services     | - £                       | - £                                       | - £          | - £                          |
| Financial Assistance      | - £                       | - £                                       | - £          | - £                          |
| <b>Total Expenditure</b>  | <b>- £</b>                | <b>- £</b>                                | <b>- £</b>   | <b>- £</b>                   |
| <u>Income</u>             |                           |                                           |              |                              |
| Interest Earned           | - £                       | - £                                       | - £          | 170.00 £                     |
| <b>Total Income</b>       | <b>- £</b>                | <b>- £</b>                                | <b>- £</b>   | <b>170.00 £</b>              |
| <b>Surplus/(Deficit)</b>  | <b>- £</b>                | <b>- £</b>                                | <b>- £</b>   | <b>170.00 £</b>              |
| Opening Balance 01/04/16  | 20,982.37 £               |                                           |              | 20,982.37 £                  |
| Surplus / (Deficit)       | - £                       |                                           |              | 170.00 £                     |
| Projected Closing Balance | <b>20,982.37 £</b>        |                                           |              | <b>21,152.37 £</b>           |

|                                                                               |               |                |                          |
|-------------------------------------------------------------------------------|---------------|----------------|--------------------------|
| <b>Grants</b>                                                                 | <u>Amount</u> | <u>Meeting</u> |                          |
| <u>Actual</u>                                                                 | - £           |                |                          |
| <u>Committed</u>                                                              |               | <u>Meeting</u> |                          |
|                                                                               | - £           |                |                          |
| <u>Under Consideration</u>                                                    | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>          |
| Alyth & District Agricultural Show Society - hire of safety barriers for show | - £           | 22/06/2016     | Funding applied for £744 |
| <b>Total</b>                                                                  | <b>- £</b>    |                |                          |

