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Council Building  
2 High Street  
Perth  
PH1 5PH

11 December 2019

A Meeting of the **Perth Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 December 2019** at **09:00**

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto: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 Andrew Parrott (Convener)	Councillor Willie Wilson
Councillor Chris Ahern	
Councillor Bob Band	
Councillor Peter Barrett	
Councillor Audrey Coates	
Councillor Harry Coates	
Councillor Dave Doogan	
Councillor Eric Drysdale	
Councillor John Duff	
Councillor Murray Lyle	
Councillor Sheila McCole	
Councillor John Rebbeck	



**Perth Common Good Fund Committee**

**Wednesday, 18 December 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 PERTH COMMON GOOD FUND COMMITTEE OF 25 SEPTEMBER 2019 FOR APPROVAL AND SIGNATURE** **5 - 8**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **9 - 24**  
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 19/350)
- 6 2019/20 FINANCIAL STATEMENT** **25 - 30**  
Report by Head of Finance (copy herewith 19/351)
- 7 NORTH INCH GOLF COURSE STARTERS BOX** **31 - 40**  
Report by Executive Director (Housing and Environment) (copy herewith 19/371)
- 8 DISPOSAL OF 1-5 HIGH STREET, PERTH** **41 - 48**  
Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 19/373)

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PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
25 SEPTEMBER 2019

## PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 9.00am.

Present: Councillors A Parrott, C Ahern, B Band, P Barrett, A Coates, H Coates, D Doogan, M Lyle, S McCole, J Rebbeck and W Wilson.

In Attendance: D Coyne, C Flynn, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); L Campbell, A Graham and M McCaskie (Housing and Environment)

Apologies: Councillor E Drysdale

Councillor A Parrott, Convener, Presiding.

### 463. WELCOME AND APOLOGIES

Councillor A Parrott welcomed all present to the meeting and an apology was noted as above.

### 464. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor W Wilson declared a non-financial interest in Arts. 467(3) and (4).

### 465. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 19 June 2019 (Arts.321-326) was submitted, approved as a correct record and authorised for signature.

### 466. MATTERS ARISING

#### (i) Friends of St John's Kirk and Jar of Jewels (Art. 325 refers)

In response to a question from Councillors W Wilson and S McCole regarding an update on applications received from Friends of St John's Kirk and Jar of Jewels, L Haxton advised that an update would be brought to the December meeting of the Perth Common Good Fund Committee.

### 467. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Chief Executive (19/255) asking Perth Common Good Fund Committee to consider 12 applications for financial assistance (11 for small grants and 1 for capital grants).

PERTH AND KINROSS COUNCIL  
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**Resolved:**

- (1) **Inspire Dance Studios Fundraising Group**  
Inspire Dance Studios Fundraising Group be awarded a grant of £650 towards a performance at Disneyland Paris this summer.
- (2) **Lynx Club**

**Motion (Councillors A Parrott and S McCole)**

**Lynx Club be awarded a grant of to £631 towards the cost of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.**

Amendment (Councillors C Ahern and H Coates)

Lynx Club be awarded a grant of up to £253 towards the costs of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.

In accordance with Standing Order 58, a roll call vote was taken.

9 members voted for the Motion as follows:

Councillors B Band, P Barrett, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

2 members voted for the Amendment as follows:

Councillors C Ahern and H Coates.

**Resolved:**

In accordance with the Motion.

- (3) **Craigie and Moncrieffe Church Young Project – Healthy Lives**  
Craigie and Moncrieffe Youth Project be awarded a grant of £240 to support the Healthy Lives Project.
- (4) **Craigie and Moncrieffe Church Youth Project – Excursion**  
Craigie and Moncrieffe Youth Project be awarded a grant of £210 to support their excursion.
- (5) **Phoenix Youth Project**  
Phoenix Youth Project be awarded a grant of £600 towards the cost of their fitness programme.
- (6) **Tulloch Primary School Parent Council**  
Tulloch Primary School Parent Council be awarded £420 towards a performance for pupils on campus.
- (7) **Gaelic Society of Perth**  
Gaelic Society of Perth be awarded a grant of £350 towards their ceilidh programme.

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- (8) **Hearts and Minds**  
Hearts and Minds be awarded a grant of £1,000 to support the group's performance programme in the Murray Royal Dementia Unit.
- (9) **Scottish Chamber Orchestra-Perth Concert Series**  
Scottish Chamber Orchestra be awarded a grant of £10,000 towards the costs of a Perth Concert Series and Creative Learning Sessions.
- (10) **Perth Autism Support**  
Perth Autism be awarded a grant of £800 towards the costs of their Christmas Party.
- (11) **Perth and District Badminton Association**  
Perth and District Badminton Association be awarded a grant of £3,000 towards the cost of hosting the Scottish National Badminton Championship 2020.
- (12) **Letham Climate Challenge**  
Letham Climate Challenge be awarded a grant of £250 towards the costs of buying equipment.

**468. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2019**

There was submitted a report by Depute Chief Executive (19/257) providing details of the Bonfire and Fireworks event on 5 November 2019 to be organised by the Perth and Strathearn 200 Round Table and a request for additional funding from Perth Common Good Fund Committee.

**Motion (Councillors A Parrott and W Wilson)**

**Perth and Strathearn 200 Round Table be awarded a grant of £16,240 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.**

Amendment (Councillors P Barrett and C Ahern)

Perth and Strathearn 200 Round Table be awarded a grant of £15,000 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.

In accordance with Standing Order 58, a roll call vote was taken.

8 members voted for the Motion as follows:  
Councillors B Band, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

3 members voted for the Amendment as follows:  
Councillors C Ahern, P Barrett and H Coates.

**Resolved:**

In accordance with the Motion.

**469. PERTH CHRISTMAS LIGHTS FESTIVAL**

There was submitted a report by Executive Director (Housing and Environment) (19/258) noting the activities for the Christmas Lights event on Saturday, 16 November 2019, as part of the overall Perth Winter Festival programme and seeks funding approval for the development of the event as part of a weekend festival.

**Resolved:**

- (i) The current budget provision from 2019/20 in respect of the Christmas Lights Switch On programme for Saturday, 16 November, be noted.
- (ii) The specific expenditure towards the Christmas Lights Switch On programme for Saturday, 16 November, be approved.

**470. 2019/20 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (19/256) providing details of the Income and Expenditure to 25 August 2019 and the projected outturn to 31 March 2020 for the Perth Common Good Fund.

**Resolved:**

The Perth Common Good Fund Financial Statement to 25 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 to Report 19/256, be noted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

**471. VARIOUS PERTH HARBOUR GROUND LEASES CONSENT TO AGREE RENT REVIEWS**

There was submitted a report by the Head of Finance (19/259) seeking approval to agree rent reviews under the terms of various ground leases at Perth Harbour which are held on Perth Common Good Fund.

**Resolved:**

- (i) Rent review effective 28 November 2016 under the terms of the ground lease to the tenant at £3,370 per annum, be approved.
- (ii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.57 acres at £8,300 per annum, be approved.
- (iii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.65 acres at £8,700 per annum, be approved.

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## PERTH COMMON GOOD FUND COMMITTEE

18 December 2019

### Applications for Financial Assistance

#### Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/350)

The report asks Perth Common Good Fund Committee to consider thirteen applications for financial assistance (eleven for small grants and two for capital grants).

#### 1. BACKGROUND

- 1.1 Perth & Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and 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 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. The Perth Common Good Fund is larger, and receives a much higher number of applications than the other Funds. Therefore, additional criteria are applied to assist with assessing applications (see Appendix 1).
- 1.4 The 2019/20 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 27 February 2019 ([Report 19/55](#) refers). The approved budget, the value of funding approved to date, together with the remaining budget and value of applications to be considered at this meeting is summarised below:

|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Approved 2019/20 Financial Assistance Budget</b> |         |
| Small Grants                                        | £60,000 |
| Capital Grants                                      | £40,000 |
| <b>Value of grants committed</b>                    |         |
| Small Grants                                        | £38,670 |
| Capital Grants                                      | £9,187  |

|                                                                                        |                |
|----------------------------------------------------------------------------------------|----------------|
| <b>Remaining Financial Assistance Budget</b>                                           |                |
| Small Grants                                                                           | <b>£21,330</b> |
| Capital Grants                                                                         | <b>£30,813</b> |
| <b>Value of applications to be considered at Committee meeting on 18 December 2019</b> |                |
| Small Grants                                                                           | £34,055        |
| Capital Grants                                                                         | £21,500        |

## **2. UPDATES FROM PREVIOUS APPLICANTS**

### **Jar of Jewels**

- 2.1 At its April 2019 meeting, the Perth Common Good Fund Committee awarded Jar of Jewels a grant of £822 to put on a Pakistan Independence Day Celebration and requested feedback about the event once it had taken place. 98 people from several nationalities attended this multi-cultural celebration. The event had speakers who discussed Pakistan's history and culture as well as the contribution of Pakistani community in shaping modern Britain. The event served traditional Pakistani food, involved traditional music and had face painting and drawing activities for the children.

### **Carillion Recording**

- 2.2 Committee also sought an update on the Carillion project. To date, the applicant (Friends of St. John's Kirk of Perth) has not submitted a report or drawn down their funding. The applicant has until March 2020 to do so and Committee will be updated once this has been received.

## **3. PROPOSALS – Small Grants**

### **Goodlyburn Primary School**

- 3.1 An application for £700 has been received from Goodlyburn Primary Parent Council to take 270 pupils to the Pantomime at Perth Theatre on 18<sup>th</sup> December. The total cost of the trip is £3,384 which includes tickets (£2,184) and transport (£1,200). Perth Common Good Fund has previously provided a grant of £700 in 2018/19. The funding will help pupils at Goodlyburn attend a theatre performance in the festive period.

### **Consideration**

It is considered that a grant of £700 is consistent with criteria 9.6.

### **Wednesday Tea Dancers**

- 3.2 An application has been received from The Wednesday Tea Dancers for £315 towards the cost of their Christmas party. The total cost of the party is £651 which includes musician (£86), hall hire (£30), gratuities (£40) and a buffet meal (£495). The event expects to attract 45 attendees, who all live in Perth

and is being held on 15<sup>th</sup> January 2020. The Christmas party benefits elderly people in Perth, many of whom live alone. The event is free for people to attend with members being asked to contribute towards the cost of the meal if they wish. The group has previously benefitted from the Perth Common Good Fund £133 in 2019/20, £168 and £245 in 2018/19 and £175 and £280 in 2017/18. Funding would help benefit elderly people in Perth over the festive period.

### **Consideration**

It is considered that a grant of £315 is consistent with criteria 9.6.

### **Our Lady's Primary School Parent Council**

- 3.3 An application has been received for £700 from Our Lady's Primary School Parent Council seeking support for the Christmas pantomime trip. The performance is for all 245 pupils and will take place 13<sup>th</sup> December 2019. The pupils will watch 'A Christmas Carol' with British Sign Language at Pitlochry Festival Theatre. The total costs of the performance tickets and transportation is £3,287.50. The Parent Council have raised £604 and pupils will be asked to contribute £7.50 each. The grant will help children enjoy an end of term Christmas excursion.

### **Consideration**

It is considered that a grant of £700 is consistent with criteria 9.6.

### **Friendship Group**

- 3.4 An application has been received from the Friendship Club, seeking a £475 grant towards the costs of a Christmas Lunch for the residents of Servite Sheltered Homes. The cost for the lunch is £375 for a Christmas lunch for 30 people and £100 for entertainment. The applicant has previously benefitted from the Fund in 2018/19 (£350) and 2017/18 (£396). This grant will contribute to tackling social isolation amongst senior citizens.

### **Consideration**

It is considered that a grant of £210 is consistent with criteria 9.6.

### **People With A Mission Ministries**

- 3.5 An application has been received from People with a Mission Ministries, seeking a grant of £2,000 towards the costs of a Perth Senior Citizens 2019 Christmas Appeal. The total costs amount to £12,800 for 1,500 gift bags. The gift bags have an estimate retail value of approximately £50 and include food items such as: jams, chutneys, chocolates, biscuits, shortbread as well as calendars soaps, shortbread, CDs, books and other gifts. Many of the items are donated by retailers or secured at a heavily discounted rate. The bags are distributed two weeks before Christmas. The applicant is applying for £2,000

and has previously benefitted from the Fund in 2018/19 (£1,500), 2017/18 (£1,500) and 2016/17 (£1,500). This grant will contribute to tackling social isolation amongst senior citizens during the festive period.

### **Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

### **Headway**

- 3.6 An application has been received from Headway seeking support for their Christmas pantomime and meal excursion. There are 48 people (all Perth residents) attending this year's performance of Sinbad at Perth Theatre followed by dinner at Perth Concert Hall. The total cost of the trip is £1,321 and the group are applying for £330. Members are being asked to contribute £10 for adults or £5 for child. This includes 24 free seats from Perth Theatre for the group and competitive rates from a local taxi company. The grant will benefit families affected by head injuries.

### **Consideration**

It is considered that a grant of £330 is consistent with criteria 9.6

### **Perth Academy**

- 3.7 An application from Perth Academy's Geography Department has been received seeking support for their trip to Iceland in April 2020. The trip will take 3 teachers and 37 pupils in S3 and S4 to Iceland from 2<sup>nd</sup> to 6<sup>th</sup> April 2020. The funding would be directed towards additional activities not covered in the package trip. The Geography Department intend to take pupils on the trip on a glacial walk at the cost of £58 per person. Parents of pupils have contributed £1,005 towards the cost of the trip. The School has previously benefited from the Fund with a £600 and £1,000 grant in 2018/19 and a £1,500 and £700 grant in 2017/18. The trip will be an opportunity for pupils to see some of the many geographical features they have learned about during their studies.

### **Consideration**

It is considered that a grant of £1,000 is consistent with criteria 9.7.

### **Music in Hospital & Care Scotland**

- 3.8 An application has been received from Music in Hospitals & Care Scotland seeking £4,050 to deliver their 'Enriching Lives Through Live Music' programme in Perth. The project aims to deliver 27 interactive live music experiences for elderly people in residential care centres in Perth. The applicant estimates 540 people will benefit from these performances. The average number of people attending each performance is 20 people.

The group have received a grant from the Gannochy Trust of £35,550 over 3 years to cover the half of the costs for delivering the programme for the wider Perth and Kinross area. The cost of each musical session is £300 making the total costs of the 27 sessions in Perth £8,100 for 2020. Venues can make a small voluntary donation to the group for a performance. The Group has previously benefitted from the fund in £1,060 in 2017/18 and £1,050 in 2016/17.

### **Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

### **Perth Creative Community Collaborative**

- 3.9 An application has been received from Perth Creative Community Collaborative seeking a grant of £13,750.56. The group provides a therapeutic environment for people interested in the arts to improve overall health and wellbeing. All of the 31 attendees live within the Common Good area. The Creative Collaborative has five groups which meet weekly for 2 hours in Oakbank, Glenearn and Tulloch. Overall costs for the group include £600 for materials, £100 for volunteer expenses, venue hire (£768) and £13,282.56 for artistic fee's (based on the Scottish Artist Union rate of £34.58/hr). The group have raised £1,000 in donations. The group has benefitted previously from the fund in 2018/19 with a grant of £1,960. The grant will support improve people's health and wellbeing as they pursue their interest in art.

### **Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

### **ESOL Perth**

- 3.10 An application has been received from ESOL Perth to support their 'Leading into Work' programme. ESOL Perth is based on Glasgow Road and is a charity set up to support people who speak English as a second or other language. The programme will last six months starting in January 2020. The group are asking for £3,000 to cover the costs to rent additional space to support the project. Between workshops participants will have access to use the space to practice skills taught in the workshops. Other costs associated include bringing sessional staff to teach the skills, ESOL tutors (£2,600 'in-kind contribution) and materials. The project is aimed at getting individuals to learn skills to become self-employed. Participants will learn how to carry out: furniture repairs and upcycling, bike repairs, gardening/ landscaping and sewing. As part of the course attendees would learn basic business skills such and issuing invoices. ESOL Perth has sought advice and support from Giraffe, Scott St Café and The Bike Station on how to run and develop these programmes. ESOL Perth estimate 15 residents of Perth will take part in the programme. If the programme is successful ESOL Perth intends to continue

the programme and offer the service to people who have sought literacy and numeracy support if this approach proves successful.

### **Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

### **Chinese New Year**

#### **3.11 PKAVS Minorities Hub and Perth Chinese Community Association**

An application has been received from PKAVS Minority Communities Hub and Perth Chinese Community Association, seeking a grant towards the costs of the 2020 Chinese New Year Celebrations. The event will be held on Saturday and Sunday 1<sup>st</sup> and 2<sup>nd</sup> February 2020 and includes a parade on the first night of the celebrations. The event had footfall of 10,850 in 2019 and an estimated economic impact of approximately £200,000.

This grant will raise awareness of Chinese communities and promote their culture in the form of a showcase to the wider public within Perth. The event will also contribute to wider aims in community relations and promoting diversity within Perth and Kinross. Significant multi-cultural events such as this fulfil our statutory equality requirements to foster good relationships between different groups and meeting the equality outcome of all individuals and community groups in Perth and Kinross. Having this opportunity to be involved as an inclusive community in activities and events in the area, allows all groups/communities to get together in a safe and welcoming environment. This is not only seen as a fun event, but it also has an educational impact and aids in breaking down barriers.

The total costs amount to £23,200. This includes £5,000 for decorations; £3,000 for lanterns; £1,500 for fireworks; £3,200 for Chinese dragon dancers; £1,500 for event security; £3,000 for infrastructure costs and £6,000 for entertainment. The applicant is applying for £8,000. The groups have previously benefitted from the fund with a grant of £3,000 in 2018/19 and 2017/18.

### **Consideration**

It is considered that a grant of £8,000 is consistent with criteria 9.2

## **4. PROPOSALS – Capital Grants**

### **Maisie Moo Magical Moments**

- 4.1 An application has been received from Maisie Moo Magical Moments to support the installation of outdoor play equipment for children with additional and complex needs in the North Inch Playpark. The Group are seeking £15,000 from the Perth Common Good Fund to support the £117,687 project.

The group is working closely with the Community Greenspace Team to expand and improve the provision of play equipment in the North Inch. Currently there is a lack of specialist play equipment for children with complex needs in Perth and the wider area meaning parents and children need to travel to Dunfermline to utilise such equipment. The costs for the project include: conditions of contracts, preliminaries and landscaping (£19,218), play equipment such as slide, sandpit, inclusive roundabout, wheelchair seesaw, wheelchair trampoline, wheelchair swing and other items (£49,400), safety surfacing (£20,505), furniture (£4,750), maintenance and contingency (£12,550) and 10% fee at 10% of subtotal (£11,264). The Council has agreed to adopt and maintain the equipment after the upgrade work has been completed. The group have secured funding from the Gannochy Trust (£50,000), the PKC Community Investment Fund (£10,000) Help for Kids (£7,253) and have raised £7,376. The funding will help ensure children with additional and complex needs have the same access to outdoor play equipment as other children/

### **Consideration**

It is considered that a grant of £15,000 is consistent with criteria 10.3.

### **St John's RC Academy**

- 4.2 St John's RC Academy is seeking £11,000 of funding for an outdoor classroom for the North Inch Community Campus. The total cost of the outdoor classroom is £26,000. The school have secured £4,250 from funders and have allocated £10,000 from the school budget to support the creation of the outdoor classroom. The classroom will be used by the school, nursery, afterschool club, Saturday Polish School and other groups who use the community campus. The idea for an outdoor classroom came about when pupils took part in a school participatory budgeting exercise to vote on how to use the school funds, the option of an outdoor classroom was overwhelming popular with the pupils, however upon investigation this item was 2.5 times higher than the £10,000 allocated. The wooden structure will be 7x4m and be walled on three sides with benches round the edge. The classroom will allow sufficient shelter from the elements, whilst allowing children to learn in an outdoor environment. The school have previously received a £780 and £800 grant in 2018/19 from the Perth Common Good Fund. The grant will improve the learning environment at the North Inch Community Campus.

### **Consideration**

It is considered that a grant of £6,500 is consistent with criteria 10.3.

## **5. CONCLUSION AND RECOMMENDATIONS**

- 5.1 The Committee is asked to consider and approve the recommendations in the report.

**Author**

| <b>Name</b>         | <b>Designation</b>                                 | <b>Contact Details</b>                                                                   |
|---------------------|----------------------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton          | Community Planning<br>Policy Team Leader           | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Christopher Holgate | Community Planning<br>Policy & Research<br>Officer |                                                                                          |

**Approved**

| <b>Name</b>   | <b>Designation</b>                                 | <b>Date</b>     |
|---------------|----------------------------------------------------|-----------------|
| Jim Valentine | Depute Chief Executive/<br>Chief Operating Officer | 2 December 2019 |

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## 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 Perth 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 Perth 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. The recommendations contained within this report will be funded from the 2019/20 Financial Assistance budget. The Reserves of the

Perth Common Good Fund will reduce if the Financial Assistance budget is exceeded.

### **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 Finance and the Head of Legal and Governance have been consulted.

**2. BACKGROUND PAPERS**

13 applications for financial assistance.

**3. APPENDICES**

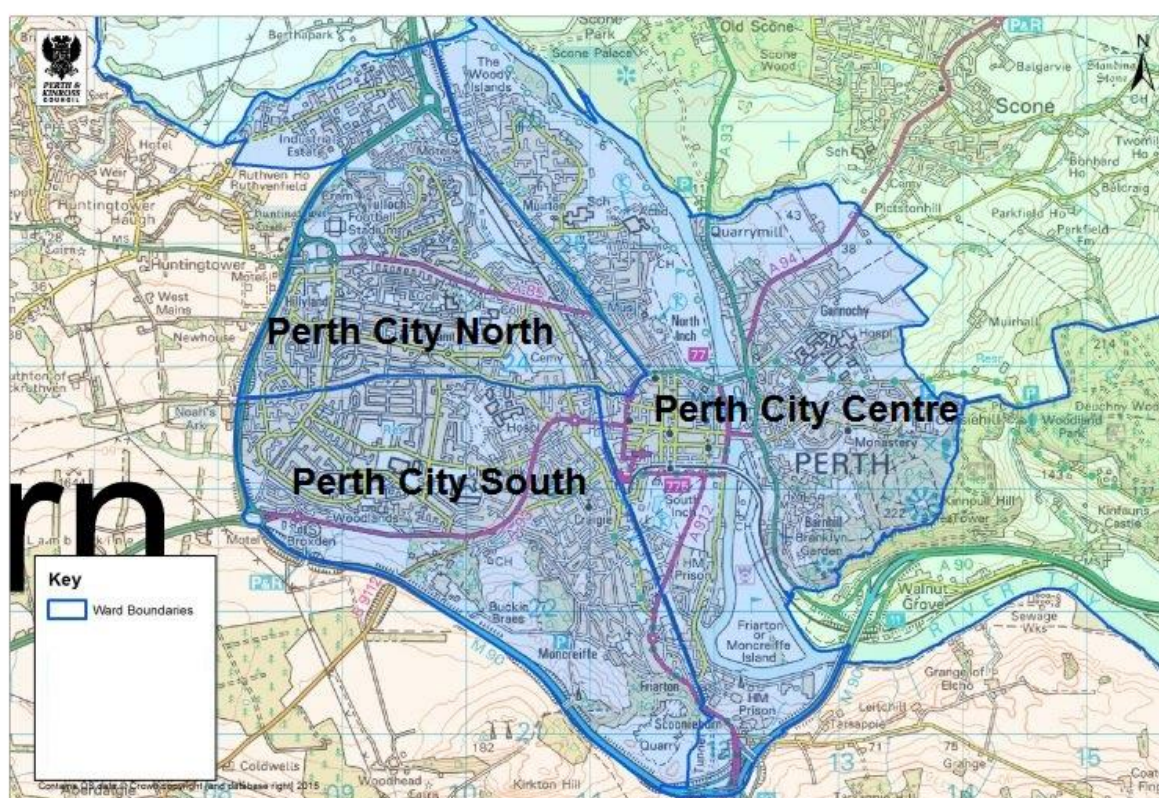
Appendix 1 – Perth Common Good Fund Criteria.



## Appendix 1

# **PERTH COMMON GOOD FUND REVISED FINANCIAL ASSISTANCE CRITERIA**

1. All grants are awarded at the discretion of the Perth Common Good Fund Committee.
2. Within the boundary of the Perth Common Good area and if funding is available, applications will be considered from individuals and groups for projects or activities which demonstrate benefit to the residents of the City of Perth.
3. The Perth Common Good area is restricted to Elected Member Ward 10 Perth City South, Ward 11 Perth City North, and Ward 12 Perth City Centre.  
Applications for financial assistance from individuals residing or groups operating outwith the boundary of the Perth Common Good area must clearly demonstrate that the project or activity to be undertaken will provide benefit to the residents of the City of Perth.



4. Applications for financial assistance from schools and school groups (e.g. Parent Councils) within the Perth Common Good area will be considered regardless of where participating pupils reside.
5. The Financial Year for the Perth Common Good Fund covers the period 1 April to 31 March. The Perth Common Good Fund Committee meets five times per year

to consider applications for financial assistance and other business matters; Committee meeting and application deadline dates are available at Perth & Kinross Council Grants Direct [Community advice - grants - Perth & Kinross Council](#).

6. Applications for financial assistance must be submitted to the Perth Common Good Fund Committee in advance of the project or activity taking place. Retrospective applications where expenditure is incurred during the time between the application submission deadline date and the date of the Committee meeting will be considered however the applicant must be aware that funding may not be approved by Committee.
7. A separate Capital Grants fund will be maintained to support applications for financial assistance towards the funding of building improvement works, and the acquisition of equipment. Applications for Capital Grant funding assistance should be submitted to the first Perth Common Good Fund Committee meeting of the new financial year, which normally takes place during April or May. The Capital Grants fund will normally close until commencement of the next financial year, however the Committee may consider late applications if Capital Grant funding remains available.
8. The following conditions shall apply to all applications for financial assistance:-
  - 8.1 The application for financial assistance must demonstrate that the funding will provide benefit to the residents of the City of Perth. The Perth Common Good Fund Committee must be satisfied that all disbursements from the fund meet this requirement and the Committee decision in this regard is full and final.
  - 8.2 The Perth Common Good Fund should not be viewed as a resource to supplement the funding of Council services; applications for financial assistance from Council services are therefore not encouraged. Any application submitted by a Council service will be considered by the Perth Common Good Fund Committee on its own merits.
  - 8.3 All awards must be claimed on completion of the project or within three months of the activity taking place. Funding for awards not claimed will be returned to the Fund.
9. Small Grants:-
  - 9.1 Applications for financial assistance will be considered by the Perth Common Good Fund Committee in line with the criteria below:-
  - 9.2 Organisation of events/games/festivals including prize awards:-

- a) No entry fee payable by the public: up to maximum of 40% of the total actual costs.
- b) Entry fee payable by the public (commercial event): up to a maximum of 20% of the total actual costs subject to the submission of an evidenced Income & Expenditure account for the event.
- c) In the event that the Common Good funding of a commercial event results in a profit, the level of funding award will be reduced accordingly.
- d) In the event that the commercial event is loss making, the Common Good funding may be used to underwrite the loss, subject to the level of funding approved by Committee.
- e) Grants will not be paid for any event/games/festival which are cancelled following the approval of funding by Committee.

9.3 Hire of hall and provision of prizes for school prize giving ceremonies – up to a maximum of 40% of total costs.

9.4 Voluntary work overseas by individuals:-

- 6 months or more: up to £400 per individual
- Up to 6 months: up to £250 per individual

9.5 Attendance at summer schools/events by individuals or groups of up to 5:-

- More than 2 weeks: up to £150 per individual
- One to two weeks: up to £100 per individual

9.6 Excursions/Parties (up to two applications per year per group):-

- Contribution of up to 50% towards the actual costs. Each organisation is permitted a maximum of two applications during the course of a financial year. Overall grant to be capped at £7 per individual with an overall maximum grant of up to £700.

9.7 Visits or trips by and from School/Youth/Sport/Music groups:-

- For groups of between 6 and 10 people, a flat contribution of £500.
- For groups of 11 or more; a contribution of £50 per person to a maximum of £1,000 for youth groups, senior citizen or vulnerable groups for activities of one week or more.

9.8 Any other purpose where it can be demonstrated that there is a benefit to the residents of the City of Perth.

## 10. Capital Grants:-

- 10.1 The funding of applications for Capital Grant funding will be restricted to the available annual budget.
- 10.2 It is expected that the total funding available will be fully committed at the first meeting of the Perth Common Good Fund Committee at the start of the new financial year. In the event that funding is not fully committed, the Common Good Fund Committee may choose to either roll forward the unallocated funding to the next financial year, or consider further applications during the year.
- 10.3 Acquisition of equipment and uniforms - consideration on merits up to a maximum of 25% of total cost, subject to the budget available.
- 10.4 Provision and improvement of buildings - consideration on merits up to a maximum of 25% of total cost and up to £50,000, subject to the budget available. Note that the facilities must be available to the general public.

## 11. Expenditure which is not eligible for funding awards:-

- 11.1 Assistance with further or higher education fees
- 11.2 Charity fundraising e.g. sponsored walk/cycle/bungee etc.
- 11.3 Town twinning activities
- 11.4 Organisations with religious or political associations where there are restrictions on usage or availability
- 11.5 Core funding of the voluntary sector
- 11.6 Assistance with day to day running costs e.g. the rental of premises, employee costs etc.



# PERTH COMMON GOOD FUND COMMITTEE

18 December 2019

## 2019/20 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 19/351)

### PURPOSE OF REPORT

This report provides details of the Income and Expenditure to 31 October 2019 and the projected outturn to 31 March 2020 for the Perth Common Good Fund.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Perth Common Good Fund budget for 2019/20 at the meeting of 27 February 2019 (Report 19/55 refers). This report provides an update on the monitoring position and projected outturn for Financial Year 2019/20.

### 2. PROPOSALS

#### Financial Statement 2019/20

- 2.1 On the basis of Appendix 1, the estimated income and expenditure projections are unchanged from the position reported to Committee on 25 September 2019 (Report 19/256 refers). The projected deficit in 2019/20 remains at £22,488 and the projected Common Good Fund balance at 31 March 2019 is £1,493,927. Of the total balance £1,000,000 is reserved as the Minimum Revenue Balance of the Fund to ensure its long-term sustainability and £120,000 is earmarked as a Repair and Renewal Reserve (Report No. 19/55 refers). This leaves an Uncommitted Revenue Account balance of £373,927 available for the funding of unforeseen expenditure.
- 2.2 The financial position detailed above assumes that the awards for Financial Assistance are contained within the total Financial Assistance budget. The Applications for Financial Assistance paper to be considered at this meeting contains applications totalling in excess of the available budget. The award of funding in excess of the available budget will reduce the Total Common Good Fund balance at 31 March 2020.
- 2.3 The upgrade works to the 2 North Port shop unit are anticipated to be completed by the end of December 2019 and the marketing of the unit as available for let will commence thereafter. A further update will be provided to Committee following conclusion of the marketing process.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:-

- (i) Note the Perth Common Good Fund Financial Statement to 31 October 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 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 November 2019 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 02 December 2019 |

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## 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 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 - Perth Common Good Fund Financial Statement for period to 31 October 2019 for Financial Year 2019/20.

**PERTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 OCTOBER 2019 FOR FINANCIAL YEAR 2019/20**

|                                                                   | <u>Approved<br/>2019/20<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Committed</u> | <u>Uncommitted</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|-------------------------------------------------------------------|----------------------------------------|---------------------------|------------------|--------------------|------------------------------|----------------------------------------------|
|                                                                   | £                                      | £                         | £                | £                  | £                            | £                                            |
| <b>Expenditure</b>                                                |                                        |                           |                  |                    |                              |                                              |
| <u>Property Costs</u>                                             |                                        |                           |                  |                    |                              |                                              |
| Rent & Rates                                                      | 1,300                                  | 1,288                     | 0                | 0                  | 1,288                        | (12)                                         |
| Repairs and Maintenance - General                                 | 15,000                                 | 618                       | 0                | 14,382             | 15,000                       | 0                                            |
| Repairs and Maintenance - 2 North Port                            | 35,000                                 | 7,457                     | 39,243           | 0                  | 46,700                       | 11,700                                       |
| Depreciation & Impairment                                         | 8,000                                  | 0                         | 3,400            | 0                  | 3,400                        | (4,600)                                      |
|                                                                   | 59,300                                 | 9,363                     | 42,643           | 14,382             | 66,388                       | 7,088                                        |
| <u>Supplies and Services</u>                                      |                                        |                           |                  |                    |                              |                                              |
| Financial Assistance - Fireworks                                  | 15,000                                 | 15,000                    | 0                | 0                  | 15,000                       | 0                                            |
| Financial Assistance - Small Grants                               | 60,000                                 | 4,175                     | 34,495           | 21,330             | 60,000                       | 0                                            |
| Financial Assistance - Capital Grants                             | 40,000                                 | 4,400                     | 4,787            | 30,813             | 40,000                       | 0                                            |
| Administration Charges                                            | 15,000                                 | 15,000                    | 0                | 0                  | 15,000                       | 0                                            |
| Legal Fees                                                        | 0                                      | 608                       | 892              | 0                  | 1,500                        | 1,500                                        |
| Printing, Stationery, Advertising and Postages                    | 500                                    | 0                         | 500              | 0                  | 500                          | 0                                            |
|                                                                   | 130,500                                | 39,183                    | 40,674           | 52,143             | 132,000                      | 1,500                                        |
| <u>Christmas Events</u>                                           |                                        |                           |                  |                    |                              |                                              |
| Rent & Rates (storage Christmas lights)                           | 14,000                                 | 7,239                     | 6,761            | 0                  | 14,000                       | 0                                            |
| Erect, Dismantle and Maintain Christmas Lights                    | 23,000                                 | 825                       | 22,175           | 0                  | 23,000                       | 0                                            |
| Switch on Ceremony                                                | 40,000                                 | 0                         | 40,000           | 0                  | 40,000                       | 0                                            |
|                                                                   | 77,000                                 | 8,064                     | 68,936           | 0                  | 77,000                       | 0                                            |
| <b>Total Expenditure</b>                                          | <b>266,800</b>                         | <b>56,610</b>             | <b>152,253</b>   | <b>66,525</b>      | <b>275,388</b>               | <b>8,588</b>                                 |
| <b>Income</b>                                                     |                                        |                           |                  |                    |                              |                                              |
| Rents, Fees & Charges                                             | 237,000                                | 102,923                   | 134,077          | 0                  | 237,000                      | 0                                            |
| Interest on Investments                                           | 10,000                                 | 5,800                     | 8,700            | 0                  | 14,500                       | 4,500                                        |
| Fishing Permits                                                   | 1,400                                  | 612                       | 0                | 788                | 1,400                        | 0                                            |
| <b>Total Income</b>                                               | <b>248,400</b>                         | <b>109,335</b>            | <b>142,777</b>   | <b>788</b>         | <b>252,900</b>               | <b>4,500</b>                                 |
| <b>(Deficit) / Surplus</b>                                        | <b>(18,400)</b>                        | <b>52,725</b>             | <b>(9,476)</b>   | <b>(65,737)</b>    | <b>(22,488)</b>              | <b>(4,088)</b>                               |
| Opening Balance 01/04/19                                          | 1,516,415                              |                           |                  |                    | 1,516,415                    |                                              |
| (Deficit) / Surplus                                               | (18,400)                               |                           |                  |                    | (22,488)                     |                                              |
| <b>Total Common Good Funds Balance<br/>at 31 March 2020</b>       | <b>1,498,015</b>                       |                           |                  |                    | <b>1,493,927</b>             |                                              |
| Earmarked in Reserves:-                                           |                                        |                           |                  |                    |                              |                                              |
| Minimum Revenue Account Balance                                   | (1,000,000)                            |                           |                  |                    | (1,000,000)                  |                                              |
| Repair and Renewal Reserve                                        | (131,700)                              |                           |                  |                    | (120,000)                    | 11,700                                       |
| <b>Projected Uncommitted Closing Balance<br/>at 31 March 2020</b> | <b>366,315</b>                         |                           |                  |                    | <b>373,927</b>               |                                              |

| <b>Grants</b>                                                                                  |                     |                       |                |
|------------------------------------------------------------------------------------------------|---------------------|-----------------------|----------------|
| <u>Actual</u>                                                                                  | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| The Centre for Inclusive Living - Disabled Access Day Event                                    | £ 1,161             |                       | 24/04/2019     |
| Tay Rowing Club - Phase 1 of Facilities Construction                                           |                     | £ 3,550               | 24/04/2019     |
| Tulloch Primary School Parent Council - Costs of Summer Trips                                  | £ 700               |                       | 24/04/2019     |
| Young Individual - Volunteering with Vine Trust in Tanzania                                    | £ 250               |                       | 24/04/2019     |
| Young Individual - Ballet Dance Training at National Level                                     | £ 150               |                       | 24/04/2019     |
| Fairview School - Fairer View Project                                                          |                     | £ 250                 | 24/04/2019     |
| Jar of Jewels - Family Festival                                                                | £ 437               |                       | 24/04/2019     |
| River Tay Community Sport Hub - Defibrillator Purchase                                         |                     | £ 600                 | 19/09/2019     |
| Wednesday Tea Dance - Two Day trip to Dumfries                                                 | £ 133               |                       | 24/04/2019     |
| 8th Perth Brownies - Activity Trip to Dalguise                                                 | £ 140               |                       | 24/04/2019     |
| Vision PK - Summer Outing                                                                      | £ 280               |                       | 24/04/2019     |
| Headway Perth & Kinross - Summer Coach Trip to Dunfermline                                     | £ 224               |                       | 19/09/2019     |
| Jar of Jewels - Pakistan Independence Day Celebration                                          | £ 700               |                       | 19/09/2019     |
|                                                                                                | £ 4,175             | £ 4,400               |                |
| <u>Committed</u>                                                                               | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perth Highland Games Ltd - Operating Perth Highland Games                                      | £ 7,425             |                       | 24/04/2019     |
| Police Scotland Youth Volunteers - Activity Weekend at Dalguise                                | £ 500               |                       | 24/04/2019     |
| Perthshire Pride - Costs of Perthshire Pride 2019                                              | £ 3,943             |                       | 24/04/2019     |
| Young Individual - INTOPS Lesotho Trip 2019                                                    | £ 150               |                       | 24/04/2019     |
| Culture Perth & Kinross - Perth and Kinross Remembers Event                                    | £ 3,000             |                       | 24/04/2019     |
| New Rannoch Day Centre - Playground for the Elderly                                            |                     | £ 2,500               | 24/04/2019     |
| Friends of St. John's Kirk Perth - St John's Carillon Recording                                | £ 247               |                       | 19/09/2019     |
| PKAVS Mental Health and Wellbeing Hub - Open Studios Event                                     | £ 1,329             |                       | 19/09/2019     |
| North Inch Bowling and Sport Club - Phase 2 Club House Extension                               |                     | £ 2,037               | 19/09/2019     |
| Inspire Dance Studios Fundraising Group - performance at Disneyland Paris                      | £ 650               |                       | 25/09/2019     |
| Lynx Club - group activities                                                                   | £ 631               |                       | 25/09/2019     |
| Craigie and Moncreiffe Church Youth Project - healthy living                                   | £ 240               |                       | 25/09/2019     |
| Craigie and Moncreiffe Church Youth Project - excursion                                        | £ 210               |                       | 25/09/2019     |
| Phoenix Youth Project - 'Boost Project'                                                        | £ 600               |                       | 25/09/2019     |
| Tulloch Primary School Parent Council - pantomime                                              | £ 420               |                       | 25/09/2019     |
| Gaelic Society of Perth - ceilidh programme                                                    | £ 350               |                       | 25/09/2019     |
| Hearts & Minds - Elderflower Programme                                                         | £ 1,000             |                       | 25/09/2019     |
| Scottish Chamber Orchestra - Perth Concert Series                                              | £ 10,000            |                       | 25/09/2019     |
| Perth Autism Support - Christmas Parties                                                       | £ 800               |                       | 25/09/2019     |
| Perth & District Badminton Association - Scottish National Badminton Championship 2020         | £ 3,000             |                       | 25/09/2019     |
| Letham Climate Challenge - community activities                                                |                     | £ 250                 | 25/09/2019     |
|                                                                                                | £ 34,495            | £ 4,787               |                |
| <u>Under Consideration</u>                                                                     | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Goodlyburn Primary School - trip to Perth Theatre (Pantomime)                                  | £ 700               |                       | 18/12/2019     |
| Wednesday Tea Dancers - Christmas Party                                                        | £ 315               |                       | 18/12/2019     |
| Our Lady's Primary School Parent Council - trip to Christmas Pantomime                         | £ 700               |                       | 18/12/2019     |
| Friendship Group - Christmas Lunch                                                             | £ 210               |                       | 18/12/2019     |
| People With A Mission Ministries - Perth Senior Citizens 2019 Christmas Appeal                 | £ 2,000             |                       | 18/12/2019     |
| Headway - trip to Christmas Pantomime plus meal                                                | £ 330               |                       | 18/12/2019     |
| Perth Academy Geography Department - trip to Iceland April 2020                                | £ 1,000             |                       | 18/12/2019     |
| Music in Hospital & Care Scotland - 'Enriching Lives Through Live Music' programme in Perth    | £ 4,050             |                       | 18/12/2019     |
| Perth Creative Community Collaborative - therapeutic environment to improve health & wellbeing | £ 13,750            |                       | 18/12/2019     |
| ESOL Perth - 'Leading into Work' programme                                                     | £ 3,000             |                       | 18/12/2019     |
| PKAVS Minorities Hub - 2020 Chinese New Year Celebrations                                      | £ 8,000             |                       | 18/12/2019     |
| Maisie Moo Magical Moments - installation of sepcialist outdoor play equipment at North Inch   |                     | £ 15,000              | 18/12/2019     |
| St John's RC Academy - outdoor classroom at North Inch Campus                                  |                     | £ 6,500               | 18/12/2019     |
|                                                                                                | £ 34,055            | £ 21,500              |                |
| <b>Total</b>                                                                                   | <b>£ 72,725</b>     | <b>£ 30,687</b>       |                |

**PERTH AND KINROSS COUNCIL**  
**PERTH COMMON GOOD COMMITTEE**

**18 December 2019**

**North Inch Golf Course Starters Box**

**Report by Executive Director (Housing and Environment) (Report No. 19/371)**

This report seeks approval from the Perth Common Good Committee to proceed with proposal to upgrade the Starters Box facility at North Inch Golf Course. This will provide a significantly improved building for the benefit of all members and visiting players through a greater sense of welcome, welfare facilities and a space for social interaction before and after play.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The current golf starter's box for the North Inch Golf Course is small, in poor condition, reaching the end of its serviceable life and offers very limited space for North Inch Golf Course members and players. The ground it is on forms part of the Common Good of Perth.
- 1.2 Over the past 5 years, North Inch Golf Course has undergone a transformation and has once again become a busy, vibrant golf course with affordable fees. Considerable progress has been achieved in making golf as accessible as possible to the people of Perth and Kinross and running many introductory sessions each year.
- 1.3 The golf starter's box at the North Inch has been requiring an upgrade for several years but due to budget constraints, this has not been possible. An alternative starter's facility has been trialled at the Perth Artisan Clubhouse during April/May this year in consultation with the golf course users, local elected members and community council.
- 1.4 For several different reasons including parking issues, the distance from locker rooms and the proposed change to the golf course hole numbering, the member golf clubs of the North Inch Golfers' Group decided, through a vote, not to proceed with the Perth Artisan Clubhouse option.
- 1.5 Over several years Council officers have been working to reclaim VAT charged on historic golf course fees. This came about following a change by HMRC in the VAT treatment of sporting activities. Following the meeting of the Strategic Policy and Resources Committee held on 27 November 2019 it was agreed that £117,000 of the VAT refund be earmarked in reserves for future investment in the North Inch Golf Course.
- 1.6 This funding is now available to allow the Council to proceed with significant improvements to the starter's facility and the welcome golfers receive. This will be achieved by providing a modern timber clad metal modular building

including space for golfers to meet before and after play. Having a new, larger building will provide accessible toilet facilities and social space for members and players, enhancing the many golf sessions run each year for everyone from young children and their families to the older golfer.

## 2. PROPOSALS

- 2.1 It is proposed to install a new, fully serviced, timber clad metal modular building (Appendix 1) to replace the current box (Appendix 2) on the existing hardstanding. This will provide a superior durable facility, both in terms of aesthetics and functionality, for many years to come. It is intended to have this in place for the start of the new golf season in April 2020.
- 2.2 All appropriate permissions will be in place and Planning, Building Control and Property Services have all been consulted. Property Services will undertake the project management and procurement of the new facility. Temporary arrangements for the starters facility will be made while works are undertaken.
- 2.3 The voluntary North Inch Golfers' Group, which is made up of members from all the clubs that use the North Inch Golf Course, are keen to assist in developing this new facility and they will be closely involved at all stages of the project.

## 3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 The Committee is asked to agree to the replacement of the existing starter's box with installation of a new improved starter's facility at the North Inch Golf Course.

### Author

| Name           | Designation                                     | Contact Details                                                                                  |
|----------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Jenny Williams | Senior Greenspace Officer, Community Greenspace | <a href="mailto:HECommitteeReports@pkc.gov.uk">HECommitteeReports@pkc.gov.uk</a><br>01738 475000 |

### Approved

| Name           | Designation                                  | Date            |
|----------------|----------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing and Environment) | 9 December 2019 |

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## 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>Yes</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>No</b>         |
| Legal and Governance                                | <b>Yes</b>        |
| Risk                                                | <b>No</b>         |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>No</b>         |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>No</b>         |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Council's Community Plan / Single Outcomes Improvement Plan 2017-2027 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate land 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
- (v) Creating a safe and sustainable place for future generations

- 1.2 This report relates to (iv) and (v) above.

#### Corporate Plan

The Council's Corporate Plan 2018-2022 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate land 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.

1.3 This report relates to (iv) and (v) above.

## 2. Resource Implications

### Financial

#### Capital

2.1 There are no capital resource implications

#### Revenue

2.2 Budget identified for investment in the North Inch Golf Course is from the VAT refund. Running costs are funded from the Council's General Fund and should remain the same as the new facility, although larger, will have minimal maintenance requirements and be energy efficient.

#### Asset Management (land, property, IT)

2.3 There are no direct asset management implications arising from this report other than those reported within the body of this report

## 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. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

- 3.4 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Legal and Governance

- 3.5 The Head of Legal and Governance has been consulted in the preparation of this report.

### **4. Consultation**

#### Internal

- 4.1 The Interim Community Greenspace Manager and Head of Environmental and Consumer Services have been consulted in the preparation of this report.

### **2. BACKGROUND PAPERS**

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.

### **3. APPENDICES**

Appendix 1 – Concept image for new building  
Appendix 2 – Photo of existing starter's box



## Appendix 1 – Concept image for new building





Appendix 2 – Photo of existing starter's box







## PERTH AND KINROSS COUNCIL

### PERTH COMMON GOOD COMMITTEE

18 December 2019

### DISPOSAL OF 1-5 HIGH STREET, PERTH

Report by Depute Chief Executive (Chief Operating Officer) (Report No. 19/373)

#### PURPOSE OF REPORT

This report seeks approval from the Perth Common Good Committee to complete a marketing exercise and statutory consultation, then further consider the disposal (by way of sale or long lease) of 1-5 High Street, Perth to facilitate the private sector development of a new hotel.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 1-5 High Street, Perth occupies a prominent site on the corner of High Street and Tay Street and is part of a larger complex of Council office buildings which contain the Council Chambers dating from 1879 and former District Court. The entire complex is Category B Listed. Part of the complex facing Tay Street was previously sold in the 1980s for residential conversion and the remainder was used by a variety of services until early 2011 when the District Court was relocated to the Sheriff Court building and Economic Development Service to Pullar House. Since then only the ground floor has remained in use by the Registrar of Births, Deaths and Marriages, the Unison trade union and the Royal Voluntary Service. The latter two organisations pay a commercial rent and are on very short-term leases. Alternative accommodation will be provided for the Registrar's Service within 2 High Street.
- 1.2 The Council incurs an annual average cost of £140,000 to maintain the building. The upper floors are managed on a care and maintenance basis and parts of the building are in a poor condition with evidence of water ingress.
- 1.3 In order to secure an economic future for the property and to protect the heritage assets for future generations, the building has been declared surplus with a view to securing a hotel developer for conversion into boutique hotel accommodation. This is regarded by officers as the only viable use for it, and one which will also allow greater public access.
- 1.4 Whilst the various titles to the 1-5 High Street properties do not specifically refer to them as Common Good, Legal Services advise that some of these may be regarded as being held on Common Good Title and some appear to have been acquired historically for statutory purposes and do not therefore fall within Common Good. However, it is the view of Legal services that those held on Common Good are alienable i.e. are eligible for disposal by way of sale or lease given their non-use for a substantial period of years. Legal

Services also advise that it is impossible to rule out absolutely any challenge to that view in which case a petition would require to be presented to the Sheriff Court seeking the authority to alienate. In the event of an opposed petition that process could take several months at least before a determination could be made by the court.

- 1.5 A number of parties have already expressed an interest in acquiring the property. Given the scale of investment required to repair and convert the property it is unlikely disposal will generate a receipt to the Council but it would remove a maintenance liability. Should the Perth Common Good Committee be minded to agree to disposal, a further report will be presented following submission of bids at a closing date. At that time the agreement of the Property Sub Committee to the terms of an offer will also be required.

## **2. Community Empowerment (Scotland) Act 2015**

- 2.1 Part 8 of the Community Empowerment (Scotland) Act 2015 came in to force in 2018. This introduced a new consultation duty which has to be carried out before any decision is taken to dispose of common good property. This is a duty which applies to all common good property and it therefore includes any property which can be disposed of without approval from a Sheriff. The Council is required to publish details of the proposed disposal and consult on this proposal. In determining whether or not to dispose of the property, the Council must first have regard to any representations received from any person in response to the publication of the proposal.
- 2.2 The legislation obliges the Council to have regard to the Scottish Ministers' published guidance on Common Good disposal consultations. This guidance requires that the consultation is publicised on the Council's website and through social media and that appropriate notice of the consultation is displayed on the affected property. The consultation must extend for a period of 8 weeks. The guidance further directs that the authority should then aim to take a final decision within 8 weeks of receipt of any representations.

## **3. PROPOSAL**

- 3.1 It is proposed to consult on a proposal to dispose of 1-5 High Street (sale or long lease) should an interested party come forward with a credible proposal for hotel conversion. Market evidence prepared by the Council's advisors and promotional work undertaken by the Council's Enterprise & Investment Team (Invest in Perth) suggests there is demand for additional quality hotel accommodation in the City. However, this demand and the appetite of developers to address it can only be quantified following completion of marketing. A closing date of 17 January 2020 has been set for the submission of offers. Officers will then be able to finalise a proposal and commence an appropriate consultation process in accordance with the Community Empowerment (Scotland) Act 2015 and report back to the Committee in respect of the representations received.

#### **4. BEST VALUE**

- 4.1 The Local Government in Scotland Act 2003 requires the Council to make the best use of public resources, including land and property, and to be open and transparent in transactions.
- 4.2 The Council is required to demonstrate responsiveness to the needs of communities, citizens, customers and the other stakeholders where relevant in its assessment of best value. The aspects of this duty which are relevant to the proposal in this report are as follows:
- making the best use of land and property
  - being open and transparent in transactions
  - insuring sound financial controls are in place to minimise the risk of fraud and error
  - assessing the full financial consequences of decisions at an appropriate level before major financial decisions are taken or commitments entered into
  - demonstrating responsiveness to the needs of communities, citizens, customers and other stakeholders, where relevant
- 4.3 The implementation of the recommendation in this report is considered to comply with the Council's requirement to fulfil its statutory duties in respect of Best Value and meet the Council's Corporate Plan 2018-22 strategic objectives of creating a prosperous, inclusive and sustainable economy.

#### **5. CONCLUSION AND RECOMMENDATION**

- 5.1 There appears to be a real prospect of a viable new use for 1-5 High Street which will contribute to Perth's economic growth, secure the long-term future of a heritage building and remove the Council's ongoing maintenance cost.
- 5.2 It is therefore recommended that the Committee:
- i) Requests a further report following completion of (a) the marketing exercise and (b) the statutory consultation to consider the representations received and further consider the disposal (by sale or long lease) of 1-5 High Street.

##### **Author**

| <b>Name</b>      | <b>Designation</b>             | <b>Contact Details</b>                 |
|------------------|--------------------------------|----------------------------------------|
| David Littlejohn | Head of Planning & Development | 01738 475303<br>dlittlejohn@pkc.gov.uk |

##### **Approved**

| <b>Name</b>   | <b>Designation</b>                                  | <b>Date</b>      |
|---------------|-----------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive<br>(Chief Operating Officer) | 10 December 2019 |

|                                                                                                                                                                                                                                                                    |
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| <p>All Council Services can offer a telephone translation facility.</p>                                                                                                                                                                                            |

## 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>Yes</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>No</b>         |
| Legal and Governance                                | <b>Yes</b>        |
| Risk                                                | <b>No</b>         |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>No</b>         |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>No</b>         |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Council's Community Plan / Single Outcomes Improvement Plan 2017-2027 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate land 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
- (v) Creating a safe and sustainable place for future generations

- 1.2 This report relates to (iii) above.

#### Corporate Plan

The Council's Corporate Plan 2018-2022 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate land 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.

1.4 This report relates to (iv) above.

## **2. Resource Implications**

### Financial

#### Capital

2.1 There are no capital resource implications arising from this report.

#### Revenue

2.2 There are no revenue implications arising from this report.

#### Asset Management (land, property, IT)

2.3 There are no direct asset management implications arising from this report.

## **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. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

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3.4 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### **4. Consultation**

##### Internal

- 4.1 The Head of Legal & Governance Services and the Head of Finance have been consulted in the preparation of this report.

#### **2. BACKGROUND PAPERS**

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