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Council Building 2 High Street Perth PH1 5PH

18 February 2019

A Meeting of the Auchterarder Common Good Fund Committee will be held in the Council Chamber, 2 High Street, Perth, PH1 5PH on Wednesday, 27 February 2019 at 09:30.

If you have any queries please contact Committee Services on (01738) 475000 or email <a href="mailto:Committee@pkc.gov.uk">Committee@pkc.gov.uk</a>.

# 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.

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# **Auchterarder Common Good Fund Committee**

# Wednesday, 27 February 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 THE MEETING OF THE AUCHTERARDER COMMON GOOD FUND COMMITTEE OF 3 OCTOBER 2018 FOR APPROVAL AND SIGNATURE (copy herewith)	5 - 6
4	MATTERS ARISING	
5	APPLICATIONS FOR FINANCIAL ASSISTANCE Report by Depute Chief Executive (copy herewith 19/56)	7 - 12
6	2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT	13 - 22

Report by Head of Finance (copy herewith 19/57)

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# PERTH AND KINROSS COUNCIL AUCHTERARDER COMMON GOOD FUND 3 OCTOBER 2018

# **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.10am.

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

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

Apology for Absence: Councillor C Reid

Councillor T Gray, Convener, Presiding.

#### 546. WELCOME AND APOLOGIES

Councillor Gray welcomed all those present to the meeting and an apology was noted as above.

#### 547. DECLARATIONS OF INTEREST

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

#### 548. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Auchterarder Common Good Fund Committee of 20 June 2018 (Arts.358-363) was submitted, approved as a correct record and authorised for signature subject to a correction of Article 361 to read advisory non-voting member.

#### 549. MATTERS ARISING

There were no matters arising.

#### 550. AUCHTERARDER IN BLOOM

Members were advised that an urgent item of business had arisen in July 2018, relating to a proposal from Auchterarder in Bloom (AiB) who wanted to improve an untidy area of Council land to create an attractive public space which would enhance the quality of life of residents and the local character of Auchterarder. The land had been bought by the old Burgh Council of Auchterarder prior to 15 May 1975 which meant that it was considered a Common Good asset. Heads of Terms had been agreed with Auchterarder in Bloom. This agreement had ended on 17 July 2018.

# PERTH AND KINROSS COUNCIL AUCHTERARDER COMMON GOOD FUND 3 OCTOBER 2018

#### Resolved:

The formal reporting of the decision by the Auchterarder Common Good Fund Committee to agree to give Auchterarder in Bloom a 10 year Licence to Occupy an untidy area of Council owned land to create an attractive public space by carrying out improvement works, be noted.

#### 551. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (18/309) asking Auchterarder Common Good Fund Committee to consider two applications for financial assistance.

#### Resolved:

# (1) Auchterarder Community Sports Association

Auchterarder Community Sports Association be refused a grant towards the costs of Phase 3 of the Auchterarder Core Path Project.

# (2) Auchterarder and Blackford Brownies

Auchterarder and Blackford Brownies be awarded a grant of £1,000 towards the cost of a trip to Paris in 2019.

#### 552. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (18/310) providing an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Auchterarder Common Good Fund.

#### Resolved:

The Auchterarder Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to the Report 18/310, be noted.

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# AUCHTERARDER COMMON GOOD FUND COMMITTEE 27 February 2019

### **Applications for Financial Assistance**

Report by Depute Chief Executive (Report No. 19/56)

The report asks Auchterarder Common Good Fund Committee to consider two applications for financial assistance from Auchterarder Golf Club.

#### 1. BACKGROUND

- 1.1. Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property "having regard to the interests of the inhabitants" of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2. Local residents and organisations can apply to Common Good Funds for support to develop projects in the Common Good area. These grants allow individuals and local organisations to carry out a wide range of community based activities. Retrospective applications are not accepted. However, if an application is received before the project takes place and cannot be considered at the following meeting because papers have already been issued, the application will be considered at the next meeting even if the activities have taken place. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3. The 2018/19 Financial Assistance budget for Auchterarder Common Good Fund was approved by this Committee at the meeting on 25 April 2018. The approved budget and the value of requested Financial Assistance committed to date is summarised below:

| Approved 2017/18 Financial Assistance Budget   | £10,000 |
|------------------------------------------------|---------|
| Less value of applications previously approved | £3,265  |
| Remaining 2018/19 Financial Assistance Budget  | £6,735  |

1.4. The value of funding to be considered at this meeting is in excess of the remaining Financial Assistance budget. In the event that the Committee approves funding in excess of the remaining budget for the year, an option open to the Committee, the budgeted £9,500 surplus for the year will reduce accordingly. In addition funding awards which total in excess of £19,500 for

the year may result in a reduction in the overall Revenue Account balance of the Fund. The 2018/19 Financial Statement report to be considered at this meeting provides details of the approved budget, estimated income and expenditure for the year, the Revenue Account balance at 1 April 2018, and the estimated Revenue Account balance at 31 March 2019 for the Fund.

#### 2. PROPOSALS

# Auchterarder Golf Club - Golf Course Emergency Repair Works

- 2.1. An application has been received from Auchterarder Golf Club, seeking a grant towards the costs of Golf Course Emergency Repair Works. The total costs amount to £5,000 (for greens turf). The applicant will contribute £3,000 towards these costs. The applicant is applying for £2,000. The applicant has not previously benefitted from the Fund.
- 2.2. The grant will deliver essential repair works, allowing the Golf Club to continue to provide recreational facilities within Auchterarder.

# **Auchterarder Golf Club – Golf Course Irrigation**

- 2.3. An application has been received from the Auchterarder Golf Club, seeking a grant towards the costs of updating the Golf Course Irrigation System. The total costs amount to £297,639. This includes £229,312 for an irrigation system; £36,552 for VAT; £16,275 for a bore hole; £5,000 for three sprinklers; £5,000 for a well pump; £2,000 for a tank base; £2,000 for compound internet; and £1,500 for a tank size change. The applicant will contribute £222,639 towards these costs. Another pending source of funding is Auchterarder Community Facilities Fund (£50,000). The applicant is applying for £25,000. The applicant has not previously benefitted from the Fund.
- 2.4. The grant will allow the Golf Club to guard against variances in weather patterns and fully manage the maintenance of the golf course.

#### 3. RECOMMENDATION

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

# **Authors**

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

# **Approved**

| Name            | Designation                                      | Date             |
|-----------------|--------------------------------------------------|------------------|
| Fiona Robertson | Head of Culture and<br>Community Services        | 4 February 2019  |
| Jim Valentine   | Depute Chief Executive (Chief Operating Officer) | 12 February 2019 |

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#### ANNEX

# 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

# 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1. The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Crieff 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 Crieff 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 by Committee will be contained within the 2017/18 Financial Assistance budget and, if appropriate, will be funded from the Fund balance.

#### 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

5.

#### Internal

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

#### 2. BACKGROUND PAPERS

Two applications for financial assistance

#### 3. APPENDICES

None

#### AUCHTERARDER COMMON GOOD FUND COMMITTEE

# **27 February 2019**

# 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 19/57)

#### **PURPOSE OF REPORT**

This report seeks approval of the budget for Financial Year 2019/20 and details the Income and Expenditure to 31 January 2019 and the projected outturn for Financial Year 2018/19.

#### 1. BACKGROUND / MAIN ISSUES

1.1 The proposed budget for 2019/20 has been prepared based on activity undertaken in 2018/19 and prior years. This report also provides the monitoring position and projected outturn for Financial Year 2018/19.

#### 2. PROPOSALS

# 2.1 <u>Budget 2019/20</u>

Following the review of income and expenditure trends for previous years it is proposed that the 2019/20 budget remains largely unchanged from 2018/19, the only proposed adjustment relating to Interest Earned. There has been minimal property related Repair and Maintenance expenditure during 2018/19, however, it is proposed to maintain the £2,000 budget for 2019/20 to fund the potential costs arising from landlord obligations for the upkeep of the Common Good land. The proposed budget for 2019/20 is set out in Appendix 1 to the report. The opening balance of the fund assumes the approval of applications for Financial Assistance at this meeting. Any movement as a consequence of the decisions taken at the Committee meeting today will be reported at the next meeting.

#### 2.1.1 Financial Assistance

A review of expenditure over the previous five years shows that Financial Assistance expenditure peaked at £17,163 in 2014/15. Expenditure for all other years has remained either on or below the approved budget when large projects, such as the Core Paths Improvements, are excluded. It is, therefore, proposed that the Financial Assistance budget continues to reflect historic expenditure patterns whilst retaining a degree of flexibility and continues to be maintained at £10,000 for 2019/20.

#### 2.1.2 Interest Earned

It is proposed that the budget for Interest Earned is reduced from £2,500 to £2,000 in line with the forecast for income generated from the fixed term deposit. The proposed budget adjustment addresses the impact of the overall reduction in the balance of the Fund.

#### 2.2 Financial Statement 2018/19

On the basis of Appendix 2, it is anticipated that there will be a deficit of £9,688 in financial year 2018/19 and the Fund's Revenue Account Balance is estimated to be £274,830 at 31 March 2019. The movement from the previously reported surplus of £9,500 (Report 18/310 refers) relates to an anticipated overspend on Financial Assistance of £20,265, a £1,400 underspend on Repairs and Maintenance and a reduction in Interest income of £600. In addition there has been a small increase (£277) in Rental income received in the year.

#### 3. CONCLUSION AND RECOMMENDATIONS

# 3.1 The Committee is requested to:

- (i) Approve the Auchterarder Common Good Fund budget for Financial Year 2019/20 as set out in Appendix 1 to the report.
- (ii) Note the Auchterarder Common Good Fund Income and Expenditure and the projected outturn to 31 March 2019 as detailed in Appendix 2 to the report.

Author(s)

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

**Approved** 

| - 10 p · 0 · 0 · 0 |                                                    |                 |  |
|--------------------|----------------------------------------------------|-----------------|--|
| Name               | Designation                                        | Date            |  |
| Stewart MacKenzie  | Head of Finance                                    | 30 January 2019 |  |
| Jim Valentine      | Depute Chief Executive and Chief Operating Officer | 6 February 2019 |  |

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

# 1. Strategic Implications

# 1.1 Corporate Plan

- 1.1.1 The Council's Corporate Plan 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 <u>Sustainability</u>

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

#### 4. Consultation

#### 4.1 Internal

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

#### 5. BACKGROUND PAPERS

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

# 6. APPENDICES

Appendix 1 – Auchterarder Common Good Fund - Proposed Budget for Year 2019/20.

Appendix 2 – Auchterarder Common Good Fund - Financial Statement for period to 31 January 2019 for Financial Year 2018/19.

# AUCHTERARDER COMMON GOOD FUND PROPOSED BUDGET FOR YEAR 2019/20

|                                                                                                          | BUDGET<br>2018/19<br>£           | Actual to 31 January 2019 £      | Projected Outturn 2018/19 £      | Proposed<br>BUDGET<br>2019/20<br>£ |
|----------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------------|
| EXPENDITURE                                                                                              | £                                | L                                | L                                | £                                  |
| PROPERTY COSTS Repairs & Maintenance of Land & Buildings                                                 | 2,000                            | 0                                | 600                              | 2,000                              |
| OTHER SUPPLIES & SERVICES Financial Assistance Christmas Lighting Total Expenditure                      | 10,000<br>2,000<br><b>14,000</b> | 3,265<br>975<br><b>4,240</b>     | 30,265<br>2,000<br><b>32,865</b> | 10,000<br>2,000<br><b>14,000</b>   |
| INCOME Rents, Fees & Charges Interest earned Total Income                                                | 21,000<br>2,500<br><b>23,500</b> | 21,277<br>1,814<br><b>23,091</b> | 21,277<br>1,900<br><b>23,177</b> | 21,000<br>2,000<br><b>23,000</b>   |
| Surplus/Deficit for Period                                                                               | 9,500                            | 18,851                           | (9,688)                          | 9,000                              |
| Projected Revenue Balance at 1 April 2019 Surplus for 2019/20 Projected Revenue Balance at 31 March 2020 |                                  |                                  |                                  | 274,830<br>9,000<br><b>283,830</b> |

# AUCHTERARDER COMMON GOOD FUND FINANCIAL STATEMENT FOR PERIOD TO 31 JANUARY 2019 FOR FINANCIAL YEAR 2018/19

| <u>Expenditure</u>                                           | Approved 2018/19 Budget £ | Actual<br>to date<br>£ | Financial Assistance Under Consideration and Committed £ | Projected<br>Outturn<br>£ | Projection Over/(Under) Spend £ |
|--------------------------------------------------------------|---------------------------|------------------------|----------------------------------------------------------|---------------------------|---------------------------------|
|                                                              |                           |                        |                                                          |                           |                                 |
| Property Costs Repairs and Maintenance of Land and Buildings | 2,000                     | 0                      | 600                                                      | 600                       | (1,400)                         |
| Supplies and Services                                        |                           |                        |                                                          |                           |                                 |
| Financial Assistance                                         | 10,000                    | 3,265                  | 27,000                                                   | 30,265                    | 20,265                          |
| Christmas Lights                                             |                           |                        |                                                          |                           |                                 |
| Christmas Lighting                                           | 2,000                     | 975                    | 0                                                        | 2,000                     | 0                               |
| Total Expenditure                                            | 14,000                    | 4,240                  | 27,600                                                   | 32,865                    | 18,865                          |
| <u>Income</u>                                                |                           |                        |                                                          |                           |                                 |
| Rents, Fees & Charges                                        | 21,000                    | 21,277                 | 0                                                        | 21,277                    | 277                             |
| Interest Earned                                              | 2,500                     | 1,814                  |                                                          | 1,900                     |                                 |
| Total Income                                                 | 23,500                    | 23,091                 |                                                          | 23,177                    | (323)                           |
| Surplus/(Deficit)                                            | 9,500                     | 18,851                 | (27,600)                                                 | (9,688)                   | (19,188)                        |
| On an in a Release 04/04/40                                  | 004.540                   |                        |                                                          | 004.540                   |                                 |
| Opening Balance 01/04/18 Surplus / (Deficit)                 | 284,518<br>9,500          |                        |                                                          | 284,518<br>(9,688)        |                                 |
|                                                              | 9.5001                    |                        |                                                          | (9,008)                   | Ī                               |

| <u>Grants</u>                                                                                                                                |   |                |                          |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|---|----------------|--------------------------|-----------------|
| <u>Actual</u>                                                                                                                                |   | <u>Amount</u>  | Meeting                  | Comments        |
| Auchterarder Bloom Association - Watering and Feeding Floral Displays<br>Neurocentral - Running Physiotherapist Programme Excercise Sessions | £ | 1,000<br>1,265 | 20/06/2018<br>20/06/2018 |                 |
| Auchterarder and Blackford Brownies - Trip to Paris                                                                                          | £ | 1,000          | 03/10/2018               |                 |
|                                                                                                                                              | £ | 3,265          |                          |                 |
| Committed                                                                                                                                    |   | <u>Amount</u>  | <u>Meeting</u>           | Comments        |
|                                                                                                                                              | £ |                |                          |                 |
| Under Consideration                                                                                                                          |   | Amount         | Meeting                  | Comments        |
| Auchterarder Golf Club – Golf Course Emergency Repair Works                                                                                  | £ | 2,000          | 27/02/2019               | <u>commente</u> |
| Auchterarder Golf Club – Golf Course Irrigation System                                                                                       | £ | 25,000         | 27/02/2019               |                 |
|                                                                                                                                              | £ | 27,000         |                          |                 |
| Total                                                                                                                                        | £ | 30,265         |                          |                 |