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Council Building
2 High Street
Perth
PH1 5PH

22/04/2024

A hybrid meeting of the **Kinross Common Good Fund Committee** will be held in the **Council Chamber** on **Monday, 29 April 2024** at **14:15**.

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

THOMAS GLEN
Chief Executive

Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.

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

Members:

Councillor Dave Cuthbert
Councillor Neil Freshwater
Councillor Willie Robertson
Councillor Richard Watters

Kinross Common Good Fund Committee

Monday, 29 April 2024

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 KINROSS COMMON GOOD FUND COMMITTEE OF 18 SEPTEMBER 2023 FOR APPROVAL** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS APPROVED BY KINROSS-SHIRE COMMITTEE FROM OCTOBER 2021 - SEPTEMBER 2023** **7 - 8**
(copy herewith 24/142)
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **9 - 16**
Report by Strategic Lead - Housing and Communities (copy herewith 24/141)
- 7 2023/24 & 2024/25 FINANCIAL STATEMENTS** **17 - 26**
Report by Strategic Lead - Finance and Business Support (copy herewith 24/143)

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KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held hybrid in the Council Chambers, 2 High Street, Perth, on Monday, 18 September at 2:00pm.

Present: Councillor R Watters, D Cuthbert, S Donaldson and W Robertson (Item 5 onwards).

In Attendance: L Haxton, J Dudgeon (both Communities), J Guild, S Walker, A Brown and R Ramsay (all Corporate and Democratic Services).

Apologies: Councillors N Freshwater and G Laing.

1. APPOINTMENT OF CONVENER

Nominations were sought for the appointment of Convener.

Councillor D Cuthbert seconded by Councillor S Donaldson nominated Councillor R Watters as Convener. There being no other nominations, Councillor R Watters was duly appointed Convener and took the chair.

Councillor R Watters, Convener, Presiding.

2. WELCOME AND APOLOGIES

Councillor R Watters welcomed all present and apologies were noted as above.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillor's Code of Conduct.

4. MINUTE OF MEETING OF KINROSS COMMON GOOD FUND OF 4 OCTOBER 2021 FOR APPROVAL

The minute of meeting of the Kinross Common Good Fund Committee of 4 October 2021 was submitted and approved as a correct record.

It was agreed that a record of any decisions relating to the Common Good Fund taken by the Kinross Local Committee in the period from 4 October 2021 to present would be brought to the next meeting of the Committee for noting.

5. MATTERS ARISING

There were no matters arising.

6. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Head of Cultural and Community Services (23/254), asking the Committee to consider two grant applications.

Resolved:

- (1) Light Up Kinross be awarded a grant of £500 towards the cost of their 25th Annual Christmas lights from November to January.
- (2) The Kinross-shire Voluntary group & Local Outreach Scheme be awarded a grant of £390 towards a Thank You Celebratory Event held on 1 October 2023 in Orwell Church.

7. 2022/23 AND 2023/24 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (23/255) providing (1) a statement of the unaudited Income and Expenditure for Financial Year 2022/23 and (2) the projected Income and Expenditure for Financial Year 2023/24.

Resolved:

- (i) The unaudited income and Expenditure to 31 March 2023 for the 2022/23 Financial Year, as set out in Appendix 1 to Report 23/255, be noted.
- (ii) The projected Income and Expenditure to 31 March 2024 for the 2023/24 Financial Year, as set out in Appendix 2 to Report 23/255, be noted.

KINROSS COMMON GOOD FUND

APPLICATIONS APPROVED BY KINROSS-SHIRE COMMITTEE FROM OCTOBER 2021 – SEPTEMBER 2023 (Report No. 24/142)

DECEMBER 2021

- (1) Light Up Kinross be awarded a grant of £443 towards a Christmas tree and a light display in Kinross.
- (2) Kinross-shire Move Greener be asked to resubmit a funding request in April 2022, which will be considered at a future meeting of the Kinross-shire Local Committee.

18 AUGUST 2023

- (1) Perth and District Scout Council (join application between Kinross Common Good Fund and Perth Common Good Fund)

Perth and District Scout Council be awarded a grant of £200 towards their World Scout Jamboree.

- (2) King George V Playing Field, Kinross, Management Committee

King George V (KGV) Playing Field, Kinross, Management Committee be awarded a grant of £1,000 towards their Pavilion/Changing Facilities Extension project.

NOVEMBER 2022

Members of the Kinross-shire Local Committee were contacted via email, and the following decisions were agreed:

- (1) A group of residents in the Broom Road/Broom Court area be awarded a grant of £100 to set up a Neighbourhood Watch Group.
- (2) Light Up Kinross be awarded a grant of £831 towards their Christmas Lights.

KINROSS COMMON GOOD FUND COMMITTEE

29 April 2024

APPLICATIONS FOR FINANCIAL ASSISTANCE

Report by Strategic Lead - Housing & Communities
(Report No. 24/141)

1. PURPOSE

- 1.1 The report asks Kinross-shire Local Area Committee to consider two small grant applications for financial assistance.

2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- Consider the applications and agree any financial assistance to be awarded.

3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:
- Section 4: Background / Main Issues
 - Section 5: Proposals: Small Grants
 - Section 6: Conclusion

4. BACKGROUND / MAIN ISSUES

- 4.1 Perth and 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.
- 4.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. These grant awards allow individuals and local organisations to carry out a wide range of community-based activities.
- 4.3 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. This report is for the Kinross Common Good Fund.
- 4.4 A summary of the projected surplus, committed grant funding, and the surplus remaining, is provided below:

| | |
|---|---------|
| 2024/25 projected surplus | £3,400 |
| Value of grants paid and committed | £0 |
| Remaining projected uncommitted surplus | £3,400 |
| Value of funding requested and under consideration | £11,228 |

5. PROPOSALS – SMALL GRANTS

Broke Not Broken

- 5.1 A grant of £6,228 has been requested by Broke not Broken. The grant would contribute towards financial support for their Winter Warmers Project from September 2024 to February 2025.
- 5.2 The grant will be used to provide a winter coat voucher for a child, a Christmas hamper, or a Winter Warmer parcel. Christmas hampers will include Christmas treats donated by the local community, a voucher for the bakers and butchers, some donated gifts and crackers, and draft excluders. The Winter Warmer parcel will contain seasonal locally sourced vegetables, a voucher for the local butchers and if needed a slow cooker and electric blanket. The project aims to support 160 households (370 individuals) in the Common Good Area struggling with low income and the cost of living crisis. Broke Not Broken support the PKC cash first approach giving choice and dignity to those experiencing financial hardship.
- 5.3 The group work with local referral agencies such as welfare rights, schools, health visitors, housing, community learning and development, citizens advice bureaux, social work and probation services. They also have the support of a local hotel who provide the space for making the hampers free of charge. They have 50 volunteers from the community. Local sewing groups make the draft excluders, and local schools and community groups make donations for hampers. They also receive donations from Sainsburys.
- 5.4 Feedback will be collected from clients and referral agencies to identify the meaningful difference that the project has made. The group aim to carry out a survey across all of their projects this year to help them alter and amend support to ensure they remain client led. Broke Not Broken require this project to be funded as their own unrestricted funds are used for their foodbank.
- 5.5 The total cost of the project is estimated at £20,700. The group have already secured £2,900 in funding, and plan to fund the remainder of the project through other funding applications and a group contribution. See table below.

| Specific items | Basis of Costing | Amount |
|---------------------------|--|---------------|
| Winter Coat Vouchers | £40 x 130 Primark, Asda, Sports Direct or M&S | £5,200 |
| Christmas Hamper Vouchers | £5 x 150 Baynes Wintons and Hunters at £20 x 150 £10 per head shopping voucher (£3700) | £7,450 |

| | | |
|--|--|----------------|
| Food for Christmas Hampers | From Sainsbury's to fill gaps in donations | £1000 |
| Wrapping and boxes | Bought online for Christmas hampers | £250 |
| Winter Warmer Vegetables | From Benarty Fruits | £1980 |
| Winter Warmer Vouchers | Wintons and Hunters £20 x190 (Oct & Jan) | £3,800 |
| Staff costs for project | 60 hours x £17 | £1,020 |
| Total proposed expenditure | | £20,700 |
| Contribution from Individual/Group | | £1,380 |
| Funding from Henry Duncan Trust (approved) | | £2,900 |
| Funding from Kinross Rotary Club (pending) | | £3,000 |
| Funding From Warm Welcome Fund (to apply in August) | | £3,692 |
| Funding From Kinross Newsletter Fund (pending) | | £3,500 |
| Funding Requested from Kinross Common Good Fund | | £6,228 |

- 5.6 Broke Not Broken have not received funding from the Kinross Common Good Fund in the previous three financial years.

Consideration

- 5.7 Committee is asked to consider the request in the report and determine the level of any grant to be awarded.

Glenfarg Community Transport Group

- 5.8 A grant of £5000 has been requested by Glenfarg Community Transport Group. The grant would contribute towards employing a part-time administration assistant from April 2024 to March 2025.
- 5.9 The Glenfarg Community Transport Group has been operating for the last 18 months and provides a community led transport option which offers local groups and vulnerable persons an option to travel in a social and trusted environment along with other members of the community. The group is run by volunteers and has some volunteer as well as paid drivers. They aim to alleviate social and mental health issues derived through loneliness and provide a means to use public transport to commute to neighbouring towns and villages for private appointments, retail, sporting, social and cultural needs. The group supports local community groups with field trips and support a school with affordable solutions to their travel needs. The group estimates support for approximately 300 people from Kinross on a weekly basis which is around half of their weekly passengers.

The success of the project so far has led to daily enquiries from the public, and the administration has become more than the current volunteer management committee can timeously and efficiently respond to. An employed administrative assistant would help alleviate this and allow the committee to focus on the development of the group.

- 5.10 The total cost of the project is estimated at £11,040. The group have secured £6,040 in funding. See table below.

| Specific items | Basis of Costing | Amount |
|--|--|----------------|
| Admin Assistant Salary | 4 hours per day x 5 days per week x 46 weeks = 920 hours x £12.00/hour | £11,040 |
| Total proposed expenditure | | £11,040 |
| Contribution From Individual/Group | | £0 |
| Smarter Choices Smarter Places (approved) | | £6,040 |
| Funding Requested from Kinross Common Good Fund | | £5,000 |

- 5.11 Glenfarg Community Transport Group have not received funding from the Kinross Common Good Fund in the previous three financial years.

Consideration

- 5.12 Committee is asked to consider the request in the report and determine the level of any grant to be awarded.

6. CONCLUSION

- 6.1 The Committee is asked to consider the applications and agree any financial assistance to be awarded.

Authors

| Name | Designation | Contact Details |
|--------------|-------------------------------|--|
| Sarah Kimmet | Community Empowerment Officer | ComCommitteeReports@pkc.gov.uk |
| David Stoke | Service Manager Communities | |

Approved

| Name | Designation | Date |
|----------------|---------------------------------------|--------------|
| Elaine Ritchie | Strategic Lead, Housing & Communities | 9 April 2024 |

APPENDICES

- None

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION, AND COMMUNICATION

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

1. Strategic Implications

Community Plan

- 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.

Corporate Plan

- 1.2 The proposals will contribute to the Corporate Plan's priorities of tackling poverty and supporting and promoting physical and mental wellbeing.

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 2023/24 Financial Assistance budget.

Workforce

- 2.2 Not applicable.

Asset Management (land, property, IT)

- 2.3 Not applicable.

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: 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 However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

Sustainability

- 3.5 Not applicable.

Legal and Governance

- 3.6 Not applicable.

Risk

- 3.7 Not applicable.

4. Consultation

Internal

- 4.1 The Strategic Lead, Finance & Business Support and Strategic Lead, Legal and Governance have been consulted.

External

4.2 Not applicable.

5. Communication

5.1 Not applicable.

2. BACKGROUND PAPERS

2.1 None.

KINROSS COMMON GOOD FUND COMMITTEE

29 APRIL 2024

2023/24 AND 2024/25 FINANCIAL STATEMENTS

Report by Strategic Lead – Finance and Business Support (Report No. 24/143)

1. PURPOSE OF REPORT

This report provides the projected outturn for Financial Year 2023/24, and the estimated income and expenditure for Financial Year 2024/25.

2. RECOMMENDATIONS

The Committee is requested to:

- (i) Note the projected Income and Expenditure to the 29 February 2024 for the Kinross Common Good Fund for the 2023/24 Financial Year, as set out in Appendix 1 to the report.
- (ii) Note the estimated income and expenditure for the Kinross Common Good Fund for the 2024/25 Financial Year, as set out Appendix 2 to the report.

3. BACKGROUND / MAIN ISSUES

- 3.1 This report provides an update on the projected outturn for Financial Year 2023/24, and the estimated income and expenditure for Financial Year 2024/25.

4. PROPOSALS

Financial Statement 2023/24

- 4.1 As detailed in Appendix 1, there is a projected surplus of £5,147 for Financial Year 2023/24, and the estimated Fund balance at 31 March 2024 is £166,808.

Financial Statement 2024/25

- 4.2 The estimated interest to be received by the Fund in 2024/25 is £7,500. The increase from 2023/24 is due to the fixed term deposit securing a higher interest rate, together with an increase in the amount invested.
- 4.3 There are two applications for financial assistance to be considered at this meeting, and it is assumed that the funding approved by the Committee will be contained within the level of income to be received for the year. In the event that the value of any funding award exceeds the estimated income for

the year, which is a decision open to the Committee, the Fund balance will reduce accordingly.

Author(s)

| Name | Designation | Contact Details |
|--------------|--------------------|------------------------|
| Fiona Lambie | Accountant | CHXFinance@pkc.gov.uk |

Approved

| Name | Designation | Date |
|--------------|---------------------------------------|---------------|
| Scott Walker | Chief Financial Officer | 9 April 2024 |
| Clare Mailer | Director Strategy, People & Resources | 10 April 2024 |

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Corporate Plan

- 1.1 The Council's Corporate Plan 2022 – 2027 lays out seven 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:

- Tackling poverty
- Tackling climate change and supporting sustainable places
- Growing a sustainable and inclusive local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing
- Placing communities at the heart of how we work

- 1.2 This report relates to all objectives.

2. Resource Implications

Financial

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

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 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.

Sustainability

- 3.5 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.
- 3.6. 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

Internal

- 4.1 The Director Strategy, People and Resources has been consulted in the preparation of this report.

2. BACKGROUND PAPERS

- 2.1 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.

3. APPENDICES

- Appendix 1 – Kinross Common Good Fund Financial Statement for period to 29 February 2024 for Financial Year 2023/24.
- Appendix 2 – Kinross Common Good Fund Financial Statement for Financial Year 2024/25.

KINROSS COMMON GOOD FUND**FINANCIAL STATEMENT FOR PERIOD TO 29 FEBRUARY 2024 FOR FINANCIAL YEAR 2023/24**

| | <u>Actual to 29-Feb-24 £</u> | <u>Committed Expenditure to 31-Mar-24 £</u> | <u>Projected Outturn to 31-Mar-24 £</u> |
|--|---|--|--|
| <u>EXPENDITURE</u> | | | |
| OTHER SUPPLIES & SERVICES | | | |
| Financial Assistance | 353 | 1,000 | 1,353 |
| Total Expenditure | 353 | 1,000 | 1,353 |
| <u>INCOME</u> | | | |
| Interest earned | 5,679 | 0 | 6,500 |
| Total Income | 5,679 | 0 | 6,500 |
| Surplus / (Deficit) for Year | 5,326 | (1,000) | 5,147 |
| Revenue Balance at 1 April 2023 | 161,661 | | 161,661 |
| Surplus for the Year | 5,326 | | 5,147 |
| Projected Fund Balance at 31 March 2024 | 166,987 | | 166,808 |

| | | |
|------------------------------------|--------------------------|-----------------------|
| <u>Financial Assistance</u> | | |
| <u>Actual</u> | <u>Amount (£)</u> | <u>Meeting</u> |
| Kinross-shire Volunteer Group | £ 352.99 | 18/09/2023 |
| | <u>£ 352.99</u> | |
| <u>Committed</u> | <u>Amount (£)</u> | <u>Meeting</u> |
| Light Up Kinross | £ 1,000.00 | 18/09/2023 |
| | <u>£ 1,000.00</u> | |
| Total Actual plus Committed | <u>£ 1,352.99</u> | |

KINROSS COMMON GOOD FUND
FINANCIAL STATEMENT FOR FINANCIAL YEAR 2024/25

| | <u>Estimated Income to 31-Mar-25 £</u> | <u>Expenditure Under Consideration 29-Apr-24 £</u> | <u>Projected Outturn to 31-Mar-25 £</u> |
|--|---|---|--|
| <u>EXPENDITURE</u> | | | |
| OTHER SUPPLIES & SERVICES | | | |
| Financial Assistance | 0 | 11,228 | 11,228 |
| Total Expenditure | 0 | 11,228 | 11,228 |
| <u>INCOME</u> | | | |
| Interest earned | 7,500 | 0 | 7,500 |
| Total Income | 7,500 | 0 | 7,500 |
| Surplus / (Deficit) for Year | 7,500 | (11,228) | (3,728) |
| Estimated Revenue Balance at 1 April 2024 | 166,808 | | 166,808 |
| Surplus for the Year | 7,500 | | (3,728) |
| Projected Fund Balance at 31 March 2025 | 174,308 | | 163,080 |

| <u>Financial Assistance</u> | | |
|------------------------------------|--------------------------|-----------------------|
| <u>Under Consideration</u> | <u>Amount (£)</u> | <u>Meeting</u> |
| Glenfarg Community Transport Group | £ 5,000.00 | 29/04/2024 |
| Broke Not Broken | £ 6,228.00 | 29/04/2024 |
| | <u>£ 11,228.00</u> | |

