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Council Building  
2 High Street  
Perth  
PH1 5PH

25 September 2018

A Meeting of the **Kinross Common Good Fund Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 03 October 2018** at **11:40**.

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 Michael Barnacle  
Councillor Peter Barrett  
Councillor Murray Lyle  
Councillor Callum Purves  
Councillor Willie Robertson  
Councillor Richard Watters



**Kinross Common Good Fund Committee**

**Wednesday, 03 October 2018**

**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 KINROSS COMMON GOOD FUND COMMITTEE OF 20 JUNE 2018** **5 - 6**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**  
Report by Depute Chief Executive (copy herewith 18/311)
- 6 2018-19 FINANCIAL STATEMENT** **13 - 20**  
Report by Head of Finance (copy herewith 18/312)

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PERTH AND KINROSS COUNCIL  
KINROSS COMMON GOOD FUND  
20 JUNE 2018

## KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 June 2018 at 12.25pm

Present: Councillors M Barnacle, P Barrett, M Lyle, C Purves, W Robertson and R Watters.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services); S Merone and W Young (Housing and Environment Service).

Councillor M Barnacle, Convener, presiding

### 371. WELCOME AND APOLOGIES

Councillor M Barnacle welcomed all present to the meeting.

### 372. DECLARATIONS OF INTEREST

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

### 373. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross Common Good Fund Committee of 20 December 2017 (Arts. 721-726/17) was submitted, approved as a correct record and authorised for signature.

### 374. MATTERS ARISING

There were no matters arising.

### 375. ADVISORY NON-VOTING MEMBER

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

#### **Resolved:**

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting member.
- (ii) A substitute representative from the Kinross Community Council may attend if the permanent representative is unavailable.
- (iii) It be noted that Kinross Community Council had nominated Eileen Thomas as the non-advisory voting member.

**376. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/209) asking Kinross Common Good Fund Committee to consider an application for financial assistance.

**Resolved:**

**(1) The Rotary Club of Kinross and District**

The Rotary Club of Kinross and District are seeking a grant of £5,000 towards the 'Mary Queen of Scots – The Great Escape' boat race event.

The application for financial assistance was rejected and officers were asked to contact the Rotary Club and assist them to find alternative sources of funding for the 'Mary Queen of Scots – The Great Escape' boat race event.

**377. 2017/18 & 2018/19 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (18/210) (1) providing an update of 2017/18 unaudited Income and Expenditure; (2) details the Income and Expenditure to 25 May 2018 and; (3) the projected outturn to 31 March 2019 for the Kinross Common Good Fund.

**Resolved:**

- (i) The Kinross Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report, be noted.
- (ii) The Kinross Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report, be noted.

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**KINROSS COMMON GOOD FUND COMMITTEE**

**3 October 2018**

**Applications for Financial Assistance**

**Report by Depute Chief Executive (Report No.18/311)**

The report asks Kinross Common Good Fund Committee to consider two applications for financial assistance from Light Up Kinross and Perth and Kinross District Scout Council.

**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 At the meeting of 24 February 2016, the Committee requested that £157,000 of the revenue balance of the fund was to be ring-fenced as ‘Capital’. The Unaudited Revenue Balance at 1 April 2018, an estimate of the income for 2018/19 and the value of funding to be considered by this meeting is summarised below:

|                                                     |                 |
|-----------------------------------------------------|-----------------|
| <b>Unaudited Revenue Balance at 1 April 2018</b>    | <b>£157,029</b> |
| <b>Estimated income for 2018/19</b>                 | <b>£1,000</b>   |
| Value of applications to be considered by Committee | £1,350          |

1.4 In the event that Committee approves funding in excess of the estimated income, an option open to Committee, the earmarked minimum balance will reduce accordingly. The 2018/19 Financial Statement report to be considered at this meeting provides details of the 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

### Light Up Kinross

- 2.1 An application has been received from Light up Kinross seeking a grant towards a Christmas Light and Tree display in Kinross. The total costs amount to £7,664.76. The applicant is applying for £750. The applicant will contribute £1,500 from its group and fundraising activities. A source of funding of up to £500 from the Cooperative is pending. The applicant has previously benefitted from the fund in 2017/18 (£500).
- 2.2 The grant will pay for the display of Christmas Lights and a Christmas Tree in Kinross to give a festive atmosphere to the town for residents and to encourage other festive activities.

### Perth and Kinross District Scout Council

- 2.4 An application has been received from Perth and Kinross District Scout Council, seeking a grant towards the costs of three young individuals (who are residents of Kinross) attending the World Scout Jamboree in West Virginia, USA. The total costs amount to £10,384.62. Other sources of funding are Parental Contributions (£3,685.38), Forteviot Trust (£923.08), Thomas Trust (£553.85), Jimmie Cairncross Charitable Trust (£276.92), Lethendy Charitable Trust (£276.92), Guildry Incorporation of Perth (£230.77) and Aberfeldy Rotary (£115.38). The applicant is applying for £600. The applicant has previously benefitted from the fund in 2017/18 (£375). The grant will allow the young people involved to enhance their leadership skills and feedback their experiences to local Scout Groups, thereby encouraging more young people to become involved.
- 2.5 The grant will allow the young people involved to enhance their leadership skills and feedback their experiences to local Scout Groups, thereby encouraging more young people to become involved.

## 3. RECOMMENDATION

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

### Author

| Name           | Designation                         | Contact Details                                                                          |
|----------------|-------------------------------------|------------------------------------------------------------------------------------------|
| David Stokoe   | Service Manager<br>Communities      | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Mariam Mahmood | Cultural Transformation<br>Graduate |                                                                                          |

### Approved

| Name          | Designation                                         | Date              |
|---------------|-----------------------------------------------------|-------------------|
| Jim Valentine | Depute Chief Executive<br>(Chief Operating Officer) | 13 September 2018 |

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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 Kinross 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 Kinross 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 2018/19 estimated income for the fund and, if applicable, will be funded from the revenue 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**

#### Internal

- 4.1. 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.



## KINROSS COMMON GOOD FUND COMMITTEE

3 October 2018

### 2018/19 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 18/312)

#### **PURPOSE OF REPORT**

This report provides an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Kinross Common Good Fund.

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides an update on the monitoring position and projected outturn for the Financial Year 2018/19.

#### **2. PROPOSALS**

##### Financial Statement 2018/19

- 2.1 On the basis of Appendix 1, it is anticipated that the Fund will breakeven in 2018/19. There is no budget set for the Fund however interest income has been estimated at £1,000 with assumed Financial Assistance awards during the year of £1,000. The Fund's Total Balance is estimated to be £157,029, with £157,000 reserved as the minimum balance at 31 March 2019.
- 2.2 The Financial Assistance report to be considered at this meeting includes two applications for funding, and the value of the funding award is to be determined by the Committee. The projected Total Fund Balance assumes that approved funding will be contained within the estimated level of income for 2018/19. In the event that the Committee approves funding in excess of the income, an option open to the Committee, the ring fenced balance noted in 2.1 above will reduce accordingly.

#### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Committee is requested to:-
- (i) Note the Kinross 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.

**Author(s)**

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

**Approved**

| <b>Name</b>       | <b>Designation</b>                                       | <b>Date</b>       |
|-------------------|----------------------------------------------------------|-------------------|
| Stewart Mackenzie | Head of Finance                                          | 13 September 2018 |
| Jim Valentine     | Depute Chief Executive<br>and Chief Operating<br>Officer | 13 September 2018 |

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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

#### Corporate Plan

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.

1.2 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 Depute Chief Executive/Chief Operating Officer has 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.

**2. APPENDICES**

Appendix 1 – Kinross Common Good Fund Financial Statement for the period to 31 August 2018 for Financial Year 2018/19.



**KINROSS COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 AUGUST 2018 FOR FINANCIAL YEAR 2018/19**

|                                                                    | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                                                    | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>                                          |                           |                                               |              |                              |
| <u>Supplies and Services</u>                                       |                           |                                               |              |                              |
| Financial Assistance                                               | 0                         | 0                                             | 0            | 1,000                        |
| <b>Total Expenditure</b>                                           | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>1,000</b>                 |
| <b><u>Income</u></b>                                               |                           |                                               |              |                              |
| Interest Earned                                                    | 0                         | 0                                             | 0            | 1,000                        |
| <b>Total Income</b>                                                | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>1,000</b>                 |
| <b>Surplus / (Deficit)</b>                                         | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>0</b>                     |
| Opening Balance 01/04/18                                           | 157,029                   |                                               |              | 157,029                      |
| Surplus / (Loss)                                                   | 0                         |                                               |              | 0                            |
| <b>Total Projected Closing Fund Balance at 31 March 2019</b>       | <b>157,029</b>            |                                               |              | <b>157,029</b>               |
| Minimum Account Balance                                            | (157,000)                 |                                               |              | (157,000)                    |
| <b>Uncommitted Projected Closing Fund Balance at 31 March 2019</b> | <b>29</b>                 |                                               |              | <b>29</b>                    |

| <b><u>Grants</u></b>                                                         |                |                |                 |
|------------------------------------------------------------------------------|----------------|----------------|-----------------|
| <u>Actual</u>                                                                | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
|                                                                              | £ -            |                |                 |
| <u>Committed</u>                                                             | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
|                                                                              | £ -            |                |                 |
| <u>Under Consideration</u>                                                   | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
| Light Up Kinross - Christmas Light and Tree Display                          | £ 750          | 03/10/2018     |                 |
| Perth and Kinross District Scout Council - Attendees to World Scout Jamboree | £ 600          | 03/10/2018     |                 |
|                                                                              | £ 1,350        |                |                 |
| <b>Total</b>                                                                 | <b>£ 1,350</b> |                |                 |

