



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

Council Building
2 High Street
Perth
PH1 5PH

Tuesday, 18 December 2018

A Meeting of the **Perth Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 19 December 2018** at **09:00**.

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

Perth Common Good Fund Committee

Wednesday, 19 December 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 THE MEETING OF THE PERTH COMMON GOOD FUND COMMITTEE OF 3 OCTOBER 2018 FOR APPROVAL AND SIGNATURE** **5 - 10**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **11 - 24**
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 18/405)
- 6 REVIEW OF CRITERIA** **25 - 34**
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 18/407)
- 7 2018/2019 FINANCIAL STATEMENT** **35 - 42**
Report by Head of Finance (copy herewith 18/406)

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

- P1 SITE (0.1478 HA), HARBOUR ROAD, PERTH CONSENT TO APPROVE GROUND LEASE EXTENSION**

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

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

All Council Services can offer a telephone translation facility.

PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
3 OCTOBER 2018

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 3 October 2018 at 10.00am.

Present: Councillors B Band, P Barrett, A Coates (from Art. 534 onwards), H Coates (from Art. 534 onwards), D Doogan, E Drysdale, M Lyle, A Parrott and J Rebbeck.

In Attendance: D Coyne, C Flynn, K Molley, M Mahmood, J Salisbury, G Fogg and D Stokoe (all Corporate and Democratic Services); L Campbell and S Merone (both Housing and Environment Service).

Apologies: Councillors C Ahern, S McCole and W Wilson.

Councillor B Band, Convener, Presiding.

530. WELCOME AND APOLOGIES

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

531. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor A Parrott declared a non-financial interest in Art. 539.

532. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 20 June 2018 (Arts. 337-343) was submitted, approved as a correct record and authorised for signature.

533. MATTERS ARISING

There were no matters arising.

534. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (18/314) asking the Perth Common Good Fund Committee to consider 18 applications for financial assistance (14 small grants and 4 for capital grants).

SMALL GRANTS

Resolved:

- (1) **Jar of Jewels**
Jar of Jewels be awarded a grant of £1,600 towards the costs of two multicultural events.
- (2) **Perth and Kinross District Scout Council**
Perth and Kinross District Scout County Council be awarded a grant of £750 towards the costs of five young individuals attending the World Scout Jamboree in West Virginia, USA.
- (3) **Ballet Dancing Training 1**
The individual be awarded a grant of £150 towards the costs of national level ballet dancing training.
- (4) **Ballet Dancing Training 2**
The individual be awarded a grant of £150 towards the costs of national level ballet dancing training.
- (5) **Perth and District Badminton Association**
Perth and District Badminton Association be awarded a grant of £3,000 towards the costs of hosting the Scottish National Badminton Championships.
- (6) **Perth Autism Support**
Perth Autism Support be awarded a grant of £472 towards the costs of an Autism Christmas Party.

COUNCILLORS A COATES AND H COATES ENTERED THE MEETING AT THIS POINT.

- (7) **PKAVS Minority Communities Hub**
PKAVS Minority Communities Hub be awarded a grant of £3,480 towards the costs of a Multi-Cultural Events programme 2018/19.
- (8) **Scottish Chamber Orchestra**
Scottish Chamber Orchestra be awarded a grant of up to £8,500 towards the costs of a Perth Concert Series and Creative Learning Sessions.
- (9) **Perth Creative Community Collaborative**
Perth Creative Community Collaborative be awarded £1,960 towards the costs of artist-led sessions.
- (10) **River Tay Community Sport Hub**
River Tay Community Sport Hub be awarded a grant of £1,061 towards the costs of improving river safety for River Tay users.

PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
3 OCTOBER 2018

(11) Goodlyburn Parent Council

Goodlyburn Parent Council be awarded a grant of £700 towards the costs of a Pantomime Trip for the whole school.

(12) Headway Perth and Kinross

Motion (Councillors J Rebbeck and D Doogan)

Headway Perth and Kinross be awarded a grant of £290.70 towards the costs of their summer outing.

Amendment (Councillors P Barrett and M Lyle)

Headway Perth and Kinross be awarded a grant of £105 towards the costs of their summer outing.

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

5 members voted for the Motion as follows:

Councillors B Band, D Doogan, E Drysdale, A Parrott and J Rebbeck.

4 members voted for the Amendment as follows:

Councillors P Barrett, A Coates, H Coates and M Lyle.

Resolved:

In accordance with the Motion.

(13) Voluntary Service Overseas

The individual be awarded a grant of £250 towards the costs of volunteering with American Fondouk in Morocco to treat working animals.

(14) Perth Polish Scouting Association

Perth Polish Scouting Association be awarded a grant of £338 towards the costs of a Christmas Event.

CAPITAL GRANTS

Resolved:

(15) Perth Air Cadets

Perth Air Cadets be awarded a grant of £1,150 towards the costs of essential training and security equipment.

(16) Kinnoull Tennis Club

Kinnoull Tennis Club be awarded a grant of £6,000 towards the costs of a Clubhouse Improvement Project.

PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
3 OCTOBER 2018

(17) Perthshire Hockey Club

Perthshire Hockey Club be awarded a grant of £1,027 towards the costs of hockey training equipment.

(18) Perth Drama Club

Perth Drama Club be awarded a grant of £1,000 towards the costs of a portable stage.

535. 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (18/313) providing details of the Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Perth Common Good Fund.

Resolved:

The Perth 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 Report 18/313, be noted.

536. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2018

There was submitted a report by the Depute Chief Executive (18/315) providing details of the Bonfire and Fireworks event on 5 November 2018 to be organised by the Perth and Strathearn 200 Round Table and the request for funding to Perth Common Good Fund Committee.

Resolved:

A grant of £15,000 to Perth and Strathearn 200 Round Table for the costs of the Pyrotechnic Fireworks Display, in line with the decision taken in February 2018, be awarded.

537. PERTH CHRISTMAS LIGHTS FESTIVAL

There was submitted a report by the Executive Director (Housing and Environment) (18/316) (1) noting the activities for the Christmas Lights event on Saturday November 2018, which is part of the overall Perth Winter Festival programme and; (2) seeking approval for costs to be funded from the Perth Common Good Fund for the event.

Resolved:

The budget provision from 2018/19 in respect of the Christmas Lights Switch On Programme for Saturday 17 November 2018, in line with the decision taken in April 2018, be confirmed.

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

538. SHOP – 2 NORTH PORT, PERTH OPTIONS FOR RE-LETTING OR SALE

There was submitted a report by the Executive Director (Housing and Environment) (18/317) requesting instructions for either re-letting or sale of a shop at 2 North Port, Perth.

Resolved:

- (i) The recommended budget for the required upgrading works prior to re-letting, as set out in Report 18/317, be approved.
- (ii) Authority to proceed with the re-letting, on the terms of the Head of Legal and Governance and Head of Planning and Development, be granted.

539. SITE (0.1478 Ha), HARBOUR ROAD, PERTH CONSENT TO APPROVE GROUND LEASE EXTENSION

There was submitted a report by the Executive Director (Housing and Environment) (18/318) seeking approval to extend the length of the current ground lease of the site, which is leased to Daltrade Limited.

Motion (Councillors D Doogan and E Drysdale)

A decision to extend the ground lease to Daltrade Limited, on the terms and conditions set out in Report 18/318, be deferred until Perth and Kinross Harbour Board have been consulted.

Amendment (Councillors P Barrett and H Coates)

Consent be given to extend the ground lease to Daltrade Limited on the terms and conditions set out in Report 18/318.

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

6 members voted for the Motion as follows:

Councillors B Band, D Doogan, E Drysdale, M Lyle, A Parrott and J Rebbeck.

3 members voted for the Amendment as follows:

Councillors P Barret, A Coates and H Coates.

Resolved:

In accordance with the Motion.

~~~~~



## PERTH COMMON GOOD FUND COMMITTEE

19 December 2018

### Applications for Financial Assistance

#### Report by Depute Chief Executive (Report No. 18/405)

The report asks Perth Common Good Fund Committee to consider 14 applications for financial assistance.

#### 1. BACKGROUND

- 1.1 Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth 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 2018/19 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 28 February 2018 ([Report 18/199](#) refers). The approved budget, the value of funding approved to date, together with the remaining budget is summarised below:

|                                                                                        |                |
|----------------------------------------------------------------------------------------|----------------|
| <b>Approved 2018/19 Financial Assistance Budget</b>                                    |                |
| Small Grants                                                                           | £60,000        |
| Capital Grants                                                                         | £40,000        |
| <b>Value of grants committed</b>                                                       |                |
| Small Grants                                                                           | (£43,428)      |
| Capital Grants                                                                         | (£11,677)      |
| <b>Remaining Financial Assistance Budget</b>                                           |                |
| Small Grants                                                                           | <b>£16,572</b> |
| Capital Grants                                                                         | <b>£28,323</b> |
| <b>Value of applications to be considered at Committee meeting on 19 December 2018</b> |                |
| Small Grants                                                                           | (£20,091)      |
| Capital Grants                                                                         | -              |

## 2. PROPOSALS

### SMALL GRANTS

#### Perth Grammar School

- 2.1 An application has been received from Perth Grammar School, seeking a grant towards the costs of a Madrid Cultural Experience trip. The total costs amount to £28,000. This includes travel and accommodation for 40 pupils at £700 per pupil. The applicant has received a grant of £500 towards these costs from the Guildry Incorporation. The pupils are also planning fundraising activities, including bag packing and car washes, to contribute towards these costs. The applicant is applying for £1,500. The applicant has previously benefitted from the Fund in 2017/18 (£1,500; £1,216 and £4,300), 2016/17 (£600) and 2015/16 (£2,166). It is recommended that Perth Common Good Fund Committee award a grant of £1,000 in line with the guidance (see Appendix 1 – Criterion 7.7). This grant will contribute to promoting the confidence of the pupils involved and will increase their awareness of a new culture.

#### Recommendation

- 2.2 Perth Grammar School be awarded a grant of £1,000 towards the costs of a Madrid Cultural Experience trip.

#### Menopause Café

- 2.3 An application has been received from the Menopause Café, seeking a grant towards the costs of a Menopause Festival. The total costs amount to £4,337. This includes £2,465 for catering; £912 for venue hire; £450 for speakers; £300 for advertising; and £210 for a film licence. The applicant will contribute £500 towards these costs and has received a grant of £1,000 from the Gordon Fraser Charitable Foundation. The applicant is applying for £1,735. The applicant has not previously benefitted from the Fund. It is recommended that

Perth Common Good Fund Committee award a grant of £1,735 in line with guidance (see Appendix 1 – Criterion 7.2). This grant will contribute to creating more diverse spaces for conversations about menopause while raising awareness of relevant wellbeing issues.

2.4

#### **Recommendation**

- 2.5 Menopause Café be awarded a grant of £1,735 towards the costs of a Menopause Festival.

#### **Wednesday Tea Dance**

- 2.6 An application has been received from Wednesday Tea Dance, seeking a grant towards the costs of a New Year Party. The total costs amount to £530. This includes £385 for catering for 35 people (at £11 each); £115 for music; and £30 for venue hire. The applicant will contribute £175 towards these costs. The applicant is applying for £245. The applicant has previously benefitted from the Fund in 2018/19 (£168), 2017/18 (£175 and £315), 2016/17 (£175 and £280) and 2015/16 (£168). It is recommended that Perth Common Good Fund Committee award a grant of £245 in line with guidance (see Appendix 1 – Criterion 7.6). This grant will allow the group to hold their social gathering.

#### **Recommendation**

- 2.7 Wednesday Tea Dance be awarded a grant of £245 towards the costs of a New Year Party.

#### **Tulloch Primary School Parent Council**

- 2.8 An application has been received from Tulloch Primary School Parent Council, seeking a grant towards the costs of a Pantomime within the school. The total costs amount to £999 (which is for a booking fee for M&M Productions). The applicant will contribute £499.50 towards these costs. The applicant is applying for £499.50. The applicant has previously benefitted from the Fund in 2018/19 (£700), 2017/18 (£700 and £475) and 2016/17 (£700 and £449). It is recommended that Perth Common Good Fund Committee award a grant of £400 in line with guidance (see Appendix 1 – Criterion 7.2). This grant will allow all of the pupils (including those in the nursery) to enjoy a pantomime performance.

#### **Recommendation**

- 2.9 Tulloch Primary School Parent Council be awarded a grant of £400 towards the costs of a School Pantomime.

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

- 2.10 An application has been received from PKAVS Minority Communities Hub and Perth Chinese Community Association, seeking a grant towards the costs of

2019 Chinese New Year Celebrations. The total costs amount to £13,500. This includes £5,000 for decorations; £3,000 for lanterns; £2,000 for fireworks; £2,000 for Chinese dragon dancers; and £1,500 for event security. Another source of funding is PKC Housing and Community Care (£1,000). The applicant is applying for £5,000. The applicant has previously benefitted from the Fund in 2017/18 (£3,000). Separately, PKAVS Minority Communities Hub has also previously benefitted from the Fund, in 2018/19 (£3,840). It is recommended that Perth Common Good Fund Committee award a grant of up to £5,000 in line with guidance (see Appendix 1 – Criterion 7.2). Officers have specified that this grant is *up to* £5,000 to highlight that the amount awarded can vary if the applicant's total costs are less than expected. This grant will raise awareness of Chinese communities and promote cultural harmony within Perth.

### **Recommendation**

- 2.11 PKAVS Minority Communities Hub and Perth Chinese Community Association be awarded a grant of up to £5,000 towards the costs of 2019 Chinese New Year Celebrations.

### **Moncreiffe Tea Dancers**

- 2.12 An application has been received from the Moncreiffe Tea Dancers, seeking a grant towards the costs of Ongoing Dancing Events to Combat Loneliness. The total costs amount to £1,064. This includes £600 for music; £420 for rent; and £44 for refreshments. The applicant is applying for £1,064. The applicant has previously benefitted from the Fund in 2017/18 (£480) and 2015/16 (£645). It is recommended that Perth Common Good Fund Committee award a grant of £426 in line with guidance (see Appendix 1 – Criterion 7.2). The applicant runs the Dancing Events throughout the year and has applied once to fund all of these events to avoid applying for each separately. This grant will tackle social exclusion amongst older people in Perth while also improving their physical well-being.

### **Recommendation**

- 2.13 Moncreiffe Tea Dancers be awarded a grant of £426 towards the costs of Ongoing Dancing Events to Combat Loneliness.

### **Perth and District Childminding Association**

- 2.14 An application has been received from Perth and District Childminding Association, seeking a grant towards the costs of Spring and Summer Outings. The total costs amount to £280. This includes £190 for a Summer Outing to Active Kids for 26 children; and £90 for a Spring Outing to Noah's Arc for 20 children. The applicant is applying for £280. The applicant has previously benefitted from the Fund in 2017/18 (£168). It is recommended that Perth Common Good Fund Committee award a grant of £140 in line with guidance (see Appendix 1 – Criterion 7.6). This grant will allow the children involved to try new activities and socialise with others.

### **Recommendation**

- 2.15 Perth and District Childminding Association be awarded a grant of £140 towards the costs of Spring and Summer Outings.

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

- 2.16 An application has been received from Our Lady's Primary School Parent Council, seeking a grant towards the costs of a Christmas Pantomime. The total costs amount to £2,990. This includes £1,590 for pantomime tickets for 235 pupils; and £1,400 for transport. The applicant will contribute £2,290 towards these costs. The applicant is applying for £700. The applicant has previously benefitted from the Fund in 2017/18 (£700) and 2016/17 (£700 and £700). It is recommended that Perth Common Good Fund Committee award a grant of £700 in line with guidance (see Appendix 1 – Criterion 7.6). This grant will allow all pupils to enjoy a pantomime performance.

### **Recommendation**

- 2.17 Our Lady's Primary School Parent Council be awarded a grant of £700 towards the costs of a Christmas Pantomime.

### **Perth Academy**

- 2.18 An application has been received from Perth Academy, seeking a grant towards the costs of an S1 French Trip. The total costs amount to £21,000. This includes travel, accommodation, food and entry fees for 40 pupils at £525 per pupil. The pupils are planning fundraising activities, including bake sales and quizzes, to contribute towards these costs. The applicant is applying for £1,800. The applicant has previously benefitted from the Fund in 2018/19 (£600), 2017/18 (£1,500 and £700), 2016/17 (£600) and 2015/16 (£1,200). It is recommended that Perth Common Good Fund Committee award a grant of £1,000 in line with guidance (see Appendix 1 – Criterion 7.7). This grant will improve the French language skills of the pupils involved and will increase their awareness of an unfamiliar culture.

### **Recommendation**

- 2.19 Perth Academy be awarded a grant of £1,000 towards the costs of an S1 French Trip.

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

- 2.20 An application has been received from People With A Mission Ministries, seeking a grant towards the costs of a Perth Senior Citizens 2018 Christmas Appeal. The total costs amount to £12,800 for 1,500 gift bags. This includes £4,000 for jams, chutneys, chocolates, biscuits, calendars and other gifts; £2,000 for scarfs; £1,800 for soaps; £1,500 for shortbread; £1,500 for CDs; £1,500 for books; and £500 for transport for pick up and delivery of gifts. The applicant is applying for £2,000. The applicant has previously benefitted from

the Fund in 2017/18 (£1,500), 2016/17 (£1,500) and 2015/16 (£1,500). It is recommended that Perth Common Good Fund Committee consider awarding a grant in line with criterion 7.8 within Appendix 1 and no financial recommendation is made by officers. This grant will contribute to tackling social isolation amongst senior citizens during the festive period.

### **Recommendation**

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

### **Comann nam Parant Peairt**

- 2.22 An application has been received from Comann nam Parant Peairt, seeking a grant towards the costs of establishing a Gaelic Medium After School Club at Goodlyburn Primary School. The total costs amount to £2,645 for 23 weekly sessions. This includes £2,300 for staff costs; £230 for materials; and £115 for snacks. The applicant is applying for £2,645. The applicant has previously benefitted from the Fund in 2017/18 (£1,500). It is recommended that Perth Common Good Fund Committee consider awarding a grant in line with criterion 7.8 within Appendix 1 and no financial recommendation is made by officers. This grant will provide the children involved with the opportunity to use and develop their Gaelic language skills outwith the classroom through a range of extra curricular activities.

### **Recommendation**

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

### **Friendship Club**

- 2.24 An application has been received from Friendship Club, seeking a grant towards the costs of a Christmas Lunch and four Bus Trips throughout the year for the residents of Servite Sheltered Homes. The total costs amount to £750. This includes £400 for four bus trips; and £350 for a Christmas lunch for 25 people. The applicant will contribute £250 towards these costs. The applicant is applying for £500. The applicant has previously benefitted from the Fund in 2017/18 (£396) and 2014/15 (£200). The application has been assessed on the basis that the applicant is entitled to submit two applications per financial year for Excursions/Parties, i.e. the Christmas Lunch and the Bus Trips. It is recommended that Perth Common Good Fund Committee award a grant of £350 in line with guidance (see Appendix 1 – Criterion 7.6). This grant will contribute to tackling social isolation amongst senior citizens.

### **Recommendation**

- 2.25 Friendship Club be awarded a grant of £350 towards the costs of a Christmas Lunch and four Bus Trips throughout the year.



### **St John's Kirk of Perth**

- 2.26 An application has been received from St John's Kirk of Perth, seeking a grant towards the costs of Carillon Recitals for Civic Engagements 2019. The total costs amount to £2,600. This includes £2,380 for a Carillonneur to play 17 recitals (at £140 each); £200 for leaflets; and £20 for posters. The applicant is applying for £2,600. The applicant has previously benefitted from the Fund in 2017/18 (£2,610), 2016/17 (£2,760 and £2,760) and 2015/16 (£700). It is recommended that Perth Common Good Fund Committee consider awarding a grant in line with criterion 7.8 within Appendix 1 and no financial recommendation is made by officers. This grant will extend the music of the Carillon in Perth beyond the short automatic playing that now happens daily at noon, 1.00pm and 3.00pm.

### **Recommendation**

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

### **Pink Saltire**

- 2.28 An application has been received from Pink Saltire, seeking a grant towards the costs of a 2019 LGBT History Month Heritage Hub in Perth. The total costs amount to £4,625. This includes £1,500 for a sessional project worker (max. 100 hours); £1,200 for exhibition materials; £800 for speakers' fees; £500 for venue hire; £450 for marketing; and £175 for insurance. The applicant will contribute £250 towards these costs. The applicant is applying for £1,850. The applicant has not previously benefitted from the Fund. It is recommended that Perth Common Good Fund Committee award a grant of £1,850 in line with guidance (see Appendix 1 – Criterion 7.2). This grant will provide an opportunity for Perth residents to learn about LGBT culture and will provide a safe space for LGBT people to create new social connections and break down social isolation.

### **Recommendation**

- 2.29 Pink Saltire be awarded a grant of £1,850 towards the costs of a 2019 LGBT History Month Heritage Hub in Perth.

## **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Committee is requested 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 |
| Mariam Mahmood | Cultural Transformation<br>Graduate      |                                                                                          |

**Approved**

| <b>Name</b>     | <b>Designation</b>                                 | <b>Date</b> |
|-----------------|----------------------------------------------------|-------------|
| Fiona Robertson | Head of Culture and<br>Community Services          | 29.11.18    |
| Jim Valentine   | Depute Chief Executive/<br>Chief Operating Officer | 05.12.18    |

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

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

All Council Services can offer a telephone translation facility.

## ANNEX

### 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 2018/19 Financial Assistance budget.

#### 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.

## **5. BACKGROUND PAPERS**

- 5.1 14 applications for financial assistance.

## **6. APPENDICES**

- 6.1 Appendix 1 – Perth Common Good Fund Criteria.

**PERTH COMMON GOOD FUND  
FINANCIAL ASSISTANCE CRITERIA  
WITH EFFECT FROM 1 APRIL 2017**

1. Within the boundary of the Perth common good area and if funding is available, applications will be considered from individuals either in full time education or of senior citizen status and from groups whose members qualify on the same basis or which are operating within the same boundary.
2. 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 inhabitants of the City of Perth.
3. 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](#)
4. Applications for Financial Assistance must be submitted to 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.
5. 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 funding assistance must 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 Committee may consider late applications if Capital Grant funding remains available.
6. The following conditions shall apply to all applications for Financial Assistance:-
  - 6.1 The application for Financial Assistance must demonstrate that the funding will provide benefit to the inhabitants 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.

- 6.2 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.
- 6.3 All awards must be claimed on completion of the project or within 3 months of the activity taking place. Funding for awards not claimed will be returned to the Fund.
7. Small Grants:-
- 7.1 Applications for Financial Assistance will be considered by the Perth Common Good Fund Committee in line with the criteria below:-
- 7.2 Organisation of events/games/festivals including prize awards up to a maximum of 40% of the total costs
- 7.3 Hire of hall and provision of prizes for school prizegiving ceremonies – up to a maximum of 40% of total costs
- 7.4 Voluntary work overseas:-
- 6 months or more: up to £400 per individual
  - 1 – 5 months: up to £250 per individual
- 7.5 Attendance at summer schools/events:-
- Less than 1 month but more than 2 weeks: up to £150 per individual
  - One to two weeks: up to £100 per individual
- 7.6 Excursions/Parties (up to 2 applications per year per group):-
- Contribution of up to 50% towards the actual costs. Each organisation is permitted a maximum of 2 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.
- 7.7 Visits by and from School/Youth/Sport/Music groups:-
- Contributions of up to £600 for groups less than 20 individuals and up to £1,000 for groups over 20 individuals for youth groups, senior citizen or vulnerable groups for activities exceeding 1 day.
- 7.8 Any other purpose where it can be demonstrated that there is a benefit to the inhabitants of the Perth common good area.

- 8. Capital Grants:-
  - 8.1 The funding of applications for Capital Grant funding will be restricted to the available annual budget.
  - 8.2 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.
  - 8.3 Acquisition of equipment - consideration on merits up to a maximum of 25% of total cost and up to £2,500, subject to the budget available.
  - 8.4 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.
- 9. Expenditure which is not eligible for funding awards:-
  - 9.1 Assistance with further or higher education fees
  - 9.2 Charity fundraising, e.g. sponsored walk/cycle/bungee etc
  - 9.3 Town twinning activities other than those qualifying through the age/occupation criteria
  - 9.4 Organisations with religious or political associations where there are restrictions on usage or availability
  - 9.5 Core funding of the voluntary sector
  - 9.6 Assistance with day to day running costs, e.g. the rental of premises, employee costs, etc





## PERTH COMMON GOOD FUND COMMITTEE

19 December 2018

### REVIEW OF CRITERIA

**Report by Depute Chief Executive, Chief Operating Officer (Report No. 18/407)**

The report asks Perth Common Good Fund Committee to approve the revised criteria for awarding funding.

#### **1. BACKGROUND**

- 1.1 A review of the criteria for awarding Perth Common Good Fund funding was approved by the Perth Common Good Fund Committee on 20 June 2018. The current criteria came into effect on 1 April 2017, prior to the current Committee forming. It was agreed that the revised criteria would be brought to the next meeting of the Committee (see Appendix 1).
- 1.2 In the past, applications have been received which do not clearly demonstrate community benefit to the residents of Perth. This suggested that the purpose of the Fund could be made clearer in the criteria.
- 1.3 There have also been instances of the Committee seeking to award grants of higher amounts than the current criteria allow. The revised criteria that all grants are awarded at the discretion of the Perth Common Good Fund Committee. This allows the Committee to have a degree of flexibility when awarding grants.

#### **2. ENGAGEMENT WITH THE COMMITTEE**

- 2.1 The review has provided Committee members with the opportunity to ensure that the Perth Common Good Fund is clearly aligned with local priorities. The review has involved discussion with members of the Committee as well as the officers involved in administering the Fund.

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

- 3.1 The Committee is asked to:-
  - (i) Approve the revised criteria for awarding funding from the Perth Common Good Fund.
  - (ii) Note that the revised criteria will be used with effect from 1 April 2019.

#### **Authors**

| <b>Name</b>    | <b>Designation</b>                    | <b>Contact Details</b>                                                                   |
|----------------|---------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton     | Community Planning Policy Team Leader | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Mariam Mahmood | Cultural Transformation Graduate      |                                                                                          |

**Approved**

| <b>Name</b>     | <b>Designation</b>                               | <b>Date</b>      |
|-----------------|--------------------------------------------------|------------------|
| Fiona Robertson | Head of Culture and Community Services           | 29 November 2018 |
| Jim Valentine   | Depute Chief Executive (Chief Operating Officer) | 5 December 2018  |

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

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of 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 2018/19 Financial Assistance budget.

## **4. 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**

None.

### **3. APPENDICES**

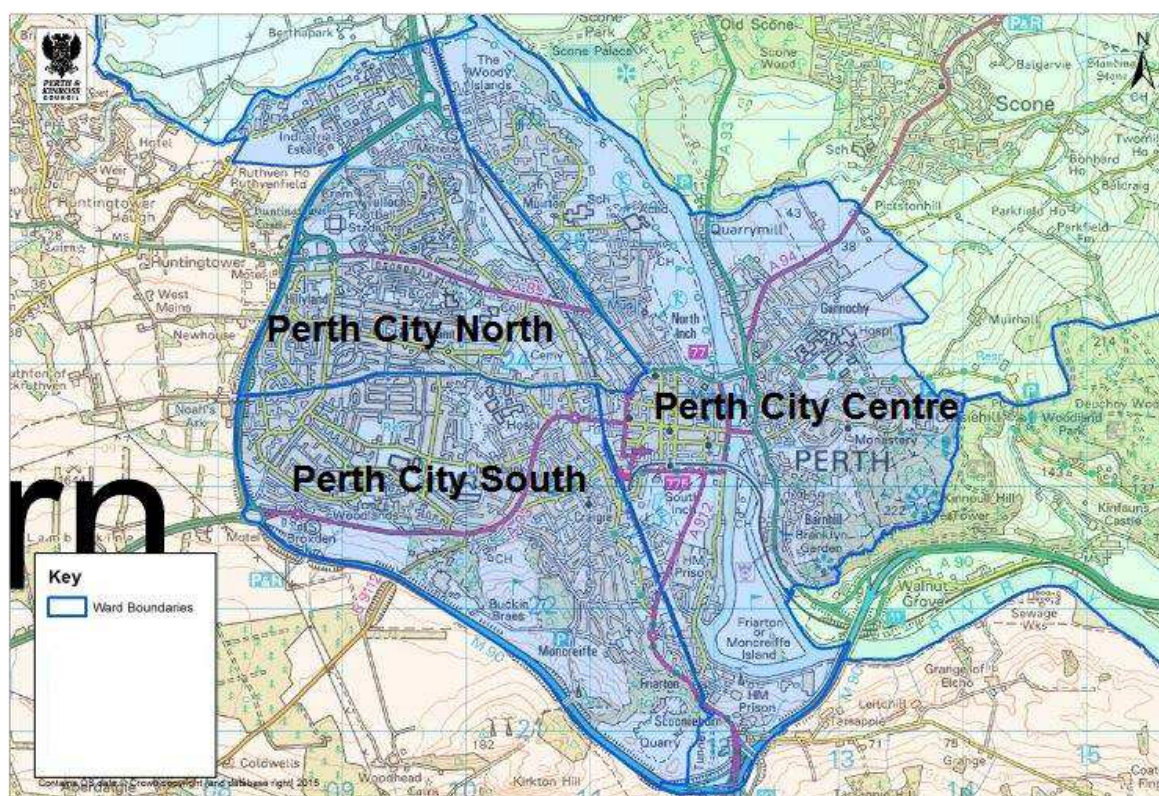
Appendix 1 – Revised Perth Common Good Fund Criteria.



## 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 school 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 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
  - c) In the event that the Common Good funding for a commercial event would result in a profit, the level of funding award will be reduced accordingly
  - d) 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 activities of one week or more:-
- 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.
- 9.8 Any other purpose where it can be demonstrated that there is a benefit to the residents of the City of Perth, the level of funding award to be determined by the Committee.

- 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

19 December 2018

## 2018/19 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 18/406)

### PURPOSE OF REPORT

This report provides details of the Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for the Perth Common Good Fund.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Perth Common Good Fund budget for 2018/19 at the meeting of 28 February 2018 (Report 18/75 refers). This report provides an update on the monitoring position and projected outturn for Financial Year 2018/19 along with proposals for the use of the Repair and Renewal Reserve for the upgrade of Common Good properties.

### 2. PROPOSALS

#### 2.1 Financial Statement 2018/19

On the basis of Appendix 1, it is anticipated that there will be a deficit of £228,264 in 2018/19 and a projected Common Good Fund balance of £1,456,763 at 31 March 2019. Of the total balance £1,000,000 is reserved as the Minimum Revenue Balance of the fund, to ensure its long-term sustainability, and £155,000 will remain earmarked as a Repair and Renewal Reserve. This leaves an uncommitted Revenue Account balance of £301,763 remaining available for the funding of unforeseen expenditure.

- 2.2 The movement in the deficit position previously reported to this Committee on 3 October 2018 (Report 18/313 refers) is attributed to a revised estimate for Repairs and Maintenance expenditure, as detailed at Sections 2.3 to 2.6 below.

- 2.3 The property at 2-4 North Methven Street is held on the Common Good Fund; the Fund benefits from the rental income and bears the cost of property upkeep. A report was presented to Committee in February 2014 (Report 14/75 refers) at which the Committee approved the following:-

- (a) for expenditure (£5,000 + VAT) to be met by Perth Common Good Fund for the appointment of consultants to carry out detailed investigations and prepare a schedule of works at shop premises at 2-4 North Methven Street, Perth;
- (b) to delegate procurement of works (£25,000 + VAT) to Property colleagues;

- (c) for expenditure (£1,066) associated with the shared cost of common repairs to the roof of the property to be funded by Perth Common Good Fund; and
  - (d) to the granting to the Tenants of a rent free period for the duration of the works
- 2.4 The repairs to the roof of the property were completed in 2014, however the internal works to the property remain outstanding. It is therefore proposed that the Repair and Renewal Reserve is used to fund the £30,000 cost of the upgrade to be completed in January 2019.
- 2.5 The previous tenant of 2 North Port provided notice to quit earlier this year. The property is currently vacant and a report was presented to Committee at the October meeting which provided options to upgrade or sell the property (Report P1 18/317 refers). It was approved that the property is to be retained, and the shop will be marketed for let following the completion of improvement works which will cost approximately £50,000.
- 2.6 It is anticipated that a £15,000 budget will be required in this financial year to advance the preparatory works for the upgrade of the 2 North Port property. It is proposed that the full cost of preparatory works is funded from the Repair and Renewal Reserve and the remaining £35,000 budget will be incorporated into the setting of the 2019/20 budget for the Fund.
- 2.7 The Repair and Renewal Reserve was established at £200,000 at the start of this financial year (Report 18/75 refers). The draw upon funds for the upgrade projects noted above will reduce the Reserve balance and the level of Reserve required over the medium term will be reviewed during the budget setting process for 2019/20.
- 2.8 The value of Financial Assistance funding requests to be considered by Committee at this meeting exceeds the remaining budget available for the funding of Small Grants. In addition, there will be further applications for Financial Assistance to consider at the February 2019 meeting of the Perth Common Good Fund Committee. It is therefore proposed that the Financial Assistance – Capital Grants budget is used to offset any overspend in the Small Grants budget, as demonstrated with the adjusted projections in Appendix 1.

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

- 3.1 The Committee is requested to:-
  - (i) Note the Perth Common Good Fund Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 1 to the report;
  - (ii) Approve the use of the Repair and Renewal Reserve to fund the £30,000 cost of works for the 2-4 North Methven Street shop;

- (iii) Approve the use of the Repair and Renewal Reserve to fund the £50,000 cost of works for the 2 North Port shop, to be drawn down £15,000 in 2018/19 and £35,000 in 2019/20;
- (iv) Approve the use of the Financial Assistance – Capital Grants budget to offset any overspend in the Small Grants budget.

#### Author(s)

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

#### Approved

| Name              | Designation                                         | Date             |
|-------------------|-----------------------------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                                     | 30 November 2018 |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) | 5 December 2018  |

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

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>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.

### **3. APPENDICES**

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



**PERTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 OCTOBER 2018 FOR FINANCIAL YEAR 2018/19**

|                                                                   | <u>Approved<br/>2018/19 Budget</u> | <u>Actual<br/>to date</u> | <u>Expenditure<br/>Under<br/>Consideration<br/>and Committed</u> | <u>Total</u>     | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|-------------------------------------------------------------------|------------------------------------|---------------------------|------------------------------------------------------------------|------------------|------------------------------|----------------------------------------------|
|                                                                   | £                                  | £                         | £                                                                | £                | £                            | £                                            |
| <b><u>Expenditure</u></b>                                         |                                    |                           |                                                                  |                  |                              |                                              |
| <b><u>Property Costs</u></b>                                      |                                    |                           |                                                                  |                  |                              |                                              |
| Rent, Rates & Feu Duties                                          | 1,300                              | 1,288                     | 0                                                                | 1,288            | 1,300                        | 0                                            |
| Repairs and Maintenance - General                                 | 15,000                             | 13,369                    | 0                                                                | 13,369           | 15,000                       | 0                                            |
| Repairs and Maintenance - Specific Projects                       | 190,000                            | 140,893                   | 0                                                                | 140,893          | 200,100                      | 10,100                                       |
| Repairs and Maintenance - North Methven Street                    | 0                                  | 0                         | 0                                                                | 0                | 30,000                       | 30,000                                       |
| Repairs and Maintenance - 2 North Port                            | 0                                  | 0                         | 0                                                                | 0                | 15,000                       | 15,000                                       |
| Depreciation & Impairment                                         | 8,000                              | 0                         | 0                                                                | 0                | 8,000                        | 0                                            |
|                                                                   | <b>214,300</b>                     | <b>155,550</b>            | <b>0</b>                                                         | <b>155,550</b>   | <b>269,400</b>               | <b>55,100</b>                                |
| <b><u>Supplies and Services</u></b>                               |                                    |                           |                                                                  |                  |                              |                                              |
| Financial Assistance - Fireworks                                  | 15,000                             | 15,000                    | 0                                                                | 15,000           | 15,000                       | 0                                            |
| Financial Assistance - Small Grants                               | 60,000                             | 6,213                     | 57,506                                                           | 63,720           | 75,000                       | 15,000                                       |
| Financial Assistance - Capital Grants                             | 40,000                             | 0                         | 11,677                                                           | 11,677           | 25,000                       | (15,000)                                     |
| Administration Charges                                            | 15,000                             | 15,000                    | 0                                                                | 15,000           | 15,000                       | 0                                            |
| Printing, Stationery, Advertising and Postages                    | 500                                | 0                         | 0                                                                | 0                | 500                          | 0                                            |
|                                                                   | <b>130,500</b>                     | <b>36,213</b>             | <b>69,184</b>                                                    | <b>90,397</b>    | <b>130,500</b>               | <b>0</b>                                     |
| <b><u>Christmas Events</u></b>                                    |                                    |                           |                                                                  |                  |                              |                                              |
| Rent, Rates & Feu Duties (storage Christmas lights)               | 14,000                             | 2,427                     | 0                                                                | 2,427            | 14,000                       | 0                                            |
| Electricity                                                       | 300                                | 0                         | 0                                                                | 0                | 300                          | 0                                            |
| Erect, Dismantle and Maintain Christmas Lights                    | 23,000                             | 0                         | 0                                                                | 0                | 23,000                       | 0                                            |
| Switch on Ceremony                                                | 40,000                             | 0                         | 0                                                                | 0                | 40,000                       | 0                                            |
|                                                                   | <b>77,300</b>                      | <b>2,427</b>              | <b>0</b>                                                         | <b>2,427</b>     | <b>77,300</b>                | <b>0</b>                                     |
| <b>Total Expenditure</b>                                          | <b>422,100</b>                     | <b>194,190</b>            | <b>69,184</b>                                                    | <b>248,374</b>   | <b>477,200</b>               | <b>55,100</b>                                |
| <b><u>Income</u></b>                                              |                                    |                           |                                                                  |                  |                              |                                              |
| Rents, Fees & Charges                                             | 237,000                            | 139,247                   | 0                                                                | 139,247          | 237,000                      | 0                                            |
| Interest on Investments                                           | 10,000                             | 2,847                     | 0                                                                | 2,847            | 10,000                       | 0                                            |
| Fishing Permits                                                   | 1,400                              | 886                       | 0                                                                | 886              | 1,400                        | 0                                            |
| Miscellaneous Income                                              | 0                                  | 536                       | 0                                                                | 536              | 536                          | 536                                          |
| <b>Total Income</b>                                               | <b>248,400</b>                     | <b>143,516</b>            | <b>0</b>                                                         | <b>143,516</b>   | <b>248,936</b>               | <b>536</b>                                   |
| <b>Surplus/(Deficit)</b>                                          | <b>(173,700)</b>                   | <b>(50,674)</b>           | <b>(69,184)</b>                                                  | <b>(104,858)</b> | <b>(228,264)</b>             | <b>(54,564)</b>                              |
| Opening Balance 01/04/18                                          | 1,685,027                          |                           |                                                                  |                  | 1,685,027                    |                                              |
| Surplus / (Deficit)                                               | (173,700)                          |                           |                                                                  |                  | (228,264)                    |                                              |
| <b>Total Common Good Funds Balance<br/>at 31 March 2019</b>       | <b>1,511,327</b>                   |                           |                                                                  |                  | <b>1,456,763</b>             |                                              |
| Earmarked in Reserves:-                                           |                                    |                           |                                                                  |                  |                              |                                              |
| Minimum Revenue Account Balance                                   | (1,000,000)                        |                           |                                                                  |                  | (1,000,000)                  |                                              |
| Repair and Renewal Reserve                                        | (210,100)                          |                           |                                                                  |                  | (155,000)                    | 55,100                                       |
| <b>Projected Uncommitted Closing Balance<br/>at 31 March 2019</b> | <b>301,227</b>                     |                           |                                                                  |                  | <b>301,763</b>               |                                              |

| <b>Grants</b>                                                                          |                     |                       |                |
|----------------------------------------------------------------------------------------|---------------------|-----------------------|----------------|
| <u>Actual</u>                                                                          | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perth & District Childminding Association - Autumn Outing to Noah's Ark                | £ 136               |                       | 28/06/2017     |
| Hearts & Minds - Elderflowers Project Supporting Those with Dementia                   | £ 1,000             |                       | 25/04/2018     |
| Perth Academy - Trip to France for 3 Pupils                                            | £ 600               |                       | 25/04/2018     |
| City of Perth Early Childhood Centre Parent Council - Trip to Camperdown Wildlife Park | £ 517               |                       | 25/04/2018     |
| Tulloch Primary School Parent Council - School Trip                                    | £ 700               |                       | 25/04/2018     |
| Perth Festival of the Arts - Street Banners, Pop-Up's and Window Clings                | £ 1,574             |                       | 20/06/2018     |
| Perthshire Pride - Perthshire Pride Festival                                           | £ 1,278             |                       | 20/06/2018     |
| Wednesday Tea Dance Group - Annual Trip to Dumfries                                    | £ 168               |                       | 20/06/2018     |
| Individual - Agricultural and Rural Affairs Study Tour                                 | £ 100               |                       | 20/06/2018     |
| Breath Easy Perthshire - Crieff Trip to Increase Confidence of Group Members           | £ 140               |                       | 25/04/2018     |
|                                                                                        | £ 6,213             | £ -                   |                |
| <u>Committed</u>                                                                       | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perthshire Brass - Trip to Perth Twin City of Bydgoszcz in Poland                      | £ 1,000             |                       | 25/04/2018     |
| Perth Highland Games - Hosting of Event at Scone in August 2018                        | £ 5,900             |                       | 25/04/2018     |
| PKAVS - The Walled Garden Art Exhibition                                               | £ 253               |                       | 25/04/2018     |
| Individual - Agricultural and Rural Affairs Study Tour                                 | £ 100               |                       | 20/06/2018     |
| Giraffe Trading - Great Perthshire Picnic                                              | £ 3,600             |                       | 20/06/2018     |
| Lingo Flamingo - 4 Classes for Care Home Residents Suffering from Dementia             | £ 1,000             |                       | 20/06/2018     |
| Perth and District Pipeband - Costs of Uniforms                                        |                     | £ 2,500               | 20/06/2018     |
| Police Scotland Youth Volunteers - Outdoor Activity Weekend to Dalguise                | £ 600               |                       | 20/06/2018     |
| Royal Scottish Country Dance Society - Ceilidh, Public Performances and Workshop       | £ 680               |                       | 20/06/2018     |
| St John's RC Academy Parent Council - Pupil Awards Ceremony                            | £ 780               |                       | 20/06/2018     |
| St John's RC Academy - Volunteering trip to Romania                                    | £ 800               |                       | 20/06/2018     |
| Jar of Jewels - Multicultural Events for Eid and Independence Day                      | £ 1,600             |                       | 03/10/2018     |
| Perth & Kinross District Scout Council - World Scout Jamboree in West Virginia         | £ 750               |                       | 03/10/2018     |
| Ballet Dance Training - National Level Dance Training                                  | £ 150               |                       | 03/10/2018     |
| Ballet Dance Training - National Level Dance Training                                  | £ 150               |                       | 03/10/2018     |
| Perth & District Badminton Association - Hosting of Scottish National Championships    | £ 3,000             |                       | 03/10/2018     |
| Perth Autism Support - Autism Friendly Christmas Party                                 | £ 472               |                       | 03/10/2018     |
| PKAVS Minority Hub - Multicultural Events Programme                                    | £ 3,480             |                       | 03/10/2018     |
| Scottish Chamber Orchestra - Perth Concert Series 2018/19                              | £ 8,500             |                       | 03/10/2018     |
| Perth Creative Community Collaborative - Artist Led Sessions                           | £ 1,960             |                       | 03/10/2018     |
| River Tay Community Sport Hub - Improving River Safety on River Tay                    | £ 1,061             |                       | 03/10/2018     |
| Goodlyburn Parent Council - Pantomime Trip for Whole School                            | £ 700               |                       | 03/10/2018     |
| Headway Perth and Kinross - Summer Outing to Aberdeen                                  | £ 291               |                       | 03/10/2018     |
| Young Individual - Volunteering in Morocco                                             | £ 250               |                       | 03/10/2018     |
| Perth Polish Scouting Association - Christmas Event                                    | £ 338               |                       | 03/10/2018     |
| Perth Air Cadets - Essential Training and Security Equipment                           |                     | £ 1,150               | 03/10/2018     |
| Kinnoull Tennis Club - Clubhouse Improvement Project                                   |                     | £ 6,000               | 03/10/2018     |
| Perthshire Hockey Club - Hockey Training Equipment                                     |                     | £ 1,027               | 03/10/2018     |
| Perth Drama Club - Portable Stage                                                      |                     | £ 1,000               | 03/10/2018     |
|                                                                                        | £ 37,415            | £ 11,677              |                |
| <u>Under Consideration</u>                                                             | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perth Grammar School - Madrid Cultural Experience Trip                                 | £ 1,000             |                       | 19/12/2018     |
| Menopause Café - Menopause Festival                                                    | £ 1,735             |                       | 19/12/2018     |
| Wednesday Tea Dance - New Year Party                                                   | £ 245               |                       | 19/12/2018     |
| Tulloch Primary School Parent Council - Pantomime within the School                    | £ 400               |                       | 19/12/2018     |
| PKAVS & Perth Chinese Community Association - 2019 Chinese New Year Celebrations       | £ 5,000             |                       | 19/12/2018     |
| Moncreiffe Tea Dancers - Ongoing Dancing Events to Combat Loneliness                   | £ 426               |                       | 19/12/2018     |
| Perth & District Childminding Association - Spring & Summer Outings                    | £ 140               |                       | 19/12/2018     |
| Our Lady's Primary School Parent Council - Christmas Pantomime                         | £ 700               |                       | 19/12/2018     |
| Perth Academy - S1 French Trip                                                         | £ 1,000             |                       | 19/12/2018     |
| People with a Mission Ministries - Senior Citizens 2018 Christmas Appeal               | £ 2,000             |                       | 19/12/2018     |
| Commann nam Parent Peairt - Gaelic Medium After School Club                            | £ 2,645             |                       | 19/12/2018     |
| Friendship Club - Christmas and Various Other Bus Trips                                | £ 350               |                       | 19/12/2018     |
| St John's Kirk of Perth - Carillon Recitals for Civic Engagements                      | £ 2,600             |                       | 19/12/2018     |
| Pink Saltire - LGBT History Month Heritage Hub                                         | £ 1,850             |                       | 19/12/2018     |
|                                                                                        | £ 20,091            | £ -                   |                |
| <b>Total</b>                                                                           | <b>£ 63,720</b>     | <b>£ 11,677</b>       |                |
| <u>Funding Approved - No longer required</u>                                           | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
|                                                                                        | £ -                 | £ -                   |                |