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Council Building
2 High Street
Perth
PH1 5PH

11 December 2019

A Meeting of the **Auchterarder Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 December 2019** at **10:00**.

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 Crawford Reid (Convener)
Councillor John Duff
Councillor Tom Gray
Councillor Murray Lyle

Auchterarder Common Good Fund Committee

Wednesday, 18 December 2019

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE AUCHTERARDER COMMON GOOD FUND COMMITTEE OF 25 SEPTEMBER 2019 FOR APPROVAL AND SIGNATURE** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 19/356)
- 6 2019/20 FINANCIAL STATEMENT** **13 - 18**
Report by Head of Finance (copy herewith 19/357)

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 ST MARGARET'S HOSPITAL FIELD - ALLOTMENTS**
- P2 PUBLIC PARK, WESTERN ROAD, AUCHTERARDER - LOCATION OF CONTAINER**

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PERTH AND KINROSS COUNCIL
AUCHTERARDER COMMON GOOD FUND
25 SEPTEMBER 2019

AUCHTERARDER COMMON GOOD FUND COMMITTEE

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.00am.

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

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

Apologies: Councillor C Reid

Councillor T Gray, Convener, Presiding.

472. APPOINTMENT OF CONVENER

Nominations were sought for the appointment of Convener.

Councillor M Lyle, seconded by Councillor T Gray nominated Councillor C Reid. There being no other nominations, Councillor C Reid was appointed as Convener.

In the absence of Councillor C Reid, Councillor T Gray took the Chair. Councillor T Gray welcomed all present to the meeting and noted an apology as above.

473. DECLARATIONS OF INTEREST

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

474. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Auchterarder Common Good Fund Committee of 19 June 2019 (Arts. 327-332) was submitted, approved as a correct record and authorised for signature.

475. MATTERS ARISING

There were no matters arising.

476. 2018/19 & 2019/20 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (19/261) providing details of the Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for the Auchterarder Common Good Fund.

PERTH AND KINROSS COUNCIL
AUCHTERARDER COMMON GOOD FUND
25 SEPTEMBER 2019

Resolved:

The Auchterarder Common Good Fund Statement to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 1 to Report 19/261, be noted.

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

**477. DECORATIVE MILL WHEEL WITH HANGING FLOWER BASKETS
GROUND AT TOWNHEAD, AUCHTERARDER**

There was submitted a report by Executive Director (Housing and Environment) (19/260) seeking approval from the Auchterarder Common Good Fund Committee to extend the existing Licence to Occupy for a further 5 years at Townhead, Auchterarder adjacent to St. Margaret's Hospital to Auchterarder Bloom Association.

Resolved:

Auchterarder Bloom Association's request for an extension of their current Licence to Occupy for a further 5 years from 1 September 2019, be approved.

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## AUCHTERARDER COMMON GOOD FUND COMMITTEE

18 December 2019

### Applications for Financial Assistance

#### Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/356)

The report asks Auchterarder Common Good Fund Committee to consider one application for financial assistance from Auchterarder Parents Supporting Parents.

#### 1. BACKGROUND

- 1.1. Perth & Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2. Local residents and organisations can apply to Common Good Funds for support to develop projects in the Common Good area. These grants allow individuals and local organisations to carry out a wide range of community based activities. Retrospective applications are not accepted. However, if an application is received before the project takes place and cannot be considered at the following meeting because papers have already been issued, the application will be considered at the next meeting even if the activities have taken place. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3. The 2019/20 Financial Assistance budget for the Auchterarder Common Good Fund was approved at the meeting of 27 February 2019 (Report 19/57 refers). The approved budget and the value of requested Financial Assistance funding to be considered by Committee at this meeting is summarised below:

|                                                                                 |         |
|---------------------------------------------------------------------------------|---------|
| Approved 2019/20 Financial Assistance Budget                                    | £10,000 |
| Funding committed in 2019/20 to date                                            | £13,510 |
| Value of applications to be considered at Committee meeting on 18 December 2019 | £8,855  |

- 1.4. The value of funding awarded so far in 2019/20 is in excess of the agreed Financial Assistance budget of £10,000. The overall Revenue Account balance of the Fund will be impacted by decisions to further exceed the budget. The 2019/20 Financial Statement report to be considered at this meeting provides details of the approved budget, estimated income and

expenditure for the year, the Revenue Account balance at 1 April 2019, and the estimated Revenue Account balance at 31 March 2020 for the Fund.

## **2. PROPOSALS**

### **Auchterarder Parents Supporting Parents**

- 2.1. An application has been received from Auchterarder Parents Supporting Parents for £8,855, seeking funding to support their first programme of workshops and events.
- 2.2 The Community School of Auchterarder and the Tayside Improvement Collaborative undertook a survey, with 35 parents responding and identifying potential gaps in child wellbeing support. The group is seeking to address some of the support gaps identified, through five main interventions:

#### Organising Information Sessions and Workshops

- 2.1.1 The group intend to run information workshops about a range of child and adolescent topics for the whole community. They are working with the Council, Integrated Joint Board and NHS Tayside's Child & Adolescent Mental Health Services (CAMHS). The cost of each session will vary depending on the type of session. The total costs for this section of the project are £3,225. The estimated breakdown would be:
  - The cost of each 2 hour information session with a NHS or PKC speaker would be £75 for room hire and refreshments, the group are hoping to run three making a total cost of £225.
  - The cost of each 3 hour workshop would be £600, the group plan to run three at a total cost of £1,800.
  - The cost of information sessions by Third Sector or independent speakers would be £400 with a total of three planned making the total cost £1,200.

#### Peer Support

- 2.1.2 The Peer Support programme aims to create a safe space for parents to come and talk to other parents about issues they are concerned about. There will be 8 group meetings, at £50 each (total cost £400) and 20 one-to-one meetings at £15 each (total cost £300). This would cost £700 for room hire and refreshments.

#### Family Activities/Events

- 2.1.3 These events are about bringing together families across the community. The group have started family sport sessions which run Tuesday evenings and Saturday morning, which are be run by a qualified coach. The group intend to run other family events. The Family Sport sessions would cost £40 each costing (£2,080 for the first 6 months). A ceilidh would cost £1,000 and the total cost of this part of the project would be £3,080.



## Wellbeing Rooms

- 2.1.4 The group intends to work with the Community School of Auchterarder to equip ten rooms to make them sensory friendly for children who find the playground difficult. The equipment includes: sensory lights, pods, cocoons, tents, fibre optics, sensory seating like beanbags, cushions, squishy chairs, floor mats and foam shapes and sensory games and toys. The total cost for this part of the project would be £1,500.

## Promotion and Evaluation

- 2.1.5 In addition to the activities the group estimates a total cost of £1,200 for promotion and evaluation. This includes using social media, banners and flyers.
- 2.1.6 The group have a pop-up treat stall running at the end of the school day which is used to raise money for the group and sign-post parents about the services of the group. They estimate this will bring in £750 for 10 stalls. They also estimate donations from events will bring in £1,000. This money will be used to fund an additional community event. The group have applied for a grant of £900 from the Auchterarder & District Community Trust.

## **3. RECOMMENDATION**

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

### **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 |

### **Approved**

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

|                                                                                                                                                                                                                                                             |
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**1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION**

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

**1. Strategic Implications**Community Plan / Single Outcome Agreement

- 1.1. The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Auchterarder 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 Auchterarder 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 met from the Revenue Balance of the Fund.

### **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**

One application for financial assistance

### **3. APPENDICES**

None



# AUCHTERARDER COMMON GOOD FUND COMMITTEE

18 December 2019

## 2019/20 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 19/357)

### PURPOSE OF REPORT

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

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Auchterarder Common Good Fund budget for 2019/20 at the meeting of 19 June 2019 (Report 19/186 refers). This report provides an update on the monitoring position and projected outturn for Financial Year 2019/20.

### 2. PROPOSALS

#### Financial Statement 2019/20

- 2.1 On the basis of Appendix 1, there is a projected surplus of £6,490 in 2019/20 and a projected Fund Balance of £297,953 at 31 March 2020.
- 2.2 The projections do not include an estimate of grant award for the Financial Assistance application to be considered by the Committee at this meeting. The year-end projections will be updated to reflect the decisions taken at this meeting and will be reported to a future meeting of this Committee.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Committee is requested to:
- (i) Note the Auchterarder Common Good Fund Financial Statement to 31 October 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 to the report.

#### Author(s)

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

#### Approved

| Name              | Designation                                         | Date             |
|-------------------|-----------------------------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                                     | 29 November 2019 |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) | 2 December 2019  |

|                                                                                                                                                                                                                                                                    |
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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>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 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 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 – Auchterarder Common Good Fund Financial Statement for period to 31 October 2019 for Financial Year 2019/20.



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

|                                                        | <u>Approved<br/>2019/20<br/>Budget</u><br>£ | <u>Actual<br/>to date</u><br>£ | <u>Committed</u><br>£ | <u>Projected<br/>Outturn</u><br>£ | <u>Projection<br/>Over/(Under)<br/>Spend</u><br>£ |
|--------------------------------------------------------|---------------------------------------------|--------------------------------|-----------------------|-----------------------------------|---------------------------------------------------|
| <b><u>Expenditure</u></b>                              |                                             |                                |                       |                                   |                                                   |
| <u>Property Costs</u>                                  |                                             |                                |                       |                                   |                                                   |
| Repairs and Maintenance of Land and Buildings          | 2,000                                       | 0                              | 0                     | 2,000                             | 0                                                 |
| <u>Supplies and Services</u>                           |                                             |                                |                       |                                   |                                                   |
| Financial Assistance                                   | 10,000                                      | 12,260                         | 1,250                 | 13,510                            | 3,510                                             |
| <u>Christmas Lights</u>                                |                                             |                                |                       |                                   |                                                   |
| Christmas Lighting                                     | 2,000                                       | 0                              | 0                     | 2,000                             | 0                                                 |
| <b>Total Expenditure</b>                               | <b>14,000</b>                               | <b>12,260</b>                  | <b>1,250</b>          | <b>17,510</b>                     | <b>3,510</b>                                      |
| <b><u>Income</u></b>                                   |                                             |                                |                       |                                   |                                                   |
| Rents, Fees & Charges                                  | 21,000                                      | 11,867                         | 0                     | 21,000                            | 0                                                 |
| Interest Earned                                        | 2,000                                       | 1,201                          | 0                     | 3,000                             | 1,000                                             |
| <b>Total Income</b>                                    | <b>23,000</b>                               | <b>13,068</b>                  | <b>0</b>              | <b>24,000</b>                     | <b>1,000</b>                                      |
| <b>Surplus/(Deficit)</b>                               | <b>9,000</b>                                | <b>808</b>                     | <b>(1,250)</b>        | <b>6,490</b>                      | <b>(2,510)</b>                                    |
| Opening Balance 01/04/19                               | 291,463                                     |                                |                       | 291,463                           |                                                   |
| Surplus / (Deficit)                                    | 9,000                                       |                                |                       | 6,490                             |                                                   |
| <b>Projected Closing Fund Balance at 31 March 2020</b> | <b>300,463</b>                              |                                |                       | <b>297,953</b>                    |                                                   |

|                                                               |                        |                |                 |  |
|---------------------------------------------------------------|------------------------|----------------|-----------------|--|
| <b><u>Grants</u></b>                                          |                        |                |                 |  |
| <u>Actual</u>                                                 | <u>Amount</u>          | <u>Meeting</u> | <u>Comments</u> |  |
| Lang Toon Childcare Hub - Auchterarder Summer Camps           | £ 9,760                | 19/06/2019     |                 |  |
| Auchterarder Bloom Association - Garrie's Corner Improvements | £ 2,500                | 19/06/2019     |                 |  |
|                                                               | <u>£ 12,260</u>        |                |                 |  |
| <u>Committed</u>                                              | <u>Amount</u>          | <u>Meeting</u> | <u>Comments</u> |  |
| Blackford Fiddle Group - Fiddle Workshop Programme            | £ 1,250                | 19/06/2019     |                 |  |
|                                                               | <u>£ 1,250</u>         |                |                 |  |
| <u>Under Consideration</u>                                    | <u>Amount</u>          | <u>Meeting</u> | <u>Comments</u> |  |
| Auchterarder Parents Supporting Parents - workshops & events  | £ -                    | 18/12/2019     |                 |  |
|                                                               | <u>£ -</u>             |                |                 |  |
| <b>Total</b>                                                  | <b><u>£ 13,510</u></b> |                |                 |  |

