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Council Building
2 High Street
Perth
PH1 5PH

Wednesday, 27 September 2017

A Meeting of the **Aberfeldy Common Good Fund Committee** will be held in **The Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross, KY13 8FQ** on **Wednesday, 04 October 2017 at 11:45.**

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

BERNADETTE MALONE
Chief Executive

Those attending the meeting are requested to ensure that all mobile phones and other communication devices are in silent mode.

Members:

Councillor Ian Campbell
Councillor Xander McDade
Councillor Caroline Shiers
Councillor Mike Williamson

Aberfeldy Common Good Fund Committee

Wednesday, 04 October 2017

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 ABERFELDY COMMON GOOD FUND COMMITTEE OF 28 JUNE 2017 5 - 6**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 7 - 12**
Report by Director (Environment) (copy herewith 17/331)
- 6 2017/18 FINANCIAL STATEMENT 13 - 20**
Joint Report by Head of Finance & Director (Environment) (copy herewith 17/332)

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ABERFELDY COMMON GOOD FUND COMMITTEE

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 28 June 2017 at 11.30am.

Present: Councillors I Campbell, C Shiers and M Williamson.

In Attendance: T Flanagan and S Merone (both The Environment Service); D Coyne, C Flynn, L Potter, J Salisbury, and D Williams (all Corporate and Democratic Services).

Apologies: Councillor X McDade.

Councillor M Williamson, Convener, Presiding.

386. APPOINTMENT OF CONVENER

The Committee agreed to appoint Councillor M Williamson as Convener of Aberfeldy Common Good Fund.

Councillor M Williamson, Convener, took the Chair.

387. WELCOME AND APOLOGIES

Councillor Williamson welcomed all present to the meeting and an apology for absence was noted as above.

388. DECLARATIONS OF INTEREST

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

389. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Aberfeldy Common Good Fund Committee of 26 April 2017 (Arts. 258-264) was submitted, approved as a correct record and authorised for signature.

390. MATTERS ARISING

There were no matters arising.

391. APPLICATION FOR FINANCIAL ASSISTANCE

There was submitted Report by the Director (Environment) (17/228), asking the Committee to consider an application for financial assistance.

PERTH AND KINROSS COUNCIL
ABERFELDY COMMON GOOD FUND
28 JUNE 2017

Resolved:

Perth and Kinross District Scout Council

Perth and Kinross District Scout Council be awarded a grant totalling £375 (£75 per individual) towards the costs of the Explorer Belt Poland 2017 Expedition.

392. 2017/18 FINANCIAL STATEMENT

There was submitted a joint report by the Head of Finance and Director (Environment) (17/229), providing an update on the 2016/17 Income and Expenditure, and details of the Income and Expenditure to 23 May 2017 and projected outturn to 31 March 2018, for the Aberfeldy Common Good Fund.

Resolved:

- (i) The unaudited Income and Expenditure to 31 March 2017 for the Aberfeldy Common Good Fund for Financial Year 2016/17, be noted;
- (ii) The Aberfeldy Common Good Fund Income and Expenditure and the projected outturn to 23 May 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.

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**Aberfeldy Common Good Fund Committee****4 October 2017****Applications for Financial Assistance****Report by Director (Environment)****PURPOSE OF REPORT**

The report asks Aberfeldy Common Good Fund Committee to consider two 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 & 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 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grant. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is listed, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. 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 unaudited Revenue Account balance for the Aberfeldy Common Good Fund as at 31 August 2017 is £122,099.

|                                                     |             |
|-----------------------------------------------------|-------------|
| <b>Approved 2017/18 Financial Assistance budget</b> | <b>£800</b> |
| Less value of application previously approved       | (£375)      |
| <b>Remaining Financial Assistance Budget</b>        | <b>£425</b> |

## **2. PROPOSAL**

### **Aberfeldy Festival Committee**

- 2.1 An application has been received from Aberfeldy Festival Committee seeking a grant towards the costs of the Christmas Festival on 2 December 2017. The Festival will include a Christmas Celebration Day with a Christmas market with around 20 stalls leading to the switching on of the Christmas lights. There will be also a Santa's Grotto. The total costs are £2,835 including £1,260 for reindeer, £150 for volunteer costs, £105 for insurance, £350 for trophies/prizes, £350 for roundabout, £100 for clowns, £100 for pipe band, £420 for premises for thrift shop and grotto. The applicant will contribute £894 from reserves and has applied to Griffin Micro Grant Fund for £500. In addition, not included in the costs, the applicant will contribute £500 in kind through volunteers' time. The applicant is applying for £750. The applicant will fund the shortfall from fundraising. The applicant has previously benefited from the Fund £375 in 2016/17, £500 in 2015/16 and £1,500 in 2014/15.

### **Recommendation**

- 2.2 The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Aberfeldy Common Good Fund Committee.
- 2.3 In line with revised guidance, the Committee is asked to consider the request and no recommendation is made by Officers.

### **Explore Aberfeldy Tourism Group**

- 2.4 An application has been received from Explore Aberfeldy Tourism Group seeking a grant towards the costs of the October TayFest on 14 and 22 October 2017. The TayFest is a series of events aiming to attract visitors to the area and extend the tourism season. For example, taster sessions will allow children and adults to try outdoor activities and learn about wildlife and history. It is estimated that around 1,700 visitors would attend. The event attracted 1,379 visitors last year. The total costs are £6,934 including £2,520 for administration and event management, £3,514 for marketing (printing and distribution of materials) and £900 for activity suppliers and venue hire. The applicant will contribute £1,000 from sponsorship. The applicant has secured £3,500 from the Council's Events Budget and has applied to the Griffin Micro Grant Fund for £500. In addition, and not included in the costs, the applicant will contribute £3,439 in kind through volunteers' time. The applicant is applying for £800. The applicant will fund the shortfall from fundraising. The applicant has previously benefited from the Fund £400 in 2016/17 and £500 in 2015/16.

### **Recommendation**

- 2.5 The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Aberfeldy Common Good Fund Committee.



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

### 3. RECOMMENDATION

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

#### Author

| Name         | Designation        | Contact Details                                                                                    |
|--------------|--------------------|----------------------------------------------------------------------------------------------------|
| Serge Merone | Investment Manager | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

#### Approved

| Name           | Designation            | Date             |
|----------------|------------------------|------------------|
| Barbara Renton | Director (Environment) | 8 September 2017 |

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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 Aberfeldy 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 Aberfeldy Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved by Committee will be contained within the 2017/18 Financial Assistance budget.

### **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**

- 2.1 2 applications for financial assistance

### **3. APPENDICES**

3.1 None

**ABERFELDY COMMON GOOD FUND COMMITTEE****4 October 2017****2017/18 FINANCIAL STATEMENT****Joint Report by Head of Finance & Director (Environment)****PURPOSE OF REPORT**

This report provides details of the Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Aberfeldy Common Good Fund.

**1. BACKGROUND / MAIN ISSUES**

The 2017/18 budget for the Aberfeldy Common Good Fund was approved by Committee at the meeting on 26 April 2017 (Report 17/165 refers). This report provides an update on the monitoring position and projected outturn for the Financial Year 2017/18.

**2. PROPOSALS****2.1 Financial Statement 2017/18**

Appendix 1 assumes a breakeven position for the year resulting in a projected Revenue Account Balance of £122,099.

- 2.2** The Financial Assistance report to be considered at this meeting includes two applications for funding, and the value of the funding award is to be determined by the Committee. The projected Revenue Account balance assumes that approved funding will be contained within the 2017/18 Financial Assistance budget. To the extent that the Committee approves funding requests in excess of the remaining budget for £425, an option open to the Committee, then this will reduce the closing balance.

**3. CONCLUSION AND RECOMMENDATIONS****3.1** The committee is requested to:

- (i) Note the Aberfeldy Common Good Fund Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18.

**Author(s)**

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

**Approved**

| <b>Name</b>   | <b>Designation</b>                                       | <b>Date</b>       |
|---------------|----------------------------------------------------------|-------------------|
| Jim Valentine | Depute Chief Executive<br>and Chief Operating<br>Officer | 13 September 2017 |

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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

#### 1.1 Corporate Plan

- 1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

- 1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### 3. Assessments

### 3.1 Equality Impact Assessment

- 3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### 3.2 Strategic Environmental Assessment

- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### 3.3 Sustainability

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

## 4. **Consultation**

### 4.1 Internal

- 4.1.1 The Chief Executive has been consulted in the preparation of this report.

## 5. **BACKGROUND PAPERS**

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



## **6. APPENDICES**

Appendix 1 - Aberfeldy Common Good Fund Financial Statement for the period to 31 August 2017 for Financial Year 2017/18.



**ABERFELDY COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 31 AUGUST 2017 FOR FINANCIAL YEAR 2017/18**

|                                                                  | <u>Approved<br/>2017/18<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|------------------------------------------------------------------|----------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|----------------------------------------------|
|                                                                  | £                                      | £                         | £                                             | £            | £                            | £                                            |
| <b><u>Expenditure</u></b>                                        |                                        |                           |                                               |              |                              |                                              |
| <u>Supplies and Services</u>                                     |                                        |                           |                                               |              |                              |                                              |
| Financial Assistance                                             | 800                                    | 0                         | 375                                           | 375          | 800                          | 0                                            |
| <b>Total Expenditure</b>                                         | <b>800</b>                             | <b>0</b>                  | <b>375</b>                                    | <b>375</b>   | <b>800</b>                   | <b>0</b>                                     |
| <b><u>Income</u></b>                                             |                                        |                           |                                               |              |                              |                                              |
| Interest Earned                                                  | 800                                    | 368                       | 0                                             | 368          | 800                          | 0                                            |
| <b>Total Income</b>                                              | <b>800</b>                             | <b>368</b>                | <b>0</b>                                      | <b>368</b>   | <b>800</b>                   | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>                                         | <b>0</b>                               | <b>368</b>                | <b>(375)</b>                                  | <b>(7)</b>   | <b>0</b>                     | <b>0</b>                                     |
| Opening Balance 01/04/17                                         | 122,099                                |                           |                                               |              | 122,099                      |                                              |
| Surplus / (Deficit)                                              | 0                                      |                           |                                               |              | 0                            |                                              |
| <b>Projected Uncommitted Closing Balance as at 31 March 2018</b> | <b>122,099</b>                         |                           |                                               |              | <b>122,099</b>               |                                              |

|                                                      |                |                |
|------------------------------------------------------|----------------|----------------|
| <b><u>Grants</u></b>                                 |                |                |
| <u>Actual</u>                                        | <u>Amount</u>  | <u>Meeting</u> |
|                                                      | £ -            |                |
| <u>Committed</u>                                     | <u>Amount</u>  | <u>Meeting</u> |
| Perth & Kinross District Scout Council - Poland 2017 | £ 375          | 28/06/2017     |
|                                                      | £ 375          |                |
| <u>Under Consideration</u>                           | <u>Amount</u>  | <u>Meeting</u> |
| Aberfeldy Festival Committee - Christmas Celebration | £ 750          | 04/10/2017     |
| Explore Aberfeldy Tourism Group - October TayFest    | £ 800          | 04/10/2017     |
|                                                      | £ 1,550        |                |
| <b>Total</b>                                         | <b>£ 1,925</b> |                |

