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• *Enhancing quality of life* • *Making the best use of public resources*

Council Building  
2 High Street  
Perth  
PH1 5PH

Thursday, 16 February 2017

A Meeting of the **Perth Common Good Fund Committee** will be held in **the Council Chambers, 2 High Street, Perth, PH1 5PH** on **Wednesday, 22 February 2017** at **09:30**.

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto: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 Alistair Munro (Convener)  
Councillor Bob Band  
Councillor Peter Barrett  
Councillor Dave Doogan  
Councillor John Flynn  
Councillor Callum Gillies  
Councillor Alan Grant  
Councillor Elspeth MacLachlan  
Councillor Archie MacLellan  
Councillor Ian Miller  
Councillor Andrew Parrott  
Councillor Alexander Stewart  
Councillor Heather Stewart  
Councillor Willie Wilson



**Perth Common Good Fund Committee**

**Wednesday, 22 February 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/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE PERTH COMMON GOOD FUND OF 14 DECEMBER 2016 5 - 8**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 9 - 16**  
Report by Director (Environment) (copy herewith 17/76)
- 6 REVIEW OF FINANCIAL ASSISTANCE CRITERIA 17 - 30**  
Report by Director (Environment) and Head of Finance (copy herewith 17/77)
- 7 2017/18 BUDGET & 2016/17 FINANCIAL STATEMENT 31 - 50**  
Joint Report by Head of Finance & Director Environment) (copy herewith 17/78)

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## **PERTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 14 December 2016 at 9.30am.

Present: Councillors B Band, P Barrett, D Doogan, J Flynn, C Gillies, A Grant (from Art. 843 (2)), E Maclachlan, A MacLellan, I Miller (from Art. 845), A Parrott, A Stewart, H Stewart, and W Wilson.

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

Apologies: Councillor A Munro

Councillor C Gillies, Acting Convener, Presiding.

### **839. WELCOME AND APOLOGIES**

Councillor C Gillies welcomed all present to the meeting and apologies were noted as above.

### **840. DECLARATIONS OF INTEREST**

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

### **841. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth Common Good Fund Committee of 5 October 2016 (Arts. 670-678) was submitted, approved as a correct record and authorised for signature.

### **842. MATTERS ARISING**

There were no matters arising.

### **843. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Director (Environment) (16/551), asking the Committee to consider ten applications for financial assistance.

#### **Resolved:**

#### **(1) Perth Sub Aqua Club**

Perth Sub Aqua Club be awarded a grant of £769 towards the costs of purchase of a new trailer.

PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
14 DECEMBER 2016

- COUNCILLOR A GRANT ENTERED THE MEETING AT THIS POINT
- (2) **Wednesday Tea Dance Group**  
Wednesday Tea Dance Group be awarded a grant of £280 towards the costs of the New Year Party.
  - (3) **Dalreoch Friendship Club**  
Dalreoch Friendship Club be awarded a grant of £70 towards the cost of an outing to Pitlochry.
  - (4) **Young Person**  
Young person be awarded a grant £100 towards the costs of the school adventure course.
  - (5) **Solas Festival**  
Solas Festival be awarded a grant of £800 towards the costs of providing volunteer opportunities to young people (16-19) from Perth.
  - (6) **Jeanfield Swifts Community Sport Club**  
The Committee agreed to defer consideration of this application for further information.
  - (7) **Street Dance Crew**  
Street Dance Crew be awarded a grant of £1,000 towards the costs of participation for 42 young people in UK Street Dance Competition and Maximum Dance Competition in January 2017.
  - (8) **Fair City Junior Football Club**  
The Committee agreed that the £800 awarded to the Fair City Junior Football Club at the meeting of the Perth Common Good Fund Committee of 16 December 2015, towards the cost of installing a Defibrillator Secure Cabinet at their former home ground at Huntingtower Park, be re-allocated for their new home ground at Letham.
  - (9) **People With A Mission Ministries**  
People With A Mission Ministries be awarded a grant of £1,500 towards the cost of their Perth Senior Citizens 2016 Christmas Appeal.
  - (10) **Breathe Easy Perthshire**  
Breathe Easy Perthshire be awarded a grant of £210 towards the costs of the Christmas lunch.

**844. 2016/17 FINANCIAL STATEMENT**

There was submitted a Joint Report by Head of finance & Director (Environment) (16/552) detailing the Income and Expenditure to 31 October 2016 and the projected outturn to 31 March 2017 for the Perth Common Good Fund.

**Resolved:**

PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
14 DECEMBER 2016

- (i) The Perth Common Good Fund Income and Expenditure to 31 October 2016, the projected outturn to 31 March 2017, and the projected uncommitted Revenue account Balance at 31 March 2017, be noted.
- (ii) The proposals for concluding investigation of the Capital Account Balance prior to the setting of the 2017/18 Perth Common Good Fund Budget, be noted.

At this point of business, the Acting Convener agreed to accept nominations for membership of the short life working group, established at the Perth Common Good Fund meeting of 5 October 2016.

**Resolved:**

The Committee agreed to nominations of Councillors H Stewart, P Barrett (subsequently replaced by W Wilson), J Flynn, and A Parrott for membership of the short life working group.

COUNCILLOR I MILLER ENTERED THE MEETING AT THIS POINT

**IT WAS AGREED 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**

**845. KING JAMES VI GOLF CLUB, MONCREIFFE ISLAND, PERTH RENT REVIEW**

There was submitted a report by the Director (Environment) (16/553) seeking approval of the proposed rent review resulting in no increase to the current rent.

**Resolved:**

The Committee agreed to a nil increase in rent until the next proposed rent review (if justified) in 2021.

**846. SITE (0.0409 HA), SHORE ROAD, PERTH EXTENSION OF LEASE**

There was submitted a report by the Director (Environment) (16/554) seeking approval to extend the lease of a site at Shore Road, Perth leased to One Call Limited.

**Resolved:**

The Committee agreed that the lease of the 0.0409 HA site located at Shore Road, Perth be extended in accordance with the provisional agreement set out in section 2 of report 16/554. This will secure occupation of the site for commercial use until at least 2021.

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## PERTH AND KINROSS COUNCIL

## Perth Common Good Fund Committee

22 February 2017

## Applications for Financial Assistance

## Report by Director (Environment)

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The report asks Perth Common Good Fund Committee to consider 5 applications for financial assistance.

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**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 2016/17 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 18 May 2016 (Report 16/211 refers). The approved budget, the value of funding approved to date, together with the remaining budget is summarised below:-

|                                                                                        |               |
|----------------------------------------------------------------------------------------|---------------|
| Approved 2016/17 Financial Assistance Budget                                           | £100,000      |
| Less value of funding approved by Committee to date                                    | (£89,117)     |
| <b>Value of applications to be considered at Committee meeting on 22 February 2017</b> | <b>£4,880</b> |
| <b>Remaining Financial Assistance Budget</b>                                           | <b>£6,003</b> |

## **2. PROPOSALS**

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

- 2.1 An application has been received from St John's Kirk seeking a grant towards the costs of a series of 16 carillon recitals between January and December 2017: Robert Burns Birthday (3<sup>rd</sup> week January 2017), Valentine's Day (2<sup>nd</sup> week February 2017), Mothering Sunday (last week March 2017), Easter Sunday (16 April 2017), Music for visitors (June 2017), Music for visitors (July 2017), Perth Highland Games (14 August 2017), Music for visitors (September 2017), Music for visitors (October 2017), Remembrance Sunday (12 November 2017), Christmas Lights Switch On Weekend (18 or 19 November 2017), St Andrew's Day Scottish Festival (27 November 2017), Perth Churches Nativity Parade (3 December 2017) and Lessons and Carols Service (17 December 2017) and 2 moveable recitals for music for visitors. These recitals will extend the music of the Carillon beyond the short automatic playing that now happens daily at noon, 1.00pm and 3.00pm. 40-50 minutes recitals of appropriate music for each Civic Engagement will be played. The total costs are £2,760 (16 recitals at a cost of £140 per event for payment of the Carillonneur), and printing of 2x A1 posters for publicity £10 each) and £500 for leaflets. The applicant has asked for £2,760. In addition to the above costs, the applicant will provide £1,200 in kind covering administration, kirk opening, lighting. The applicant has benefited from the fund over the past 3 years (£1,000 in 2016/17, £700 in 2015/16 and £2,940 in 2013/14). The application was received before the activities have started. It is recommended that a grant of £2,760 towards the costs of a series of 16 carillon recitals in 2017 is awarded in line with the guidance (see Appendix 1 – Criteria 12). The grant will contribute to promote tourism and Perth City.

### **Recommendation**

- 2.2 St John's Kirk of Perth be awarded a grant of £2,760 towards the costs of 16 carillon recitals between January and December 2017.

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

- 2.3 An application has been received from Our Lady's Primary School Parent Council seeking a grant towards the costs of attending the pantomime at Perth Concert Hall on 19 December 2016. The total costs for the 139 members amount to £1,482 including £832 for buses and £650 for tickets. The applicant is applying for £700. The applicant has previously benefited from the Fund in 2013/14 (£469), 2014/15 (£861), 2015/16 (£548) and in 2016/17 (£700). The application was received before the activity took place. If the grant is not awarded, the applicant will have to fund the activities from its own funds. It is recommended that Perth Common Good Fund Committee award a grant of £700 in line with the guidance (see Appendix 1 – Criteria 10 - grant is capped at £700). The grant will contribute to social inclusion.

### **Recommendation**

- 2.4 Our Lady's Primary School Parent Council be awarded a grant of £700 towards the costs of attending the pantomime at Perth Concert Hall.

## **Perth Academy**

- 2.5 An application has been received from Perth Academy seeking a grant towards the costs of a trip to Valencia in Spain in October 2017 for 2 pupils facing financial hardship. The programme will aim to promote confidence and responsibility in pupils and raise their awareness through sporting and cultural activities. 2 of the selected pupils, residing in Perth, are facing financial hardship. The costs for 1 pupil are £800 and each has been asked to contribute £400. The applicant has applied for £400 for each. The applicant has benefited from the fund in 2016/17 (£300), 2015/16 (£1,725), in 2014/15 (£5,710) and in 2013/14 (£1,150). It is recommended that a grant of £300 for pupil facing financial hardship is awarded in line with the guidance (see Appendix 1 – Criteria 11). The grant will contribute to social inclusion.

### **Recommendation**

- 2.6 Perth Academy be awarded a grant of £300 each for 2 pupils facing financial hardship towards the costs of a trip to Valencia in October 2017.

## **Young Person**

- 2.7 An application has been received from a young person residing in Perth seeking a grant towards the cost of volunteering with the Project Trust in Honduras for one year. The applicant will work in a primary school as a volunteer English language teacher. The total costs amount to £6,200. The applicant is applying for £400. The applicant has not previously benefited from the Fund. It is recommended that Perth Common Good Fund Committee award a grant of £400 in line with the guidance (see Appendix 1 – Criteria 8). The grant will contribute to social inclusion.

### **Recommendation**

- 2.8 Young person be awarded a grant of £400 towards the costs of volunteering with the Project Trust in Honduras for one year.

## **Be Yourself**

- 2.9 An application has been received from Be Yourself seeking a grant towards the cost of organising the Perth and Kinross Women's Festival between 3 – 11 March 2017. The applicant is coordinating a week long festival bring together different partners who hold events (e.g. practical workshops, physical activities, talks, film screening) during the week of International Women's Day (8 March 2017). The total costs amount to £840 including £600 for brochures, £40 for the launch catering, £100 for the launch room hire and £100 for singer fees. The applicant is applying for £500. The applicant has previously benefited from the Fund in 2014/15 (£300). It is recommended that Perth Common Good Fund Committee award a grant of £420 in line with the guidance (see Appendix 1 – Criteria 2). The grant will contribute to social inclusion.

## Recommendation

- 2.10 Be Yourself be awarded a grant of £420 towards the costs of organising the Perth and Kinross Women's Festival in March 2017.

### 3. RECOMMENDATION

- 3.1 The Committee is requested to approve the recommendations 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) | 31 January 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 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 recommendation contained within this report will be funded from the contributions to organisations provision for 2016/17.

### **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 Democratic Services, the Head of Finance and the Head of Legal and Governance have been consulted.

### **2. BACKGROUND PAPERS**

- 2.1 5 applications for financial assistance

### **3. APPENDICES**

- 3.1 Appendix 1 – Perth Common Good Fund Criteria

**PERTH COMMON GOOD FUND  
CRITERIA**

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.

1. Christmas lighting - Firework displays up to a maximum of 50% of the total costs
2. Organisation of events/games/festivals up to a maximum of 50% of the total costs
3. Prizes at events/games/festivals
4. Acquisition of equipment - consideration on merits up to a maximum of 50%
5. Capital grants for provision/improvement of facilities - consideration on merits up to a maximum of 50% (the facilities must be available to the general public)
6. School/youth exchanges
7. School prizes
8. Voluntary work overseas
  - 6 months or more: up to £400 per individual
  - 1 – 5 months: up to £250 per individual
9. Attendance at summer schools/events
  - Less than 1 month but more than 2 weeks: up to £150 per individual
  - One/two weeks: up to £100 per individual
10. Excursions/Parties (up to 2 per year per group)
  - Contribution of 50% towards the actual costs. Each organisation is allowed 2 applications during the course of a financial year. Overall grant to be capped at up to £7 per individual with an overall maximum grant of up to £700.
11. 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. Contribution of 50% of the costs up to a maximum of £300 for each young person who due to

financial difficulties are unable to participate in an extra curriculum school activity outwith the boundaries of Perth, exceeding 1 day and organised by a school. It will be the responsibility of each school to state the purpose of the extra curriculum school activity and identify such young person and advise the Common Good Fund accordingly.

12. Any purpose where it can be demonstrated that there is a benefit to the community of the common good area

The following is not eligible:

- Assistance with further or higher education fees
- Charity based sponsored walk/cycle/canoe etc.
- Town twinning activities other than those qualifying through the age/occupation criteria
- Organisations with religious/political associations where there are restrictions on usage or availability
- Core funding of the Voluntary sector
- Assistance with rental of premises



**PERTH AND KINROSS COUNCIL**

**Perth Common Good Fund Committee**

**22 February 2017**

**Review of Financial Assistance criteria**

**Report by Director (Environment) and Head of Finance**

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The report asks the Perth Common Good Fund Committee to consider proposals for determining the annual budget available for the funding of discretionary Financial Assistance awards. It also seeks approval for the revised financial assistance criteria.

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**1. BACKGROUND**

- 1.1 The Perth Common Good Fund has become under increasing financial pressure in recent years, partly due to the approval of Financial Assistance applications for a number of high value property improvement projects. In addition, there has been a need for the Common Good Fund to fund unforeseen expenditure on the improvement of specific Perth Common Good properties.
- 1.2 In order to alleviate further pressure on the Fund, and to ensure the longer term sustainability of the Perth Common Good Fund (on 5 October 2016), the Committee agreed to establish a short life working group. Its remit was to review the financial assistance criteria for the Perth Common Good Fund, for submission and approval to the whole Committee.
- 1.3 Under the coordination of the acting Convener, proposed membership and remit proposals were distributed to all members. The Working Group members were nominated and appointed at the Perth Common Good Fund Committee meeting on 14 December 2016.
- 1.4 The membership of the Working Group was agreed as follows:-
  - Acting Convener for Perth Common Good Fund (PCGF): Councillor C Gillies.
  - One member from each of the political groups: Councillors H Stewart, J Flynn, A Parrot and W Wilson.
  - Investment Manager (The Environment Service, Planning & Development)
  - Senior Accountant (Corporate & Democratic Services, Finance)
  - Democratic Services Manager (Corporate & Democratic Services)

1.5 The Terms of Reference of the Working Group were agreed as follows:-

- (i) To review the Financial Assistance criteria for the Perth Common Good Fund to ensure:-
  - the Common Good Fund continues to be administered for the benefit of the inhabitants of the former Perth burgh
  - the long term sustainability of the Perth Common Good Fund
  - the criteria for Financial Assistance funding remains consistent and transparent
- (ii) In conjunction with the review of the criteria for Financial Assistance, propose a minimum Revenue balance which must be maintained for the Perth Common Good Fund
- (iii) To delegate jointly to the Investment Manager and Senior Accountant responsibility for reporting Financial Assistance criteria proposals to the Perth Common Good Fund Committee
- (iv) The working group met twice on 9 and 16 January 2017. The proposals for determining the value of the annual funding available to fund financial assistance awards, and the revised criteria for the award of Financial Assistance, is detailed within the remainder of this report.

## **2. PROPOSALS**

2.1 In order to improve the transparency of how the resources available for funding discretionary Financial Assistance funding awards are arrived at, the Working Group is proposing that the Financial Assistance budget is determined using the following approach, as demonstrated in Appendix I. Note that no values are recorded against income and expenditure as these will be included within the Perth Common Good Fund 2017/18 Budget & 2016/17 Financial Statement report to be considered by Committee at this meeting.

2.2 This is shown below:

- (i) Estimate of the total Income available:
  - Property rental income
  - Investment interest
  - Fishing permit income
- (ii) Deduct Expenditure relating to Fixed and Variable costs:
  - Fixed costs – Property (rent, rates, depreciation)
  - Fixed costs – Supplies and Services (administration, printing/stationery)
  - Fixed costs – Christmas events (rent, rates, electricity, erect/dismantle/maintain Christmas lights)
  - Variable costs (repairs and maintenance of buildings)

- 2.3 The cost relating to the repair and maintenance of buildings is subject to a number of variables occurring throughout the financial year. It is therefore proposed that an annual budget is maintained to cover routine expenditure associated with the repair and minor upgrade of the Perth Common Good Fund property portfolio.
- 2.4 The annual income remaining after the deduction of the fixed and variable costs will thereafter be applied to the funding of specific property upgrade expenditure. It is, however, recognised that this strategy may be inappropriate for larger value buildings and infrastructure upgrade projects for Perth Common Good Fund properties where the cost of upgrade will fully utilise all remaining income for the year. It is, therefore, proposed that an Earmarked Reserve is established for the funding of larger value Repair and Renewal projects. It is also proposed that this will be discussed in the 2017/18 Budget & 2016/17 Financial Statement report for the Perth Common Good Fund.
- 2.5 The buildings and infrastructure upgrade expenditure will be subtracted from the income available. This will provide a value for the income available to fund other expenditure and financial assistance. The Working Group determined that the recurring financial support from the Perth Common Good Fund for the November Firework Display and the contribution towards the Christmas Light Switch on Ceremony should continue at the current level. The proposed funding for these events has, therefore, been deducted from the annual income available to arrive at a value for the income remaining to fund discretionary awards for Financial Assistance.
- 2.6 The income remaining available for the funding of discretionary Financial Assistance awards will be allocated to two separate funding schemes:-
- Small Grants
  - Capital Grants
- 2.7 The criteria for the Small Grant and Capital Grant schemes are included within Appendix II. The Small Grant scheme essentially ensures that funding remains available for the funding of Financial Assistance awards for activities such as outings, events, and educational activities. Capital Grant funding is separate and will be used only for the funding of Financial Assistance awards relating to the acquisition of equipment, or the repair and improvement of property.
- 2.8 The revised structure for the allocation of the annual income available to the Fund will clearly show budget allocations to cover costs which are considered fixed or variable, and costs which are considered to be discretionary. This will ensure that a minimum Revenue balance is maintained, as only the income remaining after recurring and variable fixed costs have been deducted will be available for the funding of discretionary expenditure.
- 2.9 In addition to the Working Group review of the Financial Assistance criteria, the review of the Reserves of the Perth Common Good Fund has been completed. The proposals for maintaining a minimum Revenue Reserve and for the earmarking of Reserves will be contained within the 2017/18 Budget & 2016/17 Financial Statement report for the Fund.

- 2.10 The Working Group is also proposing revised financial assistance criteria covering small grants and capital grants, the detail for which is attached in Appendix II; if approved the criteria will be effective from 1 April 2017.

### 3. RECOMMENDATION

- 3.1 The proposals included within this report will increase the transparency of the distribution of the annual Perth Common Good Fund income. It will also ensure that the criteria for awarding Financial Assistance remain fair and consistent. The proposals also protect the longer term sustainability of the Fund.

- 3.2 The Committee is therefore requested to approve the:-

- i. proposals for the allocation of annual income during the setting of the budget for the Perth Common Good Fund (Appendix I) and;
- ii. revised financial assistance criteria (Appendix II)

#### Author

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

#### Approved

| Name           | Designation            | Date            |
|----------------|------------------------|-----------------|
| Barbara Renton | Director (Environment) | 31 January 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.

#### 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.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. The recommendation contained in this report has no financial implications.

### **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 Democratic Services, the Head of Finance and the Head of Legal and Governance have been consulted.

### **2. BACKGROUND PAPERS**

- 2.1 None.

### **3. APPENDICES**

- 3.1 Appendix I – Proposed allocation of annual income for 2017/18 Budget and Draft Budgets for 2018/19 to 2021/22.
- 3.2 Appendix II – revised financial assistance criteria for the Perth Common Good Fund.





**PERTH COMMON GOOD FUND****PROPOSED ALLOCATION OF ANNUAL INCOME FOR THE 2017/18 BUDGET & DRAFT BUDGETS FOR 2018/19 TO 2021/22**

|                                                                                              | <u>% of<br/>total<br/>Income</u> | <u>Draft<br/>BUDGET<br/>2017/18<br/>£</u> |
|----------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------|
| <b>INCOME</b>                                                                                |                                  |                                           |
| Rents                                                                                        |                                  | 0                                         |
| Interest on Investments                                                                      |                                  |                                           |
| Fishing Permits                                                                              |                                  |                                           |
| <b>TOTAL INCOME</b>                                                                          |                                  | <b>0</b>                                  |
| <b>EXPENDITURE</b>                                                                           |                                  |                                           |
| <u>Fixed Costs - Property</u>                                                                |                                  |                                           |
| Rents, Rates & Feuduties                                                                     |                                  |                                           |
| Depreciation                                                                                 | 0%                               | 0                                         |
| <u>Fixed Costs - Supplies &amp; Services</u>                                                 |                                  |                                           |
| Administration Charges                                                                       |                                  |                                           |
| Printing, Stationery, Advertising and Postages                                               | 0%                               | 0                                         |
| <u>Fixed Costs - Christmas Events</u>                                                        |                                  |                                           |
| Rent, Rates & Feuduties                                                                      |                                  |                                           |
| Electricity                                                                                  |                                  |                                           |
| Erect, Dismantle & Maintain Lights                                                           | 0%                               | 0                                         |
| <b>Total Fixed Costs</b>                                                                     | <b>0%</b>                        | <b>0</b>                                  |
| <u>Variable Costs - Property</u>                                                             |                                  |                                           |
| Repairs & Maintenance of Buildings                                                           | 0%                               |                                           |
| <b>Total Variable Costs</b>                                                                  | <b>0%</b>                        | <b>0</b>                                  |
| <b>TOTAL FIXED &amp; VARIABLE COSTS</b>                                                      | <b>0%</b>                        | <b>0</b>                                  |
| <b>INCOME AVAILABLE TO FUND OTHER PROPERTY PROJECTS<br/>AND DISCRETIONARY FUNDING AWARDS</b> |                                  | <b>0</b>                                  |
| <b>Buildings &amp; Infrastructure Upgrade Expenditure</b>                                    |                                  |                                           |
| Tay Railway Viaduct Steps                                                                    | 0%                               |                                           |
| <b>Total Buildings &amp; Infrastructure Upgrade Expenditure</b>                              | <b>0%</b>                        | <b>0</b>                                  |
| <b>INCOME AVAILABLE TO FUND OTHER EXPENDITURE</b>                                            |                                  | <b>0</b>                                  |
| <b>Financial Assistance - Recurring Support:-</b>                                            |                                  |                                           |
| Firework Display                                                                             | 0%                               |                                           |
| Switch on Ceremony                                                                           | 0%                               | 0                                         |
| <b>Total Financial Assistance - Recurring Support</b>                                        | <b>0%</b>                        | <b>0</b>                                  |
| <b>INCOME AVAILABLE TO FUND FINANCIAL ASSISTANCE</b>                                         |                                  | <b>0</b>                                  |
| <b>Financial Assistance:-</b>                                                                |                                  |                                           |
| Small Grants                                                                                 | 0%                               |                                           |
| Capital Grants                                                                               | 0%                               | 0                                         |
| <b>Total Financial Assistance</b>                                                            | <b>0%</b>                        | <b>0</b>                                  |
| <b>INCOME REMAINING TO FUND OTHER EXPENDITURE</b>                                            |                                  | <b>0</b>                                  |
| <b>Buildings &amp; Infrastructure Upgrade Expenditure</b>                                    |                                  |                                           |
| Tay Railway Viaduct Steps (part fund from Reserves)                                          |                                  | 0                                         |
| <b>Surplus/(Deficit)</b>                                                                     | <b>100%</b>                      | <b>0</b>                                  |



**PERTH COMMON GOOD FUND  
PROPOSED 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****22 February 2017****2017/18 BUDGET &  
2016/17 FINANCIAL STATEMENT****Joint Report by Head of Finance & Director (Environment)****PURPOSE OF REPORT**

This report seeks approval of the budget for Financial Year 2017/18 and the proposals for managing and earmarking the Revenue Account Balance of the Fund, and details the Income and Expenditure to 31 January 2017 and the projected outturn for Financial Year 2016/17.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Perth Common Good Fund has come under increasing financial pressure in recent years due to the approval of Financial Assistance applications for a number of high value property improvement projects and the funding of unforeseen expenditure on the improvement of specific Common Good properties.
- 1.2 In order to alleviate further pressure on the Fund, the Committee agreed on 5 October 2016 to establish a short life Working Group to review the financial assistance criteria.
- 1.3 The proposals arising from the working group recommendations are contained within the Review of Financial Assistance Criteria report to be considered by the Committee at this meeting. In addition a review of the Perth Common Good Fund balances has been completed. Proposals for maintaining a minimum Revenue Account balance over the medium term and for the earmarking of Revenue Reserves to fund specific activities are provided in Section 2.7 of this report.
- 1.4 The proposed budget for 2017/18 has been prepared based on activity undertaken in previous financial years, adjusted for anticipated changes in 2017/18, and incorporates the recommendations proposed by the Working Group. Appendix 1 provides the proposed 2017/18 Budget for the Perth Common Good Fund and the draft budgets for 2018/19 and 2019/20; Appendix 2 provides an estimate of income and expenditure and indicative results over the medium term.
- 1.5 This report also provides the monitoring position and projected outturn for the Financial Year 2016/17.

## 2. PROPOSALS

### 2.1 Budget 2017/18

The proposed budget for 2017/18 and draft budgets for 2018/19 and 2019/20 ignore inflation and have been prepared in line with activity for prior years, and the anticipated costs which are likely to be incurred in future years.

- 2.1.1 Appendix 1 provides details of the proposed and draft budgets in the traditional format and provides a summary of the actual outturn for the years 2014/15 and 2015/16, together with projected expenditure for 2016/17, the proposed budget for 2017/18, and draft budgets for 2018/19 and 2019/20. The projected surplus for the current financial year is mainly due to lower than expected repair and maintenance costs (Section 2.2.1(I) below refers).
- 2.1.2 Known property improvement projects scheduled for the next two financial years include the replacement of the Tay Railway Viaduct Steps. The Perth Common Good Fund is therefore likely to continue to bear substantial costs, particularly during 2018/19. The proposed 2017/18 budget and draft budgets for 2018/19 and 2019/20 include the anticipated costs for property commitments together with proposed adjustments to other budget lines.
- 2.1.3 The Working Group proposals include enhancing the transparency of the annual income available for the funding of discretionary Financial Assistance awards. Appendix 2 provides detail of the annual income available to the Fund and includes the anticipated expenditure which will be incurred for fixed and variable costs, property repairs, and major upgrade expenditure before arriving at the income remaining to fund awards for Finance Assistance.
- 2.1.4 Also included within Appendix 2 are percentages detailing the proposed surplus as a percentage of the annual income of the Perth Common Good Fund. It is anticipated that from 2019/20 the approved budget will be set to generate a surplus equivalent to 5% of the annual income in order to provide a small contingency for any in-year movement in the actual income and/or expenditure of the Fund.
- 2.1.5 Appendices 1 and 2 demonstrate that it is anticipated that the Perth Common Good Fund will return to a surplus in 2017/18. The deficit for 2018/19 is due to repair and maintenance commitments and it is proposed that these are partly funded from the earmarked Repair & Renewal Reserve described in Section 2.7.2 of this report. It is expected that the Fund will return to surplus again in 2019/20 and future years and will therefore remain sustainable in the longer term provided that all assumptions remain unchanged.
- 2.1.6 Proposed adjustments to the budget between 2016/17 and 2017/18 are summarised below and are detailed within Appendix 1.
- 2.1.7 A number of risks remain and these have the potential to impact upon the longer term financial position of the Perth Common Good Fund:-
  - (I) There remains the risk that the Perth Common Good Fund property portfolio is incomplete. It is not practical or cost effective to complete a



full review of all Council owned property in Perth and, in common with the approach adopted by many other local authorities in Scotland, titles are reviewed when property is declared surplus or when a change of use is proposed. The Perth Common Good Fund may therefore potentially be liable for the future repair and upgrade costs for property which is not currently identified as common good.

- (II) The Community Empowerment Bill received the Royal Assent on 24 July 2015 and became an Act, namely the Community Empowerment (Scotland) Act 2015. Different parts of the Act will come into force at different times as secondary legislation and/or guidance needs to be developed. Section 102 of the Act requires the Council to establish and maintain a register of property which is held by the authority as part of the common good and to publish a list of property that it proposes to include in the register. Section 104 of the Act requires the Council to consult community bodies prior to the disposal or change of use of a common good property. Sections 102 and 104 of the Act are not yet in force however the Scottish Government plans to issue draft guidance for consultation later in 2017 and it is anticipated that these provisions will come into force when the guidance is finalised. Additional resource may be required to fully complete the review of property titles for Perth; there is therefore the risk that the Perth Common Good Fund may incur additional expenditure to progress and complete the review of titles.
- (III) There is a risk that the current property portfolio of the Perth Common Good Fund requires upgrade. An asset management plan for the property portfolio is currently being progressed. However until this is complete there remains the risk that the Perth Common Good Fund may continue to experience unpredictable expenditure.
- (IV) The 2017/18 budget and medium term plan is based upon a strategy of distributing the annual income of the Fund in full, whilst protecting the current Revenue Account balance of the Fund. Proposals for maintaining the Revenue Account balance are included in Section 2.7, however there remains the risk that the balance may be further eroded in the event that there is a shortfall in income or if expenditure budgets are exceeded in any year.

## 2.2 Repairs and Maintenance

It is proposed to reduce the budget from £87,500 to £35,000 in 2017/18. The expenditure incurred in 2016/17 on the upkeep of property has been used as basis for the setting a proposed £15,000 core budget for the Repairs and Maintenance of property.

### 2.2.1 In addition it is proposed that the following adjustments are also included:-

- (I) The proposals for the replacement of Tay Railway Viaduct Steps were considered by Committee on 22 June 2016 (Report P1 16/289 refers) and Option A was approved as the preferred option to progress the project. It had been anticipated that the replacement of the steps would

be scheduled for financial years 2016/17 and 2017/18. However, the tendering process is ongoing and the project has been rephased accordingly to 2017/18 and 2018/19. Pre-construction works originally anticipated to commence in 2016/17 will be rephased to 2017/18 and it is proposed that the £20,000 budget is included within the Repairs and Maintenance budget to facilitate payment of the early works.

- (II) It is anticipated that annual maintenance costs for the Moncreiffe Island causeway (Report 13/469 refers) and the existing Tay Railway Viaduct Steps (Report 15/591 refers) will be approximately £2,000 for each property; it is proposed that these costs are contained within the £15,000 core budget for the Repairs and Maintenance of property.
- (III) Draft budgets for future years are provided in Appendix 1 and these include a £145,000 budget for Repairs and Maintenance in 2018/19, which is mainly due to the anticipated expenditure for the replacement of the Tay Railway Viaduct Steps which is estimated at £130,000. The costs for this project will be refined as the tendering process progresses and a future report will be submitted to Committee providing an update on costs and project phasing. Assuming there is no further unforeseen property related expenditure, it is anticipated that the Repairs & Maintenance budget will reduce to the £15,000 core budget in 2019/20.

### 2.3 Depreciation

It is proposed to maintain the budget for depreciation of £7,240 which is in line with the charge for 2015/16; the related properties do not require revaluation in 2016/17 and the depreciation charge will therefore remain unchanged.

### 2.4 Financial Assistance

The following table provides a summary of the total value of funding awarded each financial year, and the total average value over the five years 2012/13 to 2016/17. It also assumes approval of the Financial Assistance applications to be considered at this meeting:-

| <b>Funding Awarded:</b> | <b>Number of Applicants:</b> | <b>2012/13 Total Value £</b> | <b>2013/14 Total Value £</b> | <b>2014/15 Total Value £</b> | <b>2015/16 Total Value £</b> | <b>2016/17 Total Value £</b> | <b>Total Average £</b> |
|-------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------|
| every year              | 12<br>(Note 1)               | 19,444                       | 26,411                       | 27,708                       | 34,585                       | 33,272                       | <b>28,284</b>          |
| 4 from 5 years          | 8                            | 36,985                       | 19,159                       | 14,453                       | 12,984                       | 7,160                        | <b>18,148</b>          |
| 3 from 5 years          | 14<br>(Note 2)               | 6,580                        | 9,573                        | 9,822                        | 28,595                       | 5,995                        | <b>12,113</b>          |
| 2 from 5 years          | 23<br>(Note 3)               | 11,289                       | 7,255                        | 62,558                       | 86,285                       | 24,606                       | <b>38,599</b>          |
| 1 from 5 years          | 83                           | 31,059                       | 33,587                       | 30,983                       | 13,208                       | 22,839                       | <b>26,335</b>          |
|                         | <b>Total</b>                 | <b>105,357</b>               | <b>95,985</b>                | <b>145,524</b>               | <b>175,657</b>               | <b>93,872</b>                | <b>123,652</b>         |

Note 1: the Number of Applicants and Total Value figures include financial assistance towards the Perth bonfire night firework display totalling £70,750 over 5 years. Excluding this would result in a Total Average for the five years of £14,134.

Note 2: the Number of Applicants and Total Value figures include a one off application for a sculpture display to mark the 100<sup>th</sup> anniversary of World War I (£21,375). Excluding this would result in a Total Average for the five years of £7,838.

Note 3: the Number of Applicants and Total Value figures include 3 applications which relate to property projects (£100,000) and 2 anniversary events (£30,191). Excluding these would result in a Total Average for the five years of £12,561.

2.4.1 The Working Group recommendations include creating a recurring Financial Assistance budget for the Perth Common Good Fund contribution towards the annual fireworks display. It is proposed that the Financial Assistance budget is therefore increased to £115,000 which will create a core budget of £15,000 for the annual fireworks display and accommodate payment of the regular Financial Assistance applications noted above. In line with the recommendations of the Working Group it is proposed for the purpose of preparing draft budgets that the remaining £100,000 Financial Assistance budget is further divided and allocated to separate budgets for the funding of Financial Assistance awards for Small Grant and Capital Grant schemes.

2.4.2 The draft budgets for future years assume that the Financial Assistance budget will remain at £115,000 in 2018/19. It is anticipated that expenditure pressures will reduce in 2019/20 and it is proposed to increase the allocation towards the funding of Capital Grant expenditure by £10,000, however this is subject to all other assumptions remaining unchanged.

## 2.5 Christmas Events

The review of prior and current year expenditure for the installation, removal and maintenance of Christmas lights indicates that the costs can be contained within an annual budget of £23,000 and it is therefore proposed that the budget for these activities is maintained at this level.

2.5.1 Additional funding towards the costs of extending the 2014, 2015 and 2016 Winter Festival programme was approved by Committee in 2014/15, 2015/16 and 2016/17 (Reports 14/418, 15/430 and 16/432 refer). The proposals arising from the Working Group review include maintaining the budget for the Switch on Ceremony event at £40,000 per annum and this has been incorporated in the 2017/18 budget and draft budgets for 2018/19 and 2019/20. It is anticipated that any application for Financial Assistance seeking additional funding to assist with the costs of delivering the Switch on Ceremony or to extend the event will be submitted to this Committee for consideration prior to the advertising of the Winter Festival or related event.

## 2.6 Income

The proposed Rents and Interest on Investments budgets have been increased by £500 and £1,000 respectively in line with the anticipated rental and investment income to be received in 2017/18. In addition the proposed budget for Fishing Permits has been maintained at £1,400 in line with income received during 2015/16. The Fishing Permit income received at this point in financial year 2016/17 is comparable to the income received in 2015/16.

## 2.7 Revenue Account Balance

Following the completion of the review of the Perth Common Good Fund balances an additional £346,363 will now be included within the Revenue Account balance of the Fund. The additional funds have become available from the release of dormant balances previously allocated to fund capital expenditure which are now deemed to be useable. The total useable Revenue Account balance is projected to be £1,627,023 at 31 March 2017.

- 2.7.1 A number of risks are outlined in Section 2.1.7 of this report and the Fund therefore remains susceptible to potential negative impact in the event that any of the risks materialise. In addition it would be prudent to maintain the Revenue Account balance at a reasonable level in order that the Fund can benefit in the event that investment interest rates were to increase in the future. It is therefore proposed that the balance of the Revenue Account is maintained at a minimum of £1,000,000 to protect the longer term sustainability of the Fund.
- 2.7.2 It is proposed that £300,000 of the remaining £627,023 balance is earmarked as a Repair & Renewal Reserve for the funding of major property and infrastructure upgrade schemes such as the replacement of the Tay Railway Viaduct Steps. The remaining £327,023 balance will remain uncommitted and available for the funding of any unforeseen obligations arising for the Perth Common Good Fund.
- 2.7.3 In addition it is proposed that the Repair & Renewal Reserve is maintained at £200,000 for the medium term pending the completion of the asset management plan referred to in Section 2.1.7(III) which will include indicative costs and phasings for the maintenance and upgrade of the remaining Perth Common Good Fund property portfolio.

## 2.8 Financial Statement 2016/17

On the basis of Appendix 3, it is anticipated that there will be a surplus of £7,363 in 2016/17 and that the Fund's estimated Revenue Account Balance will be £1,280,660 at 31 March 2017; the projections assume approval of the funding requests included within the Applications for Financial Assistance report to be considered at this meeting.

- 2.8.1 The movement from the deficit of £18,400 reported to Committee on 14 December 2016 (Report 16/552 refers) mainly relates to the rephasing of the expenditure for the replacement of the Tay Railway Viaduct Steps (Section 2.2.1(I) refers) and a projected saving on Financial Assistance expenditure.
- 2.8.2 A summary of the Financial Assistance budget, including the funding approved to date, the value of funding to be considered at this meeting, and the remaining budget is provided below:-

|                                                                                 |               |
|---------------------------------------------------------------------------------|---------------|
| 2016/17 Approved Financial Assistance Budget                                    | £100,000      |
| Value of funding approved to date                                               | £89,117       |
| Value of applications to be considered at Committee meeting on 22 February 2017 | £4,880        |
| <b>Remaining Budget</b>                                                         | <b>£6,003</b> |

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The proposed 2017/18 budget and draft budgets for 2018/19 and 2019/20 incorporate the Working Group recommendations following the review of the Financial Assistance criteria, and have been prepared using expenditure and income trends and the anticipated future expenditure pressures arising from maintaining the Common Good property portfolio.
- 3.2 Appendix 1 provides the budget detail for the proposed 2016/17 Budget and draft budgets for 2018/19 and 2019/20. Appendix 2 provides the proposed allocation of the annual income of the Perth Common Good Fund and contains indicative results for the Fund over the medium term; both appendices demonstrate that the sustainability of the Perth Common Good Fund will be maintained over the longer term.
- 3.3 The Committee is requested to:
- (i) Approve the Perth Common Good Fund budget for financial year 2017/18, as set out in Appendix 1;
  - (ii) Note the Perth Common Good Fund draft budget for financial years 2018/19 and 2019/20, as set out in Appendix 1;
  - (iii) Approve the proposals for maintaining and earmarking the Revenue Account balance noted in Sections 2.7.1 to 2.7.3;
  - (iv) Note the Perth Common Good Fund Income and Expenditure to 31 January 2017 and the projected outturn to 31 March 2017, as set out in Appendix 3;
  - (v) Instruct the Director (Environment) to complete the asset management plan for the property portfolio of the Perth Common Good Fund and provide an update to Committee on the works required and the indicative costs and phasings prior to 31 March 2018.

#### Author(s)

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

#### Approved

| Name       | Designation     | Date            |
|------------|-----------------|-----------------|
| John Symon | Head of Finance | 3 February 2017 |

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## ANNEX

### 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 and Head of Legal have 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 – Perth Common Good Fund - Proposed Budget for 2017/18 and draft budgets for 2018/19 and 2019/20

Appendix 2 – Perth Common Good Fund – Proposed allocation of annual income for 2017/18 Budget and draft budgets for 2018/19 to 2021/22

Appendix 3 – Perth Common Good Fund Financial Statement for period to 31 January 2017 for Financial Year 2016/17



**PERTH COMMON GOOD FUND**  
**PROPOSED BUDGET FOR 2017/18 & DRAFT BUDGETS FOR 2018/19 & 2019/20**

| <b>EXPENDITURE</b>                             | <b>Actual<br/>2014/15<br/>£</b> | <b>Actual<br/>2015/16<br/>£</b> | <b>Budget<br/>2016/17<br/>£</b> | <b>Projection<br/>2016/17<br/>£</b> | <b>Proposed<br/>BUDGET<br/>2017/18<br/>£</b> | <b>Draft<br/>BUDGET<br/>2018/19<br/>£</b> | <b>Draft<br/>BUDGET<br/>2019/20<br/>£</b> |
|------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>PROPERTY COSTS</b>                          |                                 |                                 |                                 |                                     |                                              |                                           |                                           |
| Rents, Rates & Feuduties                       | 1,230                           | 984                             | 1,000                           | 1,000                               | 1,000                                        | 1,000                                     | 1,000                                     |
| Repairs and Maintenance - General              | 47,335                          | 71,075                          | 87,500                          | 29,500                              | 15,000                                       | 15,000                                    | 15,000                                    |
| Repairs and Maintenance - Specific Projects    | 0                               | 0                               | 0                               | 0                                   | 20,000                                       | 130,000                                   | 0                                         |
| Depreciation                                   | 6,640                           | 7,240                           | 7,000                           | 7,240                               | 7,240                                        | 7,240                                     | 7,240                                     |
| <b>OTHER SUPPLIES AND SERVICES</b>             |                                 |                                 |                                 |                                     |                                              |                                           |                                           |
| Financial Assistance                           | 142,416                         | 173,398                         | 100,000                         | 93,997                              | 0                                            | 0                                         | 0                                         |
| Financial Assistance - Fireworks               | 0                               | 0                               | 0                               | 0                                   | 15,000                                       | 15,000                                    | 15,000                                    |
| Financial Assistance - Small Grants            | 0                               | 0                               | 0                               | 0                                   | 60,000                                       | 60,000                                    | 60,000                                    |
| Financial Assistance - Capital Grants          | 0                               | 0                               | 0                               | 0                                   | 40,000                                       | 40,000                                    | 50,000                                    |
| Administration Charges                         | 6,500                           | 6,500                           | 10,000                          | 10,000                              | 10,000                                       | 10,000                                    | 10,000                                    |
| Printing, Stationery, Advertising and Postages | 102                             | 382                             | 500                             | 500                                 | 500                                          | 500                                       | 500                                       |
| <b>CHRISTMAS EVENTS</b>                        |                                 |                                 |                                 |                                     |                                              |                                           |                                           |
| Rent, Rates & Feuduties                        | 11,869                          | 12,241                          | 14,000                          | 14,000                              | 14,000                                       | 14,000                                    | 14,000                                    |
| Electricity                                    | 364                             | 272                             | 300                             | 300                                 | 300                                          | 300                                       | 300                                       |
| Erect, Dismantle & Maintain Lights             | 23,270                          | 15,973                          | 23,000                          | 34,500                              | 23,000                                       | 23,000                                    | 23,000                                    |
| Switch on Ceremony                             | 49,000                          | 53,750                          | 39,000                          | 49,000                              | 40,000                                       | 40,000                                    | 40,000                                    |
|                                                | <b>288,726</b>                  | <b>341,816</b>                  | <b>282,300</b>                  | <b>240,037</b>                      | <b>246,040</b>                               | <b>356,040</b>                            | <b>236,040</b>                            |
| <b>INCOME</b>                                  |                                 |                                 |                                 |                                     |                                              |                                           |                                           |
| Rents                                          | 254,180                         | 235,371                         | 236,000                         | 236,000                             | 236,500                                      | 236,500                                   | 237,000                                   |
| Interest on Investments                        | 8,248                           | 10,495                          | 10,000                          | 10,000                              | 11,000                                       | 11,000                                    | 11,000                                    |
| Fishing Permits                                | 2,170                           | 1,415                           | 1,400                           | 1,400                               | 1,400                                        | 1,400                                     | 1,400                                     |
|                                                | <b>264,598</b>                  | <b>247,281</b>                  | <b>247,400</b>                  | <b>247,400</b>                      | <b>248,900</b>                               | <b>248,900</b>                            | <b>249,400</b>                            |
| <b>Surplus/(Deficit) for year</b>              | <b>(24,128)</b>                 | <b>(94,535)</b>                 | <b>(34,900)</b>                 | <b>7,363</b>                        | <b>2,860</b>                                 | <b>(107,140)</b>                          | <b>13,360</b>                             |
| Projected Revenue Balance at 1 April           | 1,391,959                       | 1,367,831                       | 1,273,297                       | 1,273,297                           | 1,627,023                                    | 1,629,883                                 | 1,522,743                                 |
| Surplus/(Deficit) for Year                     | (24,128)                        | (94,535)                        | (34,900)                        | 7,363                               | 2,860                                        | (107,140)                                 | 13,360                                    |
| Other Useable Reserves                         | 0                               | 0                               | 0                               | 346,363                             | 0                                            | 0                                         | 0                                         |
| <b>Projected Revenue Balance at 31 March</b>   | <b>1,367,831</b>                | <b>1,273,297</b>                | <b>1,238,397</b>                | <b>1,627,023</b>                    | <b>1,629,883</b>                             | <b>1,522,743</b>                          | <b>1,536,103</b>                          |
| <b>Revenue Account Balance:-</b>               |                                 |                                 |                                 |                                     |                                              |                                           |                                           |
| Minimum Revenue Reserve                        |                                 |                                 |                                 | 1,000,000                           | 1,000,000                                    | 1,000,000                                 | 1,000,000                                 |
| Earmarked - Repair & Renewal                   |                                 |                                 |                                 | 0                                   | 300,000                                      | 300,000                                   | 200,000                                   |
| Transfer (Out)                                 |                                 |                                 |                                 | 0                                   | 0                                            | (107,140)                                 | 0                                         |
| Transfer In                                    |                                 |                                 |                                 | 300,000                             | 0                                            | 7,140                                     | 0                                         |
| Total Repair & Renewal                         |                                 |                                 |                                 | 300,000                             | 300,000                                      | 200,000                                   | 200,000                                   |
| Uncommitted                                    |                                 |                                 |                                 | 627,023                             | 329,883                                      | 329,883                                   | 336,103                                   |
| Transfer (Out)                                 |                                 |                                 |                                 | 0                                   | 0                                            | (7,140)                                   | 0                                         |
| Transfer In                                    |                                 |                                 |                                 | (300,000)                           | 0                                            | 0                                         | 0                                         |
| Total Uncommitted                              |                                 |                                 |                                 | 327,023                             | 329,883                                      | 322,743                                   | 336,103                                   |
| Total Revenue Account Balance                  |                                 |                                 |                                 | <b>1,627,023</b>                    | <b>1,629,883</b>                             | <b>1,522,743</b>                          | <b>1,536,103</b>                          |



**PERTH COMMON GOOD FUND****PROPOSED ALLOCATION OF ANNUAL INCOME FOR THE 2017/18 BUDGET & DRAFT BUDGETS FOR 2018/19 TO 2021/22**

|                                                                                   | % of<br>total<br>Income | Draft<br>BUDGET<br>2017/18<br>£ | % of<br>total<br>Income | Draft<br>BUDGET<br>2018/19<br>£ | % of<br>total<br>Income | Draft<br>BUDGET<br>2019/20<br>£ | % of<br>total<br>Income | Draft<br>BUDGET<br>2020/21<br>£ | % of<br>total<br>Income | Draft<br>BUDGET<br>2021/22<br>£ |
|-----------------------------------------------------------------------------------|-------------------------|---------------------------------|-------------------------|---------------------------------|-------------------------|---------------------------------|-------------------------|---------------------------------|-------------------------|---------------------------------|
| <b>INCOME</b>                                                                     |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Rents                                                                             |                         | 236,500                         |                         | 236,500                         |                         | 237,000                         |                         | 237,000                         |                         | 237,500                         |
| Interest on Investments                                                           |                         | 11,000                          |                         | 11,000                          |                         | 11,000                          |                         | 11,000                          |                         | 11,000                          |
| Fishing Permits                                                                   |                         | 1,400                           |                         | 1,400                           |                         | 1,400                           |                         | 1,400                           |                         | 1,400                           |
| <b>TOTAL INCOME</b>                                                               |                         | <b>248,900</b>                  |                         | <b>248,900</b>                  |                         | <b>249,400</b>                  |                         | <b>249,400</b>                  |                         | <b>249,900</b>                  |
| <b>EXPENDITURE</b>                                                                |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| <u>Fixed Costs - Property</u>                                                     |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Rents, Rates & Feuduties                                                          |                         | 1,000                           |                         | 1,000                           |                         | 1,000                           |                         | 1,000                           |                         | 1,000                           |
| Depreciation                                                                      |                         | 7,240                           |                         | 7,240                           |                         | 7,240                           |                         | 7,240                           |                         | 7,240                           |
|                                                                                   | 3%                      | 8,240                           | 3%                      | 8,240                           | 3%                      | 8,240                           | 3%                      | 8,240                           | 3%                      | 8,240                           |
| <u>Fixed Costs - Supplies &amp; Services</u>                                      |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Administration Charges                                                            |                         | 10,000                          |                         | 10,000                          |                         | 10,000                          |                         | 10,000                          |                         | 10,000                          |
| Printing, Stationery, Advertising and Postages                                    |                         | 500                             |                         | 500                             |                         | 500                             |                         | 500                             |                         | 500                             |
|                                                                                   | 4%                      | 10,500                          | 4%                      | 10,500                          | 4%                      | 10,500                          | 4%                      | 10,500                          | 4%                      | 10,500                          |
| <u>Fixed Costs - Christmas Events</u>                                             |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Rent, Rates & Feuduties                                                           |                         | 14,000                          |                         | 14,000                          |                         | 14,000                          |                         | 14,000                          |                         | 14,000                          |
| Electricity                                                                       |                         | 300                             |                         | 300                             |                         | 300                             |                         | 300                             |                         | 300                             |
| Erect, Dismantle & Maintain Lights                                                |                         | 23,000                          |                         | 23,000                          |                         | 23,000                          |                         | 23,000                          |                         | 23,000                          |
|                                                                                   | 15%                     | 37,300                          | 15%                     | 37,300                          | 15%                     | 37,300                          | 15%                     | 37,300                          | 15%                     | 37,300                          |
| <b>Total Fixed Costs</b>                                                          | <b>23%</b>              | <b>56,040</b>                   | <b>23%</b>              | <b>56,040</b>                   | <b>23%</b>              | <b>56,040</b>                   | <b>23%</b>              | <b>56,040</b>                   | <b>23%</b>              | <b>56,040</b>                   |
| <u>Variable Costs - Property</u>                                                  |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Repairs & Maintenance of Buildings                                                |                         | 15,000                          |                         | 15,000                          |                         | 15,000                          |                         | 15,000                          |                         | 15,000                          |
|                                                                                   | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          |
| <b>Total Variable Costs</b>                                                       | <b>6%</b>               | <b>15,000</b>                   | <b>6%</b>               | <b>15,000</b>                   | <b>6%</b>               | <b>15,000</b>                   | <b>6%</b>               | <b>15,000</b>                   | <b>6%</b>               | <b>15,000</b>                   |
| <b>TOTAL FIXED &amp; VARIABLE COSTS</b>                                           | <b>29%</b>              | <b>71,040</b>                   | <b>29%</b>              | <b>71,040</b>                   | <b>29%</b>              | <b>71,040</b>                   | <b>29%</b>              | <b>71,040</b>                   | <b>29%</b>              | <b>71,040</b>                   |
| <b>INCOME AVAILABLE TO FUND OTHER PROPERTY PROJECTS AND DISCRETIONARY FUNDING</b> |                         | <b>177,860</b>                  |                         | <b>177,860</b>                  |                         | <b>178,360</b>                  |                         | <b>178,360</b>                  |                         | <b>178,860</b>                  |
| <b>Buildings &amp; Infrastructure Upgrade Expenditure</b>                         |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Tay Railway Viaduct Steps                                                         | 8%                      | 20,000                          | 0%                      | 0                               | 0%                      | 0                               | 0%                      | 0                               | 0%                      | 0                               |
| <b>Total Buildings &amp; Infrastructure Upgrade Expenditure</b>                   | <b>8%</b>               | <b>20,000</b>                   | <b>0%</b>               | <b>0</b>                        | <b>0%</b>               | <b>0</b>                        | <b>0%</b>               | <b>0</b>                        | <b>0%</b>               | <b>0</b>                        |
| <b>INCOME AVAILABLE TO FUND OTHER EXPENDITURE</b>                                 |                         | <b>157,860</b>                  |                         | <b>177,860</b>                  |                         | <b>178,360</b>                  |                         | <b>178,360</b>                  |                         | <b>178,860</b>                  |
| <b>Financial Assistance - Recurring Support:-</b>                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Firework Display                                                                  | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          | 6%                      | 15,000                          |
| Switch on Ceremony                                                                | 16%                     | 40,000                          | 16%                     | 40,000                          | 16%                     | 40,000                          | 16%                     | 40,000                          | 16%                     | 40,000                          |
|                                                                                   |                         | 55,000                          |                         | 55,000                          |                         | 55,000                          |                         | 55,000                          |                         | 55,000                          |
| <b>Total Financial Assistance - Recurring Support</b>                             | <b>22%</b>              | <b>55,000</b>                   | <b>22%</b>              | <b>55,000</b>                   | <b>22%</b>              | <b>55,000</b>                   | <b>22%</b>              | <b>55,000</b>                   | <b>22%</b>              | <b>55,000</b>                   |
| <b>INCOME AVAILABLE TO FUND FINANCIAL ASSISTANCE</b>                              |                         | <b>102,860</b>                  |                         | <b>122,860</b>                  |                         | <b>123,360</b>                  |                         | <b>123,360</b>                  |                         | <b>123,860</b>                  |
| <b>Financial Assistance:-</b>                                                     |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Small Grants                                                                      | 24%                     | 60,000                          | 24%                     | 60,000                          | 24%                     | 60,000                          | 24%                     | 60,000                          | 24%                     | 60,000                          |
| Capital Grants                                                                    | 16%                     | 40,000                          | 16%                     | 40,000                          | 20%                     | 50,000                          | 20%                     | 50,000                          | 20%                     | 50,000                          |
|                                                                                   |                         | 100,000                         |                         | 100,000                         |                         | 110,000                         |                         | 110,000                         |                         | 110,000                         |
| <b>Total Financial Assistance</b>                                                 | <b>40%</b>              | <b>100,000</b>                  | <b>40%</b>              | <b>100,000</b>                  | <b>44%</b>              | <b>110,000</b>                  | <b>44%</b>              | <b>110,000</b>                  | <b>44%</b>              | <b>110,000</b>                  |
| <b>INCOME REMAINING TO FUND OTHER EXPENDITURE</b>                                 |                         | <b>2,860</b>                    |                         | <b>22,860</b>                   |                         | <b>13,360</b>                   |                         | <b>13,360</b>                   |                         | <b>13,860</b>                   |
| <b>Buildings &amp; Infrastructure Upgrade Expenditure</b>                         |                         |                                 |                         |                                 |                         |                                 |                         |                                 |                         |                                 |
| Tay Railway Viaduct Steps (part fund from Reserves)                               |                         | 0                               |                         | 130,000                         |                         | 0                               |                         | 0                               |                         | 0                               |
| <b>Surplus/(Deficit)</b>                                                          | <b>1%</b>               | <b>2,860</b>                    | <b>-43%</b>             | <b>(107,140)</b>                | <b>5%</b>               | <b>13,360</b>                   | <b>5%</b>               | <b>13,360</b>                   | <b>6%</b>               | <b>13,860</b>                   |

|                                               |                              |                  |                  |                  |                  |                  |
|-----------------------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Perth Common Good Fund Balances:-</b>      | <b>projected<br/>2016/17</b> | <b>2017/18</b>   | <b>2018/19</b>   | <b>2019/20</b>   | <b>2020/21</b>   | <b>2021/22</b>   |
|                                               | £                            | £                | £                | £                | £                | £                |
| Revenue Account Balance at 1 April            | 1,273,297                    | 1,627,023        | 1,629,883        | 1,522,743        | 1,536,103        | 1,549,463        |
| Surplus/(Deficit) for year                    | 7,363                        | 2,860            | (107,140)        | 13,360           | 13,360           | 13,860           |
| Other Useable Balances at 1 April             | 346,363                      | 0                | 0                | 0                | 0                | 0                |
| Total Revenue Account Balance at 31 March     | <u>1,627,023</u>             | <u>1,629,883</u> | <u>1,522,743</u> | <u>1,536,103</u> | <u>1,549,463</u> | <u>1,563,323</u> |
| <b>Breakdown of Revenue Account Balance:-</b> | £                            | £                | £                | £                | £                | £                |
| Minimum Revenue Reserve                       | 1,000,000                    | 1,000,000        | 1,000,000        | 1,000,000        | 1,000,000        | 1,000,000        |
| Earmarked - Property Repair & Renewal         | 0                            | 300,000          | 192,860          | 200,000          | 200,000          | 200,000          |
| Transfer                                      | 300,000                      | 0                | 7,140            | 0                | 0                | 0                |
| Total Earmarked Reserve                       | 300,000                      | 300,000          | 200,000          | 200,000          | 200,000          | 200,000          |
| Uncommitted                                   | 627,023                      | 329,883          | 329,883          | 336,103          | 349,463          | 363,323          |
| Transfer                                      | (300,000)                    | 0                | (7,140)          | 0                | 0                | 0                |
| Total Uncommitted Balance                     | 327,023                      | 329,883          | 322,743          | 336,103          | 349,463          | 363,323          |
| Total Revenue Account Balance at 31 March     | <u>1,627,023</u>             | <u>1,629,883</u> | <u>1,522,743</u> | <u>1,536,103</u> | <u>1,549,463</u> | <u>1,563,323</u> |



**PERTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 JANUARY 2017 FOR FINANCIAL YEAR 2016/17**

|                                                         | <b>Approved 2016/17<br/>Budget</b> | <b>Actual<br/>to date</b> | <b>Expenditure<br/>Under<br/>Consideration<br/>and Committed</b> | <b>Total</b>      | <b>Projected<br/>Outturn</b> | <b>Projection<br/>Over/(Under)<br/>Spend</b> |
|---------------------------------------------------------|------------------------------------|---------------------------|------------------------------------------------------------------|-------------------|------------------------------|----------------------------------------------|
| <b>£</b>                                                | <b>£</b>                           | <b>£</b>                  | <b>£</b>                                                         | <b>£</b>          | <b>£</b>                     | <b>£</b>                                     |
| <b>Expenditure</b>                                      |                                    |                           |                                                                  |                   |                              |                                              |
| <u>Property Costs</u>                                   |                                    |                           |                                                                  |                   |                              |                                              |
| Rent, Rates & Feu Duties                                | 1,000.00                           | 738.15                    | 0.00                                                             | 738.15            | 1,000.00                     | 0.00                                         |
| Repairs and Maintenance                                 | 87,500.00                          | 1,450.00                  | 0.00                                                             | 1,450.00          | 29,500.00                    | (58,000.00)                                  |
| Depreciation & Impairment                               | 7,000.00                           | 0.00                      | 0.00                                                             | 0.00              | 7,240.00                     | 240.00                                       |
|                                                         | <b>95,500.00</b>                   | <b>2,188.15</b>           | <b>0.00</b>                                                      | <b>2,188.15</b>   | <b>37,740.00</b>             | <b>(57,760.00)</b>                           |
| <u>Supplies and Services</u>                            |                                    |                           |                                                                  |                   |                              |                                              |
| Financial Assistance                                    | 100,000.00                         | 41,530.00                 | 52,467.00                                                        | 93,997.00         | 93,997.00                    | (6,003.00)                                   |
| Administration Charges                                  | 10,000.00                          | 6,500.00                  | 0.00                                                             | 6,500.00          | 10,000.00                    | 0.00                                         |
| Printing, Stationery, Advertising and Postages          | 500.00                             | 393.00                    | 0.00                                                             | 393.00            | 500.00                       | 0.00                                         |
|                                                         | <b>110,500.00</b>                  | <b>48,423.00</b>          | <b>52,467.00</b>                                                 | <b>100,890.00</b> | <b>104,497.00</b>            | <b>(6,003.00)</b>                            |
| <u>Christmas Events</u>                                 |                                    |                           |                                                                  |                   |                              |                                              |
| Rent, Rates & Feu Duties (storage for Christmas lights) | 14,000.00                          | 12,066.23                 | 0.00                                                             | 12,066.23         | 14,000.00                    | 0.00                                         |
| Electricity                                             | 300.00                             | 0.00                      | 0.00                                                             | 0.00              | 300.00                       | 0.00                                         |
| Erect, Dismantle and Maintain Christmas Lights          | 23,000.00                          | 7,356.00                  | 14,656.25                                                        | 22,012.25         | 34,500.00                    | 11,500.00                                    |
| Switch on Ceremony                                      | 39,000.00                          | 0.00                      | 0.00                                                             | 0.00              | 49,000.00                    | 10,000.00                                    |
|                                                         | <b>76,300.00</b>                   | <b>19,422.23</b>          | <b>14,656.25</b>                                                 | <b>34,078.48</b>  | <b>97,800.00</b>             | <b>21,500.00</b>                             |
| <b>Total Expenditure</b>                                | <b>282,300.00</b>                  | <b>70,033.38</b>          | <b>67,123.25</b>                                                 | <b>137,156.63</b> | <b>240,037.00</b>            | <b>(42,263.00)</b>                           |
| <b>Income</b>                                           |                                    |                           |                                                                  |                   |                              |                                              |
| Rents, Fees & Charges                                   | 236,000.00                         | 232,452.10                | 0.00                                                             | 232,452.10        | 236,000.00                   | 0.00                                         |
| Interest on Investments                                 | 10,000.00                          | 3,788.23                  | 0.00                                                             | 3,788.23          | 10,000.00                    | 0.00                                         |
| Fishing Permits                                         | 1,400.00                           | 1,253.31                  | 0.00                                                             | 1,253.31          | 1,400.00                     | 0.00                                         |
| <b>Total Income</b>                                     | <b>247,400.00</b>                  | <b>237,493.64</b>         | <b>0.00</b>                                                      | <b>237,493.64</b> | <b>247,400.00</b>            | <b>0.00</b>                                  |
| <b>Surplus/(Deficit)</b>                                | <b>(34,900.00)</b>                 | <b>167,460.26</b>         | <b>(67,123.25)</b>                                               | <b>100,337.01</b> | <b>7,363.00</b>              | <b>42,263.00</b>                             |
| Opening Balance 01/04/16                                | 1,273,296.78                       |                           |                                                                  |                   | 1,273,296.78                 |                                              |
| Surplus / (Deficit)                                     | (34,900.00)                        |                           |                                                                  |                   | 7,363.00                     |                                              |
| <b>Projected Closing Balance at 31 March 2017</b>       | <b>1,238,396.78</b>                |                           |                                                                  |                   | <b>1,280,659.78</b>          |                                              |
| Other Useable Reserves                                  |                                    |                           |                                                                  |                   | 346,363.08                   |                                              |
| <b>Total Common Good Funds Balance at 31 March 2017</b> |                                    |                           |                                                                  |                   | <b>1,627,022.86</b>          |                                              |

| <u>Grants</u>                                                                                           |                  |                |
|---------------------------------------------------------------------------------------------------------|------------------|----------------|
| <u>Actual</u>                                                                                           | <u>Amount</u>    | <u>Meeting</u> |
| Ad-Lib Theatre Arts - Purchase of equipment (final instalment)                                          | 125.00           | 25/06/2014     |
| Live Active Leisure - No Limits cycling project 2016                                                    | 10,000.00        | 16/12/2015     |
| Bowerswell Social Fund - outing to Perth Amateur Operatic Group's production 9 April 2016 for 23 people | 161.00           | 18/05/2016     |
| Street Dance Crew - UDO World Street Dance Championships August 2016                                    | 1,000.00         | 18/05/2016     |
| Wednesday Tea Dance - outing to Dumfries August 2016                                                    | 175.00           | 18/05/2016     |
| 2 Perth Grammar School pupils - Iowa Exchange Programme October 2016                                    | 600.00           | 22/06/2016     |
| MacMillan Cancer Support-Perth Committee - Event on 5-7 May 16 at the Royal George Hotel, Perth         | 114.00           | 22/06/2016     |
| Perth Grammar School - prizegiving event on 27 June 2016                                                | 2,363.00         | 22/06/2016     |
| Methven Community Council - Medal Awards and Certificates                                               | 750.00           | 22/06/2016     |
| Fair City Baton Twirlers - attending Dardas Diamond Summer School for 5 participants July 2016          | 500.00           | 22/06/2016     |
| Perth Highland Games - equipment rental and advertising costs for Perth Highland Games 2016             | 7,253.00         | 18/05/2016     |
| JSK Perth Club - purchase of equipment for a new training venue                                         | 1,645.00         | 22/06/2016     |
| Revive Youth Project - trip to Alton Towers for 7 young people 17-19 June 2016                          | 600.00           | 22/06/2016     |
| Young Person attending the Northern Ballet School over 3 years                                          | 150.00           | 22/06/2016     |
| Perth Chamber Music Society - Celebration Concert Season October 2016 to April 2017                     | 200.00           | 05/10/2016     |
| Tulloch Primary School Parent Council - school panto on 30 November 2016                                | 450.00           | 05/10/2016     |
| Bowerswell Social Tenants Group - Christmas Party                                                       | 175.00           | 05/10/2016     |
| People With a Mission Ministries - Perth senior citizens Christmas 2016 appeal                          | 1,500.00         | 14/12/2016     |
| Perth & Strathearn 200 Round Table - Perth Fireworks & Bonfire Display 5 November 2016                  | 13,000.00        | 05/10/2016     |
| Perth Sub Aqua Club - purchase of new trailer                                                           | 769.00           | 14/12/2016     |
|                                                                                                         | <u>41,530.00</u> |                |
| <u>Committed</u>                                                                                        | <u>Amount</u>    | <u>Meeting</u> |
| J.D. Fergusson Arts Awards Trust - J.D. Awards Competition 2016/17                                      | 2,000.00         | 18/05/2016     |
| Our Lady's Primary School Parent Council - outing to Edinburgh Zoo 17 June 2016 for 240 pupils          | 700.00           | 18/05/2016     |
| St John's R.C. Academy Parent Council - Pupil Awards Ceremony June 2016                                 | 1,500.00         | 18/05/2016     |
| Perthshire Musical (Competition) Festival Association - Annual Competition March 2016                   | 1,500.00         | 18/05/2016     |
| Tulloch Primary School Parent Council - trip to Camperdown Park June 2016 for 346 pupils                | 700.00           | 18/05/2016     |
| Breathe Easy Perthshire - Summer outing to Brechin Castle Garden Centre 19 May 2016 for 35 people       | 245.00           | 18/05/2016     |
| Perth and Kinross Association of Voluntary Services - carers family fun day June 2016                   | 1,000.00         | 18/05/2016     |
| Perth and Kinross Credit Union - grant towards cost of upgrading its IT facilities                      | 3,730.00         | 18/05/2016     |
| Perth and District YMCA - rental costs, shower upgrade and travel costs                                 | 3,700.00         | 18/05/2016     |
| Young Person - attending Under 16 Golf Scotland Team                                                    | 150.00           | 22/06/2016     |
| PKAVS - Big Spring Event 28 May 2016                                                                    | 170.00           | 22/06/2016     |
| St John's Kirk - 7 carillon recitals in 2016/5                                                          | 1,000.00         | 22/06/2016     |
| Royal Scottish Geographical Society - draught-proofing and double glazing the Fair Maid's House         | 2,322.00         | 22/06/2016     |
| Perthshire Chamber of Commerce - Perthshire On A Plate event 5 & 6 August 2016                          | 6,150.00         | 22/06/2016     |
| Perth & District Badminton Association - Scottish Badminton Championships February 2017                 | 3,000.00         | 05/10/2016     |
| Perth YMCA - Perth Alive 2016                                                                           | 2,000.00         | 05/10/2016     |
| Headway Perth and Kinross - summer outing to Fife Coast on 20 August 2016                               | 343.00           | 05/10/2016     |
| Perth & Strathearn 200 Round Table - Perth Fireworks & Bonfire Display 5 November 2016                  | 2,450.00         | 05/10/2016     |
| St. Johns RC Academy - Hong Kong Exchange Programme October 2016 (4 pupils)                             | 1,000.00         | 05/10/2016     |
| Vale of Atholl Pipers Association - Pipe band development Programme October 2016 to September 2017      | 1,750.00         | 05/10/2016     |
| Music in Hospitals - 10 concerts in care units October 2016 to March 2017                               | 1,050.00         | 05/10/2016     |
| Jar of Jewels - 2 multicultural events October 2016 to April 2017                                       | 1,000.00         | 05/10/2016     |
| South Perth Community Partnership - Fun Day 17 September 2016                                           | 998.00           | 05/10/2016     |
| Perth Polish Group - cultural event on 10 December 2016                                                 | 400.00           | 05/10/2016     |
| Adventure Circus - circus showcase November 2016                                                        | 1,059.00         | 05/10/2016     |
| Scottish Brass Band Association - 26 & 27 November 2016                                                 | 3,500.00         | 05/10/2016     |
| The Friendly Group - Christmas Party                                                                    | 210.00           | 05/10/2016     |
| Perthshire Chinese Community Association - Chinese New Year 30 January 2017                             | 1,500.00         | 05/10/2016     |
| Wednesday Tea Dance Group - New Year Party                                                              | 280.00           | 14/12/2016     |
| Dalreoch Friendship Club - outing to Pitlochry                                                          | 70.00            | 14/12/2016     |



|                                                                                       |                           |                |                            |
|---------------------------------------------------------------------------------------|---------------------------|----------------|----------------------------|
| Young Person - School adventure course to Dalguise                                    | 100.00                    | 14/12/2016     |                            |
| Solas Festival - arts festival Tibbermore                                             | 800.00                    | 14/12/2016     |                            |
| Street Dance Crew - UK street dance competition                                       | 1,000.00                  | 14/12/2016     |                            |
| Breathe Easy Perthshire                                                               | 210.00                    | 14/12/2016     |                            |
|                                                                                       | <u>47,587.00</u>          |                |                            |
| <u>Under Consideration</u>                                                            | <u>Amount</u>             | <u>Meeting</u> |                            |
| St Johns Kirk of Perth - Carillon Recitals                                            | 2,760.00                  | 22/02/2017     | Funding Applied for £2,760 |
| Our Lady's Primary School Parent Council - outing to Perth pantomime 19 December 2016 | 700.00                    | 22/02/2017     | Funding Applied for £700   |
| Perth Academy Pupils - Trip to Valencia October 2017                                  | 600.00                    | 22/02/2017     | Funding Applied for £800   |
| Young Person - Project Trust trip to Honduras                                         | 400.00                    | 22/02/2017     | Funding Applied for £400   |
| Be Yourself - International Women's Day Event                                         | 420.00                    | 22/02/2017     | Funding Applied for £500   |
|                                                                                       | <u>4,880.00</u>           |                |                            |
| <b>Total</b>                                                                          | <b><u>£ 93,997.00</u></b> |                |                            |
| <u>Funding Approved - No longer required</u>                                          |                           |                |                            |
| Scottish Fire and Rescue - Safe Drive, Stay Alive Event 13-14 November 2016           | £ 1,680.00                | 22/06/2016     |                            |
| Perth Academy - Lille trip December 2016 (1 pupil)                                    | £ 185.00                  | 05/10/2016     |                            |
|                                                                                       | <b><u>£ 1,865.00</u></b>  |                |                            |

