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Council Building  
2 High Street  
Perth  
PH1 5PH

13 June 2018

A Meeting of the **Aberfeldy Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 June 2018** at **11:15**.

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 electronic equipment is in silent mode.***

***Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.***

**Members:**

Councillor Mike Williamson (Convener)  
Councillor Peter Barrett  
Councillor John Duff  
Councillor Murray Lyle  
Councillor Xander McDade



**Aberfeldy Common Good Fund Committee**

**Wednesday, 20 June 2018**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF THE MEETING OF 25 APRIL 2018 FOR APPROVAL AND SIGNATURE** **5 - 6**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**  
Report by Depute Chief Executive (copy herewith 18/201)
- 6 2017/2018 & 2018/2019 FINANCIAL STATEMENT** **11 - 20**  
Report by Head of Finance (copy herewith 18/202)

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PERTH AND KINROSS COUNCIL  
ABERFELDY COMMON GOOD FUND  
25 APRIL 2018

## **ABERFELDY COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.40am.

Present: Councillors M Williamson, P Barrett, J Duff, X McDade and M Lyle.

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

Councillor M Williamson, Convener, Presiding.

### **216. WELCOME AND APOLOGIES**

Councillor Williamson welcomed all present to the meeting.

### **217. DECLARATIONS OF INTEREST**

There were no declarations of interest made in terms of Code of Conduct.

### **218. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Aberfeldy Common Good Fund Committee of 4 October 2017 (Arts. 547-553/17) was submitted, approved as a correct record and authorised for signature.

### **219. MATTERS ARISING**

There were no matters arising in terms of Councillors' Code of Conduct.

### **220. ADVISORY NON-VOTING MEMBER**

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

#### **Resolved:**

- (i) The Community Council be invited to send a representative to join the Committee as an advisory non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.

### **221. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/143) (1) seeking approval of the budget for Financial Year 2018/19; and (2) providing details of the

PERTH AND KINROSS COUNCIL  
ABERFELDY COMMON GOOD FUND  
25 APRIL 2018

Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year for the Aberfeldy Common Good Fund.

**Resolved:**

- (i) The Aberfeldy Common Good Fund budget for Financial Year 2018/19, as set out in Appendix 1 to Report 18/143, be approved.
- (ii) The Aberfeldy Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018, as detailed in Appendix 2 to Report 18/143, be noted.

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## Aberfeldy Common Good Fund Committee

20 June 2018

### Applications for Financial Assistance

#### Report by Depute Chief Executive (Report No. 18/201)

The report asks Aberfeldy Common Good Fund Committee to consider an application for financial assistance.

## 1. BACKGROUND

- 1.1 Perth and Kinross Council owns land and property which forms part of the common good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. 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 considered and listed below, 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 2018/19 Financial Assistance budget for Aberfeldy Common Good Fund was approved by this Committee at the meeting on 25 April 2018. The unaudited revenue account balance, the approved budget and the value of the application to be considered at this committee is summarised below:

|                                                                                                    |             |
|----------------------------------------------------------------------------------------------------|-------------|
| <b>The unaudited Revenue Account balance</b> for the Aberfeldy Common Good Fund as at 1 April 2018 | £122,482    |
| <b>Approved 2018/19 Financial Assistance Budget</b>                                                | <b>£800</b> |
| Value of application to be considered at Committee meeting on 27 June 2018                         | £10,000     |

## 2. PROPOSALS

### Loch Tay Skiff Club

- 2.1 An application has been received from Loch Tay Skiff Club seeking a grant towards the costs of building and rowing a wooden open water skiff. The total costs amount to £8,733. This includes £3,378 for materials, £400 for the hire of a workshop in Aberfeldy, and £750 for insurance. The remaining £4,205 will cover costs associated with rowing the skiff, such as life jackets, a trailer, and a boat cover. The applicant is seeking £10,000, to allow for contingencies that might result in increased costs. The applicant has not previously benefited from the Fund. The grant will contribute to enabling local residents to learn about boat building and rowing.

### Recommendation

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

## 3. RECOMMENDATION

- 3.1 The Committee is requested to consider the request/s in the report.

### Author

| Name           | Designation                           | Contact Details                                                                  |
|----------------|---------------------------------------|----------------------------------------------------------------------------------|
| Rosa Huczynska | Community Planning Policy Team Leader | <a href="mailto:rhuczynska@pkc.gov.uk">rhuczynska@pkc.gov.uk</a><br>01738 477858 |

### Approved

| Name          | Designation            | Date        |
|---------------|------------------------|-------------|
| Jim Valentine | Depute Chief Executive | 30 May 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Aberfeldy Common Good Fund's criteria for financial assistance.

#### Corporate Plan

- 1.2 The proposals will contribute to the Corporate Plan's objectives of developing educated, responsible and informed citizens and the outcome of people are ready for life and work. The recommendations contained within this report are in accordance with the priorities of Aberfeldy Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. The recommendation contained within this report will be funded from the 2018/19 Financial Assistance budget.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: No further action is required as the items summarised in the committee report do not require further assessment as they do not have an impact on people's wellbeing or equality protected characteristics.

#### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. The proposals in this report will encourage social equity and opportunities for cultural, leisure, community, sport and other activities.

### **4. Consultation**

#### Internal

- 4.1 The Head of Democratic Services, the Head of Finance and the Head of Legal and Governance have been consulted.

### **2. BACKGROUND PAPERS**

- 2.1 1 application for financial assistance.

### **3. APPENDICES**

- 3.1 None.

# ABERFELDY COMMON GOOD FUND COMMITTEE

20 June 2018

## 2017/18 & 2018/19 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 18/202)

### PURPOSE OF REPORT

This report provides an update on 2017/18 unaudited Income and Expenditure, and details of the Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for the Aberfeldy Common Good Fund.

### 1. BACKGROUND / MAIN ISSUES

This report provides an update on the unaudited final outturn for 2017/18 and the monitoring position and projected outturn for Financial Year 2018/19.

### 2. PROPOSALS

#### 2.1 Financial Statement 2017/18

Report 18/143 considered by Committee on 25 April 2018 included year-end projections for Income and Expenditure to 31 March 2018 which included an estimated surplus for the year of £325, and a projected Revenue Account Balance of £122,424 at 31 March 2018. Following closure of the 2017/18 accounts, which remain subject to audit by KPMG, the surplus for the year to 31 March 2018 is £383 and the Revenue Account Balance is £122,482 as detailed in Appendix 1.

- 2.2 The movement from the previous surplus position reported to this Committee on 25 April 2018 (Report 18/143 refers) is attributed to an additional £58 of investment income.

#### 2.2 Financial Statement 2018/19

On the basis of Appendix 2, it is anticipated that the Fund will reach a breakeven point in 2018/19 and the Fund's estimated Revenue Account Balance will be £122,482 at 31 March 2019.

- 2.3 The Financial Assistance report to be considered at this meeting includes one application for funding, and the value of the funding award is to be determined by the Committee. Any funding award in excess of the estimated income for the year will result in a reduction in the overall balance of the fund.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The committee is requested to:

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

#### Author(s)

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

#### Approved

| Name              | Designation                                        | Date        |
|-------------------|----------------------------------------------------|-------------|
| Stewart MacKenzie | Head of Finance                                    | 30 May 2018 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 30 May 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>None</b>       |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### 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 Depute Chief Executive/Chief Operating Officer has been consulted in the preparation of this report.

### **5. BACKGROUND PAPERS**

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

## **6. APPENDICES**

Appendix 1 – Unaudited Aberfeldy Common Good Fund Financial Statement for Financial Year 2017/18.

Appendix 2 - Aberfeldy Common Good Fund Financial Statement for the period to 25 May 2018 for Financial Year 2018/19.





**ABERFELDY COMMON GOOD FUND****UNAUDITED ABERFELDY COMMON GOOD FUND FINANCIAL STATEMENT FOR FINANCIAL YEAR 2017/18**

|                                            | <u>Approved<br/>2017/18<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|--------------------------------------------|----------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|----------------------------------------------|
|                                            | £                                      | £                         | £                                             | £            | £                            | £                                            |
| <b><u>Expenditure</u></b>                  |                                        |                           |                                               |              |                              |                                              |
| Supplies and Services                      |                                        |                           |                                               |              |                              |                                              |
| Financial Assistance                       | 800                                    | 475                       | 0                                             | 475          | 475                          | (325)                                        |
| <b>Total Expenditure</b>                   | <b>800</b>                             | <b>475</b>                | <b>0</b>                                      | <b>475</b>   | <b>475</b>                   | <b>(325)</b>                                 |
| <b><u>Income</u></b>                       |                                        |                           |                                               |              |                              |                                              |
| Interest Earned                            | 800                                    | 858                       | 0                                             | 858          | 858                          | 58                                           |
| <b>Total Income</b>                        | <b>800</b>                             | <b>858</b>                | <b>0</b>                                      | <b>858</b>   | <b>858</b>                   | <b>58</b>                                    |
| <b>Surplus/(Deficit)</b>                   | <b>0</b>                               | <b>383</b>                | <b>0</b>                                      | <b>383</b>   | <b>383</b>                   | <b>383</b>                                   |
| Opening Balance 01/04/17                   | 122,099                                |                           |                                               |              | 122,099                      |                                              |
| Surplus / (Deficit)                        | 0                                      |                           |                                               |              | 383                          |                                              |
| <b>Closing Balance as at 31 March 2018</b> | <b>122,099</b>                         |                           |                                               |              | <b>122,482</b>               |                                              |

**Grants**ActualAmountMeeting

Perth & Kinross District Scout Council - Poland 2017  
Aberfeldy Festival Committee - Christmas Celebration

£ 375 28/06/2017  
£ 100 04/10/2017

£ 475

CommittedAmountMeeting

£ -

Under ConsiderationAmountMeeting

£ -

**Total**

£ 475

Funding Approved - No longer requiredAmount

Explore Aberfeldy Tourism Group - October TayFest

£ 100 04/10/2017

£ 100



**ABERFELDY COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 25 MAY 2018 FOR FINANCIAL YEAR 2018/19**

|                                                               | <u>Approved<br/>2018/19<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|---------------------------------------------------------------|----------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|----------------------------------------------|
|                                                               | £                                      | £                         | £                                             | £            | £                            | £                                            |
| <b><u>Expenditure</u></b>                                     |                                        |                           |                                               |              |                              |                                              |
| <u>Supplies and Services</u>                                  |                                        |                           |                                               |              |                              |                                              |
| Financial Assistance                                          | 800                                    | 0                         | 0                                             | 0            | 800                          | 0                                            |
| <b>Total Expenditure</b>                                      | <b>800</b>                             | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>800</b>                   | <b>0</b>                                     |
| <b><u>Income</u></b>                                          |                                        |                           |                                               |              |                              |                                              |
| Interest Earned                                               | 800                                    | 0                         | 0                                             | 0            | 800                          | 0                                            |
| <b>Total Income</b>                                           | <b>800</b>                             | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>800</b>                   | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>                                      | <b>0</b>                               | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>0</b>                     | <b>0</b>                                     |
| Opening Balance 01/04/18 (Subject to Final Accounts Approval) | 122,482                                |                           |                                               |              | 122,482                      |                                              |
| Surplus / (Deficit)                                           | 0                                      |                           |                                               |              | 0                            |                                              |
| <b>Projected Closing Balance as at 31 March 2019</b>          | <b>122,482</b>                         |                           |                                               |              | <b>122,482</b>               |                                              |

|                                                               |                 |                |
|---------------------------------------------------------------|-----------------|----------------|
| <b><u>Grants</u></b>                                          |                 |                |
| <u>Actual</u>                                                 | <u>Amount</u>   | <u>Meeting</u> |
|                                                               | £ -             |                |
| <u>Committed</u>                                              | <u>Amount</u>   | <u>Meeting</u> |
|                                                               | £ -             |                |
| <u>Under Consideration</u>                                    | <u>Amount</u>   | <u>Meeting</u> |
| Loch Tay Skiff Club - Building and Rowing an Open Water Skiff | £ 10,000        | 20/06/2018     |
|                                                               | £ 10,000        |                |
| <b>Total</b>                                                  | <b>£ 10,000</b> |                |

