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Council Building
2 High Street
Perth
PH1 5PH

4 December 2019

A Meeting of the **Aberfeldy Common Good Fund Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 December 2019** at **09:40**

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

KAREN REID
Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

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

Members:

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

Aberfeldy Common Good Fund Committee

Wednesday, 18 December 2019

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE ABERFELDY COMMON GOOD FUND COMMITTEE OF 19 DECEMBER 2018 FOR APPROVAL AND SIGNATURE** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 19/352)
- 6 2018/19 AND 2019/20 FINANCIAL STATEMENT** **11 - 18**
Report by Head of Finance (copy herewith 19/353)

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PERTH AND KINROSS COUNCIL
ABERFELDY COMMON GOOD FUND
19 DECEMBER 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 19 December 2018 at 10.00am.

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

In Attendance: D Coyne, C Flynn, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services).

Councillor M Williamson, Convener, Presiding.

719. WELCOME AND APOLOGIES

Councillor Williamson welcomed all present to the meeting.

720. DECLARATIONS OF INTEREST

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

721. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Aberfeldy Common Good Fund Committee of 3 October 2019 (Arts.540-545) was submitted, approved as a correct record and authorised for signature.

722. MATTERS ARISING

There were no matters arising.

723. ABERFELDY PUTTING GREEN – EXTENSION TO EXISTING CONCESSION

There was a report submitted by Executive Director (Housing and Environment) (18/410) seeking approval from Aberfeldy Common Good Fund Committee to extend the existing concession to operate Aberfeldy Putting Green for a further three years.

Resolved:

Aberfeldy Community Putting Green's request for an extension of their current concession to run the Aberfeldy Putting Green for a further three years until 31 March 2022, be approved.

PERTH AND KINROSS COUNCIL
ABERFELDY COMMON GOOD FUND
19 DECEMBER 2018

724. 2018/19 FINANCIAL STATEMENT

There was a report submitted by Head of Finance (18/411) providing an update of the Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for the Aberfeldy Common Good Fund.

Resolved:

The Aberfeldy Common Good Fund Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 1 to Report 18/411, be noted.

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## ABERFELDY COMMON GOOD FUND COMMITTEE

18 December 2019

### Applications for Financial Assistance

#### Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/352)

The report asks Aberfeldy Common Good Fund Committee to consider two applications for financial assistance from Tay Valley Time Bank and Aberfeldy Scouts.

## 1. BACKGROUND

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

|                                                                                        |        |
|----------------------------------------------------------------------------------------|--------|
| <b>Estimated income for Financial Year 2019/20</b>                                     | £1,100 |
| <b>Value of applications to be considered at Committee meeting on 18 December 2019</b> | £3,000 |

## 2. PROPOSALS

### Tay Valley Time Bank – Upper Tay Transport

- 2.1 An application from Upper Tay Transport has been received seeking £2,000 for their project. The project is about developing a volunteer car driver scheme called ‘Community Lifts’. The project will recruit volunteer drivers to give lifts to members of the community to support vulnerable and isolated people in the Aberfeldy area. Passengers will pay for their journey to help cover volunteer expenses. The group have done extensive consultation to identify the

transport needs in their area. 70% of beneficiaries are from the town of Aberfeldy with the rest from the wider upper Tay area. The total cost of the project is £20,688 with £15,000 being set aside for a salary for a coordinator. The rest of the costs involve logistical costs such as insurance, training, advertising and PBS checks. The group have secured £18,549 of funding so far.

### **Recommendation**

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

### **Aberfeldy Scouts**

- 2.2 Aberfeldy Scouts have submitted an application seeking £1,000 to renovate their Scout Group Hut. The group acquired the 80 year old hut from the Scout and Guide Association in 2018. The hut is used by 80 children and young people as a base for activities. The total cost of all the repairs is £15,050 which includes: kitchen refurb, electrical work, boiler repairs, wall replacement, treating woodworm and damp/ dry rot and roof repairs. The group have allocated £2,000 for the repairs and have secured £8,000 from a funder. The work is required to ensure the building is up to standard to carry out scouting activities.

### **Recommendation**

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

## **3. CONCLUSION**

- 3.1. The Committee is asked to consider the two funding requests in the report.

### **Authors**

| <b>Name</b>         | <b>Designation</b>                           | <b>Contact Details</b>                                                                   |
|---------------------|----------------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton          | Community Planning Policy Team Leader        | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Christopher Holgate | Community Planning Policy & Research Officer |                                                                                          |

### **Approved**

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

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

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

- 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 funding requested, if approved by Committee, will be contained within the available income for Financial year 2019/20, and if required, met from the Revenue Balance of the Fund.

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

One application for financial assistance

### **3. APPENDICES**

None

# ABERFELDY COMMON GOOD FUND COMMITTEE

18 December 2019

## 2018/19 & 2019/20 FINANCIAL STATEMENT

### Report by Head of Finance (Report No. 19/353)

#### **PURPOSE OF REPORT**

This report provides the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 31 October 2019 and projected outturn to 31 March 2020, for the Aberfeldy Common Good Fund.

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides an update on the final outturn for 2018/19 and the monitoring position and projected outturn for the Financial Year 2019/20.

#### **2. PROPOSALS**

##### Financial Statement 2018/19

- 2.1 Report 18/411 considered by the Committee on 19 December 2018 included year-end projections for Income and Expenditure to 31 March 2019. This included an estimated breakeven position for the year and a projected Fund Balance of £122,482. Following closure of the 2018/19 accounts, the surplus for the year to 31 March 2019 is £177 and the Fund Balance at 31 March 2019 is £122,659, as detailed in Appendix 1.
- 2.2 The movement from the previously reported position is due to an increase in interest received for the year.

##### Financial Statement 2019/20

- 2.3 On the basis of Appendix 2, it is assumed that the Fund will achieve breakeven in 2019/20 on the basis that Financial Assistance funding will be contained within the estimated interest to be received. The increase in the estimated income from the previous year is due to a rise in the fixed term deposit interest rate. The Fund Balance is projected to be £122,659 at 31 March 2020.
- 2.4 The Financial Assistance report to be considered at this meeting includes two applications for funding, and the value of the funding request exceeds the available income for the year. The approval of a funding award in excess of the estimated level of income for 2019/20, an option open to Committee, will result in a corresponding reduction in the Fund Balance.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:

- (i) Note the Aberfeldy Common Good Fund Audited Income and Expenditure to 31 March 2019 as set out in Appendix 1 to the report.
- (ii) Note the Aberfeldy Common Good Fund Income and Expenditure to 31 October 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 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                                    | 29 November 2019 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 2 December 2019  |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

- 1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

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

### 3. Assessments

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations

between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

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

### **3. APPENDICES**

- Appendix 1 – Aberfeldy Common Good Fund Audited Financial Statement for Financial Year 2018/19.
- Appendix 2 – Aberfeldy Common Good Fund Financial Statement for period to 31 October 2019 for Financial Year 2019/20.

**ABERFELDY COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2018/19**

|                                                    | <u>Actual<br/>to 31 March<br/>2019</u> |  |
|----------------------------------------------------|----------------------------------------|--|
|                                                    | £                                      |  |
| <b><u>Expenditure</u></b>                          |                                        |  |
| <u>Supplies and Services</u>                       |                                        |  |
| Financial Assistance                               | 800                                    |  |
| <b>Total Expenditure</b>                           | <b>800</b>                             |  |
| <b><u>Income</u></b>                               |                                        |  |
| Interest Earned                                    | 977                                    |  |
| <b>Total Income</b>                                | <b>977</b>                             |  |
| <b>Surplus / (Deficit)</b>                         | <b>177</b>                             |  |
| Opening Balance 01/04/18                           | 122,482                                |  |
| Surplus / (Loss)                                   | 177                                    |  |
| <b>Total Closing Fund Balance at 31 March 2019</b> | <b>122,659</b>                         |  |

|                                                                            |                     |                |  |
|----------------------------------------------------------------------------|---------------------|----------------|--|
| <b><u>Grants</u></b>                                                       |                     |                |  |
| <u>Actual</u>                                                              | <u>Amount</u>       | <u>Meeting</u> |  |
| Loch Tay Skiff Club - Building and Rowing an Open Water Skiff              | £ 300               | 20/06/2018     |  |
| Perth & Kinross District Scout Council - World Scout Jamboree West Viginia | £ 150               | 03/10/2018     |  |
| Friends of Breadalbane - Aberfeldy PLUS Youth Group                        | £ 350               | 03/10/2018     |  |
|                                                                            | <u>£ 800</u>        |                |  |
| <u>Committed</u>                                                           | <u>Amount</u>       | <u>Meeting</u> |  |
|                                                                            | <u>£ -</u>          |                |  |
| <u>Under Consideration</u>                                                 | <u>Amount</u>       | <u>Meeting</u> |  |
|                                                                            | <u>£ -</u>          |                |  |
| <b>Total</b>                                                               | <b><u>£ 800</u></b> |                |  |





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

|                                                              | <u>Actual<br/>to date</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------------------------|---------------------------|------------------------------|
|                                                              | £                         | £                            |
| <b><u>Expenditure</u></b>                                    |                           |                              |
| <u>Supplies and Services</u>                                 |                           |                              |
| Financial Assistance                                         | 0                         | 1,100                        |
| <b>Total Expenditure</b>                                     | <b>0</b>                  | <b>1,100</b>                 |
| <b><u>Income</u></b>                                         |                           |                              |
| Interest Earned                                              | 476                       | 1,100                        |
| <b>Total Income</b>                                          | <b>476</b>                | <b>1,100</b>                 |
| <b>Surplus / (Deficit)</b>                                   | <b>476</b>                | <b>0</b>                     |
| Opening Balance 01/04/19                                     | 122,659                   | 122,659                      |
| Surplus / (Loss)                                             | 476                       | 0                            |
| <b>Total Projected Closing Fund Balance at 31 March 2020</b> | <b>123,135</b>            | <b>122,659</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> |
| Tay Valley Time Bank - Upper Tay Transport | £ 2,000        | 18/12/2019     |
| Aberfeldy Scouts - Scout Hut project       | £ 1,000        | 18/12/2019     |
|                                            | £ 3,000        |                |
| <b>Total</b>                               | <b>£ 3,000</b> |                |

