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Council Building
2 High Street
Perth
PH1 5PH

10 December 2020

A virtual meeting of **Perth Common Good Fund Committee** will be held on **Thursday, 17 December 2020** at **09:30**.

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 notifications are silent on their device and other devices are in silent mode.

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

Members:

Councillor Andrew Parrott (Convener)	Councillor John Rebbeck
Councillor Chris Ahern	Councillor Willie Wilson
Councillor Liz Barrett	
Councillor Peter Barrett	
Councillor Audrey Coates	
Councillor Harry Coates	
Councillor Eric Drysdale	
Councillor John Duff	
Councillor Murray Lyle	
Councillor Ian Massie	
Councillor Sheila McCole	

Perth Common Good Fund Committee

Thursday, 17 December 2020

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 PERTH COMMON GOOD FUND COMMITTEE OF 19 OCTOBER 2020 FOR APPROVAL (copy herewith) 5 - 8**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 9 - 20**
Report by Executive Director (Communities) (copy herewith 20/248)
- 6 2020/21 FINANCIAL STATEMENT 21 - 28**
Report by Head of Finance (copy herewith 20/249)

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

- P1 SITE (1.112 HA/2.747 AC) FRIARTON ROAD, PERTH - APPROVAL FOR CONSTRUCTION AND ALTERATION WORKS**
- Exempt Reason 9 - Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

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All Council Services can offer a telephone translation facility.

PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
19 OCTOBER 2020

PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held virtually via Microsoft Teams on Monday, 19 October 2020 at 9.30am.

Present: Councillors A Parrott, C Ahern, P Barrett, A Coates, E Drysdale, J Duff, M Lyle, S McCole, J Rebbeck and W Wilson.

In Attendance: D Coyne, C Flynn, G Fogg, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services) J Janes, M McCaskie and S Merone (Housing and Environment).

Apology: Councillor H Coates

Councillor A Parrott, Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor A Parrott welcomed all present and an apology was noted as above.

2. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor S McCole declared a non-financial interest in P1.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 19 February 2020 was submitted and approved as a correct record.

4. MATTERS ARISING

There were no matters arising.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE – JUNE 2020

Due to the Covid-19 pandemic, members of the Perth Common Good Fund Committee were contacted, and the following decisions were agreed:

- (1) Letham Primary School be awarded a grant of £468 towards support for their Lifeskills at Letham Project.
- (2) An individual be awarded a grant of £150 towards the cost of two week ballet dancing training at the Royal Conservatories over the summer.
- (3) St John's RC Academy be awarded a grant of £520 towards their 2020 Award Ceremony to celebrate the success of pupils at the end of the 2019/20 session in June.

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- (4) PKAVS Walled Garden be awarded a grant of £18,786 towards the costs of a replacement art studio.
- (5) Kinnoull Bowling Club be awarded a grant of £974.55 towards the costs of installing an energy efficient boiler.

Resolved:

The grants awarded by Perth Common Good Fund members in June 2020, be noted.

6. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Executive Director (Communities) (20/185) asking Perth Common Good Fund Committee to consider applications for financial assistance for small grants and for capital grants.

Resolved:

(1) Perth Badminton

Perth and District Badminton Association be awarded a grant of £3,000 towards holding the Scottish National Badminton Championship in 2021.

(2) Tulloch Primary School Parent Council

Tulloch Primary School Parent Council be awarded a grant of £439.60 towards hosting a pantomime for pupils on campus on 22 December 2020.

(3) Tulloch Primary School

Motion (Councillors A Parrott and W Wilson)

Tulloch Primary School be awarded a grant of £1,650 to support their 2021 P7 residential to Dalguise Outdoor Activity Centre.

Amendment (Councillors C Ahern and J Rebbeck)

Tulloch Primary School be awarded a grant of £2,154 to support their 2021 P7 residential to Dalguise Outdoor Activity Centre.

In accordance with Standing Order 58, a roll call vote was taken.

4 members voted for the Motion as follows:

Councillors P Barrett, A Coates, A Parrott and W Wilson.

6 members voted for the Amendment as follows:

Councillors C Ahern, E Drysdale, J Duff, M Lyle, S McCole and J Rebbeck.

Resolved:

In accordance with the Amendment.

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(4) Friends of William Soutar Society

The Friends of William Soutar Society be awarded a grant of £1,800 towards publishing 'The Complete Works of William Soutar (Poetry)'.

(5) Riverside Church North Muirton

Riverside Church in North Muirton be awarded a grant of £2,000 towards supporting the creation of a community kitchen to support low-income households in their local area in partnership with Fareshare.

7. 2019/20 AND 2020/21 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (20/186)(1) providing an update on the Audited outturn for Financial Year 2019/20; and (2) detailing the Income and Expenditure and the projected outturn to 31 March 2021 for Financial Year 2020/21.

Resolved:

- (i) The Audited Income and Expenditure to the 31 March 2020 for the Perth Common Good Fund for the 2019/20 Financial Year, as set out in Appendix 1 to report 20/186, be noted.
- (ii) The proposals in Section 2.9 of report 20/186 that the estimated £3,000 expenditure to complete the review of property titles in line with requirements of the Community Empowerment (Scotland) Act 2015, be approved.
- (iii) The established Income and Expenditure to 31 March 2021 for the Perth Common Good Fund for the 2020/21 Financial Year, as set out in Appendix 2 to report 20/186, be noted.

8. DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET,

There was submitted a report by the Head of Planning and Development (20/187) seeking approval from the Perth Common Good Fund Committee to dispose of the former Council offices at 1-5 High Street, Perth for redevelopment as a boutique hotel, following the Council's decision on 30th July to appoint a preferred bidder to acquire the property for this purpose.

Resolved:

- (i) The disposal of parts deemed as common good fund assets within the property of 1-5 High Street, be approved.
- (ii) It be approved that the Head of Legal Services will proceed with the necessary court application.

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

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COUNCILLOR S MCCOLE LEFT THE MEETING AT THIS POINT.

P1. 2-4 NORTH METHVEN STREET, PERTH

There was submitted a report Head of Planning and Development (20/188) seeking approval for the granting of a rent-free period for the shop premises at 2-4 North Methven Street, Perth.

Resolved:

- (i) The initial six-month rent-free period from 28 August to 27 February 2021, be approved.
- (ii) It be approved that the tenants financial/business position is reviewed at the end of the initial six-month period.
- (iii) It be approved that the decision to extend the rent-free period, if justified, is delegated to officers and is reported to a future meeting of the Committee.

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## PERTH COMMON GOOD FUND COMMITTEE

17 December 2020

### Applications for Financial Assistance

#### Report by Executive Director (Communities) (Report No. 20/248)

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

## 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 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. The Perth Common Good Fund is larger and receives a much higher number of applications than the other Funds. Therefore, additional criteria are applied to assist with assessing applications (see Appendix 1).
- 1.4 The 2020/21 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 19 February 2020 (Report 20/45 refers). The approved budget, the value of funding approved to date, together with the remaining budget and value of applications to be considered at this meeting is summarised below:

|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Approved 2020/21 Financial Assistance Budget</b> |         |
| Small Grants                                        | £60,000 |
| Capital Grants                                      | £40,000 |
| <b>Value of Applications Approved 2020/21</b>       |         |
| Small Grants                                        | £8,532  |
| Capital Grants                                      | £21,761 |
| <b>Remaining Financial Assistance Budget</b>        |         |
| Small Grants                                        | £51,468 |

|                                                                                        |         |
|----------------------------------------------------------------------------------------|---------|
| Capital Grants                                                                         | £18,239 |
| <b>Value of applications to be considered at Committee meeting on 17 December 2020</b> |         |
| Small Grants                                                                           | £9,620  |
| Capital Grants                                                                         | -       |

## 2. PROPOSALS – Small Grants

### 2.1 PERFORM IN PERTH

Perform in Perth are seeking funding for the 2021 Perform in Perth Music Festival. The group are aiming to have a physical festival in Perth, however they have made contingency plans for a virtual festival if necessary. The festival will be run over 14 days in March 2021 and they estimate 2,000 people will take part in the event. The estimated cost is £16,150 and the group are applying for £1,500 from the Common Good Fund. The costs include £3,000 for facility hire, £5,000 for adjudicator/ accompanist costs, £4,000 for advertising and postage, £300 for music purchases, £500 for insurance, £350 for website update and £3,000 for the honorarium for the adjudicators.

### 2.2 Consideration

It is considered that a grant of £1,500 is consistent with Criteria 9.2

| Year    | Amount | Criteria | Project          |
|---------|--------|----------|------------------|
| 2018/19 | £1,500 | 9.2      | Perform in Perth |
| 2017/18 | £1,500 | 9.2      | Perform in Perth |

### 2.3 EQUAL PARENTING DISCUSSION GROUP

The Equal Parenting Discussion Group are a new group, run by parents for parents of children under-5. The group will discuss gender equality issues in the context of raising children, with the intent of raising awareness of the issues of subconscious bias around gender. The group will run once every two months for one year, with a total of six sessions. After an initial introductory session addressing the definitions of gender and sex and the common stereotypes girls and boys face from even before birth, each session will have a different theme as its focus, including: language; toys and clothes; parental roles; books and media; and a final session reflecting on the course and identifying action points.

The meetings will be conducted on Zoom with two leaders and a maximum of twelve participants, unless the situation with COVID changes. There will not be a charge for attending the workshop. The group aims to reach 130 people in Perth and 180 people from outside the Common Good area. The project will run from January to December 2021. The total cost of the project is

£1,763.40, including advertising (£100), Zoom subscription (£119.90) and facilitators costs (£1,543.50). The group are applying for £761.50 from the Common Good Fund. The group have not previously benefited from this fund.

## **2.4 Consideration**

It is considered that a grant of £295 is consistent with Criteria 9.2

## **2.5 PEOPLE WITH A MISSION MINISTRIES**

An application has been received from People With a Mission Ministries, seeking a grant towards the costs of a Perth Senior Citizens 2020 Christmas Appeal. The total costs amount to is estimated to be between £17,000 and £20,000 for 1,500 gift bags for senior citizens living in Perth. The gift bags have an estimated retail value of £50 and include food and non-food items such as: jams, chutneys, chocolates, biscuits, shortbread, calendars, soaps, CDs, books and other gifts. Many of the items are donated by retailers or secured at a heavily discounted rate. The bags are distributed two weeks before Christmas. This grant will contribute to tackling social isolation amongst senior citizens during this difficult festive period. The group are applying for £2,500 of funding from Common Good.

| <b>Year</b> | <b>Amount</b> | <b>Criteria</b> | <b>Project</b>   |
|-------------|---------------|-----------------|------------------|
| 2019/20     | £1,650        | 9.8             | Christmas Appeal |
| 2018/19     | £1,500        | 9.8             | Christmas Appeal |
| 2017/18     | £1,500        | 9.8             | Christmas Appeal |

## **2.6 Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

## **2.7 PERTH 20<sup>TH</sup> RAINBOWS GUIDES**

The 20<sup>th</sup> Perth Rainbow Guides (St Matthews) are seeking funding to cover the increased costs associated with COVID. The group need to hire additional cleaning from January to June 2021 at £20 a week (£540). The group have secured support for PPE, activity costs and funding for girls who have been financially impacted by COVID. The total costs from January to June is £1,269. Without support the group would find it difficult to keep going. There are 12 Rainbows all from the Perth Common Good area. The group are applying for £540 from the Common Good Fund and have not previously benefitted from the Common good Fund.

## **2.8 Consideration**

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

## 2.9 ANCHOR HOUSE

Anchor House are seeking funding to support for their peer support programme for people who have experienced difficulties such as addiction. During the COVID outbreak peer support services have become increasingly important for the clients supported by Anchor House. The peer support groups are usually a weekly coffee morning with every third week having a mindfulness activity such as art or baking. The group can operate under COVID restrictions in tier 2 and below. Anchor House also offer peer support groups digitally. A total of 95 people take part in these support groups with 75 from the Perth Common Good Area. The total cost of this project is £4,630 and the group are seeking £4,320 from the Common Good fund and have already secured £310. The application is split between two activities:

**Part 1 Weekly meetings:** The activity will cover refreshments for 20 people at £2 per person for 52 weeks (£2,080). The meetings are a space to share experiences and practice methods to help in times of distress.

**Part 2: Wellbeing workshop session:** once every three weeks the groups has mindfulness activates items for 15 people at £10 per person with 17 sessions taking place (£2,550). The activities help people develop strong connections with other group members.

## 2.10 Consideration

With regard to Part 1 and in line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded. With regard to Part 2 it is considered that a grant of £805 is consistent with criteria 9.2.

## 2.11 HOSPITAL RADIO IN PERTH

Hospital Radio in Perth is seeking funding to support its operation in 2021. Because of the pandemic the charity has been unable to fundraise or secure corporate donors this year. The charity broadcasts to people in hospital and those recovering at home. The station estimates 2,700 people listen to the station in Perth, 9,600 people from elsewhere in Perth and Kinross and 860 people from other areas of Scotland. The charity has been helping people with COVID-19 in hospitals and those isolating within the community with broadcast updates of public health information. The radio station is a great comfort to people recovering in hospital, which can be very isolating for patients. Without a grant it will be difficult for the charity to continue its services in 2021. The total costs for the station are £7,000, including: insurance, heating and alarm service (£1,500); Licensing PPL/PRS (£1,400); broadcasting and internet costs (£1,600); news and music purchase (£1,000); and studio maintenance (£1,500). The group is applying for £1,700 from the Common Good Fund and other funders for the remaining funds. The applicant has not previously benefitted from the Common Good Fund.

## 2.12 Consideration

In line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

## 2.13 PROVOST LAMP POST GLASGOW ROAD

An application has been received from a Perth resident wishing to repair an old Provost Lamp within the grounds of a dwelling on Glasgow Road. The Lamp is on private property, but the upper section of the lamppost can be seen by the public from the road. The Lamp would have been gifted by the Burgh to the Provost a long time ago and has fallen into private ownership as the property has changed owners. The total cost of the restoration is estimated to be £400 which includes: paint, electrical parts and labour. The applicant is seeking £200 to support the restoration of the lamp. A grant will help ensure a piece of the Perth Burgh Council's history is preserved for future generations. There are several such similar Provost lampposts in private grounds throughout Perth.

**2.14** Consideration in line with criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

## 3. CONCLUSION AND RECOMMENDATIONS

**3.1** The Committee is asked to consider and approve the recommendations in the report.

### Author

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

### Approved

| Name           | Designation                                  | Date             |
|----------------|----------------------------------------------|------------------|
| Barbara Renton | Executive Director (Housing and Environment) | 27 November 2020 |

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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 recommendations contained within this report will be funded from the 2020/21 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 must 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 Finance and the Head of Legal and Governance have been consulted.

### **2. BACKGROUND PAPERS**

7 applications for financial assistance.

### **3. APPENDICES**

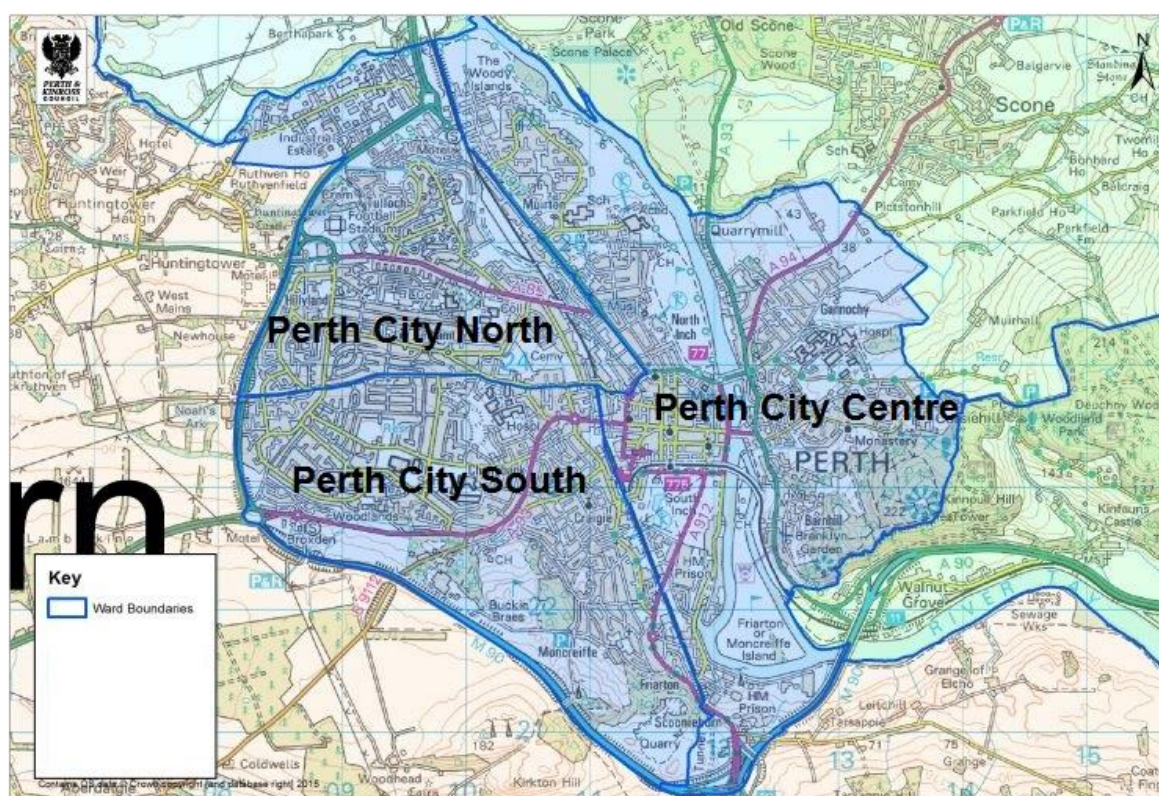
Appendix 1 – Perth Common Good Fund Criteria.



## Appendix 1

### PERTH COMMON GOOD FUND REVISED FINANCIAL ASSISTANCE CRITERIA

1. All grants are awarded at the discretion of the Perth Common Good Fund Committee.
2. Within the boundary of the Perth Common Good area and if funding is available, applications will be considered from individuals and groups for projects or activities which demonstrate benefit to the residents of the City of Perth.
3. 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 residents of the City of Perth.



4. Applications for financial assistance from schools and school groups (e.g. Parent Councils) within the Perth Common Good area will be considered regardless of where participating pupils reside.

5. 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](#).
6. Applications for financial assistance must be submitted to the 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.
7. 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 Capital Grant funding assistance should 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 the Committee may consider late applications if Capital Grant funding remains available.
8. The following conditions shall apply to all applications for financial assistance:
  - 8.1 The application for financial assistance must demonstrate that the funding will provide benefit to the residents 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.
  - 8.2 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.
  - 8.3 All awards must be claimed on completion of the project or within three months of the activity taking place. Funding for awards not claimed will be returned to the Fund.

9. Small Grants:

9.1 Applications for financial assistance will be considered by the Perth Common Good Fund Committee in line with the criteria below: -

9.2 Organisation of events/games/festivals including prize awards: -

- a) No entry fee payable by the public: up to maximum of 40% of the total actual costs.
- b) Entry fee payable by the public (commercial event): up to a maximum of 20% of the total actual costs subject to the submission of an evidenced Income & Expenditure account for the event.
- c) In the event, that the Common Good funding of a commercial event results in a profit, the level of funding award will be reduced accordingly.
- d) In the event, that the commercial event is loss making, the Common Good funding may be used to underwrite the loss, subject to the level of funding approved by Committee.
- e) Grants will not be paid for any event/games/festival which are cancelled following the approval of funding by Committee.

9.3 Hire of hall and provision of prizes for school prize giving ceremonies – up to a maximum of 40% of total costs.

9.4 Voluntary work overseas by individuals: -

- 6 months or more: up to £400 per individual
- Up to 6 months: up to £250 per individual

9.5 Attendance at summer schools/events by individuals or groups of up to 5: -

- More than 2 weeks: up to £150 per individual
- One to two weeks: up to £100 per individual

9.6 Excursions/Parties (up to two applications per year per group): -

- Contribution of up to 50% towards the actual costs. Each organisation is permitted a maximum of two 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.

- 9.7 Visits or trips by and from School/Youth/Sport/Music groups: -
- For groups of between 6 and 10 people, a flat contribution of £500.
  - For groups of 11 or more; a contribution of £50 per person to a maximum of £1,000 for youth groups, senior citizen or vulnerable groups for activities of one week or more.
- 9.8 Any other purpose where it can be demonstrated that there is a benefit to the residents of the City of Perth.
10. Capital Grants: -
- 10.1 The funding of applications for Capital Grant funding will be restricted to the available annual budget.
- 10.2 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.
- 10.3 Acquisition of equipment and uniforms - consideration on merits up to a maximum of 25% of total cost, subject to the budget available.
- 10.4 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.
11. Expenditure which is not eligible for funding awards: -
- 11.1 Assistance with further or higher education fees
- 11.2 Charity fundraising e.g. sponsored walk/cycle/bungee etc.
- 11.3 Town twinning activities
- 11.4 Organisations with religious or political associations where there are restrictions on usage or availability
- 11.5 Core funding of the voluntary sector
- 11.6 Assistance with day to day running costs e.g. the rental of premises, employee costs etc.

# PERTH COMMON GOOD FUND COMMITTEE

17 December 2020

## 2020/21 FINANCIAL STATEMENT

### Report by Head of Finance (Report No. 20/249)

This report provides details of the Income and Expenditure to 13 November 2020 and the projected outturn to 31 March 2021 for the Perth Common Good Fund.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Perth Common Good Fund budget for 2020/21 at the meeting of 19 February 2020 (Report 20/45 refers). This report provides an update on the monitoring position and projected outturn for 2020/21.

#### 2. PROPOSALS

##### Financial Statement 2020/21

- 2.1 On the basis of Appendix 1, the estimated income and expenditure projections are unchanged from the position reported to Committee on 19 October 2020 (Report 20/186 refers). The projected surplus in 2020/21 remains at £60,890 and the projected Common Good Fund balance at 31 March 2021 is £1,597,966. Of the total balance £1,000,000 is reserved as the Minimum Revenue Balance of the Fund to ensure its long-term sustainability and £120,000 is earmarked as a Repair and Renewal Reserve (Report No. 20/45 refers). This leaves an Uncommitted Revenue Account balance of £477,966 available for the funding of unforeseen expenditure.

#### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Committee is requested to:-
- (i) Note the estimated Income and Expenditure to 31 March 2021 for the Perth Common Good Fund for the 2020/21 Financial Year, as set out in Appendix 1 to the report.

**Author(s)**

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

**Approved**

| <b>Name</b>       | <b>Designation</b>              | <b>Date</b>      |
|-------------------|---------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                 | 26 November 2020 |
| Karen Donaldson   | Interim Chief Operating Officer | 27 November 2020 |

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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.

- 1.1 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 Interim 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.



## **6. APPENDICES**

- Appendix 1 - Perth Common Good Fund Financial Statement for the period to 13 November 2020 for Financial Year 2020/21.



**PERTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 13 NOVEMBER 2020 FOR FINANCIAL YEAR 2020/21**

|                                                               | <u>Approved<br/>2020/21 Budget</u> | <u>Actual<br/>to date</u> | <u>Committed</u> | <u>Uncommitted</u> | <u>Projected<br/>Outturn</u> | <u>Projected<br/>Variance</u> |
|---------------------------------------------------------------|------------------------------------|---------------------------|------------------|--------------------|------------------------------|-------------------------------|
|                                                               | £                                  | £                         | £                | £                  | £                            | £                             |
| <b><u>Expenditure</u></b>                                     |                                    |                           |                  |                    |                              |                               |
| Property Costs                                                |                                    |                           |                  |                    |                              |                               |
| Rent, Rates & Feu Duties                                      | 1,300                              | 0                         | 1,300            | 0                  | 1,300                        | 0                             |
| Repairs and Maintenance - General                             | 15,000                             | (1,545)                   | 0                | 0                  | 15,000                       | 0                             |
| Depreciation & Impairment                                     | 3,400                              | 0                         | 3,400            | 0                  | 3,400                        | 0                             |
|                                                               | 19,700                             | (1,545)                   | 4,700            | 0                  | 19,700                       | 0                             |
| Supplies and Services                                         |                                    |                           |                  |                    |                              |                               |
| Financial Assistance - Fireworks                              | 16,500                             | 0                         | 0                | 0                  | 0                            | (16,500)                      |
| Financial Assistance - Small Grants                           | 60,000                             | 150                       | 8,382            | 51,468             | 60,000                       | 0                             |
| Financial Assistance - Capital Grants                         | 40,000                             | 0                         | 21,761           | 18,239             | 40,000                       | 0                             |
| Administration Charges                                        | 15,000                             | 15,000                    | 0                | 0                  | 15,000                       | 0                             |
| Legal Fees                                                    | 0                                  | 0                         | 3,000            | 0                  | 3,000                        | 3,000                         |
| Printing, Stationery, Advertising and Postages                | 500                                | 0                         | 0                | 0                  | 500                          | 0                             |
|                                                               | 132,000                            | 15,150                    | 33,143           | 69,707             | 118,500                      | (13,500)                      |
| Christmas Events                                              |                                    |                           |                  |                    |                              |                               |
| Rent, Rates & Feu Duties (storage for Christmas lights)       | 12,000                             | 7,321                     | 0                | 0                  | 12,000                       | 0                             |
| Erect, Dismantle and Maintain Christmas Lights                | 23,000                             | 2,980                     | 0                | 0                  | 23,000                       | 0                             |
| Switch on Ceremony                                            | 40,000                             | 0                         | 0                | 0                  | 0                            | (40,000)                      |
|                                                               | 75,000                             | 10,301                    | 0                | 0                  | 35,000                       | (40,000)                      |
|                                                               |                                    |                           |                  |                    |                              |                               |
| <b>Total Expenditure</b>                                      | <b>226,700</b>                     | <b>23,906</b>             | <b>37,843</b>    | <b>69,707</b>      | <b>173,200</b>               | <b>(53,500)</b>               |
| <b><u>Income</u></b>                                          |                                    |                           |                  |                    |                              |                               |
| Rents, Fees & Charges                                         | 237,000                            | 151,120                   | 0                | 0                  | 226,590                      | (10,410)                      |
| Interest on Investments                                       | 14,000                             | 5,840                     | 0                | 0                  | 7,000                        | (7,000)                       |
| Fishing Permits                                               | 1,300                              | 235                       | 0                | 0                  | 500                          | (800)                         |
| <b>Total Income</b>                                           | <b>252,300</b>                     | <b>157,195</b>            | <b>0</b>         | <b>0</b>           | <b>234,090</b>               | <b>(18,210)</b>               |
|                                                               |                                    |                           |                  |                    |                              |                               |
| <b>Surplus/(Deficit)</b>                                      | <b>25,600</b>                      | <b>133,289</b>            | <b>(37,843)</b>  | <b>(69,707)</b>    | <b>60,890</b>                | <b>35,290</b>                 |
| Opening Balance at 1 April 2020                               | 1,537,076                          |                           |                  |                    | 1,537,076                    |                               |
| Surplus / (Deficit)                                           | 25,600                             |                           |                  |                    | 60,890                       |                               |
| <b>Projected Common Good Fund Balance at 31 March 2021</b>    | <b>1,562,676</b>                   |                           |                  |                    | <b>1,597,966</b>             |                               |
| Earmarked in Reserves:-                                       |                                    |                           |                  |                    |                              |                               |
| Minimum Revenue Account Balance                               | (1,000,000)                        |                           |                  |                    | (1,000,000)                  |                               |
| Repair and Renewal Reserve                                    | (120,000)                          |                           |                  |                    | (120,000)                    |                               |
| <b>Projected Uncommitted Closing Balance at 31 March 2021</b> | <b>442,676</b>                     |                           |                  |                    | <b>477,966</b>               |                               |

|                                                                              |                     |                       |                |  |
|------------------------------------------------------------------------------|---------------------|-----------------------|----------------|--|
| <b><u>Financial Assistance</u></b>                                           |                     |                       |                |  |
| <u>Actual</u>                                                                | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |  |
| Ballet Dancing Training                                                      | £ 150               |                       | Email          |  |
|                                                                              | £ 150               | £ -                   |                |  |
| <u>Committed</u>                                                             | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |  |
| Letham Primary School                                                        | £ 468               |                       | Email          |  |
| St John's RC Academy                                                         | £ 520               |                       | Email          |  |
| PKAVS Walled Gardens                                                         |                     | £ 18,786              | Email          |  |
| Kinnoull Bowling Club                                                        |                     | £ 975                 | Email          |  |
| Perth & District Badminton Association - Scottish National Championship 2021 | £ 3,000             |                       | 20/10/2020     |  |
| Tulloch Primary School Parent Council - Pantomime on Campus                  | £ 440               |                       | 20/10/2020     |  |
| Tulloch Primary School - 2021 P7 Residential Trip to Dalguise                | £ 2,154             |                       | 20/10/2020     |  |
| Friends of William Soutar Society - Publishing of Complete Works Book        | £ 1,800             |                       | 20/10/2020     |  |
| Riverside Church North Muirton - Creation of Community Kitchen               |                     | £ 2,000               | 20/10/2020     |  |
|                                                                              | £ 8,382             | £ 21,761              |                |  |
| <u>Under Consideration</u>                                                   | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |  |
| Perthshire Musical (Competition) Festival Assoc. - Perform in Perth 2021     |                     |                       | 17/12/2020     |  |
| Gender Equality Perth - Equal Parenting Discussion Group 2021                |                     |                       | 17/12/2020     |  |
| PWAMM - Christmas Gift Bags for Senior Citizens 2020                         |                     |                       | 17/12/2020     |  |
| 20th Perth Rainbow Guides - Restart of Indoor Meetings                       |                     |                       | 17/12/2020     |  |
| Anchor House - Peer Support Programme                                        |                     |                       | 17/12/2020     |  |
| Hospital Radio in Perth - 2021 Programming                                   |                     |                       | 17/12/2020     |  |
| Perth Resident - Renovation of Provost's Lamp Post                           |                     |                       | 17/12/2020     |  |
|                                                                              | £ -                 | £ -                   |                |  |
| <b>Total</b>                                                                 | <b>£ 8,532</b>      | <b>£ 21,761</b>       |                |  |

