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

Council Building  
2 High Street  
Perth  
PH1 5PH

Tuesday, 26 September 2017

A Meeting of the **Perth Common Good Fund Committee** will be held in **The Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross, KY13 8FQ** on **Wednesday, 04 October 2017 at 11:00.**

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

**BERNADETTE MALONE**  
Chief Executive

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

**Members:**

Councillor Chris Ahern  
Councillor Bob Band  
Councillor Peter Barrett  
Councillor Ian Campbell  
Councillor Harry Coates  
Councillor Dave Doogan  
Councillor Eric Drysdale  
Councillor Sheila McCole  
Councillor Andrew Parrott  
Councillor John Rebbeck  
Councillor Caroline Shiers  
Councillor Willie Wilson



**Perth Common Good Fund Committee**

**Wednesday, 04 October 2017**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF PERTH COMMON GOOD FUND COMMITTEE OF 28 JUNE 2017 5 - 8**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 9 - 24**  
Report by Director (Environment) (copy herewith 17/324)
- 6 BONFIRE AND FIREWORKS DISPLAY EVENING 5 NOVEMBER 2017 25 - 30**  
Report by Director (Environment) (copy herewith 17/325)
- 7 PERTH CHRISTMAS LIGHTS FESTIVAL 31 - 38**  
Report by Director (Environment) (copy herewith 17/326)
- 8 2017/18 FINANCIAL STATEMENT 39 - 46**  
Joint Report by Head of Finance & Director (Environment) (copy herewith 17/327)

***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 (0.63HA) SHORE ROAD, PERTH - LEASE VARIATION TO APPROVE ALTERATION WORK AND CHANGE OF USE OF UNUSED BUILDING ON SITE**
- P2 KING JAMES VI GOLF CLUB, MONCREIFFE ISLAND, PERTH - RENT REDUCTION**

### **P3 TAY RAILWAY VIADUCT STEPS: REPLACEMENT - CONTRACTOR AWARD**

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PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
28 JUNE 2017

**PERTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 28 June 2017 at 11.00am.

Present: Councillors C Ahern, B Band, P Barrett, I Campbell, H Coates, D Doogan, E Drysdale, M Jamieson, S McCole, A Parrott, J Rebbeck and C Shiers.

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

Apologies: Councillor W Wilson.

**380. APPOINTMENT OF CONVENER**

The Committee agreed to appoint Councillor B Band as Convener of the Perth Common Good Fund Committee.

Councillor B Band, Convener, took the Chair.

**381. WELCOME AND APOLOGIES**

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

**382. DECLARATIONS OF INTEREST**

Councillor B Band declared a non-financial interest in Art. 384(7).

**383. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth Common Good Fund Committee of 26 April 2016 (Arts. 251-257) was submitted, approved as a correct record and authorised for signature.

**384. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Director (Environment) (17/226), asking the Committee to consider ten applications for financial assistance.

**Resolved:**

**(1) Young Person**

A young person be awarded a grant of £150 towards the costs of attending the Scottish Ballet in Glasgow between 31 August 2017 and 31 July 2018 and a local dance school in Perth.

PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
28 JUNE 2017

- (2) **Young Person**  
A young person be awarded a grant of £150 towards the costs of attending the Scottish Ballet in Glasgow between 31 August 2017 and 31 July 2018 and a local dance school in Perth.
- (3) **Young Person**  
A young person be awarded a grant of £250 towards the cost of three months volunteering in Zambia with Restless Development as part of International Citizen Service.
- (4) **Breathe Easy Perthshire**  
Breathe Easy Perthshire be awarded a grant of £168 towards the costs of their summer outing to Loch Katrine on 18-20 May 2017.
- (5) **Perth Academy**  
Perth Academy be awarded a grant of £300 each for 4 pupils (£1,200 in total) facing financial hardship towards the costs of a trip to France on 29 May – 3 June 2017.
- (6) **Perth Academy School Hockey Team**  
Perth Academy School Hockey Team be awarded a grant of £150 towards the costs of a hockey tour to Peebles between 31 May and 2 June 2017.
- (7) **Vision PK (formerly known as Perth & Kinross Society for the Blind)**  
Vision PK be awarded a grant of £343 towards the costs of their summer outing in August 2017.
- (8) **Perthshire Chamber of Commerce**  
Perthshire Chamber of Commerce be awarded a grant of £3,000 towards the costs of 'Perthshire on a Plate' event which will take place at the Perth Show on 4 and 5 August 2017.
- (9) **Black Watch Castle and Museum**  
Black Watch Castle and Museum be awarded a grant of £1,164 towards the costs of 'Art, Poetry and Sculpture at the Castle' programme between 1 June and 31 December 2017.
- (10) **Perth Highland Games (1997) Ltd**  
Perth Highland Games be awarded a grant of £2,966 towards the cost of Perth Highland Games on 13 August 2017.
- (11) **Perth Grammar School**  
Perth Grammar School be awarded a grant of £1,216 towards the costs of the school award ceremony on 26 June 2017.
- (12) **St John's Academy**  
St John's Academy be awarded a grant of £600 towards the cost of a visit to the Romania Mercy Project between 5 and 12 October 2017.

PERTH AND KINROSS COUNCIL  
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**(13) Perth and District Childminding Association**

Perth and District Childminding Association be awarded grants of £137.50 towards the costs of an autumn 2017 and a spring 2018 outing and £31 towards the cost of toy replacement.

**(14) Perth and Kinross District Scout Council**

Perth and Kinross District Scout Council be awarded a grant of £150 each towards the cost of the Explorer Belt Poland 2017 Expedition for 6 people (£900 in total) in summer 2017.

**(15) St Ninian's Cathedral (Scottish Episcopal Church)**

St Ninian's Cathedral (Scottish Episcopal Church) be awarded £30,000 towards the costs of the Perth Cathedral major restoration project.

**(16) St John's Kirk of Perth Trust**

St John's Kirk of Perth Trust be awarded a grant of £10,000 towards the cost of emergency stonework repairs.

**385. 2017/18 FINANCIAL STATEMENT**

There was submitted a Joint Report by Head of Finance and Director (Environment) (17/227) providing an update on 2016/17 Income and Expenditure and detailing the Income and Expenditure to 23 May 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18.

**Resolved:**

- (i) The unaudited Perth Common Good Fund Income and Expenditure outturn for the year ended 31 March 2017, be noted.
- (ii) The Perth Common Good Income and Expenditure to 23 May 2017 and the projected outturn to 31 March 2018, be noted.

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## Perth Common Good Fund Committee

4 October 2017

## Applications for Financial Assistance

## Report by Director (Environment)

**PURPOSE OF REPORT**

The report asks Perth Common Good Fund Committee to consider 12 applications for financial assistance.

**1. BACKGROUND**

- 1.1 Perth and Kinross Council owns land and property which forms part of the common good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grant. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is listed, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3 The 2017/18 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 22 February 2017 (Report 17/78 refers). The approved budget, the value of funding approved to date, together with the remaining budget is summarised below:-

|                                              |                  |
|----------------------------------------------|------------------|
| Approved 2017/18 Financial Assistance Budget |                  |
| Small Grants                                 | £60,000          |
| Capital Grants                               | £40,000          |
| <b>Value of grants committed</b>             |                  |
| Small Grants                                 | <b>(£18,436)</b> |
| Capital Grants                               | <b>(£39,244)</b> |

|                                                                                                                                                                         |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Value of applications to be considered at Committee meeting on 4 October 2017</b><br>Small Grants<br>Capital Grants                                                  | <b>(£31,099)</b><br><b>(£756)</b> |
| <b>Remaining Financial Assistance Budget</b> (assuming approval of all applications to be considered on 4 October 2017)<br><b>Small Grants</b><br><b>Capital Grants</b> | <b>£8,891</b><br><b>£2,099</b>    |

## 2. PROPOSALS

### Perth YMCA

- 2.1 An application has been received from Perth YMCA seeking a grant towards the costs of the Perth Alive 2017 on 25 and 26 August 2017. Perth YMCA is applying on behalf of the Perth Alice Group. The event aims to bring churches and community groups together to showcase the resources available and demonstrate the good work that goes on in individual communities. The event took place on the North Inch and include music, sport and family activities. It aimed to attract around 500 people building on the successful events of 2014, 2015 and 2016. The total costs are £6,250 including £2,500 for stage / sound engineer, £1,600 for marquees, £800 for BBQ, £750 for marketing and promotion and £600 for bungee trampoline. The applicant has secured £1,500 from Soutar Foundation, has applied for £1,000 from various churches and £500 from Gloag Foundation. In addition, and not included in the costs, the applicant will contribute £5,000 in kind through volunteers' time. The applicant is applying for £2,000. The applicant will fund the shortfall from fundraising. The applicant has previously benefited from the Fund £2,000 in 2016/17 and £2,500 in 2015/16. The application was received before the event took place and if the request is not successful, the applicant will have to fund the event from its own funds. It is recommended that Perth Common Good Fund Committee award a grant of £2,000 in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion and lifelong learning.

### Recommendation

- 2.2 Perth YMCA be awarded a grant of £2,000 towards the costs of the Perth Alive 2017 event.

### South Perth Community Partnership

- 2.3 Two applications have been received from the South Perth Community Partnership. The first one is seeking a grant towards the costs of the fun day on 16 September 2017 and the second one is seeking a grant towards the costs of Christmas lights for an event on 7 December 2017.

The fun day offered activities for children and families such as face painting, circus skills or bouncy castle for around 400 people. The total costs for the Fun Day are £1,000 including £500 for children's activities and £500 for

publicity. The applicant will contribute £200 and is applying for £800. The application was received before the first event took place and if the request is not successful, the applicant will have to fund the first event from its own funds.

The Christmas event will celebrate the start of the festive period by having a Christmas light switch on at Craigie Cross with around 450 people. The total costs for Christmas event are £3,600 including £3,100 for Christmas lights and £500 for new frames and bulbs. The applicant will contribute £200 and a further £1,200 through fundraising. The applicant is applying for £2,500. The applicant will fund the shortfall from further fundraising.

The applicant has previously benefited from the Fund £998 in 2016/17 towards the Christmas lights and £700 in 2015/16.

It is recommended that Perth Common Good Fund Committee award a grant of up to £400 towards the costs of the Fun Day in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion and lifelong learning.

It is recommended that Perth Common Good Fund Committee award a grant of up to £1,440 towards the costs of the Christmas Event in line with the guidance see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion and lifelong learning.

### **Recommendation**

- 2.4 South Perth Community Partnership be awarded a grant of £400 towards the costs of the fun day event and £1,440 towards the costs of the Christmas event.

### **Moncreiffe Tea Dancers**

- 2.5 An application has been received from Moncreiffe Tea Dancers seeking a grant towards the costs of their annual programme of events at Moncreiffe Church Hall. The total costs are £1,200 for 12 sessions including hall hire and music. The applicant has previously benefited from the Fund £840 in 2015/16 and £704 in 2014/15. The application was received before the activities took place. It is recommended that Perth Common Good Fund Committee award a grant of £480 towards their annual programme of events in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion.

### **Recommendation**

- 2.6 Moncreiffe Tea Dancers be awarded a grant of £480 towards the costs of their annual programme of events.

## **Tulloch Primary School Parent Council**

- 2.7 An application has been received from Tulloch Primary School Parent Council seeking a grant towards the costs of the school pantomime event on 29 November 2017. The whole school will have the opportunity to attend the pantomime 'Cinderella' performance by M&M productions benefiting around 400 people. The costs are £950 for performance fees. The applicant has applied for £475. The applicant has previously benefited from the Fund £700 in 2017/18 and £1,150 in 2016/17. It is recommended that a grant of £475 is awarded in line with the guidance (see Appendix 1 – Criteria 7.6). The grant will contribute to social inclusion and lifelong learning.

### **Recommendation**

- 2.8 Tulloch Primary School Parent Council be awarded a grant of £475 towards the costs of the school pantomime.

## **Music in Hospitals**

- 2.9 An application has been received from Music in Hospitals seeking a grant towards the costs of high quality live music in care units. The total costs for 10 sessions are £2,790. Skilled professional musicians perform in hospitals, hospices, care homes, day centres and special needs schools. Last year, 19 sessions were organised in different healthcare settings such as Craigieknowes Care Home, New Rannoch Day Centre and Murray Royal Hospital. The applicant is meeting the shortfall through fundraising and donations. The applicant is applying for £1,060. The applicant has previously benefited from the Fund £700 in 2015/16. It is recommended that Perth Common Good Fund Committee award a grant of £1,060 in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion.

### **Recommendation**

- 2.10 Music in Hospitals be awarded a grant of £1,060 towards the costs of 10 sessions in healthcare settings in Perth.

## **Scottish Orchestras**

- 2.11 An application has been received from Scottish Chamber Orchestra (SCO) on behalf of BBC Scottish Symphony Orchestra, Royal Scottish National Orchestra (RSNO) and Horsecross Arts seeking a grant towards the costs of the Scottish Orchestras' Perth Concert series: 22 September 2017, 12 October 2017, 26 October 2017, 9 November 2017, 20 December 2017, 5 January 2018, 4 February 2018, 22 February 2018, 11 April 2018 and 27 April 2018. In addition as part of creative learning, SCO Masterworks sessions took place in September to encourage upper secondary school music students including Perth Academy to enhance their skills. There will also be a BBC Ten Pieces interactive concert with hundreds of school children in February 2018, a Royal Conservatoire of Scotland Concerto Concert on

24 June 2018 and a RSNO Community Orchestra with monthly rehearsals between September 2017 and June 2018. The total costs are £283,050 including orchestras/soloists/conductors costs (£128,000), venue hires (£22,250) and creative learning sessions (£40,000). The concerts and associated activities should benefit 9,500 people. The applicant will contribute £213,550 through tickets and programmes, fundraising and in kind support. The applicant has secured £57,500 from the Gannochy Trust. The applicant has asked for £12,000. The applicant has benefited from the fund £3,150 in 2016/17, £9,500 in 2015/16 and £9,500 in 2014/15. It is recommended that a grant of up to £12,000 is awarded in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to promote event tourism and lifelong learning.

### **Recommendation**

- 2.12 Scottish Chamber Orchestra be awarded a grant of up to £12,000 towards the costs of Scottish Orchestra's Perth Concert series and creative learning sessions.

### **Southbank Centre**

- 2.13 An application has been received from the Southbank Centre seeking a grant towards the costs of the WOW (Women of the World) Festival Perth taken place between 27 and 29 October 2017 at Perth Concert Hall. Launched in Southbank Centre in 2010 in London, WOW is designed to celebrate women and girls challenging barriers that prevent them from realising their full potential through a broad spectrum of talks, debates, workshops, performances and discussions. The Festival would benefit around 1,300 people with a third coming from outwith the area. The Festival will include a WOW Education Day on 27 October 2017 to be attended by 150 school girls from secondary schools across Perth and Kinross including Perth High School, Perth Grammar, Perth Academy and St John's Academy. The total costs are £62,480 including staff costs, programming, marketing, artist fees, volunteers costs and venue hire. The applicant will contribute £8,700 in ticket sales, has secured £33,780 from the Spirit of 2012 and has applied to the Gannochy Trust for £10,000. The applicant is applying for £10,000. The applicant has never benefited from the fund. It is recommended that a grant of up to £10,000 is awarded in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to promote event tourism and lifelong learning.

### **Recommendation**

- 2.14 Southbank Centre be awarded a grant of up to £10,000 towards the costs of the WOW (Women of the World) Festival Perth taken place between 27 and 29 October 2017.

### **Jar of Jewels**

- 2.15 An application has been received from Jar of Jewels seeking a grant towards the cost of 2 multicultural events between September 2017 and April 2018.

Jar of Jewels is a group of women from different countries, cultures, religions and backgrounds residing in Perth. The group meets monthly at PKAVS (North Methven Street). The events will provide opportunities for women from ethnic minorities to meet other people and experience other cultures. The total costs are £3,000 for both events including venues, food, activities (face painting) and music/entertainment. The applicant has asked for £1,200. The applicant will contribute towards the shortfall. The applicant has benefited from the fund £1,000 in 2015/16. The application was received before the first event took place and The application was received before the first event took place and if the request is not successful, the applicant will have to fund the first event from its own funds. It is recommended that a grant of £1,200 is awarded in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to social inclusion and promote cultural activities.

### **Recommendation**

- 2.16 Jar of Jewels be awarded a grant of £1,200 towards the cost of the 2 multicultural events between September 2017 and April 2018.

### **Wednesday Tea Dance Group**

- 2.17 An application has been received from Wednesday Tea Dance Group (meeting at the Civil Service Club) seeking a grant towards the cost of their New Year party on 17 January 2018. The total costs for the 45 members amount to £630. The applicant is applying for £315. The applicant has previously benefited from the Fund £280 in 2016/17, £548 in 2015/16 and £861 in 2014/15. It is recommended that Perth Common Good Fund Committee award a grant of £315 in line with the guidance (see Appendix 1 – Criteria 7.6). The grant will contribute to social inclusion.

### **Recommendation**

- 2.18 Wednesday Tea Dance Group be awarded a grant of £315 towards the costs of the New Year Party.

### **Headway Perth and Kinross**

- 2.19 An application has been received from Headway Perth and Kinross seeking a grant towards the cost of their summer outing to the Blair Drummond Safari Park on 19 August 2017. The total costs for the 47 members amounts to £1,295.50. The applicant is applying for £340.50. The applicant has previously benefited from the Fund in 2016/17 (£343), in 2015/16 (£691 – 2 outings) and 2014/15 (£586 – 2 outings). It is recommended that Perth Common Good Fund Committee award a grant of £329 in line with the guidance (see Appendix 1 – Criteria 7.6). The application was received before the date of the event. If the grant is not awarded or not in full, the applicant will have to fund the activities from its own funds. The grant will contribute to social inclusion.

### **Recommendation**

- 2.20 Headway Perth and Kinross be awarded a grant of £329.

### **Phoenix Allstars Cheerleading**

- 2.21 An application has been received from Phoenix Allstars Cheerleading seeking a grant towards the costs of new equipment, unit improvement and coaching qualifications. The total costs are £4,700 (£2,000 for new equipment, £1,500 for unit improvement including changing rooms and £1,200 for coaching qualifications). The applicant is applying for £1,500. The application has approached Perth and Kinross Sports Council and have received funding from the Sports Council which went towards safety equipment. The applicant is applying for more funding towards a tumble track and other equipment to help younger ones with skills (£500). The applicant has not previously benefited from the Fund. It is recommended that Perth Common Good Fund Committee award a grant of £1,400 towards new equipment and unit improvement in line with the guidance (see Appendix 1 – Criteria 7.2). The grant will contribute to promote physical activities and social inclusion.

### **Recommendation**

- 2.22 Phoenix Allstars Cheerleading be awarded a grant of £1,400 towards new equipment and unit improvement.

### **Perth and Kinross Credit Union**

- 2.23 The Committee approved a grant of £3,730 on 18 May 2016 towards the cost of upgrading Perth and Kinross Credit Union IT facilities to provide new ways of accessing services through mobile/tablet applications and on-line loan application services. The applicant promotes savings in the community and provides low cost loans to its members when needed including those who maybe financially excluded. The costs were £7,460 (mobile/tablet modules, on-line application module, on-line newsletter, SMS module). Unfortunately, the applicant was not able to progress the project and has asked if the grant purpose could be changed. Credit Union's Membership has grown faster than anticipated and the applicant requires more computer hardware including printers and licences. The total costs are £3,024. The applicant has asked for the full amount. The applicant has not benefited from the fund over the past 3 years. It is recommended that a grant of £756 is awarded in line with the guidance (see Appendix 1 – Criteria 8.3). The applicant will have to fund the difference from its own funds or other funding sources. The grant will contribute to social inclusion.

### **Recommendation**

- 2.24 Perth and Kinross Credit Union be awarded a grant of £756 towards the cost of computer hardware.

### 3. RECOMMENDATION

- 3.1 The Committee is requested to consider and approve the recommendations in the report.

#### Author

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

#### Approved

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

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of 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 2017/18 Financial Assistance budget.

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

- 2.1 12 applications for financial assistance.

### **3. APPENDICES**

#### **3.1 Appendix 1 – Perth Common Good Fund Criteria.**



**PERTH COMMON GOOD FUND  
FINANCIAL ASSISTANCE CRITERIA  
WITH EFFECT FROM 1 APRIL 2017**

1. Within the boundary of the Perth common good area and if funding is available, applications will be considered from individuals either in full time education or of senior citizen status and from groups whose members qualify on the same basis or which are operating within the same boundary.
2. The Perth common good area is restricted to Elected Member Ward 10 Perth City South, Ward 11 Perth City North, and Ward 12 Perth City Centre. Applications for Financial Assistance from individuals residing or groups operating outwith the boundary of the Perth common good area must clearly demonstrate that the project or activity to be undertaken will provide benefit to the inhabitants of the City of Perth.
3. The Financial Year for the Perth Common Good Fund covers the period 1 April to 31 March. The Perth Common Good Fund Committee meets five times per year to consider applications for Financial Assistance and other business matters; Committee meeting and application deadline dates are available at Perth & Kinross Council Grants Direct [Community advice - grants - Perth & Kinross Council](#)
4. Applications for Financial Assistance must be submitted to Perth Common Good Fund Committee in advance of the project or activity taking place. Retrospective applications where expenditure is incurred during the time between the application submission deadline date and the date of the Committee meeting will be considered however the applicant must be aware that funding may not be approved by Committee.
5. A separate Capital Grants fund will be maintained to support applications for Financial Assistance towards the funding of building improvement works, and the acquisition of equipment. Applications for funding assistance must be submitted to the first Perth Common Good Fund Committee meeting of the new Financial Year, which normally takes place during April or May. The Capital Grants fund will normally close until commencement of the next Financial Year, however Committee may consider late applications if Capital Grant funding remains available.
6. The following conditions shall apply to all applications for Financial Assistance:-
  - 6.1 The application for Financial Assistance must demonstrate that the funding will provide benefit to the inhabitants of the City of Perth. The Perth Common Good Fund Committee must be satisfied that all disbursements from the fund meet this requirement and the Committee decision in this regard is full and final.

- 6.2 The Perth Common Good Fund should not be viewed as a resource to supplement the funding of Council services; applications for Financial Assistance from Council services are therefore not encouraged. Any application submitted by a Council service will be considered by the Perth Common Good Fund Committee on its own merits.
- 6.3 All awards must be claimed on completion of the project or within 3 months of the activity taking place. Funding for awards not claimed will be returned to the Fund.
7. Small Grants:-
- 7.1 Applications for Financial Assistance will be considered by the Perth Common Good Fund Committee in line with the criteria below:-
- 7.2 Organisation of events/games/festivals including prize awards up to a maximum of 40% of the total costs
- 7.3 Hire of hall and provision of prizes for school prizegiving ceremonies – up to a maximum of 40% of total costs
- 7.4 Voluntary work overseas:-
- 6 months or more: up to £400 per individual
  - 1 – 5 months: up to £250 per individual
- 7.5 Attendance at summer schools/events:-
- Less than 1 month but more than 2 weeks: up to £150 per individual
  - One to two weeks: up to £100 per individual
- 7.6 Excursions/Parties (up to 2 applications per year per group):-
- Contribution of up to 50% towards the actual costs. Each organisation is permitted a maximum of 2 applications during the course of a financial year. Overall grant to be capped at £7 per individual with an overall maximum grant of up to £700.
- 7.7 Visits by and from School/Youth/Sport/Music groups:-
- Contributions of up to £600 for groups less than 20 individuals and up to £1,000 for groups over 20 individuals for youth groups, senior citizen or vulnerable groups for activities exceeding 1 day.
- 7.8 Any other purpose where it can be demonstrated that there is a benefit to the inhabitants of the Perth common good area.

8. Capital Grants:-

- 8.1 The funding of applications for Capital Grant funding will be restricted to the available annual budget.
- 8.2 It is expected that the total funding available will be fully committed at the first meeting of the Perth Common Good Fund Committee at the start of the new financial year. In the event that funding is not fully committed, the Common Good Fund Committee may choose to either roll forward the unallocated funding to the next financial year, or consider further applications during the year.
- 8.3 Acquisition of equipment - consideration on merits up to a maximum of 25% of total cost and up to £2,500, subject to the budget available.
- 8.4 Provision and improvement of buildings - consideration on merits up to a maximum of 25% of total cost and up to £50,000, subject to the budget available. Note that the facilities must be available to the general public.

9. Expenditure which is not eligible for funding awards:-

- 9.1 Assistance with further or higher education fees
- 9.2 Charity fundraising, e.g. sponsored walk/cycle/bungee etc
- 9.3 Town twinning activities other than those qualifying through the age/occupation criteria
- 9.4 Organisations with religious or political associations where there are restrictions on usage or availability
- 9.5 Core funding of the voluntary sector
- 9.6 Assistance with day to day running costs, e.g. the rental of premises, employee costs, etc





**Perth Common Good Fund Committee****4 October 2017****Bonfire and Fireworks Display Event 5 November 2017****Report by Director (Environment)****PURPOSE OF REPORT**

The report provides details of the Bonfire and Fireworks event on 5 November 2017 to be organised by the Perth & Strathearn 200 Roundtable and the request to Perth Common Fund.

**1. BACKGROUND**

- 1.1 Perth and Kinross Council owns land and property which forms part of the common good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated common good funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grant. These grant awards allow individuals and local organisations to carry out a wide range of community based activities.
- 1.3 The 2017/18 budget for Perth Common Good Fund was approved by this Committee at the meeting on 22 February 2017 (Report 17/78 refers). The approved budget includes an allocation of £15,000 to support the Perth Fireworks and Bonfire Display on 5 November 2017. This report outlines how this funding will be used.

**2. PROPOSALS**

- 2.1 Perth and Strathearn 200 Round Table has organised this annual event for a number of years in collaboration with the Council, the local community and businesses. This is considered locally as a major event where the community can gather in large numbers on the Lesser South Inch in Perth and safely enjoy the sights and sounds. Although the event is free of charge, the public can leave a donation. The Round Table uses the donations to support local causes (e.g Churches Action for the Homeless, Fairview, Cornerstone). Tens of thousands of pounds have been raised and distributed over the years.

- 2.2 The Round Table is working with the Scottish Fire and Rescue Service. The event has received significant recognition in the local press, within the community and from officers at Perth Fire Station for providing a safe, centralised and accessible display for the people of Perth. It also limits the number of smaller uncontrolled events where the risk of incidents is significantly increased. The Round Table proposes to promote a Bonfire/Fireworks safety campaign in local primary schools which will be run by volunteers.
- 2.3 In addition to the Bonfire and Fireworks Display, the event provides entertainment, music including opportunities for local young talents, a funfair and food vendors.
- 2.4 It is estimated that the event will attract 8,000 people supporting the local cafes and restaurants.
- 2.5 Perth and Strathearn 200 Round Table is a voluntary organisation and volunteers help to build the bonfire, erect safety barriers, patrol/manage the area, and clean and reinstate the site after the event. Many volunteers have been provided by local companies at no cost. Last year, it is estimated that 600 manhours of labour were donated. Suppliers also offer reductions to support the event.
- 2.6 Although still to be finalised, the programme on 5 November 2017 is expected to be as follows:
- Set-up during the day
  - Fun fair to open at 6.00pm until 10.00pm
  - Music and entertainment on Stage between 6.00pm and 7.30pm, and after the fireworks
  - Bonfire to be lit at 7pm
  - Fireworks display at 7.30pm (18-20 minutes long)
  - Reinstatement on 6 November 2017
- 2.7 The total cost of the event is estimated at £27,660 including in kind donations. The costs for the Pyrotechnic fireworks display are £15,000 (VAT inclusive). This is the amount that the Perth Common Good Fund has been asked to provide.

### **3. RECOMMENDATION**

- 3.1 The Committee is requested to approve the outline programme, funded by a previous Committee of £15,000 to Perth and Strathearn Round Table to pay for the Pyrotechnic fireworks display.

**Author**

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

**Approved**

| <b>Name</b>    | <b>Designation</b>     | <b>Date</b>      |
|----------------|------------------------|------------------|
| Barbara Renton | Director (Environment) | 8 September 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

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

#### Corporate Plan

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

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. The recommendation contained within this report will be contained within the 2017/18 budget for Financial Assistance – Fireworks.

### **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 One application.

### **3. APPENDICES**

3.1 None.

## Perth Common Good Fund Committee

4 October 2017

### Perth Christmas Lights Festival

#### Report by Director (Environment)

#### PURPOSE OF REPORT

The report notes the activities for the Christmas Lights event on Saturday, 18 November 2017, which is part of the overall Perth Winter Festival programme and provides a breakdown of costs which will be funded from the approved Christmas Events budget.

#### 1. BACKGROUND

- 1.1 The Perth Common Good Fund has traditionally supported the costs associated with the Perth Christmas Lights including erection, maintenance, storage, rent, feu duties and electricity charges. In addition, the Common Good Fund has supported the Christmas Lights switch on event which has grown significantly since 2012 in terms of scale, scope and attendance. In 2016, it was estimated that attendance peaked at approximately 40,000 members of the public in Perth City Centre for the Christmas Lights event with an estimated £1.6 million generated for the local economy.
- 1.2 At its meeting of 22 February 2017 (Report No. 17/78 refers), the Perth Common Good Fund Committee approved the budget for Financial Year 2017/18 which includes a provision of £40,000 allocated to the Christmas Lights event. This is scheduled for Saturday 18 November 2017 and the report outlines the proposed breakdown of expenditure associated with the event.
- 1.3 In line with the Council's Events and Festival's Strategy, the Perth Winter Festival was developed in 2013/14 as an overarching programme of events and celebrations lasting from Bonfire Night on 5 November until the Chinese New Year in February. The objective of the programme is to generate additional economic benefits for the city through increased visitation and expenditure by visitors and residents while also contributing to the vibrancy and cultural life of the city and raising the profile of Perth as a leading events destination. The winter programme includes the Christmas Lights event as a stand out feature which has established a reputation as a major event in the area's annual calendar, while reinforcing the message "Christmas starts in Perth".
- 1.4 The development of a strong year round events and festivals portfolio is an important feature of our efforts to reinforce the city's credentials as a cultural and events tourism destination. Accordingly, with continued investment, there

is scope to develop further the Winter Festival and specifically the Christmas Lights event as a weekend festival and to market it as such to as wide an audience as possible.

- 1.5 Events and marketing expenditure for the Winter Festival is met from the Environment Service's revenue budget with private sector sponsorship also forthcoming for specific elements. In 2016/17, overall expenditure for the Winter Festival, including marketing and events support, was £282k. The Winter Festival Events programme included Christmas Lights Switch On event, Christmas Fair Day, St Andrew's Day celebrations, Churches Lantern and Nativity Event, the Santa Run and the new addition to the Winter Festival, the Norie Miller Walk Light Nights.
- 1.6 A report on the development and performance of the Perth Winter Festival was approved by the Council's former Enterprise and Infrastructure Committee in March 2017 (Report No. 17/97 refers).
- 1.7 The former Enterprise and Infrastructure Committee was also informed of the results of an extensive evaluation study of the Winter Festival. This encompassed a series of visitor surveys which in turn provided the basis for impact assessments including estimates of the expenditure generated by the events – specifically the Christmas Lights event and St Andrew's Day celebrations. The total number of visitors to Perth on the day of the Christmas Lights event was estimated to be 75,000. This is derived from the estimated footfall count for the day of 112,000, and rounded down to 75,000 to take account of multiple counts and in recognition that not everyone in Perth that day would have been participating in the event or staying on to see the lights switched on. It is estimated that the attendance on Tay Street at the lights switch on was 40,000, up 10,000 from 2015.
- 1.8 In addition to the foregoing economic impact analysis, an assessment of the visitor experience, from a qualitative perspective, was derived from the visitor survey. Very high levels of satisfaction were recorded. For the Christmas Lights event:
  - 96% of visitors rated the city buzz/atmosphere as very good/good
  - 96% of visitors rated the main stage performers as very good/good
  - 94% of visitors rated the Christmas Lights event as very good/good
  - 98% of visitors stated that they would be very likely / likely to return
- 1.9 Businesses were also surveyed in a bid to establish whether the Christmas Lights event had any benefit to the business. Replies were received from 42 businesses. Of these responses:
  - 60% indicated that the event had had a positive benefit on the business
  - 17% suggested that the event had had no impact on their business
  - 23% felt that the event had had a negative impact on their business



## **2. PROPOSAL**

### **Christmas Lights Festival**

- 2.1 For 2017, a full programme of events and entertainments is being planned to create a festival weekend in the city which will appeal to a broad range of age groups. As with the past few years, it is intended that there will be opportunities for local community groups to participate in street and stage performances including a community stage in King Edward Street for choirs, dance and musical groups. An outline programme for Saturday, 18 November is as follows:-

- 1100 - 1800  
Funfair Pleasure Rides  
Street Food  
Ice Sculpting  
Street Art  
Themed Streets  
Street Entertainers  
Community Stage programme (from 1200) on King Edward Street  
Main Stage programme (from 1400) on Tay Street  
Children's Stage at Horsecross

- 2.2 Artists for the Main Stage and Community Stage programmes are being sought and the programme schedule is therefore still to be confirmed. The addition of the Community Stage and Children's Stage in recent years has provided a platform for local talent, in particular youth groups from across Perth and Kinross, to perform. It will be important to maintain support for this element of the weekend festival in order to encourage participation in cultural activities from across the community which is in line with the Council's wider cultural priorities.

- 1730  
Santa's Parade: from Thimble Row, High Street, Scott Street, South Street to Tay Street. This may be subject to change due to the ongoing works at St Paul's Church.
- 1815  
Christmas Lights Switch On, special effects lighting and pyrotechnics display on Tay Street
- 1830 onwards  
Funfair Pleasure Rides  
All stage entertainment continues until 2100

- 2.3 In line with last year, it is proposed that the Perth Common Good Fund contribution supports the following elements of the programme on Saturday, 18 November:

|                                                                                               |        |
|-----------------------------------------------------------------------------------------------|--------|
| Main stage (lighting, sound, pyrotechnic effects, and related infrastructure)                 | 20,000 |
| Community Stage at King Edward Street                                                         | 2,000  |
| Santa's Parade and street entertainments                                                      | 10,000 |
| Children's stage / family area at Horsecross Plaza                                            | 3,000  |
| Health, safety and welfare (medical cover, stewarding, toilets, waste services and cleansing) | 5,000  |

- 2.4 For 2017/18, the impact of the programme of events will be assessed by business surveys along with analysis of visits to the city.
- 2.5 The Committee is asked to note the current budget provision for 2017/18 in respect of the Christmas Lights Switch On programme for Saturday, 18 November and the expenditure outlined in the report.

#### Author

| Name        | Designation                      | Contact Details                                                                                      |
|-------------|----------------------------------|------------------------------------------------------------------------------------------------------|
| Alan Graham | Business Development Team Leader | (01738) 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

#### Approved

| Name           | Designation            | Date              |
|----------------|------------------------|-------------------|
| Barbara Renton | Director (Environment) | 15 September 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

|                                                     |             |
|-----------------------------------------------------|-------------|
| <b>Strategic Implications</b>                       |             |
| Community Plan / Single Outcome Agreement           | <b>Yes</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>None</b> |
| Sustainability (community, economic, environmental) | <b>None</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 Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.

- 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
- v) Creating a safe and sustainable place for future generations

- 1.2 It is considered that the strategy and related actions will contribute to the following objective: Promoting a prosperous, inclusive and sustainable economy.

#### Corporate Plan

- 1.3 The Council's Corporate Plan 2013-2018 outlines the same five Objectives as those detailed above in the Community Plan. These objectives provide a clear

strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to objective (iii) outlined in paragraph 1.1 above.

## **2. Resource Implications**

### Financial

- 2.1 As part of the 2017/18 budget process, the Committee approved a budget allocation of £40,000 towards the Christmas Lights Switch On event. A breakdown of anticipated expenditure is provided in the report.

### Workforce

- 2.2 There are no staff resource issues for Perth and Kinross Council.

### Asset Management (land, property, IT)

- 2.3 There are no asset management issues.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 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:
- Assessed as **relevant** and the following positive outcomes expected following implementation:
  - The needs of equality groups to be addressed in the operational delivery of events in the city centre such as the provision for viewing by disabled visitors, the provision of additional toilet facilities for disabled visitors etc.

### 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. However, no further action is required as the proposals do not qualify as a PPS as defined by the act and are 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.

### Legal and Governance

- 3.5 The consideration of the report is in line with the Council's Scheme of Administration.

### Risk

- 3.6 Risks and the controls required to mitigate any risks will be reported through the Council's risk management process where the Council is the lead on individual projects.

## **4. Consultation**

### Internal

- 4.1 The Head of Planning and Development and Head of Finance have been consulted in the development of the report.

## **2. BACKGROUND PAPERS**

- 2.1 N/A.

## **3. APPENDICES**

- 3.1 None.



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

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

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Committee approved the Perth Common Good Fund budget at the meeting of 22 February 2017 (Report 17/78 refers). This report provides an update on the monitoring position and the projected outturn for the Financial Year 2017/18.

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

On the basis of Appendix 1, it is anticipated that there will be a deficit of £7,240 in 2017/18 and a projected Common Good Fund balance of £1,663,486 at 31 March 2018. Of the total balance a minimum of £1,000,000 is set aside to ensure the long term sustainability of the Fund, and it is anticipated that £289,900 will remain earmarked in the Repair and Renewal Reserve for future year upgrade/repair works to Perth Common Good property. The projected uncommitted balance available for the funding of additional discretionary expenditure is therefore £373,586.

- 2.2 There are a number of additional reports to be considered by Committee at this meeting and the income and expenditure projections assume Committee approval of all recommendations contained within the reports. The year-end estimates will be further updated to reflect the Committee decisions and reported to the 20 December 2017 meeting of this Committee.
- 2.3 The Committee has approved Small Grant applications with a cumulative committed value of £21,410 at previous meetings. The total value of Small Grant applications to be considered at this meeting is £29,699. In addition £3,730 of funding approved in 2016/17 is no longer required (Section 2.23 of the Financial Assistance report refers) and is available for the funding of 2017/18 Capital Grant awards. Assuming the recommendations within the Financial Assistance report are approved, the uncommitted Small Grants budget for the remainder of the financial year is £8,891.

- 2.4 Included within the Financial Assistance report are two larger value funding requests with a total value of £22,000 (36.7% of the approved £60,000 budget). The total average value of recurring applications approved by Committee at the December and February meetings for the previous two financial years is approximately £8,000. Potentially there is therefore sufficient Financial Assistance budget available for the funding of requests for the remainder of the financial year, assuming no additional or higher value applications for financial assistance are received.
- 2.5 Following the successful open tendering exercise a preferred bidder has been chosen to progress the works to replace the Tay Railway Viaduct steps on Moncreiffe Island. The costs for work to be undertaken during 2017/18 have been reviewed and it is now anticipated that £30,100 of expenditure will be incurred during the current year. A £20,000 budget was allocated to Repairs & Maintenance - Specific Projects during the setting of the 2017/18 budget for the Fund. It is proposed that the remaining £10,100 of expenditure will be funded from the Repair and Renewal reserve which was established for the purpose of funding major infrastructure improvements. It is also proposed that the works to be undertaken in 2018/19 will be funded from the Repair and Renewal reserve and the required budget adjustments will be included in the 2018/19 budget setting process for the Fund.
- 2.6 The Bonfire and Fireworks Display and Winter Festival reports will also be considered by Committee at this meeting. The proposed expenditure noted in both reports will be contained within the approved budgets for the purchase of Fireworks (£15,000) and the Switch on Ceremony (£40,000).

### 3. CONCLUSION AND RECOMMENDATION

3.1 The Committee is requested to:-

- (i) Note the Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018
- (ii) Note the uncommitted Financial Assistance budget for the remainder of the Financial Year 2017/18
- (iii) Approve the proposals for the funding of the Tay Railway Viaduct project

#### Author(s)

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

#### Approved

| Name          | Designation                                        | Date              |
|---------------|----------------------------------------------------|-------------------|
| Jim Valentine | Depute Chief Executive and Chief Operating Officer | 13 September 2017 |



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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

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

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

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

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

#### **3.2 Strategic Environmental Assessment**

3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### **3.3 Sustainability**

3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### **4.1 Internal**

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

### **5. BACKGROUND PAPERS**

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

## **6. APPENDICES**

Appendix 1 – Perth Common Good Fund Financial Statement for period to 31 August 2017 for Financial Year 2017/18.

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

|                                                                   | <u>Approved<br/>2017/18 Budget</u> | <u>Actual<br/>to date</u> | <u>Expenditure<br/>Under<br/>Consideration<br/>and Committed</u> | <u>Total</u>   | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|-------------------------------------------------------------------|------------------------------------|---------------------------|------------------------------------------------------------------|----------------|------------------------------|----------------------------------------------|
| £                                                                 | £                                  | £                         | £                                                                | £              | £                            | £                                            |
| <b>Expenditure</b>                                                |                                    |                           |                                                                  |                |                              |                                              |
| <u>Property Costs</u>                                             |                                    |                           |                                                                  |                |                              |                                              |
| Rent, Rates & Feu Duties                                          | 1,000                              | 1,288                     | 0                                                                | 1,288          | 1,288                        | 288                                          |
| Repairs and Maintenance - General                                 | 15,000                             | 500                       | 9,000                                                            | 9,500          | 15,000                       | 0                                            |
| Repairs and Maintenance - Specific Projects                       | 20,000                             | 0                         | 0                                                                | 0              | 30,100                       | 10,100                                       |
| Depreciation & Impairment                                         | 7,240                              | 0                         | 0                                                                | 0              | 7,240                        | 0                                            |
|                                                                   | <b>43,240</b>                      | <b>1,788</b>              | <b>9,000</b>                                                     | <b>10,788</b>  | <b>53,628</b>                | <b>10,388</b>                                |
| <u>Supplies and Services</u>                                      |                                    |                           |                                                                  |                |                              |                                              |
| Financial Assistance - Fireworks                                  | 15,000                             | 0                         | 0                                                                | 0              | 15,000                       | 0                                            |
| Financial Assistance - Small Grants                               | 60,000                             | 4,216                     | 46,893                                                           | 51,109         | 60,000                       | 0                                            |
| Financial Assistance - Capital Grants                             | 40,000                             | (3,730)                   | 41,631                                                           | 37,901         | 40,000                       | 0                                            |
| Administration Charges                                            | 10,000                             | 0                         | 0                                                                | 0              | 10,000                       | 0                                            |
| Printing, Stationery, Advertising and Postages                    | 500                                | 0                         | 0                                                                | 0              | 500                          | 0                                            |
|                                                                   | <b>125,500</b>                     | <b>486</b>                | <b>88,524</b>                                                    | <b>89,010</b>  | <b>125,500</b>               | <b>0</b>                                     |
| <u>Christmas Events</u>                                           |                                    |                           |                                                                  |                |                              |                                              |
| Rent, Rates & Feu Duties (storage Christmas lights)               | 14,000                             | 11,779                    | 0                                                                | 11,779         | 13,712                       | (288)                                        |
| Electricity                                                       | 300                                | 0                         | 0                                                                | 0              | 300                          | 0                                            |
| Erect, Dismantle and Maintain Christmas Lights                    | 23,000                             | 636                       | 0                                                                | 636            | 23,000                       | 0                                            |
| Switch on Ceremony                                                | 40,000                             | 0                         | 0                                                                | 0              | 40,000                       | 0                                            |
|                                                                   | <b>77,300</b>                      | <b>12,415</b>             | <b>0</b>                                                         | <b>12,415</b>  | <b>77,012</b>                | <b>(288)</b>                                 |
|                                                                   |                                    |                           |                                                                  |                |                              |                                              |
| <b>Total Expenditure</b>                                          | <b>246,040</b>                     | <b>14,689</b>             | <b>97,524</b>                                                    | <b>112,213</b> | <b>256,140</b>               | <b>10,100</b>                                |
| <b>Income</b>                                                     |                                    |                           |                                                                  |                |                              |                                              |
| Rents, Fees & Charges                                             | 236,500                            | 158,573                   | 0                                                                | 158,573        | 236,500                      | 0                                            |
| Interest on Investments                                           | 11,000                             | 4,518                     | 0                                                                | 4,518          | 11,000                       | 0                                            |
| Fishing Permits                                                   | 1,400                              | 577                       | 0                                                                | 577            | 1,400                        | 0                                            |
| <b>Total Income</b>                                               | <b>248,900</b>                     | <b>163,667</b>            | <b>0</b>                                                         | <b>163,667</b> | <b>248,900</b>               | <b>0</b>                                     |
|                                                                   |                                    |                           |                                                                  |                |                              |                                              |
| <b>Surplus/(Deficit)</b>                                          | <b>2,860</b>                       | <b>148,978</b>            | <b>(97,524)</b>                                                  | <b>51,454</b>  | <b>(7,240)</b>               | <b>(10,100)</b>                              |
|                                                                   |                                    |                           |                                                                  |                |                              |                                              |
| Opening Balance 01/04/17                                          | 1,645,726                          |                           |                                                                  |                | 1,645,726                    |                                              |
| Adjustment for 2016/17 Earmarked Reserves                         | 25,000                             |                           |                                                                  |                | 25,000                       |                                              |
| Surplus / (Deficit)                                               | 2,860                              |                           |                                                                  |                | (7,240)                      |                                              |
| <b>Total Common Good Funds Balance<br/>at 31 March 2018</b>       | <b>1,673,586</b>                   |                           |                                                                  |                | <b>1,663,486</b>             |                                              |
| Earmarked in Reserves:-                                           |                                    |                           |                                                                  |                |                              |                                              |
| Minimum Revenue Account Balance                                   | (1,000,000)                        |                           |                                                                  |                | (1,000,000)                  |                                              |
| Repair and Renewal Reserve                                        | (300,000)                          |                           |                                                                  |                | (289,900)                    | 10,100                                       |
|                                                                   |                                    |                           |                                                                  |                |                              |                                              |
| <b>Projected Uncommitted Closing Balance<br/>at 31 March 2018</b> | <b>373,586</b>                     |                           |                                                                  |                | <b>373,586</b>               | <b>0</b>                                     |

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

| <b>Grants</b>                                                                               |                     |                       |                |
|---------------------------------------------------------------------------------------------|---------------------|-----------------------|----------------|
| <u>Actual</u>                                                                               | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Tulloch Primary School Parent Council - Summer Trip to McCrosty Park                        | £ 700               |                       | 26/04/2017     |
| Perth Grammar - Trip to Madrid June 2017                                                    | £ 1,500             |                       | 26/04/2017     |
| Perth Grammar School - School Awards Ceremony                                               | £ 1,216             |                       | 28/06/2017     |
| Young Person - 3 Months Volunteering in Zambia                                              | £ 250               |                       | 28/06/2017     |
| Young Person - Project Trust Trip to South Africa for 1 Year                                | £ 400               |                       | 26/04/2017     |
| Perth Academy Hockey Team - Hockey Tour to Peebles                                          | £ 150               |                       | 28/06/2017     |
| Perth & Kinross Credit Union - Upgrade of IT Facilities                                     |                     | (£ 3,730)             | 18/05/2017     |
|                                                                                             | <b>£ 4,216</b>      | <b>(£ 3,730)</b>      |                |
| <u>Committed</u>                                                                            | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Jeanfield Swifts 2003 Football Club - Attending Costa Daurada Cup July 2017                 | £ 600               |                       | 26/04/2017     |
| St John's Academy - Grease Musical Production                                               | £ 500               |                       | 26/04/2017     |
| Scottish Chamber Orchestra - Organising 2 Concerts                                          | £ 3,150             |                       | 26/04/2017     |
| City of Perth Early Education Centre Parent Council - Trip to Auchingarrich Wildlife Centre | £ 525               |                       | 26/04/2017     |
| Wednesday Tea Dance - Summer Outing to Dumfries August 2017                                 | £ 175               |                       | 26/04/2017     |
| Kinnoull Junior Football Club - Organising Perth World Cup Football Tournament              | £ 2,500             |                       | 26/04/2017     |
| JD Fergusson Arts Awards Trust - Travel Award Grant                                         | £ 1,900             |                       | 26/04/2017     |
| Young Person - Attending Scottish Ballet in Glasgow                                         | £ 150               |                       | 28/06/2017     |
| Young Person - Attending Scottish Ballet in Glasgow                                         | £ 150               |                       | 28/06/2017     |
| Breathe Easy Perthshire - Summer Outing to Loch Katrine                                     | £ 168               |                       | 28/06/2017     |
| Perth Academy - S1 Trip to France for 4 Pupils                                              | £ 1,200             |                       | 28/06/2017     |
| Vision PK - Summer Outing August 2017                                                       | £ 343               |                       | 28/06/2017     |
| Perthshire Chamber of Commerce - Perthshire on a Plate Event                                | £ 3,000             |                       | 28/06/2017     |
| Black Watch Castle & Museum - 'Art, Poetry and Sculpture at the Castle' Event               | £ 1,164             |                       | 28/06/2017     |
| St Johns Academy - Romania Mercy Project in Bucharest                                       | £ 600               |                       | 28/06/2017     |
| Perth and District Childminding Association - Summer Outings and replacement of Toys        | £ 169               |                       | 28/06/2017     |
| Perth and Kinross District Scout Council - Explorer Belt Poland 2017 Expedition             | £ 900               |                       | 28/06/2017     |
| St Ninians Cathedral - Major Restoration                                                    |                     | £ 30,000              | 28/06/2017     |
| St Johns Kirk of Perth Trust - Emergency Stonework Repairs                                  |                     | £ 10,000              | 28/06/2017     |
|                                                                                             | <b>£ 17,194</b>     | <b>£ 40,000</b>       |                |
| <u>Under Consideration</u>                                                                  | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perth YMCA - Perth Alive 2017                                                               | £ 2,000             |                       | 04/10/2017     |
| South Perth Community Partnership - Fun Day and Christmas Events                            | £ 1,840             |                       | 04/10/2017     |
| Moncreiffe Tea Dancers - Annual programme of events at Moncreiffe Church Hall               | £ 480               |                       | 04/10/2017     |
| Tulloch Primary School Parent Council - School Pantomime Event                              | £ 475               |                       | 04/10/2017     |
| Music in Hospitals - 10 Live Music Events in Care Units                                     | £ 1,060             |                       | 04/10/2017     |
| Scottish Orchestras - Scottish Orchestras' Perth Concert Series                             | £ 12,000            |                       | 04/10/2017     |
| Southbank Centre - Women of the World Festival Perth                                        | £ 10,000            |                       | 04/10/2017     |
| Jar of Jewels - 2 Multicultural Events                                                      | £ 1,200             |                       | 04/10/2017     |
| Wednesday Tea Dance Group - New Year Party                                                  | £ 315               |                       | 04/10/2017     |
| Headway Perth and Kinross - Summer Outing                                                   | £ 329               |                       | 04/10/2017     |
| Phoenix Allstars Cheerleading - New Equipment & Unit Improvement                            |                     | £ 875                 | 04/10/2017     |
| Perth & Kinross Credit Union - New Computer Hardware                                        |                     | £ 756                 | 04/10/2017     |
|                                                                                             | <b>£ 29,699</b>     | <b>£ 1,631</b>        |                |
| <b>Total</b>                                                                                | <b>£ 51,109</b>     | <b>£ 37,901</b>       |                |
| <u>Funding Approved - No longer required</u>                                                | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
| Perth Highland Games (1997) Ltd - Staging of Perth Highland Games                           | £ 2,966             |                       | 28/06/2017     |
|                                                                                             | <b>£ 2,966</b>      | <b>£ -</b>            |                |