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Council Building
2 High Street
Perth
PH1 5PH

13 June 2018

A Meeting of the **Kinross Common Good Fund Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 June 2018** at **12:15**.

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

BERNADETTE MALONE
Chief Executive

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

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

Members:

Councillor Michael Barnacle
Councillor Peter Barrett
Councillor Murray Lyle
Councillor Callum Purves
Councillor Willie Robertson
Councillor Richard Watters

Kinross Common Good Fund Committee

Wednesday, 20 June 2018

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF THE MEETING OF 20 DECEMBER 2017 FOR APPROVAL AND SIGNATURE** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 ADVISORY NON-VOTING MEMBER**
At it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member.

The Committee is asked to determine how it wishes to implement that decision.
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**
Report by Depute Chief Executive (copy herewith 18/209)
- 7 2017/2018 & 2018/2019 FINANCIAL STATEMENTS** **13 - 22**
Report by Head of Finance (copy herewith 18/210)

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PERTH AND KINROSS COUNCIL
KINROSS COMMON GOOD FUND
20 DECEMBER 2017

KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.58am.

Present: Councillors M Barnacle, I Campbell, M Lyle, W Robertson and R Watters.

In Attendance: Councillor S Donaldson; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services).

Apologies: Councillors C Purves.

Councillor M Barnacle, Convener, Presiding.

721. WELCOME AND APOLOGIES

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

722. DECLARATIONS OF INTEREST

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

723. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross Common Good Fund Committee of 28 June 2017 (Arts. 400-406) was submitted, approved as a correct record and authorised for signature.

724. MATTERS ARISING

There were no matters arising.

725. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Interim Executive Director (Environment) (17/408), asking the Kinross Common Good Fund Committee to consider one application for financial assistance.

Resolved:

(1) Kinross Curling Trust

The Kinross Curling Trust be awarded a grant of £852 towards the costs of improving access to Kinross Curling facilities.

PERTH AND KINROSS COUNCIL
KINROSS COMMON GOOD FUND
20 DECEMBER 2017

726. 2017/18 FINANCIAL STATEMENT

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/409), providing an update on the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Kinross Common Good Fund.

Resolved:

The Kinross Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.

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## Kinross Common Good Fund Committee

20 June 2018

### Applications for Financial Assistance

#### Report by Depute Chief Executive (Report no. 18/209)

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

## 1. BACKGROUND

- 1.1 Perth and Kinross Council owns land and property which forms part of the common good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is considered and listed below, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3 At the meeting of 24 February 2016, the Committee requested that £157,000 of the Revenue balance of the fund was to be ring-fenced as ‘Capital’. The Unaudited Revenue Balance at 1 April 2018, an estimate of the income for 2018/19 and the value of funding to be considered by this meeting is summarised below:

|                                                    |                 |
|----------------------------------------------------|-----------------|
| <b>Unaudited Revenue Balance at 1 April 2018</b>   | <b>£157,029</b> |
| <b>Estimated income for 2018/19</b>                | <b>£1,000</b>   |
| Value of application to be considered by Committee | £5,000          |

## 2. PROPOSALS

### The Rotary Club of Kinross and District

- 2.1 An application has been received from The Rotary Club of Kinross and District seeking a grant towards the “Mary Queen of Scots – The Great Escape” boat race event. The total costs amount to £5000. The applicant is applying for £5,000. The applicant has not benefited from the Fund in the last three years.
- 2.2 The grant will pay for the hire of a marquee and gazebos, entertainers, and promotional activities. The grant will contribute to bringing people together to celebrate the unique history of Kinross, and bringing visitors to the town.

### Recommendation

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

## 3. RECOMMENDATION

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

### Author

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

### Approved

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

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Kinross 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 Kinross 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. Any funding approved will be funded from income during the year and, if applicable, the 'ring-fenced' balance of the Kinross Common Good Fund.

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

**2. BACKGROUND PAPERS**

2.1 1 application for financial assistance.

**3. APPENDICES**

3.1 None.



**KINROSS COMMON GOOD FUND COMMITTEE**

**20 June 2018**

**2017/18 & 2018/19 FINANCIAL STATEMENT**

**Report by Head of Finance (Report No. 18/210)**

**PURPOSE OF REPORT**

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

**1. BACKGROUND / MAIN ISSUES**

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

**2. PROPOSALS**

2.1 Financial Statement 2017/18

Report 17/409 considered by Committee on 20 December 2017 included year-end projections for Income and Expenditure to 31 March 2018. This included an estimated breakeven position for the year resulting in a projected Total Fund Balance of £157,552 with £552 remaining uncommitted. Following closure of the 2017/18 accounts, which remain subject to audit by KPMG, the deficit for the year to 31 March 2018 is £523. The Total Fund Balance is £157,029, of which £157,000 is ring-fenced as 'Capital' and £29 is uncommitted as detailed in Appendix 1.

- 2.2 The movement from the previously reported breakeven position reported to Committee on 4 October 2017 (Report 17/409 refers) is attributed to an additional grant award of £852 (£552 greater than projected) and an increase in interest income of £29.

2.3 Financial Statement 2018/19

On the basis of Appendix 2, it is anticipated that the Fund will reach a breakeven point in 2018/19. There is no budget set for the Fund however interest income has been estimated at £1,000 with assumed Financial Assistance awards during the year of £1,000. The Fund's Total Balance is estimated to be £157,029, with £157,000 ring-fenced at 31 March 2019.

- 2.4 The Financial Assistance report to be considered at this meeting includes one application for funding, and the value of the funding award is to be determined by the Committee. The projected Total Fund Balance assumes that approved funding will be contained within the estimated level of income for 2018/19. In

the event that the Committee approves funding in excess of the income, an option open to the Committee, the ring fenced balance noted in 2.1 above will reduce accordingly.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:-

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

#### Author(s)

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

#### Approved

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

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

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

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

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### **3. Assessments**

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

- 3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

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

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

#### **3.3 Sustainability**

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

### **4. Consultation**

#### **4.1 Internal**

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

### **5. BACKGROUND PAPERS**

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



**6. APPENDICES**

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

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



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

|                                                          | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|----------------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                                          | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>                                |                           |                                               |              |                              |
| <u>Supplies and Services</u>                             |                           |                                               |              |                              |
| Financial Assistance                                     | 1,552                     | 0                                             | 1,552        | 1,552                        |
| <b>Total Expenditure</b>                                 | <b>1,552</b>              | <b>0</b>                                      | <b>1,552</b> | <b>1,552</b>                 |
| <b><u>Income</u></b>                                     |                           |                                               |              |                              |
| Interest Earned                                          | 1,029                     | 0                                             | 1,029        | 1,029                        |
| <b>Total Income</b>                                      | <b>1,029</b>              | <b>0</b>                                      | <b>1,029</b> | <b>1,029</b>                 |
| <b>Surplus / (Deficit)</b>                               | <b>(523)</b>              | <b>0</b>                                      | <b>(523)</b> | <b>(523)</b>                 |
| Opening Balance 01/04/17                                 | 157,552                   |                                               |              | 157,552                      |
| Surplus / (Loss)                                         | (523)                     |                                               |              | (523)                        |
| Estimated Interest for Year                              | 1,000                     |                                               |              |                              |
| <b>Total Closing Fund Balance at 31 March 2018</b>       | <b>158,029</b>            |                                               |              | <b>157,029</b>               |
| Ring-fenced as Capital                                   | (157,000)                 |                                               |              | (157,000)                    |
| <b>Uncommitted Closing Fund Balance at 31 March 2018</b> | <b>1,029</b>              |                                               |              | <b>29</b>                    |

| <b><u>Grants</u></b>                                        |                       |                |                 |
|-------------------------------------------------------------|-----------------------|----------------|-----------------|
| <u>Actual</u>                                               | <u>Amount</u>         | <u>Meeting</u> | <u>Comments</u> |
| Light Up Kinross - Maintenance/Erection of Christmas Lights | £ 500                 | 28/06/2017     |                 |
| Perth & Kinross District Scout Council - Poland 2017        | £ 200                 | 28/06/2017     |                 |
|                                                             | <u>£ 700</u>          |                |                 |
| <u>Committed</u>                                            | <u>Amount</u>         | <u>Meeting</u> | <u>Comments</u> |
| Kinross Curling Trust - Improving Access to Facilities      | £ 852                 | 20/12/2017     |                 |
|                                                             | <u>£ 852</u>          |                |                 |
| <u>Under Consideration</u>                                  | <u>Amount</u>         | <u>Meeting</u> | <u>Comments</u> |
|                                                             | <u>£ -</u>            |                |                 |
| <b>Total</b>                                                | <b><u>£ 1,552</u></b> |                |                 |



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

|                                                                    | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                                                    | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>                                          |                           |                                               |              |                              |
| Supplies and Services                                              |                           |                                               |              |                              |
| Financial Assistance                                               | 0                         | 0                                             | 0            | 1,000                        |
| <b>Total Expenditure</b>                                           | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>1,000</b>                 |
| <b><u>Income</u></b>                                               |                           |                                               |              |                              |
| Interest Earned                                                    | 0                         | 0                                             | 0            | 1,000                        |
| <b>Total Income</b>                                                | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>1,000</b>                 |
| <b>Surplus / (Deficit)</b>                                         | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>0</b>                     |
| Opening Balance 01/04/18 (Subject to Final Accounts Approval)      | 157,029                   |                                               |              | 157,029                      |
| Surplus / (Loss)                                                   | 0                         |                                               |              | 0                            |
| <b>Total Projected Closing Fund Balance at 31 March 2019</b>       | <b>157,029</b>            |                                               |              | <b>157,029</b>               |
| Ring-fenced as Capital                                             | (157,000)                 |                                               |              | (157,000)                    |
| <b>Uncommitted Projected Closing Fund Balance at 31 March 2019</b> | <b>29</b>                 |                                               |              | <b>29</b>                    |

| <b><u>Grants</u></b>                                      |                |                |                 |
|-----------------------------------------------------------|----------------|----------------|-----------------|
| <u>Actual</u>                                             | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
|                                                           | £ -            |                |                 |
| <u>Committed</u>                                          | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
|                                                           | £ -            |                |                 |
| <u>Under Consideration</u>                                | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
| The Rotary Club of Kinross and District - Boat Race Event | £ 5,000        | 20/06/2018     |                 |
|                                                           | £ 5,000        |                |                 |
| <b>Total</b>                                              | <b>£ 5,000</b> |                |                 |

