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Council Building  
2 High Street  
Perth  
PH1 5PH

20/11/2023

A hybrid meeting of the **Crieff Common Good Fund Committee** will be held in **the Council Chamber** on **Monday, 27 November 2023 at 14:00**.

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

**THOMAS GLEN**  
Chief Executive

***Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.***

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

**Members:**

Bailie Rhona Brock  
Councillor Stewart Donaldson  
Councillor Noah Khogali  
Councillor Grant Laing



**Crieff Common Good Fund Committee**

**Monday, 27 November 2023**

**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 CRIEFF COMMON GOOD FUND COMMITTEE OF 18 SEPTEMBER 2023** **5 - 6**  
(copy herewith)
- 4 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**  
Report by Head of Cultural and Community Services (copy herewith 23/324)
- 5 2023/24 FINANCIAL STATEMENT** **13 - 20**  
Report by Head of Finance (copy herewith 23/325)

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## **CRIEFF COMMON GOOD FUND COMMITTEE**

Minute of hybrid meeting of the Crieff Common Good Fund Committee held in the Council Chambers, 2 High Street, Perth on Monday 18 September 2023 at 1.45pm.

Present: Councillor S Donaldson, Bailie R Brock and Councillor N Khogali.

In Attendance: L Haxton and J Dudgeon (Communities); S Walker, J Guild, A Brown and R Ramsay (Corporate and Democratic Services).

Apologies: Councillor G Laing.

As the only Councillor present in the Chambers today, Councillor S Donaldson took the Chair.

Councillor S Donaldson, Presiding.

### **1. WELCOME AND APOLOGIES**

Councillor S Donaldson welcomed all those present to the meeting and apologies were noted as above.

### **2. DECLARATIONS OF INTEREST**

Bailie R Brock declared a non-financial interest in Item 5(1).

### **3. MINUTE OF MEETING OF CRIEFF COMMON GOOD FUND COMMITTEE OF 28 SEPTEMBER 2022 FOR APPROVAL**

The minute of meeting of the Crieff Common Good Fund Committee of 28 September 2022 was submitted and approved as a correct record.

### **4. MATTERS ARISING**

There were no matters arising.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM, BAILIE R BROCK LEFT THE MEETING AT THIS POINT.

### **5. APPLICATION FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Head of Cultural and Community Services (23/252) asking Crieff Common Good Fund Committee to consider one grant application.

#### **Resolved:**

#### **(1) Crieff at Christmas Light Switch On**

Crieff at Christmas be awarded a grant of £500 towards their Christmas Lights switch on event.

BAILIE R BROCK RETURNED TO THE MEETING.

## 6. 2022/23 & 2023/24 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (23/253); (1) providing an update on the final outturn for Financial Year 2022/23; (2) seeking approval of the budget for Financial Year 2023/24; and (3) detailing the Income and Expenditure to 31 July 2023 and the projected outturn for Financial Year 2023/24.

### **Resolved:**

- (i) The unaudited Income and Expenditure to 31 March 2023 for the Crieff Common Good Fund for the 2022/23 Financial Year, as set out in Appendix 1 to Report 23/253, be noted.
- (ii) The Crieff Common Good Fund budget for Financial Year 2023/24, as set out in Appendix 2 to Report 23/253, be approved.
- (iii) The Income and Expenditure for the Crieff Common Good Fund to 31 July 2023, and the projected outturn to 31 March 2024, as detailed in Appendix 2 to Report 23/253, be noted.

## **CRIEFF COMMON GOOD FUND COMMITTEE**

**27 NOVEMBER 2023**

### **APPLICATIONS FOR FINANCIAL ASSISTANCE**

**Report by Head of Cultural and Community Services**  
(Report No. 23/326)

#### **1. PURPOSE**

- 1.1 The report asks Crieff Common Good Fund Committee to consider one grant application.

#### **2. RECOMMENDATION**

- 2.1 It is recommended that Committee:
- Consider the grant application and agree any financial assistance to be awarded.

#### **3. STRUCTURE OF REPORT**

- 3.1 This report is structured over the following sections:
- Section 4: Background / Main Issues
  - Section 5: Proposals: Small Grants
  - Section 7: Conclusion

#### **4. BACKGROUND / MAIN ISSUES**

- 4.1 Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property "having regard to the interests of the inhabitants" of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 4.2 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.
- 4.3 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. This report is for the Crieff Common Good Fund.
- 4.4 The 2023/24 Budget for the Crieff Common Good Fund was approved at the Committee meeting on 18 September 2023 (Report 23/253 refers). A summary of the approved Financial Assistance budget, committed grant funding, and the budget remaining, is provided below:

<b>2023/24 Financial Assistance Budget</b>	£1,500
<b>Value of grants paid and committed</b>	£500
<b>Remaining Financial Assistance Budget</b>	£1,000
<b>Value of funding requested and under consideration</b>	£500

## 5. PROPOSALS – SMALL GRANTS

### **Richmond House Christmas Party**

- 5.1 A grant of £500 has been requested from Richmond House. The grant will be used to fund the catering at their Christmas Party for participants and volunteers. Since the pandemic, Richmond House has run several community activities to address social isolation and loneliness including Health Walks, a Carers Café, and Friendship Group. In recognition of the fact that Christmas can be a time where people can feel particularly isolated, the Group would like to hold a Christmas Party on 14 December this year with food supplied by Gourlay Events and entertainment from a local musician. It will also be used to thank the volunteers who have given their time to support the delivery of projects.
- 5.2 It is estimated that 67 people from the Common Good Area will benefit from the event, along with 7 people from elsewhere in Perth & Kinross and one person from outside Perth & Kinross.
- 5.3 The project's total cost is estimated at £1,167, of which £667 is already secured by other funders. A full breakdown of the costs has been provided below.

<b>Specific items (Estimates unless specified)</b>	<b>Amount</b>
Catering (75 x £10)	£750
Venue Hire (5x £15/hr)	£75
Staffing	£192
Entertainment	£150
<b>Total proposed expenditure</b>	<b>£1,167</b>
<b>Royal British Legion (Approved – Venue Hire)</b>	<b>£75</b>
<b>Richmond Community (Approved - Staffing)</b>	<b>£192</b>
<b>Various small donations (Catering contribution)</b>	<b>£250</b>
<b>Entertainment from local musician (In-Kind)</b>	<b>£150</b>
<b>Funding requested</b>	<b>£500</b>

- 5.4 Richmond House has previously received £500 from the Crieff Common Good Fund for a Christmas Lunch in financial year 2021/22, which was later used for a community event in 2022 due to COVID-19 restrictions at the time.



## 6. CONSIDERATION AND CONCLUSION

- 6.1 The Committee is asked to consider the application for funding and agree any financial assistance to be awarded.

### Authors

Name	Designation	Contact Details
Jacob Dudgeon	Community Planning & Projects Officer	(01738) 475000 <a href="mailto:ComCommitteeReports@pkc.gov.uk">ComCommitteeReports@pkc.gov.uk</a>
Lee Haxton	Community Planning Team Leader	

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	14 November 2023

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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>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</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

- 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 2023/24 Financial Assistance budgets.

### Workforce

2.2 Not applicable.

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

2.3 Not applicable.

## **3. Assessments**

### Equality Impact Assessment

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

3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

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

3.4 However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

3.5 Not applicable.

### Legal and Governance

3.6 Not applicable.

### Risk

3.7 Not applicable.

#### **4. Consultation**

##### Internal

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

##### External

- 4.2 Not applicable.

#### **5. Communication**

- 5.1 Not applicable.

#### **6. BACKGROUND PAPERS**

- 6.1 Perth Common Good Fund Application papers.

**CRIEFF COMMON GOOD FUND COMMITTEE**

**27 NOVEMBER 2023**

**2023/24 FINANCIAL STATEMENT**

**Report by Head of Finance**

(Report No. 23/327)

**1. PURPOSE OF REPORT**

- 1.1 This report provides an update on the Income and Expenditure to 30 September 2023, and the projected outturn for Financial Year 2023/24 for the Crieff Common Good Fund.

**2. RECOMMENDATIONS**

The Committee is requested to:

- (i) Note the projected Income and Expenditure to 31 March 2024 for the Crieff Common Good Fund, as set out in Appendix 1 to the report.

**3. BACKGROUND / MAIN ISSUES**

- 3.1 The budget for Financial Year 2023/24 was approved by the Committee on 18 September 2023 (Report 23/253 refers).
- 3.2 This report provides an update on the projected outturn for Financial Year 2023/24.
- 3.3 Appendix 1 also provides the monitoring position for Financial Year 2023/24 as at 30 September 2023.

**4. PROPOSALS**

Financial Statement 2023/24

- 4.1 Appendix 1 provides the 2023/24 Financial Statement which includes the Budget approved by Committee on 18 September 2023 (Report 23/253 refers).
- 4.2 The projected surplus for 2023/24 is unchanged from the previously reported position at £600. The estimated Fund balance at 31 March 2024 continues to be projected at £14,624.

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Fiona Lambie	Accountant	CHXFinance@pkc.gov.uk

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Stewart Mackenzie	Head of Finance	2 November 2023
Karen Donaldson	Chief Operating Officer	2 November 2023

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

1.1 The Council's Corporate Plan 2022 – 2027 lays out seven 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:

- Tackling poverty
- Tackling climate change and supporting sustainable places
- Growing a sustainable and inclusive local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing
- Placing communities at the heart of how we work

1.2 This report relates to all objectives.

## 2. Resource Implications

### Financial

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

## 3. Assessments

### Equality Impact Assessment

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

### Strategic Environmental Assessment

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

### Sustainability

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

## 4. Consultation

### Internal

- 4.1 The 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 – Crieff Common Good Fund - Financial Statement for period to 30 September 2023 for Financial Year 2023/24.



**CRIEFF COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 30 SEPTEMBER 2023 FOR FINANCIAL YEAR 2023/24**

	<u>Approved 2023/24 Budget</u>	<u>Actual &amp; Committed to date</u>	<u>Total</u>	<u>Projected Outturn</u>	<u>Projection Over/(Under) Spend</u>
	£	£	£	£	£
<b><u>Expenditure</u></b>					
<u>Supplies and Services</u>					
Financial Assistance	1,500	500	500	1,500	0
<b>Total Expenditure</b>	<b>1,500</b>	<b>500</b>	<b>500</b>	<b>1,500</b>	<b>0</b>
<b><u>Income</u></b>					
Rents, Fees & Charges	1,600	800	800	1,600	0
Interest Earned	500	0	0	500	0
<b>Total Income</b>	<b>2,100</b>	<b>800</b>	<b>800</b>	<b>2,100</b>	<b>0</b>
<b>Surplus/(Deficit)</b>	<b>600</b>	<b>300</b>	<b>300</b>	<b>600</b>	<b>0</b>
Opening Balance 1 April 2023	14,024			14,024	
Surplus / (Deficit)	600			600	
<b>Projected Closing Balance at 31 March 2024</b>	<b>14,624</b>			<b>14,624</b>	

<b><u>Grants</u></b>		
<u>Committed</u>	<u>Amount</u>	<u>Meeting</u>
Crieff at Christmas - Christmas Light Switch On	£ 500	18/09/2023
	<u>£ 500</u>	
<u>Under Consideration</u>		
Richmond House - Christmas Party 2023	£ 500	27/11/2023
	<u>£ 500</u>	
<b>Total</b>	<b><u>£ 1,000</u></b>	

