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Council Building
2 High Street
Perth
PH1 5PH

11/09/2023

A hybrid meeting of the **Crieff Common Good Fund Committee** will be held in the **Council Chamber** on **Monday, 18 September 2023** at **13:45**.

If you have any queries please contact Committee Services on (01738) 475000 or email 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, 18 September 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 28 SEPTEMBER 2022 FOR APPROVAL** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**
Report by Head of Cultural and Community Services (copy herewith 22/252)
- 6 2022/23 AND 2023/24 FINANCIAL STATEMENTS** **13 - 22**
Report by Head of Finance (copy herewith 23/253)

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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 Wednesday 28 September 2022 at 10:15am.

Present: Councillors N Khogali, G Laing and S Donaldson.

In Attendance: D Coyne, J Guild, K Molley, A Brown and M Pasternak (all Corporate and Democratic Services), L Haxton and J Gardner (both Communities).

Apologies: Bailie R Brock.

Councillor N Khogali, Convener, Presiding.

1. APPOINTMENT OF CONVENER

Nominations were sought for the appointment of Convener.

Councillor S Donaldson seconded by Councillor G Laing nominated Councillor N Khogali as Convener. There being no other nominations, Councillor N Khogali was duly appointed Convener.

2. WELCOME AND APOLOGIES

Councillor N Khogali welcomed all those present to the meeting and apologies were noted as above.

3. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, there were no Declarations of Interest.

4. MINUTE OF MEETING OF CRIEFF COMMON GOOD FUND COMMITTEE OF 8 DECEMBER 2021

The minute of meeting of the Crieff Common Good Fund Committee of 8 December 2021 was submitted and approved as a correct record.

5. MATTERS ARISING

There were no matters arising.

6. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Head of Cultural and Community Services (22/238) asking Crieff Common Good Fund Committee to consider applications for financial assistance for one small grant.

Resolved:

(1) Sonic Bothy

Sonic Bothy be awarded a grant of £500 towards their Crieff Open Sessions Project.

7. 2021/22 & 2022/23 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (22/239) providing an update on the outturn for Financial Year 2021/22. The report also seeks approval of the budget for Financial Year 2022/23; and details the Income and Expenditure to 31 July 2022 and the projected outturn for Financial Year 2022/23.

Resolved:

The Committee:

- (i) Notes the unaudited Income and Expenditure to the 31 March 2022 for the Crieff Common Good Fund for the 2021/22 Financial Year, as set out in Appendix 1 to the report
- (ii) Approves the Crieff Common Good Fund budget for Financial Year 2022/23 as set out in Appendix 2 to the report
- (iii) Notes the Income and Expenditure for the Crieff Common Good Fund to 31 July 2022, and the projected outturn to 31 March 2023, as detailed in Appendix 2 to the report.

PERTH AND KINROSS COUNCIL

Crieff Common Good Fund Committee

18 September 2023

APPLICATIONS FOR FINANCIAL ASSISTANCE

**Report by Head of Cultural and Community Services
(Report No. 23/252)**

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 proposed 2023/24 Budget for the Crieff Common Good Fund is included within the 2022/23 & 2023/24 Financial Statement report which will be

considered at this meeting. A summary of the approved Financial Assistance budget, committed grant funding, and the budget remaining, is provided below:

2023/24 proposed Financial Assistance Budget	£1,500
Value of grants paid and committed Small Grants	£0
Remaining Financial Assistance Budget	£1,500
Value of funding requested and under consideration	£500

5. PROPOSALS – SMALL GRANTS

Crieff at Christmas Light Switch On

- 5.1 A grant of £500 has been requested from Crieff at Christmas. The grant will help with costs of running a light switch-on event by the group. At the event, the group aim to have a main attraction; a magician; choral singers; brass and pipe bands and a visit from Santa. The event should be an enjoyable, fun-filled day for people of all ages. There is no fee charged, so all can participate, with organisers anticipating that local businesses will benefit from an increase in footfall in the town.
- 5.2 It is estimated that 280 people from the Common Good Area will benefit from the event, along with 60 people from elsewhere in Perth & Kinross and 40 people from outside Perth & Kinross. These numbers are based on turnout and observations at previous events. The success of the event will be measured by feedback provided directly or through social media platforms.
- 5.3 The project's total cost is estimated at £1,500, of which £1,000 is already secured by contributions from the group. A full breakdown of the costs has been provided below. The group have not received any Common Good funding over the last three years.

Specific items (Estimates unless specified)	Amount
Entertainment for Children – Juggler/Face Painter	£350
Musical Entertainment – Brass Band/Pipe Band	£200
Santa Hire (Awaiting quote)	£500
Gifts for Children	£250
Local Band (Hire Cost)	£200
Total proposed expenditure	£1,500
Contribution from the group	£1,000
Funding requested	£500

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 ComCommitteeReports@pkc.gov.uk
Lee Haxton	Community Planning Team Leader	

Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	30 August 2023

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION, AND COMMUNICATION

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

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**18 SEPTEMBER 2023****2022/23 & 2023/24 FINANCIAL STATEMENTS****Report by Head of Finance
(Report No. 23/253)****1. PURPOSE OF REPORT**

- 1.1 This report provides an update on the final outturn for Financial Year 2022/23. The report also seeks approval of the budget for Financial Year 2023/24; and details the Income and Expenditure to 31 July 2023 and the projected outturn for Financial Year 2023/24.

2. RECOMMENDATIONS

The Committee is requested to:

- (i) Note 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 the report;
- (ii) Approve the Crieff Common Good Fund budget for Financial Year 2023/24 as set out in Appendix 2 to the report;
- (iii) Note 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 the report.

3. BACKGROUND / MAIN ISSUES

- 3.1 The Committee approved the 2022/23 Budget for the Fund at the meeting on 28 September 2022 (Report 22/239 refers). There have been no further meetings during financial year 2022/23. This report provides an update on the unaudited outturn for Financial Year 2022/23.
- 3.2 The proposed budget for the Fund for Financial Year 2023/24 is included in Appendix 2 to this report. The budget has been prepared based on activity undertaken in 2022/23 and prior years, recognising that the maximum award of Financial Assistance is £500 per application.
- 3.3 Appendix 2 also provides the monitoring position for Financial Year 2023/24 as at 31 July 2023.

4. PROPOSALS

Financial Statement 2022/23

- 4.1 As detailed in Appendix 1, the unaudited surplus for the Fund for Financial Year 2022/23 is £1,189 and the Fund balance at 31 March 2023 is £14,024. The £989 increase from the previously reported surplus is due to a £1,000 under spend in financial assistance offset by £11 less interest for the year.

Budget 2023/24

- 4.2 Appendix 2 provides the proposed budget for Financial Year 2023/24. The Financial Assistance budget has been maintained at £1,500 and the estimated interest increased to £500. There are no other changes from 2022/23, and the budget delivers a £600 surplus to provide a contingency for unforeseen expenditure during the year.

Financial Statement 2023/24

- 4.3 On the basis of Appendix 2, it is anticipated that a surplus of £600 will be generated in financial year 2023/24 and the Fund's Revenue Account Balance is estimated to be £14,624 at 31 March 2024.

Author(s)

Name	Designation	Contact Details
Fiona Lambie	Accountant	CHXFinance@pkc.gov.uk

Approved

Name	Designation	Date
Scott Walker	Chief Accountant	17 August 2023
Karen Donaldson	Chief Operating Officer	17 August 2023

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

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 – Unaudited Financial Statement for period to 31 March 2023 for Financial Year 2022/23.
- Appendix 2 – 2023/24 Budget and Financial Statement as at 31 July 2023 for Financial Year 2023/24.

CRIEFF COMMON GOOD FUND**UNAUDITED FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2023 FOR FINANCIAL YEAR 2022/23**

	<u>2022/23 Budget</u>	<u>Actual to 31 March 2023</u>	<u>Over/(Under) Spend</u>
	£	£	£
<u>Expenditure</u>			
<u>Supplies and Services</u>			
Financial Assistance	1,500	500	(1,000)
Total Expenditure	1,500	500	(1,000)
<u>Income</u>			
Rents, Fees & Charges	1,600	1,600	0
Interest Earned	100	89	(11)
Total Income	1,700	1,689	(11)
Surplus / (Deficit)	200	1,189	989
Opening Balance 1 April 2022	12,835	12,835	
Surplus / (Deficit)	200	1,189	
Unaudited Closing Balance at 31 March 2023	13,035	14,024	

<u>Grants</u>		<u>Amount</u>	<u>Meeting</u>
<u>Actual / Committed</u>			
Sonic Bothy		£500	28/09/2022
		<u>£500</u>	
Total		<u>£500</u>	

CRIEFF COMMON GOOD FUND**PROPOSED BUDGET AND FINANCIAL STATEMENT FOR PERIOD TO 31 JULY 2023 FOR FINANCIAL YEAR 2023/24**

	<u>Proposed 2023/24 Budget</u>	<u>Actual & Committed to date</u>	<u>Total</u>	<u>Projected Outturn</u>	<u>Projection Over/(Under) Spend</u>
	£	£	£	£	£
<u>Expenditure</u>					
<u>Supplies and Services</u>					
Financial Assistance	1,500	0	0	1,500	0
Total Expenditure	1,500	0	0	1,500	0
<u>Income</u>					
Rents, Fees & Charges	1,600	400	400	1,600	0
Interest Earned	500	0	0	500	0
Total Income	2,100	400	400	2,100	0
Surplus/(Deficit)	600	400	400	600	0
Opening Balance 1 April 2023	14,024			14,024	
Surplus / (Deficit)	600			600	
Projected Closing Balance at 31 March 2024	14,624			14,624	

<u>Grants</u>		
<u>Under Consideration</u>	<u>Amount</u>	<u>Meeting</u>
Crieff at Christmas - Christmas Light Switch On	£ 500	18/09/2023
	<u>£ 500</u>	
Total	<u>£ 500</u>	

