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Council Building
2 High Street
Perth
PH1 5PH

11/09/2023

A hybrid meeting of the **Kinross Common Good Fund Committee** will be held in the **Council Chamber** on **Monday, 18 September 2023** at **14:00**.

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:

Councillor Dave Cuthbert
Councillor Neil Freshwater
Councillor Willie Robertson
Councillor Richard Watters

Kinross 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 APPOINTMENT OF CONVENER**
- 2 WELCOME AND APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 MINUTE OF MEETING OF KINROSS COMMON GOOD FUND OF 4 OCTOBER 2021 FOR APPROVAL** 5 - 6
(copy herewith)
- 5 MATTERS ARISING**
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** 7 - 14
Report By Head of Cultural and Community Services (copy herewith 23/254)
- 7 2022/23 AND 2023/24 FINANCIAL STATEMENTS** 15 - 24
Report by Head of Finance (copy herewith 23/255)

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PERTH AND KINROSS COUNCIL
KINROSS COMMON GOOD FUND
4 OCTOBER 2021

KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held virtually via Microsoft Teams on Monday 4 October 2021 at 10.45am.

Present: Councillors J Duff, M Lyle, W Robertson and R Watters.

In Attendance: D Coyne, L Davison, C Flynn, L Haxton, K Molley, A Brown, L McGuigan, B Parker and M Pasternak (all Corporate and Democratic Services).

Apologies: Councillors M Barnacle and C Purves

APPOINTMENT OF ACTING CONVENER

With Councillor M Barnacle having submitted apologies, the Committee agreed that Councillor W Robertson be appointed Acting Convener for this meeting.

Councillor W Robertson, Acting Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor W Robertson welcomed all present and apologies were noted as above.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross Common Good Fund Committee of 16 June 2021 was submitted and approved.

4. MATTERS ARISING

There were no matters arising.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Head of Culture and Community Services (21/176) asking Kinross Common Good Fund Committee to consider one application for financial assistance.

Resolved:

The decision to award a grant to Kinross-shire Move Greener be deferred to a future meeting of the Kinross Common Good Fund for further information.

6. 2021/22 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (21/177) detailing the Income and Expenditure to 25 August 2021 and the projected outturn for the Financial Year 2021/22.

Resolved:

The Income and Expenditure to 25 August 2021 and the projected outturn to 31 March 2022 for the Fund, as set out in Appendix 1 to report 21/177, be noted.

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## PERTH AND KINROSS COUNCIL

### Kinross Common Good Fund Committee

18 September 2023

### APPLICATIONS FOR FINANCIAL ASSISTANCE

Report by Head of Cultural and Community Services  
(Report No. 23/254)

#### 1. PURPOSE

- 1.1 The report asks Kinross Common Good Fund Committee to consider two grant applications for financial assistance.

#### 2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- considers the applications 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 6: 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 Kinross Common Good Fund.
- 4.4 A summary of the projected surplus, committed grant funding, and the

surplus remaining, is provided below:

|                                                           |        |
|-----------------------------------------------------------|--------|
| <b>2023/24 projected surplus</b>                          | £5,100 |
| <b>Value of grants paid and committed</b>                 | £0     |
| <b>Remaining projected uncommitted surplus</b>            | £5,100 |
| <b>Value of funding requested and under consideration</b> | £1,390 |

## 5. PROPOSALS – SMALL GRANTS

### Light Up Kinross

- 5.1 A grant of £1000 has been requested by Light Up Kinross. The grant would contribute towards financial support for their 25<sup>th</sup> Annual Christmas Lights from November to January.
- 5.2 The grant will be used to erect 62 streetlamp lights, fountain lights and 4 wall lights as well as a decorated Christmas tree in November and dismantle in January. This event will aim to brighten up the town of Kinross during the festive period, making it bright and cheerful for locals and visitors. Light Up Kinross also has support from Kinross-shire Local Events Organisation (KLEO) and local traders. The group estimates that 7,500 people from within the Common Good Area will benefit from the event throughout its duration, along with 950 from elsewhere in Perth & Kinross and 900 from outside of Perth & Kinross. These numbers are rough estimates, depending on the number of visitors to Kinross over the festive period. Success will be measured through feedback from members of the public.
- 5.3 The total cost of the project is estimated at £4,952, with the group contributing £1,038 towards the costs and has £2,000 pending from the Kinross-shire Fund. If the award from the Common Good Fund is granted, a funding gap of £914 would remain, which is expected to be covered through the support of local traders and the Community Newsletter. A full breakdown of the costs is provided below.

| <b>Specific items</b>                                  | <b>Basis of Costing</b>         | <b>Amount</b> |
|--------------------------------------------------------|---------------------------------|---------------|
| Erection Costs (at 2022 Prices)                        | Paid to contractor              | £3,792        |
| Maintenance                                            | Paid to Lighting repair         | £774          |
| Insurance                                              | Yearly premium                  | £204          |
| Admin                                                  | Expenses paid for trustees work | £182          |
| <b>Total proposed expenditure</b>                      |                                 | <b>£4,952</b> |
| <b>Contribution from Individual</b>                    |                                 | <b>£1,038</b> |
| <b>Funding from the Kinross-shire Fund (pending)</b>   |                                 | <b>£2,000</b> |
| <b>Funding Requested from Kinross Common Good Fund</b> |                                 | <b>£1,000</b> |

- 5.4 Light Up Kinross have received a total of £1,774 from the Kinross Common Good Fund in the last three years, detailed below.



| Year      | Previous Funding | Project                        |
|-----------|------------------|--------------------------------|
| 2022/2023 | £831             | Kinross Christmas Lights       |
| 2021/2022 | £443             | Christmas Tree and Lights 2021 |
| 2019/2020 | £500             | Kinross Christmas Lights       |

### Consideration

- 5.5 Committee is asked to consider the request and determine the level of any grant to be awarded.

### Kinross-shire Volunteer Group and Rural Outreach Scheme (KVG)

- 5.6 An application for £390 has been received from KVG to go towards a Thank You Celebratory Event to be held on Sunday 1 October. KVG have been informed that they will be receiving an award from Age Scotland and have been given a budget of £500 to organise a local event for this purpose. KVG would like to enlarge the event and are seeking funding to help cover these additional costs. The event will be held in Orwell Church with catering provided by local provider Avant Garde.
- 5.7 KVG have been in operation for over 40 years, providing a local volunteer driver service to help people get to appointments and keep in touch with friends. This supports people to live independently and maintain social networks.
- 5.8 The Thank You Celebratory Event will directly benefit 60-65 people aged over 65 from the Common Good area – including volunteers and some service users, which currently total around 300. Numbers are limited by venue size.
- 5.9 The total cost of the event is estimated to be £890, with £500 already in place from Age Scotland. A grant of £390 from Kinross Common Good Fund would complete the funding package. If funding is not awarded, the event will still go ahead, but at a smaller scale. A breakdown of costs is provided below:

| Specific items                                         | Basis of Costing | Amount      |
|--------------------------------------------------------|------------------|-------------|
| Hall Rental                                            | Quote            | £75         |
| Invitations/envelopes/postage                          | Estimate         | £55         |
| Catering                                               | Estimate         | £700        |
| Flowers and table decoration                           | Quote            | £60         |
| <b>Total proposed expenditure</b>                      |                  | <b>£890</b> |
| <b>Funding from Age Scotland (confirmed)</b>           |                  | <b>£500</b> |
| <b>Funding Requested from Kinross Common Good Fund</b> |                  | <b>£390</b> |

- 5.10 KVG has not received Common Good funding in the last three years.

## Consideration

5.11 Committee is asked to consider the request and determine the level of any grant to be awarded.

## 6. CONCLUSION

6.1 The Committee is asked to consider the applications and agree any financial assistance to be awarded.

### Author(s)

| Name          | Designation                    | Contact Details                                                                                      |
|---------------|--------------------------------|------------------------------------------------------------------------------------------------------|
| Jacob Dudgeon | Community Planning Officer     | (01738) 475000<br><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) | 7 August 2023 |

## APPENDICES

- None

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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.

#### 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.

### 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 2022/23 Financial Assistance budget.

#### 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 None.



**KINROSS COMMON GOOD FUND COMMITTEE**

**18 SEPTEMBER 2023**

**2022/23 & 2023/24 FINANCIAL STATEMENTS**

**Report by Head of Finance  
(Report No. 23/255)**

**1. PURPOSE OF REPORT**

This report provides the Committee with a statement of the unaudited Income and Expenditure for Financial Year 2022/23, and the projected Income and Expenditure for Financial Year 2023/24 for the Kinross Common Good Fund.

**2. RECOMMENDATIONS**

The Committee is requested to:

- (i) Note the unaudited Income and Expenditure to the 31 March 2023 for the Kinross Common Good Fund for the 2022/23 Financial Year, as set out in Appendix 1 to the report.
- (ii) Note the projected Income and Expenditure to 31 March 2024 for the Kinross Common Good Fund for the 2023/24 Financial Year, as set out in Appendix 2 to the report.

**3. BACKGROUND / MAIN ISSUES**

- 3.1 This report provides an update on the unaudited outturn for Financial Year 2022/23, and the monitoring position for Financial Year 2023/24.

**4. PROPOSALS**

Financial Statement 2022/23

- 4.1 As detailed in Appendix 1, there is a surplus of £4,509 for the Fund for Financial Year 2022/23, and the unaudited Fund balance at 31 March 2023 is £161,660. The movement from the position previously reported to this Committee relates to financial assistance expenditure of £2,131, less prior year funding no longer required of £1,200, and an increase in interest earned on deposits. The Minimum Account Balance has been increased to £160,000 upon receipt of the proceeds from the sale of land at Myre Park as agreed on 18<sup>th</sup> August 2022.

Financial Statement 2023/24

- 4.2 On the basis of Appendix 2, the anticipated interest earned on deposits for 2023/24 is £6,100 and expenditure on financial assistance is estimated at £1,000.
- 4.3 The total estimated surplus for financial year 2023/24 is, therefore, £5,100 and the anticipated Fund balance at 31 March 2024 is £166,760.
- 4.4 There is one application for financial assistance which will be considered at this meeting. In the event that the value of any funding award exceeds the estimated income for the year, which is a decision open to the Committee, the Fund balance will reduce accordingly.

**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    | 27 July 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
- (i) Tackling climate change and supporting sustainable places
- (ii) Growing a sustainable and inclusive local economy
- (iii) Enabling our children and young people to achieve their full potential
- (iv) Protecting and caring for our most vulnerable people
- (v) Supporting and promoting physical and mental wellbeing
- (vi) Placing communities at the heart of how we work

1.1 This report relates to all objectives.

### 2. Resource Implications

#### Financial

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

### 3. Assessments

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### 4. Consultation

#### Internal

- 4.1 The 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 period to 31 March 2023 for Financial Year 2022/23.
- Appendix 2 – Kinross Common Good Fund Financial Statement as at 25 July 2023 for Financial Year 2023/24.



**KINROSS COMMON GOOD FUND****UNAUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2022/23**

|                                                                    | <b><u>Actual</u></b><br><b><u>31/03/23</u></b> |
|--------------------------------------------------------------------|------------------------------------------------|
|                                                                    | £                                              |
| <b><u>Expenditure</u></b>                                          |                                                |
| <u>Supplies and Services</u>                                       |                                                |
| Financial Assistance                                               | 931                                            |
| <b>Total Expenditure</b>                                           | <b>931</b>                                     |
| <b><u>Income</u></b>                                               |                                                |
| Interest Earned                                                    | 2,160                                          |
| Sale of Land                                                       | 3,280                                          |
| <b>Total Income</b>                                                | <b>5,440</b>                                   |
| <b>Surplus / (Deficit)</b>                                         | <b>4,509</b>                                   |
| Opening Balance 01/04/22                                           | 157,151                                        |
| Surplus / (Deficit)                                                | 4,509                                          |
| <b>Total Projected Closing Fund Balance at 31 March 2023</b>       | <b>161,660</b>                                 |
| Minimum Account Balance                                            | <b>(160,000)</b>                               |
| <b>Uncommitted Projected Closing Fund Balance at 31 March 2023</b> | <b>1,660</b>                                   |

| <b><u>Grants</u></b>                                 |                |                |
|------------------------------------------------------|----------------|----------------|
| <u>Paid &amp; Committed</u>                          | <u>Amount</u>  | <u>Meeting</u> |
| Perth & District Scout Council - Jamboree Korea 2023 | £ 200          | 18/08/2022     |
| King George V Playing Field Playing Field            | £ 1,000        | 18/08/2022     |
| Broom Road Neighbourhood Watch Group                 | £ 100          | 24/11/2022     |
| Light Up Kinross                                     | £ 831          | 24/11/2022     |
| <b>Total Paid &amp; Committed</b>                    | <b>£ 2,131</b> |                |
| prior year accrual/payment no longer required        | (£ 1,200.00)   |                |
| <b>Total Financial Assistance</b>                    | <b>£ 931</b>   |                |



**KINROSS COMMON GOOD FUND****FINANCIAL STATEMENT FOR FINANCIAL YEAR 2022/23 AS AT 25 JULY 2023**

|                                                                    | <u>Actual to<br/>25/07/23</u> | <u>Committed</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------------------------------|-------------------------------|------------------|------------------------------|
|                                                                    | £                             | £                | £                            |
| <b><u>Expenditure</u></b>                                          |                               |                  |                              |
| <u>Supplies and Services</u>                                       |                               |                  |                              |
| Financial Assistance                                               | 0                             | 0                | 1,000                        |
| <b>Total Expenditure</b>                                           | <b>0</b>                      | <b>0</b>         | <b>1,000</b>                 |
| <b><u>Income</u></b>                                               |                               |                  |                              |
| Interest Earned                                                    | 0                             | 0                | 6,100                        |
| Sale of land                                                       | 0                             | 0                | 0                            |
| <b>Total Income</b>                                                | <b>0</b>                      | <b>0</b>         | <b>6,100</b>                 |
| <b>Surplus / (Deficit)</b>                                         | <b>0</b>                      | <b>0</b>         | <b>5,100</b>                 |
| Opening Balance 01/04/23                                           | 161,660                       |                  | 161,660                      |
| Surplus / (Deficit)                                                | 0                             |                  | 5,100                        |
| <b>Total Projected Closing Fund Balance at 31 March 2024</b>       | <b>161,660</b>                |                  | <b>166,760</b>               |
| Minimum Account Balance                                            | <b>(160,000)</b>              |                  | <b>(160,000)</b>             |
| <b>Uncommitted Projected Closing Fund Balance at 31 March 2024</b> | <b>1,660</b>                  |                  | <b>6,760</b>                 |

**Grants**

| <u>Under Consideration</u> | <u>Amount</u>  | <u>Meeting</u> |
|----------------------------|----------------|----------------|
| Light Up Kinross           | £ 1,000        | 18/09/2023     |
|                            | <u>£ 1,000</u> |                |

