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Council Building  
2 High Street  
Perth  
PH1 5PH

Wednesday, 21 June 2017

A Meeting of the **Coupar Angus Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 28 June 2017** at **11:40**.

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

**BERNADETTE MALONE**  
Chief Executive

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

**Members:**

Councillor Ian Campbell  
Provost Dennis Melloy  
Councillor Fiona Sarwar  
Councillor Caroline Shiers  
Councillor Lewis Simpson  
Councillor Colin Stewart



**Coupar Angus Common Good Fund Committee**

**Wednesday, 28 June 2017**

**AGENDA**

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

- 1 APPOINTMENT OF CONVENER**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE COUPAR ANGUS COMMON GOOD FUND COMMITTEE OF WEDNESDAY 22 JUNE 2016** **5 - 6**
- 4 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**  
Report by Director (Environment) (copy herewith 17/230)
- 5 2017/18 FINANCIAL STATEMENT** **11 - 18**  
Joint Report by Head of Finance and Director (Environment) (copy herewith 17/231)

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## COUPAR ANGUS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Coupar Angus Common Good Fund Committee held in the Gannochy Suite, Dewar's Centre, Glover Street, Perth on Wednesday 22 June 2016 at 11.25am.

Present: Councillors A Grant and D Melloy.

In Attendance: Councillors D Cuthbert and K Howie; D Littlejohn, Head of Planning and Economic Development and S Merone (both The Environment Service); D Coyne, C Flynn, H Rheinallt, N West and D Williams (all Corporate and Democratic Services).

Apologies: Councillor I Miller and L Simpson.

Councillor A Grant, Convener, Presiding.

### 490. WELCOME AND APOLOGIES

Councillor Grant welcomed all present to the meeting and apologies were noted as above.

### 491. DECLARATIONS OF INTEREST

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

### 492. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Coupar Angus Common Good Fund Committee of 24 February 2016 (Arts. 141-147) was submitted, approved as a correct record and authorised for signature.

### 493. MATTERS ARISING

There were no matters arising.

### 494. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Director (Environment) (16/293), asking the Committee to consider one application for financial assistance.

#### **Resolved:**

#### **Coupar Angus Gala Day**

Coupar Angus Gala Day be awarded a grant of £500 towards the costs of the 'Coupar Angus Gala Rocks' event on 31 July 2016.

PERTH AND KINROSS COUNCIL  
COUPAR ANGUS COMMON GOOD FUND  
22 JUNE 2016

**495. 2016/17 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and Director (Environment) (16/294), (1) providing the Committee with an update on 2015/16 income and expenditure; (2) detailing income and expenditure to 31 May 2016; and (3) detailing the projected outturn to 31 March 2017 for the Coupar Angus Common Good Fund.

**Resolved:**

The unaudited Coupar Angus Common Good Fund income and expenditure outturn for the year ended 31 March 2016, the income and expenditure to 31 May 2016 and the projected outturn to 31 March 2017, be noted.

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## PERTH AND KINROSS COUNCIL

## Coupar Angus Common Good Fund Committee

28 June 2017

## Applications for Financial Assistance

## Report by Director (Environment)

The report asks Coupar Angus Common Good Fund Committee to consider 1 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 grant. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is listed, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3 The unaudited Capital and Revenue Account balance for the Coupar Angus Common Good Fund as at 1 April 2017 is:-

|                                               |                  |
|-----------------------------------------------|------------------|
| Capital                                       | £129.86          |
| Revenue                                       | £1,050.25        |
| <b>Total Funds available for distribution</b> | <b>£1,180.11</b> |

## 2. PROPOSAL

### Coupar Angus Pride of Place Group

- 2.1 An application has been received from Coupar Angus Pride of Place seeking a grant towards the costs of purchasing a watering bowser. The group grows thousands of flowering plants for display throughout the town, in hanging baskets and various types of planters. The young plants require watering in polytunnels and growing areas as well as in containers. The total costs are £1,045.72 to purchase a 70 litre SCH Trolley water bowser/sprayer with long hose and lance extension, chargeable battery and pump supplied. The applicant has applied for £1,045.72. The applicant has not benefited from the fund in the past 3 years.
- 2.2 The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Coupar Angus Common Good Fund Committee.

### 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 request in the report.

### Author

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

### Approved

| Name           | Designation            | Date        |
|----------------|------------------------|-------------|
| Barbara Renton | Director (Environment) | 2 June 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

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

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. The recommendation contained within this report will be funded from the Fund's Revenue Account balance.

### **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 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

**COUPAR ANGUS COMMON GOOD FUND COMMITTEE**

28 June 2017

**2017/18 FINANCIAL STATEMENT****Joint Report by Head of Finance & Director (Environment)****PURPOSE OF REPORT**

This report provides an update on 2016/17 Income and Expenditure, and details of Income and Expenditure to 23 May 2017 and the projected outturn to 31 March 2018 for the Coupar Angus Common Good Fund.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides an update on the final outturn for 2016/17, and the monitoring position and projected outturn for the Financial Year 2017/18.

**2. PROPOSALS****2.1 Financial Statement 2016/17**

Report 16/294 considered by Committee on 22 June 2016 included year-end projections for Income and Expenditure to 31 March 2017 which included an estimated surplus for the year of £3 and a projected Revenue Account Balance of £1,540 at 31 March 2017. Following closure of the 2016/17 accounts, which remain subject to audit by KPMG, the deficit for the year to 31 March 2017 is £487.

- 2.2 The movement from the previously reported surplus is due to the approval of financial assistance funding (£500) at the meeting of 22 June 2016, and an additional £10 generated from interest on the Fund balance.

- 2.3 The unaudited balance for the Fund at 31 March 2017 is £1,050 (Appendix 1). In addition there is a small Capital balance of £130 and it is proposed that this is transferred to the Revenue Account which will result in £1,180 being available for distribution in 2017/18.

**2.4 Financial Statement 2017/18**

On the basis of Appendix 2 it is anticipated that a surplus of £10 will be generated in 2017/18 and the estimated Balance of the Fund will be £1,190 at 31 March 2018, subject to the outcome of a financial assistance funding application to be considered at this meeting.

- 2.5 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 uncommitted closing balance does not include an estimate of the potential funding award and the Expenditure projection and Balance of the Fund will be updated accordingly and reported to a future meeting of this Committee.

### 3. CONCLUSION AND RECOMMENDATION

3.1 The Committee is requested to:-

- (i) Note the unaudited Coupar Angus Common Good Fund Income and Expenditure outturn for the year ended 31 March 2016;
- (ii) Note the Income and Expenditure to 23 May 2017 and the projected outturn to 31 March 2018;
- (iii) Note that the projected Balance of the Fund will be updated to reflect the Financial Assistance award decision at this meeting, and reported to a future meeting of this Committee.

#### Author(s)

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

#### Approved

| Name       | Designation     | Date        |
|------------|-----------------|-------------|
| John Symon | Head of Finance | 24 May 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

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

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

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### **3. Assessments**

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

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

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

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

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

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

#### **3.3 Sustainability**

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

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

### **4. Consultation**

#### **4.1 Internal**

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

### **5. BACKGROUND PAPERS**

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

**6. APPENDICES**

Appendix 1 – Coupar Angus Common Good Fund Unaudited Financial Statement for the period to 31 March 2017 for Financial Year 2016/17

Appendix 2 – Coupar Angus Common Good Fund Financial Statement for period to 23 May 2017 for Financial Year 2017/18.

**COUPAR ANGUS COMMON GOOD FUND**  
**UNAUDITED FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2017 FOR FINANCIAL YEAR 2016/17**

|                                  | <u>Actual<br/>to 31 March<br/>2017</u><br>£ | <u>Financial<br/>Assistance<br/>Committed</u><br>£ | <u>Total</u><br>£ | <u>Unaudited<br/>Outturn</u><br>£ |
|----------------------------------|---------------------------------------------|----------------------------------------------------|-------------------|-----------------------------------|
| <b><u>Expenditure</u></b>        |                                             |                                                    |                   |                                   |
| Supplies and Services            |                                             |                                                    |                   |                                   |
| Financial Assistance             | 500.00                                      | 0.00                                               | 500.00            | 500.00                            |
| <b>Total Expenditure</b>         | <b>500.00</b>                               | <b>0.00</b>                                        | <b>500.00</b>     | <b>500.00</b>                     |
| <b><u>Income</u></b>             |                                             |                                                    |                   |                                   |
| Interest Earned                  | 13.05                                       | 0.00                                               | 13.05             | 13.05                             |
| <b>Total Income</b>              | <b>13.05</b>                                | <b>0.00</b>                                        | <b>13.05</b>      | <b>13.05</b>                      |
| <b>Surplus/(Deficit)</b>         | <b>(486.95)</b>                             | <b>0.00</b>                                        | <b>(486.95)</b>   | <b>(486.95)</b>                   |
| Opening Balance 01/04/16         | 1,537.20                                    |                                                    |                   | 1,537.20                          |
| Surplus / (Deficit)              | 0.00                                        |                                                    |                   | (486.95)                          |
| <b>Unaudited Closing Balance</b> | <b>1,537.20</b>                             |                                                    |                   | <b>1,050.25</b>                   |

| <b><u>Grants</u></b>                                               |                 |                |  |
|--------------------------------------------------------------------|-----------------|----------------|--|
| <u>Actual</u>                                                      | <u>Amount</u>   | <u>Meeting</u> |  |
| Coupar Angus Gala Day - Coupar Angus Gala Rocks event 31 July 2016 | £ 500.00        | 22/06/2016     |  |
|                                                                    | £ 500.00        |                |  |
| <b><u>Committed</u></b>                                            | <u>Amount</u>   | <u>Meeting</u> |  |
|                                                                    | £ -             |                |  |
| <b><u>Under Consideration</u></b>                                  | <u>Amount</u>   | <u>Meeting</u> |  |
|                                                                    | £ -             |                |  |
| <b>Total</b>                                                       | <b>£ 500.00</b> |                |  |



**COUPAR ANGUS COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 23 MAY 2017 FOR FINANCIAL YEAR 2017/18**

|                                            | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Under<br/>Consideration</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------|---------------------------|-------------------------------------------------------------|--------------|------------------------------|
|                                            | £                         | £                                                           | £            | £                            |
| <b>Expenditure</b>                         |                           |                                                             |              |                              |
| Supplies and Services                      |                           |                                                             |              |                              |
| Financial Assistance                       | £ -                       | £ 1,045.72                                                  | £ -          | £ -                          |
| <b>Total Expenditure</b>                   | <b>£ -</b>                | <b>£ -</b>                                                  | <b>£ -</b>   | <b>£ -</b>                   |
| <b>Income</b>                              |                           |                                                             |              |                              |
| Interest Earned                            | £ -                       | £ -                                                         | £ -          | £ 10.00                      |
| <b>Total Income</b>                        | <b>£ -</b>                | <b>£ -</b>                                                  | <b>£ -</b>   | <b>£ 10.00</b>               |
| <b>Surplus/(Deficit)</b>                   | <b>£ -</b>                | <b>£ -</b>                                                  | <b>£ -</b>   | <b>£ 10.00</b>               |
| Opening Unaudited Balance 1 April 2017     | £ 1,050.25                |                                                             |              | £ 1,050.25                   |
| Surplus / (Deficit)                        | £ -                       |                                                             |              | £ 10.00                      |
| Capital Balance                            | £ 129.86                  |                                                             |              | £ 129.86                     |
| Projected Closing Balance at 31 March 2018 | <b>£ 1,180.11</b>         |                                                             |              | <b>£ 1,190.11</b>            |

| <b>Grants</b>                                          |                   |                |  |
|--------------------------------------------------------|-------------------|----------------|--|
| <u>Actual</u>                                          | <u>Amount</u>     | <u>Meeting</u> |  |
|                                                        | £ -               |                |  |
| <u>Committed</u>                                       | <u>Amount</u>     | <u>Meeting</u> |  |
|                                                        | £ -               |                |  |
| <u>Under Consideration</u>                             | <u>Amount</u>     | <u>Meeting</u> |  |
| Coupar Angus Pride of Place - purchase of water bowser | £ 1,045.72        | 28/06/2017     |  |
|                                                        | £ 1,045.72        |                |  |
| <b>Total</b>                                           | <b>£ 1,045.72</b> |                |  |

