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Council Building  
2 High Street  
Perth  
PH1 5PH

Wednesday, 13 December 2017

A Meeting of the **Kinross Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 December 2017** at **09:55**.

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 electronic equipment is in silent mode.***

**Members:**

Councillor Michael Barnacle  
Councillor Ian Campbell  
Councillor Murray Lyle  
Councillor Callum Purves  
Councillor Willie Robertson  
Councillor Richard Watters



**Kinross Common Good Fund Committee**

**Wednesday, 20 December 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 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF 28 JUNE 2017 FOR APPROVAL AND SIGNATURE 5 - 6**
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE 7 - 10**  
Report by Interim Executive Director (Environment) (copy herewith 17/408)
- 6 2017/18 FINANCIAL STATEMENT 11 - 18**  
Joint report by Head of Finance and Interim Executive Director (Environment) (copy herewith 17/409)

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## **KINROSS COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 28 June 2017 at 11.57am.

Present: Councillors M Barnacle, I Campbell, C Purves, W Robertson, C Shiers and R Watters.

In Attendance: T Flanagan and S Merone (both The Environment Service); D Coyne, C Flynn, L Potter, J Salisbury, and D Williams (all Corporate and Democratic Services).

### **400. APPOINTMENT OF CONVENER**

The Committee agreed to appoint Councillor M Barnacle as Convener of Kinross Common Good Fund.

Councillor M Barnacle, Convener, took the Chair.

### **401. WELCOME AND APOLOGIES**

Councillor Barnacle welcomed all present to the meeting. There were no apologies for absence.

### **402. DECLARATIONS OF INTEREST**

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

### **403. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Kinross Common Good Fund Committee of 26 April 2017 (Arts. 280-285) was submitted, approved as a correct record and authorised for signature.

### **404. MATTERS ARISING**

There were no matters arising.

### **405. APPLICATION FOR FINANCIAL ASSISTANCE**

There was submitted Report by the Director (Environment) (17/232), asking the Committee to consider an application for financial assistance.

#### **Resolved:**

#### **(1) Kinross High School**

The application for financial assistance was rejected.

PERTH AND KINROSS COUNCIL  
KINROSS COMMON GOOD FUND  
28 JUNE 2017

**(2) Light up Kinross**

Light Up Kinross be awarded a grant of £500 towards the costs of maintaining, repairing and erecting Christmas lights and improving the town displays for Christmas 2017 (25 November 2017 – 10 January 2018).

**(3) Perth and Kinross District Scout Council**

Perth and Kinross District Scout Council be awarded a grant totalling £200 (£100 per individual) towards the costs of the Explorer Belt Poland 2017 Expedition.

**406. 2017/18 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and Director (Environment) (17/233), providing an update on the 2016/17 Income and Expenditure, and details of the Income and Expenditure to 23 May 2017 and projected outturn to 31 March 2018, for the Kinross Common Good Fund.

**Resolved:**

- (i) The unaudited Income and Expenditure outturn for the year ended 31 March 2017 for the Kinross Common Good Fund, be noted;
- (ii) The Kinross Common Good Fund Income and Expenditure to 23 May 2017 and the projected outturn to 31 March 2018, be noted.

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## KINROSS COMMON GOOD FUND COMMITTEE

20 December 2017

## APPLICATIONS FOR FINANCIAL ASSISTANCE

## Report by Interim Executive Director (Environment)

**PURPOSE OF REPORT**

The report asks Kinross Common Good Fund Committee to consider one 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 2017/18 Financial Statement considered by Kinross Common Good Fund Committee at the meeting on 26 April 2017 (Report 17/172 refers) included a note of the estimated income available for distribution during 2017/18. The audited balance of the Fund as at 1 April 2017 is summarised below:-

|                                                   |             |
|---------------------------------------------------|-------------|
| Revenue Balance at 1 April 2017                   | £157,552    |
| Amount ring-fenced as ‘Capital’                   | £157,000    |
| Remaining Balance Available for Distribution      | £552        |
| Revised estimated 2017/18 income from investments | £1,000      |
| Applications approved to date                     | £700        |
| <b>Total balance available for distribution</b>   | <b>£852</b> |

## 2. PROPOSAL

### Kinross Curling Trust

- 2.1 An application has been received from the Kinross Curling Trust seeking a grant towards the costs of improving access to Kinross Curling facilities. The Trust has operated the facilities since 1 September 2013. The ice hall facilities have been re-built in 2014, but access to pre-existing lounge recreational facilities remains by a stairway. The project aims to improve access to these facilities by installing a platform lift, improving entrance to the facilities and changing/staff facilities including a disabled toilet facility. The total costs are £150,000 including £40,000 for the lift project. The applicant has raised £80,000 and there is still a shortfall of £70,000. The applicant has asked for a contribution. The applicant has not benefited from the fund in the last 3 years. The number of people who live locally and enjoy curling exceeds 800. The British Curling Elite team has also used the facilities and more events might be attracted with the improved facilities.
- 2.2 The proposal meets the criteria of the provision of funding of any activity which is beneficial to the interests of the inhabitants of Kinross.

### Recommendation

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

## 3. RECOMMENDATION

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

### Author

| Name         | Designation        | Contact Details                                                                                    |
|--------------|--------------------|----------------------------------------------------------------------------------------------------|
| 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 | Interim Executive Director (Environment) | 24 November 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 Kinross Common Good Fund's criteria for financial assistance.

#### Corporate Plan

- 1.2 The proposals will contribute to the Corporate Plan's objectives of developing educated, responsible and informed citizens and the outcome of people are ready for life and work. The recommendations contained within this report are in accordance with the priorities of Kinross Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved by the Committee will be contained within the income generated by the Fund for the year and/or from the Fund 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 Democratic Services, the Head of Finance and the Head of Legal and Governance have been consulted.

### **2. BACKGROUND PAPERS**

- 2.1 1 application for financial assistance.

### **3. APPENDICES**

- 3.1 None.

**KINROSS COMMON GOOD FUND COMMITTEE****20 December 2017****2017/18 FINANCIAL STATEMENT****Joint Report by Head of Finance & Interim Executive Director (Environment)****PURPOSE OF REPORT**

This report provides an update on the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Kinross Common Good Fund.

**1. BACKGROUND / MAIN ISSUES**

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

**2. PROPOSALS****2.1 Financial Statement 2017/18**

Appendix 1 assumes a breakeven position for the year resulting in a projected uncommitted Closing Balance of £552. The projected outturn for Interest Earned for the year has been revised to £1,000 as it is anticipated that the interest receivable will reduce by £100 due to the deposit attracting a lower interest rate at the point of rollover.

- 2.2 At the meeting on 24 February 2016 (Report 16/101 refers) the Kinross Common Good Fund Committee agreed that £157,000 of the Revenue balance of the Fund was to be ring-fenced as 'Capital'.

- 2.3 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 Revenue Account balance assumes that approved funding will be contained within the estimated level of income for 2017/18. In the event that the Committee approves funding in excess of the remaining £852 balance available for distribution, an option open to the Committee, the ring fenced balance noted above will reduce accordingly.

**3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Committee is requested to:-

- (i) Note the Kinross Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18.

**Author(s)**

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

**Approved**

| <b>Name</b>       | <b>Designation</b>                                       | <b>Date</b>      |
|-------------------|----------------------------------------------------------|------------------|
| Stewart Mackenzie | Head of Finance                                          | 27 November 2017 |
| Barbara Renton    | Interim Executive Director<br>(Environment)              | 27 November 2017 |
| Jim Valentine     | Depute Chief Executive<br>and Chief Operating<br>Officer | 27 November 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 Depute Chief Executive/Chief Operating Officer has been consulted in the preparation of this report.

### **5. BACKGROUND PAPERS**

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

## **6. APPENDICES**

Appendix 1 – Kinross Common Good Fund Financial Statement for the period to 31 October 2017 for Financial Year 2017/18.



**KINROSS COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 OCTOBER 2017 FOR FINANCIAL YEAR 2017/18**

|                                                       | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|-------------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                                       | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>                             |                           |                                               |              |                              |
| <u>Supplies and Services</u>                          |                           |                                               |              |                              |
| Financial Assistance                                  | 0                         | 700                                           | 700          | 1,000                        |
|                                                       | 0                         | 700                                           | 700          | 1,000                        |
| <b>Total Expenditure</b>                              | <b>0</b>                  | <b>700</b>                                    | <b>700</b>   | <b>1,000</b>                 |
| <b><u>Income</u></b>                                  |                           |                                               |              |                              |
| Interest Earned                                       | 502                       | 0                                             | 502          | 1,000                        |
| <b>Total Income</b>                                   | <b>502</b>                | <b>0</b>                                      | <b>502</b>   | <b>1,000</b>                 |
| <b>Surplus / (Deficit)</b>                            | <b>502</b>                | <b>(700)</b>                                  | <b>(198)</b> | <b>0</b>                     |
| Unaudited Opening Balance 01/04/17                    | 157,552                   |                                               |              | 157,552                      |
| Surplus / (Deficit)                                   | 502                       |                                               |              | 0                            |
| <b>Projected Fund Balance at 31 March 2018</b>        | <b>158,054</b>            |                                               |              | <b>157,552</b>               |
| Ring-fenced as Capital                                | (157,000)                 |                                               |              | (157,000)                    |
| <b>Projected Uncommitted Balance at 31 March 2018</b> | <b>1,054</b>              |                                               |              | <b>552</b>                   |

| <b><u>Grants</u></b>                                     |               |                |                        |  |
|----------------------------------------------------------|---------------|----------------|------------------------|--|
| <u>Actual</u>                                            | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>        |  |
|                                                          | £ -           |                |                        |  |
| <u>Committed</u>                                         | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>        |  |
| Light Up Kinross                                         | £ 500         | 28/06/2017     | Applied for £500       |  |
| Perth & Kinross District Scout Council - Explorer Poland | £ 200         | 28/06/2017     | Applied for £300       |  |
|                                                          | £ 700         |                |                        |  |
| <u>Under Consideration</u>                               | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>        |  |
| Kinross Curling Trust - Improving Access to Facilities   |               | 20/12/2017     | Contribution requested |  |
|                                                          | £ -           |                |                        |  |
| <b>Total</b>                                             | <b>£ 700</b>  |                |                        |  |

