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Council Building
2 High Street
Perth
PH1 5PH

11 December 2019

A Meeting of the **Pitlochry Common Good Fund Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 December 2019** at **09:50**

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

KAREN REID
Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.

Members:

Councillor John Duff (Convener)

Councillor Murray Lyle

Councillor Xander McDade

Councillor Mike Williamson

Pitlochry Common Good Fund Committee

Wednesday, 18 December 2019

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 THE PITLOCHRY COMMON GOOD FUND COMMITTEE OF 24 APRIL 2019 FOR APPROVAL AND SIGNATURE** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**
Report by Depute Chief Executive, Chief Operating Officer (copy herewith 19/354)
- 6 2018/19 AND 2019/20 FINANCIAL STATEMENT** **11 - 18**
Report by Head of Finance (copy herewith 19/355)

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PERTH AND KINROSS COUNCIL
PITLOCHRY COMMON GOOD FUND
24 APRIL 2019

PITLOCHRY COMMON GOOD FUND COMMITTEE

Minute of meeting of the Pitlochry Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 24 April 2019 at 10.10am.

Present: Councillors J Duff, P Barrett, M Lyle, X McDade and M Williamson.

In Attendance: D Coyne, C Flynn, L Haxton, M Mahmood, K Molley and J Salisbury (all Corporate and Democratic Services); and S Merone (Housing and Environment).

215. APPOINTMENT OF CONVENER

Nominations were sought for the appointment of Convener. Councillor M Lyle, seconded by Councillor X McDade, nominated Councillor J Duff.

Resolved:

Councillor J Duff be appointed Convener of the Pitlochry Common Good Fund Committee, with the position of Convener to be rotated on an annual basis between the three local members.

Councillor J Duff, Convener, Presiding.

216. WELCOME AND APOLOGIES

Councillor Duff welcomed all those present to the meeting.

217. DECLARATIONS OF INTEREST

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

217b. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Pitlochry Common Good Fund Committee of 24 February 2016 (Arts.122-127/16) was submitted, approved as a correct record and authorised for signature.

218. MATTERS ARISING

There were no matters arising.

219. PITLOCHRY RAILWAY STATION

Last summer, Network Rail started work improving and extending both platforms at Pitlochry Railway Station. The main contractor (BAM Nuttall) required access to egress from these platforms from both Armoury Road and Rie-achan Road car park to the proposed works. Part of the car park was acquired by the Pitlochry

PERTH AND KINROSS COUNCIL
PITLOCHRY COMMON GOOD FUND
24 APRIL 2019

Burgh Council in 1966 which means it is considered to be a Common Good asset. Heads of Terms were agreed with BAM Nuttall on 2 July 2018.

Various meetings were held with the local Councillors and it was agreed to allow the proposal. The contractor vacated the car park by the end of December 2018.

COUNCILLOR M LYLE LEFT THE MEETING AT THIS POINT.

Resolved:

- (i) The position at Pitlochry Railway Station be noted.
- (ii) The decision taken to allow BAM Nuttall (Main Contractor) access to complete the works at Pitlochry Railway Station be homologated.
- (iii) A further meeting of the Pitlochry Common Good Fund Committee to be arranged by December 2019 to give an update on the review of Common Good assets.

220. ADVISORY NON-VOTING MEMBER

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wished to implement the decision.

Resolved:

- (i) The community council be invited to nominate a representative to join the Committee as an advisory, non-voting member.
- (ii) The advisory non-voting member of the Committee to be appointed as a permanent member.

221. 2015/16 to 2017/18 FINANCIAL STATEMENTS AND 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/128) detailing the Income and Expenditure for the Pitlochry Common Good Fund for Financial Years 2015/16, 2016/17 & 2017/18, and the projected outturn for the Fund for Financial Year 2018/19.

Resolved:

- (i) The Income and Expenditure to 31 March for the Financial Years 2015/16, 2016/17 and 2017/18, be noted.
- (ii) The Income and Expenditure to 31 March 2019, and the projected year-end Balance for the Fund for Financial Year 2018/19, be noted.
- (iii) It be approved that no budget is set for Financial Year 2019/20 and future years unless there is a substantial change to the financial circumstances for the Fund.

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**PITLOCHRY COMMON GOOD FUND COMMITTEE**

**18 December 2019**

**Applications for Financial Assistance**

**Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/354)**

The report asks Pitlochry Common Good Fund Committee to consider one application for financial assistance from Pitlochry Girlguiding.

**1. BACKGROUND**

- 1.1. Perth & 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.
- 1.2. Local residents and organisations can apply to Common Good Funds for support to develop projects in the Common Good area. These grants allow individuals and local organisations to carry out a wide range of community based activities. Retrospective applications are not accepted. However, if an application is received before the project takes place and cannot be considered at the following meeting because papers have already been issued, the application will be considered at the next meeting even if the activities have taken place. 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. There is no approved Financial Assistance Budget (Report 19/128 refers). The value of the Application to be considered at this meeting is summarised below:

|                                                                                       |        |
|---------------------------------------------------------------------------------------|--------|
| <b>Financial Assistance Budget</b>                                                    | n/a    |
| <b>Value of application to be considered at Committee meeting on 18 December 2019</b> | £1,300 |

**2. PROPOSAL**

**Pitlochry Girlguiding**

An application from the Girlguiding Guide and Senior Section Unit has been received seeking funding to support their trip to Italy in July 2020. The trip is for girls aged 10 to 16 to travel to Italy for 10 days. The trip is part of the Girlguiding programme and includes heritage visits and meeting Guides and Scouts Groups in Italy. The Guides have been involved in planning the trip and are responsible for raising funds for the group. There are 12 girls taking

part and 3 leaders, 13 of who live in the Pitlochry Common Good area. The total cost that have been confirmed so far total £19,600 this includes flights (£3,500), accommodation (£6,000), rail travel (TBC), food and excursions (£7,000), coach travel (£1,200) and uniforms (£900). Girls taking part have been asked to contribute £300 and the group have applied to other funders and business for support. The group intend to raise £4,000 through fundraising activity. The group are asking for £100 for each of the 13 Girl Guides that live in the Common Good area (£1,300).

### Recommendation

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

### 3. CONCLUSION

3.1. The Committee is asked to consider the request in the report.

#### Authors

| Name                | Designation                                  | Contact Details                                                                          |
|---------------------|----------------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton          | Community Planning Policy Team Leader        | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Christopher Holgate | Community Planning Policy & Research Officer |                                                                                          |

#### Approved

| Name          | Designation                                        | Date            |
|---------------|----------------------------------------------------|-----------------|
| Jim Valentine | Depute Chief Executive/<br>Chief Operating Officer | 2 December 2019 |

|                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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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 Pitlochry 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 Pitlochry 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 funding requested, if approved by Committee, will be met from the Revenue balance of the Fund.

### **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 Legal and Governance and the Head of Finance have been consulted.

### **2. BACKGROUND PAPERS**

One application for financial assistance

### **3. APPENDICES**

- 3.1 None

## PITLOCHRY COMMON GOOD FUND COMMITTEE

18 December 2019

### 2018/19 & 2019/20 FINANCIAL STATEMENT

Report by Head of Finance (Report No. 19/355)

#### **PURPOSE OF REPORT**

This report provides the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 31 October 2019 and projected outturn to 31 March 2020, for the Pitlochry Common Good Fund.

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides an update on the final outturn for 2018/19 and the monitoring position and projected outturn for the Financial Year 2019/20.

#### **2. PROPOSALS**

##### Financial Statement 2018/19

- 2.1 Report 19/128 considered by the Committee on 24 April 2019 included year-end projections for Income and Expenditure to 31 March 2019. This included an estimated £20 surplus for the year and a projected Fund Balance of £7,360. Following closure of the 2018/19 accounts, the surplus for the year to 31 March 2019 is £22 and the Fund Balance at 31 March 2019 is £7,362, as detailed in Appendix 1.
- 2.2 The movement from the previously reported position is due to an increase in interest received for the year.

##### Financial Statement 2019/20

- 2.3 On the basis of Appendix 2, it is assumed that the Fund will achieve a £20 surplus in 2019/20 and the projected Fund Balance at 31 March 2020 is £7,382.
- 2.4 The Financial Assistance report to be considered at this meeting includes one application for funding, and the value of the funding request exceeds the available income for the year. The approval of a funding award in excess of the estimated level of income for 2019/20, an option open to Committee, will result in a corresponding reduction in the Fund Balance.

#### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Committee is requested to:
- (i) Note the Pitlochry Common Good Fund Audited Income and Expenditure to 31 March 2019 as set out in Appendix 1 to the report.

- (ii) Note the Pitlochry Common Good Fund Income and Expenditure to 31 October 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 2 to the report.

**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                                     | 29 November 2019 |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) | 2 December 2019  |

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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 2018 – 2023 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.

1.2 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 Depute Chief Executive/Chief Operating Officer has been consulted in the preparation of this report.

### **2. BACKGROUND PAPERS**

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.

### **3. APPENDICES**

- Appendix 1 – Pitlochry Common Good Fund Audited Financial Statement for Financial Year 2018/19.
- Appendix 2 – Pitlochry Common Good Fund Financial Statement for period to 31 October 2019 for Financial Year 2019/20.

**PITLOCHRY COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2018/19**

|                                                    | <u>Actual</u><br><u>to 31 March</u><br><u>2019</u> |  |
|----------------------------------------------------|----------------------------------------------------|--|
|                                                    | £                                                  |  |
| <b><u>Expenditure</u></b>                          |                                                    |  |
| <u>Supplies and Services</u>                       |                                                    |  |
| Financial Assistance                               | 0                                                  |  |
| <b>Total Expenditure</b>                           | <b>0</b>                                           |  |
| <b><u>Income</u></b>                               |                                                    |  |
| Interest Earned                                    | 22                                                 |  |
| <b>Total Income</b>                                | <b>22</b>                                          |  |
| <b>Surplus / (Deficit)</b>                         | <b>22</b>                                          |  |
| Opening Balance 01/04/18                           | 7,340                                              |  |
| Surplus / (Loss)                                   | 22                                                 |  |
| <b>Total Closing Fund Balance at 31 March 2019</b> | <b>7,362</b>                                       |  |

| <u>Grants</u>              | <u>Amount</u> | <u>Meeting</u> |
|----------------------------|---------------|----------------|
| <u>Actual</u>              | £ -           |                |
| <u>Committed</u>           | £ -           |                |
| <u>Under Consideration</u> | £ -           |                |
| <b>Total</b>               | <b>£ -</b>    |                |





**PITLOCHRY COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 OCTOBER 2019 FOR FINANCIAL YEAR 2019/20**

|                                                              | <u>Actual<br/>to date</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------------------------|---------------------------|------------------------------|
|                                                              | £                         | £                            |
| <b><u>Expenditure</u></b>                                    |                           |                              |
| <u>Supplies and Services</u>                                 |                           |                              |
| Financial Assistance                                         | 0                         | 0                            |
| <b>Total Expenditure</b>                                     | <b>0</b>                  | <b>0</b>                     |
| <b><u>Income</u></b>                                         |                           |                              |
| Interest Earned                                              | 0                         | 20                           |
| <b>Total Income</b>                                          | <b>0</b>                  | <b>20</b>                    |
| <b>Surplus / (Deficit)</b>                                   | <b>0</b>                  | <b>20</b>                    |
| Opening Balance 01/04/19                                     | 7,362                     | 7,362                        |
| Surplus / (Loss)                                             | 0                         | 20                           |
| <b>Total Projected Closing Fund Balance at 31 March 2020</b> | <b>7,362</b>              | <b>7,382</b>                 |

| <b><u>Grants</u></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> |
| Pitlochry Girlguiding - trip to Italy in July 2020 | £ 1,300        | 18/12/2019     |
|                                                    | £ 1,300        |                |
| <b>Total</b>                                       | <b>£ 1,300</b> |                |

