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Council Building
2 High Street
Perth
PH1 5PH

13 June 2018

A Meeting of the **Blairgowrie Common Good Fund Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 June 2018** at **12:00**.

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

BERNADETTE MALONE
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 Bob Brawn
Councillor Murray Lyle
Councillor Tom McEwan
Councillor Caroline Shiers

Blairgowrie Common Good Fund Committee

Wednesday, 20 June 2018

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 4 OCTOBER 2017 FOR APPROVAL AND SIGNATURE** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 ADVISORY NON-VOTING MEMBER**
At it's 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 is asked to determine how it wishes to implement that decision.
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**
Report by Depute Chief Executive (copy herewith 18/207)
- 7 2017/2018 & 2018/2019 FINANCIAL STATEMENTS** **13 - 22**
Report by Head of Finance (copy herewith 18/208)

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BLAIRGOWRIE COMMON GOOD FUND COMMITTEE

Minute of meeting of the Blairgowrie Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 12.05pm.

Present: Councillors B Brawn, I Campbell, T McEwan and C Shiers.

In Attendance: Councillors R Brock, S Donaldson and R McCall; S Merone (The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service).

561. APPOINTMENT OF CONVENER

The Committee agreed to appoint Councillor T McEwan as Convener of the Blairgowrie Common Good Fund Committee.

Councillor McEwan, Convener, took the Chair.

562. WELCOME AND APOLOGIES

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

563. DECLARATIONS OF INTEREST

Councillor C Shiers declared a non-financial interest in Art. 566.

564. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Blairgowrie Common Good Fund Committee of 14 December 2016 (Arts. 859 – 864) was submitted, approved as a correct record and authorised for signature.

565. MATTERS ARISING

There were no matters arising.

566. REINSTATEMENT OF BMX TRACK

An urgent item of business arose in April 2017 in relation to a proposal to reinstate a BMX track at the rear of Westfield Common, Rattray. In order for the group to secure a grant of £10,000 towards the constructions costs from Tesco they required written confirmation from the landowner that permission would be given. It was noted that members were contacted and agreed to allow the recreation of the BMX Track and gave permission for the group to secure the grant from Tesco.

PERTH AND KINROSS COUNCIL
BLAIRGOWRIE COMMON GOOD FUND
4 OCTOBER 2017

567. 2016/17 & 2017/18 FINANCIAL STATEMENTS

There was submitted a joint report by the Head of Finance and Director (Environment) (17/335) detailing the income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Blairgowrie Common Good Fund.

Resolved:

- (i) The income and expenditure final outturn for the year to 31 March 2017 be noted.
- (ii) The income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 be noted.

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## Blairgowrie Common Good Fund Committee

20 June 2018

### Applications for Financial Assistance

#### Report by Depute Chief Executive (Report No. 18/207)

The report asks Blairgowrie Common Good Fund Committee to consider an 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 grants. 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 considered and listed below, 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 Applications for Financial Assistance are infrequent and there is no approved Financial Assistance budget for the fund. The unaudited Revenue balance of Blairgowrie Common Good Fund at 1 April 2018 is £21,371, with estimated interest to be earned for 2018/19 of £350.

## 2. PROPOSALS

### stART: Hamish Matters

- 2.1 An application has been received from Strathmore Arts Festival (stART) seeking a grant towards the costs of providing affordable, high-quality arts activities celebrating the life of Blairgowrie soldier, poet and song collector Hamish Henderson. The total costs amount to £930. The applicant is applying for £750. The applicant has not previously benefited from the Fund.

- 2.2 The grant will contribute to local knowledge of the musical traditions of Gaelic, Scots and Travelling People, and of Hamish Henderson's own songs. Activities will take place in local schools and Blairgowrie library and a ceilidh will be held.

**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**

| <b>Name</b>    | <b>Designation</b>                    | <b>Contact Details</b>                                                           |
|----------------|---------------------------------------|----------------------------------------------------------------------------------|
| Rosa Huczynska | Community Planning Policy Team Leader | <a href="mailto:rhuczynska@pkc.gov.uk">rhuczynska@pkc.gov.uk</a><br>01738 477858 |

**Approved**

| <b>Name</b>   | <b>Designation</b>     | <b>Date</b> |
|---------------|------------------------|-------------|
| Jim Valentine | Depute Chief Executive | 30 May 2018 |

|                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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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 Blairgowrie 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 Blairgowrie 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 will be funded from income during the year and, if applicable, the revenue balance of the Blairgowrie Common Good 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 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.



## BLAIRGOWRIE COMMON GOOD FUND COMMITTEE

20 June 2018

### 2017/18 & 2018/19 FINANCIAL STATEMENTS

Report by Head of Finance (Report No. 18/208)

#### PURPOSE OF REPORT

This report provides an update on 2017/18 unaudited Income and Expenditure, and details the Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for the Blairgowrie Common Good Fund.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Blairgowrie Common Good Fund does not benefit from regular rental income and it is therefore inappropriate to approve a Financial Assistance budget for the Fund. The Committee instead consider requests for funding assistance on the basis of the community benefit which will be provided for the inhabitants of the former burgh. This report provides an update on the unaudited final outturn for 2017/18 and the monitoring position and projected outturn for the Financial Year 2018/19.

#### 2. PROPOSALS

##### 2.1 Financial Statement 2017/18

Report 17/335 considered by Committee on 4 October 2017 included year-end projections for Income and Expenditure to 31 March 2018. Following closure of the 2017/18 accounts, which remain subject to audit by KPMG, the surplus has increased to £379 due to an increase in the interest received during the year. Appendix 1 provides details of the Income and Expenditure for the year and the final Revenue Account Balance of £21,371 at 31 March 2018.

##### 2.2 Financial Statement 2018/19

On the basis of Appendix 2, it is anticipated that a surplus of £300 will be generated in 2018/19 and that the Fund's estimated Revenue Account Balance will be £21,671 at 31 March 2019.

- 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 Total Fund Balance assumes that approved funding will be contained within the estimated level of income for 2018/19. In the event that the committee approves funding in excess of the income, an option open to the committee, the estimated Revenue Account Balance at 31 March 2019 will reduce accordingly.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:-

- (i) Note the Blairgowrie Common Good Fund unaudited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report.
- (ii) Note the Blairgowrie Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report.

#### Author(s)

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

#### Approved

| Name              | Designation                                        | Date        |
|-------------------|----------------------------------------------------|-------------|
| Stewart MacKenzie | Head of Finance                                    | 30 May 2018 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 30 May 2018 |

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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 – Unaudited Blairgowrie Common Good Fund Financial Statement for Financial Year 2017/18.

Appendix 2 - Blairgowrie Common Good Fund Financial Statement for the period to 25 May 2018 for Financial Year 2018/19.



**BLAIRGOWRIE COMMON GOOD FUND****UNAUDITED BLAIRGOWRIE COMMON GOOD FUND FINANCIAL STATEMENT FOR FINANCIAL YEAR 2017/18**

|                                            | <u>Actual<br/>to date</u> | <u>Financial Assistance<br/>Committed</u> | <u>Projected<br/>Outturn</u> |
|--------------------------------------------|---------------------------|-------------------------------------------|------------------------------|
|                                            | £                         | £                                         | £                            |
| <b><u>Expenditure</u></b>                  |                           |                                           |                              |
| Supplies and Services                      |                           |                                           |                              |
| Financial Assistance                       | 0                         | 0                                         | 0                            |
| <b>Total Expenditure</b>                   | <b>0</b>                  | <b>0</b>                                  | <b>0</b>                     |
| <b><u>Income</u></b>                       |                           |                                           |                              |
| Interest Earned                            | 379                       | 0                                         | 379                          |
| <b>Total Income</b>                        | <b>379</b>                | <b>0</b>                                  | <b>379</b>                   |
| <b>Surplus / (Deficit)</b>                 | <b>379</b>                | <b>0</b>                                  | <b>379</b>                   |
| Opening Balance 01/04/17                   | 20,992                    |                                           | 20,992                       |
| Surplus / (Loss)                           | 379                       |                                           | 379                          |
| <b>Closing Balance as at 31 March 2018</b> | <b>21,371</b>             |                                           | <b>21,371</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> |
|                            | £ -           |                |
| <b>Total</b>               | <b>£ -</b>    |                |



**BLAIRGOWRIE COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 25 MAY 2018 FOR FINANCIAL YEAR 2018/19**

|                                                               | <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                         | 0                                             | 0            | 0                            |
| <b>Total Expenditure</b>                                      | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>0</b>                     |
| <b><u>Income</u></b>                                          |                           |                                               |              |                              |
| Interest Earned                                               | 0                         | 0                                             | 0            | 300                          |
| <b>Total Income</b>                                           | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>300</b>                   |
| <b>Surplus / (Deficit)</b>                                    | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>300</b>                   |
| Opening Balance 01/04/18 (Subject to Final Accounts Approval) | 21,371                    |                                               |              | 21,371                       |
| Surplus / (Loss)                                              | 0                         |                                               |              | 300                          |
| <b>Projected Closing Balance as at 31 March 2019</b>          | <b>21,371</b>             |                                               |              | <b>21,671</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> |
|                                                                     | £ -           |                |                 |
| <u>Under Consideration</u>                                          | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |
| stART: Hamish Matters - Arts Activities Celebrating Life of Soldier | £ 750         | 20/06/2018     |                 |
|                                                                     | £ 750         |                |                 |
| <b>Total</b>                                                        | <b>£ 750</b>  |                |                 |

