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Council Building  
2 High Street  
Perth  
PH1 5PH

21/11/2023

A hybrid meeting of the **Perth Common Good Fund Committee** will be held in the **Council Chamber** on **Monday, 27 November 2023** at **13:00**.

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

**THOMAS GLEN**  
Chief Executive

***Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.***

***Please note that the meeting will be broadcast online and recorded. The recording will be publicly available on the Council's website following the meeting.***

**Members:**

Bailie Chris Ahern  
Councillor Liz Barrett  
Councillor Peter Barrett  
Councillor Andy Chan  
Councillor Stewart Donaldson  
Councillor Eric Drysdale  
Councillor Grant Laing  
Councillor Brian Leishman  
Councillor Iain MacPherson  
Councillor Ian Massie  
Councillor Sheila McCole  
Depute Provost Andrew Parrott  
Councillor John Rebbeck



**Perth Common Good Fund Committee**

**Monday, 27 November 2023**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF PERTH COMMON GOOD FUND COMMITTEE OF 18 SEPTEMBER FOR APPROVAL 2023** **5 - 10**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 COST OF LIVING GRANT** **11 - 16**  
Report by Head of Cultural and Community Services (copy herewith 23/333)
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **17 - 30**  
Report by Head of Finance (copy herewith 23/321)
- 7 2023/24 FINANCIAL STATEMENT** **31 - 38**  
Report by Head of Finance (copy herewith 23/322)

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## PERTH COMMON GOOD FUND COMMITTEE

Minute of hybrid meeting of the Perth Common Good Fund Committee held in the Council Chamber, 2 High Street, Perth on Monday 18 September 2023 at 1.00pm.

Present: Councillors A Parrot, L Barrett, P Barret, A Chan, E Drydale, B Leishman, I MacPherson, I Massie, S McCole and J Rebbeck.

In Attendance: L Haxton and J Dudgeon (Communities); S Walker, J Guild, A Brown and R Ramsay (Corporate and Democratic Services).

Apologies: Baillie C Ahern, Councillors S Donaldson and G Laing

Councillor A Parrott, Convener, Presiding.

### 1. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted above.

### 2. DECLARATIONS OF INTEREST

Councillor E Drysdale declared a non-financial interest in Item 6(5) and (10).

### 3. MINUTE OF MEETING OF THE PERTH COMMON GOOD FUND OF 22 MAY 2023 FOR APPROVAL

The minute of meeting Perth Common Good Fund of 22 May 2023 was submitted and approved as a correct record.

### 4. MATTERS ARISING

No matters were raised.

### 5. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2023

There was submitted a report by the Head of Cultural and Community Services (23/249); (1) providing details of the Bonfire and Fireworks event on 5 November 2023 to be organised by the Perth and Strathearn 200 Round Table; and (2) requesting additional funding.

#### **Resolved:**

- (i) Perth and Strathearn 200 Round Table be awarded a grant of £22000 towards this years Bonfire and Fireworks event.
- (ii) Officers be requested to highlight the Committees concerns over the cost of hiring 4x4 vehicles and request that they consider the use of low volume fireworks only next year.

## 6. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Head of Cultural and Community Services (23/251) asking Perth Common Good Fund Committee to consider six small grant applications and five capital grant applications.

### **Resolved:**

#### **Small Grants**

##### **(1) SSAFA Armed forces Charity Training**

SSAFA Armed Forces Charity Training be awarded a grant of £1100 to support taking 10 volunteers to their organisation-wide Annual Conference in Stirling in October.

##### **(2) Perform in Perth Festival 2024**

Perthshire Musical (Competition) Festival Association be awarded a grant of £6000 to support the running of the Perform in Perth Festival in March 2024 and a Centenary Exhibition in October/November 2023 to celebrate the festival's 100<sup>th</sup> occurrence.

##### **(3) Polish Scouting Association (a)**

###### Motion (Councillors A Parrott and P Barrett)

Polish Scouting Association be awarded a grant of £1079 to support empowering their Junior Leaders in Perth through the Junior Leadership Council and the UK Explorer's Camp, being held at the Douglaswood Scout Centre on 29 September and 1 October 2023.

###### Amendment (Councillors B Leishman and J Rebbeck)

Polish Scouting Association be awarded a grant of £2179 to support empowering their Junior Leaders in Perth through the Junior Leadership Council and the UK Explorer's Camp, being held at the Douglaswood Scout Centre on 29 September and 1 October 2023.

In terms of Standing Order 21.5, a roll call vote was taken.

7 Members voted for the motion as follows:

Councillors L Barrett, P Barrett, A Chan, E Drysdale, I McPherson, S McCole and A Parrott

3 Members voted for the amendment as follows:

Councillors B Leishman, I Massie and J Rebbeck

### **Resolved:**

In accordance with the Motion.

#### **Polish Scouting Association (b)**

Polish Scouting Association be awarded a grant of £1000 to help the organisation meet costs to take a group of young people on an expedition to Edinburgh to take part in the Stonoga Scout Rally on 10 September 2023.

#### **Polish Scouting Association (c)**

Polish Scouting Association be awarded a grant of £667.50, to support them running an activity over a two-day period in September 2023 for 15 Cubs to achieve their Insect Friend badge, involving a trip to Edinburgh to visit the Butterfly and Insect World with an overnight stay at Cameron Toll Scout Hall.

#### **(4) Adventure Circus – The Legend of Kinnoull Hill Dragon**

Adventure Circus SCIO be awarded a grant of £8400 to support the return of their DragonFyre show at Norie Miller Walk and the creation of activities linked to the legend that will be deliverable in local primary schools, focussing on low SIMD areas with low income families and children with additional support needs.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM, COUNCILLOR E DRYSDALE LEFT THE MEETING.

#### **(5) Kinnoull Parish Church – Phoenix Youth Project**

Kinnoull Parish Church be awarded a grant of £250 for the Phoenix Youth Project to support them in the running of a Digital Literacy Workshop that will educate their young people to develop basic programming skills, learn robotics and other STEM themed skills.

COUNCILLOR E DRYSDALE REJOINED THE MEETING.

#### **(6) Craigie & Moncreiffe Parish Church**

Craigie & Moncreiffe Parish Church be awarded a grant of £120 for a trip to Air Thrill to provide 12 young people that promotes physical activity and allowed an opportunity to work on team building.

#### **Capital Grants**

#### **(7) Friends of St John's Kirk of Perth**

Friends of St. John's Kirk of Perth be awarded a grant of £2930 to contribute to the refurbishment of the Kirk's damaged spire and cockerel that has been atop since the 1500s.

#### **(8) PKAVS – The Walled Garden**

PKAVS be awarded a grant of up to £17000 to establish a new multi-functional building that will be used to offer clients space to socialise, participate in peer support and regularly eat together in a kitchen space. It will

also allow for a wide range of activity sessions, including seasonal planning for sowing and growing, DIY skills and resilience-based workshops.

**(9) YMCA Tayside**

YMCA Tayside be awarded a grant of £5000 towards a large project which will see the construction of a new Y Centre, restoring the vacant St Andrew's and St Stephen's Churches on Atholl Street into an active Youth & Community Hub.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM, COUNCILLOR E DRYSDALE LEFT THE MEETING.

**(10) Kinnoull Parish Church – Phoenix Youth Project**

Motion (Councillors A Parrott and I MacPherson)

Kinnoull Parish Church be awarded a grant of £552.45 for their Pheonix Youth Project, to assist them to purchase a new pool table.

Amendment (Councillors L Barrett and P Barrett)

Kinnoull Parish Church be awarded a grant of £275 for their Pheonix Youth Project, to assist them to purchase a new pool table.

In terms of Standing Order 21.5, a roll call vote was taken.

5 Members voted for the Motion as follows:

Councillors B Leishman, I MacPherson, S McCole, A Parrott and J Rebbeck.

4 Members voted for the Amendment as follows:

Councillors L Barrett, P Barrett, A Chan, and I Massie.

**Resolved:**

In accordance with the Motion.

COUNCILLOR E DRYSDALE REJOINED THE MEETING.

**(11) Craigie & Moncreiffe Parish Church**

Craigie & Moncreiffe Parish Church be awarded a grant of £684.01 to enable the organisation to offer a more vibrant Youth Project for the young people who attend and support an identified need for more equipment to ensure the young people are engaged and have a range of activities to participate in.

**7. 2023/24 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (23/250), providing details of the Income and Expenditure to 31 July 2023 and the projected outturn for Financial Year 2023/24 for the Perth Common Good Fund.



**Resolved:**

The projected Income and Expenditure to 31 March 2024, as set out in Appendix 1 to Report 23/250, be noted.

DRAFT



**Perth Common Good Fund Committee**

**27 NOVEMBER 2023**

**COST OF LIVING GRANT**

**Report by Head of Cultural and Community Services**  
(Report No. 23/333)

**1. PURPOSE**

- 1.1 The report asks Perth Common Good Fund Committee agree to make provision for additional Cost of Living support across the winter period.

**2. RECOMMENDATION**

- 2.1 It is recommended that Committee:

- Approves the proposal to delegate authority to the Convener to authorise Cost of Living grants between 1 December 2023 and 1 February 2024.

**3. STRUCTURE OF REPORT**

- 3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Proposal
- Section 6: Conclusion

**4. BACKGROUND**

- 4.1 At the meeting of the Perth Common Good Fund Committee of 6 February 2023 the Committee agreed to earmark £69,500 of underspend from the 2022/23 financial year for Cost of Living support in the Common Good area.

- 4.2 To date approximately £10,000 of this fund has been awarded, leaving a budget of £58,980. The Council has also recently disbursed £68,000 to groups supporting people with the Cost of Living in Perth City through the Warm Welcome Fund for 2023/24.

**5. PROPOSAL**

- 5.1 The Perth Common Good Fund Committee next meets on 29 January 2024. It is proposed that the Committee agree to delegate decision making authority for the remaining £58,980 to the Committee Convener for the period between 1 December 2023 and 1 February 2024.

- 5.2 Acting on officer information and advice, the Convener would seek input from other Committee members before approving any funding for specific groups and projects which are supporting residents and families with Cost of Living over the winter period. At the same time, the Convener would welcome suggestions and recommendations from Committee members about groups and projects who may benefit from some support.
- 5.3 Given the nature of the Cost of Living crisis, it is further proposed that Committee agree that any funding paid out during the period between 1 December 2023 and 1 February 2024 is paid in advance once Convener approval has been given.
- 5.4 Officers will provide a verbal update for Committee on 29 January and if required will prepare a report for Committee at the following meeting on 29 April 2024 summarising any funding awards made during the period between 1 December 2023 and 1 February 2024.

## 6. CONCLUSION

- 6.1 Committee has previously agreed to make a portion of funding available to support Cost of Living related activity in the Common Good area. Only a small part of that funding has been used to date.
- 6.2 Committee is being asked to approve a new approach to the Cost of Living pot within the Common Good Fund. This will allow for more proactive approach to support projects and initiatives across the winter months.

### Authors

Name	Designation	Contact Details
Lee Haxton	Community Planning Team Leader	(01738) 475000 <a href="mailto:ComCommitteeReports@pkc.gov.uk">ComCommitteeReports@pkc.gov.uk</a>

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	6 November 2023

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**ANNEX**

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION, AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Perth 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 Perth 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 recommendations contained within this report will be funded from the 2023/24 Financial Assistance budgets.

### Workforce

- 2.2 Not applicable.

### Asset Management (land, property, IT)

- 2.3 Not applicable.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.5 Not applicable.

### Legal and Governance

- 3.6 Not applicable.

### Risk

- 3.7 Not applicable.

#### **4. Consultation**

##### Internal

- 4.1 The Head of Finance and the Head of Legal and Governance have been consulted.

##### External

- 4.2 Not applicable.

#### **5. Communication**

- 5.1 Not applicable.

#### **2. BACKGROUND PAPERS**

- 2.1 Perth Common Good Fund Application papers.





## Perth Common Good Fund Committee

27 November 2023

### APPLICATIONS FOR FINANCIAL ASSISTANCE

Report by Head of Cultural and Community Services  
(Report No. 23/321)

#### 1. PURPOSE

- 1.1 The report asks Perth Common Good Fund Committee to consider two small grant applications and two capital grant applications.

#### 2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- considers the grant applications and agrees any financial assistance to be awarded.

#### 3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:

- Section 4: Background / Main Issues
- Section 5: Proposals: Small Grants
- Section 6: Proposals: Capital Grants
- Section 7: Conclusion
- Appendices

#### 4. BACKGROUND / MAIN ISSUES

- 4.1 Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property "having regard to the interests of the inhabitants" of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 4.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. These grant awards allow individuals and local organisations to carry out a wide range of community-based activities.

- 4.3 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. The Perth Common Good Fund is larger and receives a much higher number of applications than the other Funds. Therefore, additional criteria are applied to assist with assessing applications (See Appendix 1).
- 4.4 The 2023/24 Budget for the Perth Common Good Fund was approved at the Committee meeting on 6 February 2023 (Report 23/37 refers). A summary of the approved Financial Assistance budget, committed grant funding, and the budget remaining, is provided below:

<b>2023/24 Financial Assistance Budget</b>	
St John's Kirk Carillon	£2,000
Perth Strathearn Round Table	£20,000
Small Grants	£75,000
Cost Of Living Grant	£69,500
Capital Grants	£50,000
<b>Value of grants paid and committed</b>	
St John's Kirk Carillon	£0
Perth Strathearn Round Table	£22,000
Small Grants	£44,547
Cost of Living Grant	£10,520
Capital Grants	£31,516
<b>Remaining Financial Assistance Budget</b>	
St John's Kirk Carillon	£2,000
Small Grants	£28,453
Cost of Living Grant	£58,980
Capital Grants	£18,484
<b>Value of funding requested and under consideration</b>	
Small Grants	£3,310
Capital Grants	£9,500

## 5. PROPOSALS – SMALL GRANTS

### Wednesday Tea Dance Christmas Party

- 5.1 A grant of £415 has been requested from the Wednesday Tea Dance group. The grant will help the group to hold their Annual Christmas Party at the Perth Civil Service Club by subsidising the cost for participants. This will ensure that participants are able to attend and celebrate without any significant financial pressure. The Group have also received less income than expected from their weekly meetings due to illnesses and other absences, therefore they require financial assistance to meet the costs. It is estimated that the party will benefit 31 people from the Common Good Area, and 5 people from elsewhere in Perth & Kinross.

- 5.2 The total cost for the party is estimated at £810. The group are requesting £450 to assist with the costs. The group have indicated that they can contribute £145 with expected fee income from group members totalling £290. A full breakdown of the total costs is provided below.

<b>Specific items</b>	<b>Amount</b>
Music – Accordionist (4hrs x £50)	£200
Premises – Hire of hall	£30
Meals (Buffet @ £15 per head x 36)	£540
Gratuities – tips for kitchen staff	£40
<b>Total proposed expenditure</b>	<b>£810</b>
<b>Contribution from participants (Catering £10x36)</b>	<b>£360</b>
<b>Funding requested</b>	<b>£450</b>

- 5.3 The Wednesday Tea Dance group have previously received funding of £255.00 from the Perth Common Good Fund for their Christmas Party in financial year 2022/23.

### **Consideration**

- 5.4 It is considered that a grant of £310 is consistent with Criteria 9.6.

### **Holiday@Home**

- 5.5 An application of £3,000 has been received from Holiday@Home, based at Perth Baptist Church, to run 3-day of activities in July 2024. The grant will be used to run activity experiences and outings for those experiencing social isolation and loneliness, specifically among older people in the local community. Over recent years, the Group has seen participation increase year-on-year. For its relaunch in 2022, 32 people registered, and this increased to 52 people in 2023. It is therefore expected that numbers will increase again in 2024. Costs are subsidised for the participants, who are asked to pay a nominal fee of between £5 and £30 for 3 days of activities. This income helps the Group fund their Spring and Christmas events, which are free of charge. It is estimated that 65 people from within the Common Good Area will benefit from the project.
- 5.6 The total cost of the project is estimated at £3,000 with the Group requesting the full amount. A full breakdown of the total costs is provided below.

<b>Specific items (based on previous expenditure at July 2023 event)</b>	<b>Amount</b>
Coach Hire	£1,000
Catering	£800
Admission Fees for Outings	£700
Promotional Materials and Printing/Postage	£250
Resources for Activities	£250
<b>Total proposed expenditure</b>	<b>£3,000</b>
<b>Funding requested</b>	<b>£3,000</b>

- 5.7 Holiday@Home have not received any funds from the Perth Common Good Fund in the last three years.

### Consideration

- 5.8 In line with Criteria 9.8, the Committee is asked to consider the request and determine the level of any grant to be awarded.

## 6. PROPOSALS – CAPITAL GRANTS

### Moncrieffe Primary Parent Council

- 6.1 An application for £11,877 has been received from Moncrieffe Primary School Parent Council to extend the existing trim trail at the school as well as providing a wooden gazebo as an outdoor classroom for pupils. It is hoped that the outdoor classroom will provide mental and physical benefit to the pupils, enabling them to continue to thrive within the community. It will also increase the educational opportunities that pupils have with outdoor experiences. The children have identified the need to be able to make the most of the school grounds following a restricted educational experience throughout the COVID-19 pandemic. Outdoor learning is an essential element of a broad and balanced curriculum, and the project would give pupils in the community school a better place to learn and play.
- 6.2 It is estimated that 200 young people under the age of 16 from the Common Good Area will benefit from the project. The planned start date for the works is 1 November 2023 and expected to finish on 1 January 2024.
- 6.3 The total costs of the project are estimated at £23,754. The group are requesting £11,877, following a grant award of £11,877 from the Community Investment Fund. A full breakdown of the costs is provided below.

Specific Items (all costs based from quote)	Trim Trail	Hexagonal Gazebo	Total
Labour	£4,605.60	£4,896	£9,501.60
Material	£4,605.60	£4,896	£9,501.60
Delivery	£1,151.40	£1,224	£2,375.40
Waste Disposal	£575.70	£612	£1,187.70
Accommodation & Sustenance	£575.70	£612	£1,187.70
<b>Total Proposed Expenditure</b>	<b>£11,514</b>	<b>£12,240</b>	<b>£23,754</b>
<b>PKC Community Investment Fund (Approved)</b>			<b>£11,877</b>
<b>Funding requested</b>			<b>£11,877</b>

- 6.4 Moncrieffe Primary School Parent Council have not received any funds from the Perth Common Good Fund in the last three years.

## Consideration

- 6.5 It is considered that a grant of up to £5,940 is consistent with Criteria 10.3.

## Perth Highland Games

- 6.6 An application of £14,227.39 has been received from Perth Highland Games to purchase a new stage for their Highland Dancing competitions. The grant will be used to replace the old dance platform, which was found to have fallen into disrepair and was becoming unsafe due to flood damage at their previous storage facility. The Highland Dancing competition is always well attended by both local and national dancers and this year over 160 dancers competed. An important part of income generation for the Group is ticket sales, some of which come from the people who accompany the Highland Dancers and therefore it is important that the Highland Dancing competition remains part of the Games. Committee should also be aware that the quote secured by the Group was from a company recommended by another Highland Games in Perthshire for stages suitable for Highland Dancing competitions. No other quotes were sought.
- 6.7 It is estimated that 280 people from the Common Good Area will benefit from the project along with 330 from elsewhere in Perth & Kinross and 3,200 from outside of Perth and Kinross. The stage will be purchased as soon as funding is obtained.
- 6.8 The project's total cost is estimated at £14,227.39, with the Group requesting funding for the full amount. The group are awaiting a decision from Perth Common Good Fund before applying for further funds elsewhere to support this purchase. A full breakdown of the costs is provided below.

Specific Items	Basis of Costing	Amount
Stage Parts	Quote	£13,668.70
Carriage Costs	Quote	£411.69
Delivery and Training	Quote	£147.00
<b>Total Proposed Expenditure</b>		<b>£14,227.39</b>
<b>Funding requested</b>		<b>£14,227.39</b>

- 6.9 Perth Highland Games have not received any funds from the Perth Common Good Fund over the last three years.

## Consideration

- 6.10 It is considered that a grant of up to £3,560 is consistent with Criteria 10.3.

## 7. CONCLUSION

- 7.1 The Committee is asked to consider the applications for funding and agree any financial assistance to be awarded.

## Authors

Name	Designation	Contact Details
Jacob Dudgeon	Community Planning & Projects Officer	(01738) 475000 <a href="mailto:ComCommitteeReports@pkc.gov.uk">ComCommitteeReports@pkc.gov.uk</a>
Lee Haxton	Community Planning Team Leader	

## Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	6 November 2023

## APPENDICES

- Appendix 1 – Perth City Common Good Fund Criteria

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION, AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Perth 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 Perth 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 recommendations contained within this report will be funded from the 2023/24 Financial Assistance budgets.

### Workforce

2.2 Not applicable.

### Asset Management (land, property, IT)

2.3 Not applicable.

## **3. Assessments**

### Equality Impact Assessment

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

3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

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

3.4 However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

3.5 Not applicable.

### Legal and Governance

3.6 Not applicable.

### Risk

3.7 Not applicable.



#### **4. Consultation**

##### Internal

- 4.1 The Head of Finance and the Head of Legal and Governance have been consulted.

##### External

- 4.2 Not applicable.

#### **5. Communication**

- 5.1 Not applicable.

#### **2. BACKGROUND PAPERS**

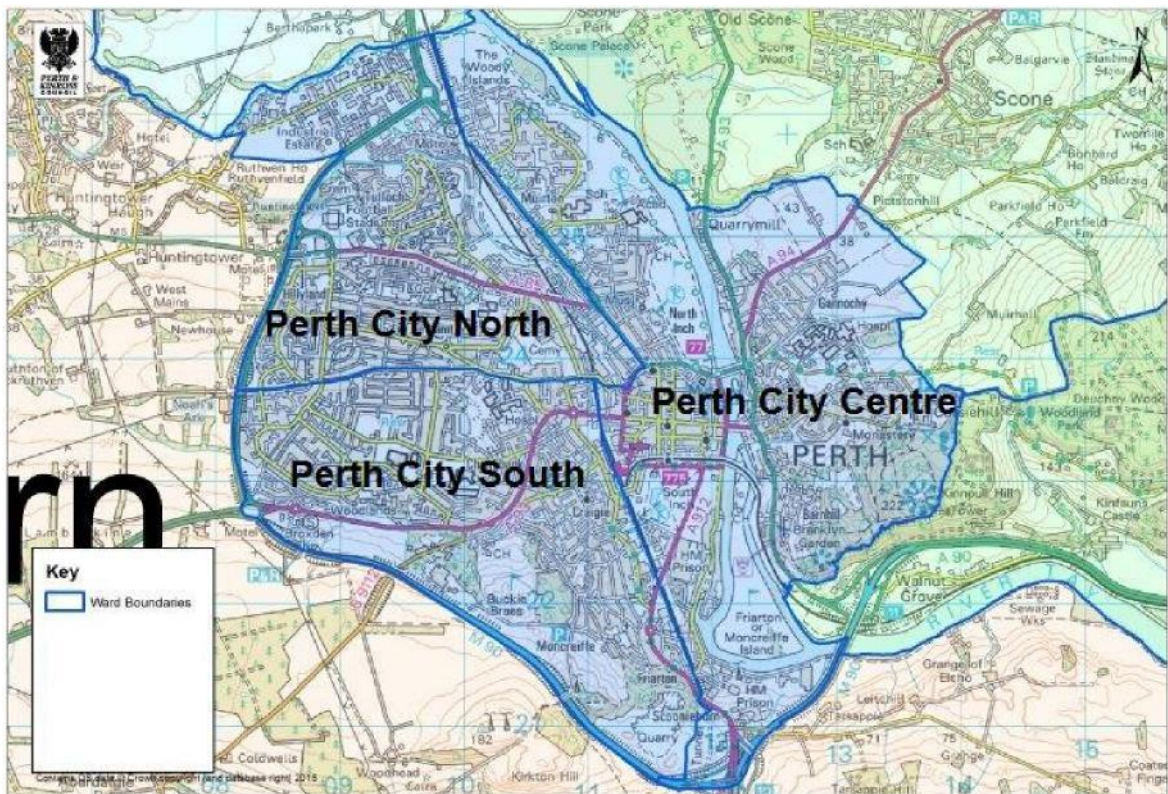
- 2.1 Perth Common Good Fund Application papers.



## Appendix 1

**PERTH COMMON GOOD FUND  
REVISED FINANCIAL ASSISTANCE CRITERIA**

1. All grants are awarded at the discretion of the Perth Common Good Fund Committee.
2. Within the boundary of the Perth Common Good area and if funding is available, applications will be considered from individuals and groups for projects or activities which demonstrate benefit to the residents of the City of Perth.
3. The Perth Common Good area is restricted to Elected Member Ward 10 Perth City South, Ward 11 Perth City North, and Ward 12 Perth City Centre. Applications for financial assistance from individuals residing or groups operating outwith the boundary of the Perth Common Good area must clearly demonstrate that the project or activity to be undertaken will provide benefit to the residents of the City of Perth.



4. Applications for financial assistance from schools and school groups (e.g. Parent Councils) within the Perth Common Good area will be considered regardless of where participating pupils reside.
5. The Financial Year for the Perth Common Good Fund covers the period 1 April to 31 March. The Perth Common Good Fund Committee meets five times per year to consider applications for financial assistance and other business matters; Committee meeting and application deadline dates are

available on the Council's Community Grants webpage via the following link:  
<http://www.pkc.gov.uk/pkgrantsdirect>.

6. Applications for financial assistance must be submitted to the Perth Common Good Fund Committee in advance of the project or activity taking place. Retrospective applications where expenditure is incurred during the time between the application submission deadline date and the date of the Committee meeting will be considered however the applicant must be aware that funding may not be approved by Committee.
7. A separate Capital Grants fund will be maintained to support applications for financial assistance towards the funding of building improvement works, and the acquisition of equipment. Applications for Capital Grant funding assistance should be submitted to the first Perth Common Good Fund Committee meeting of the new financial year, which normally takes place during April or May. The Capital Grants fund will normally close until commencement of the next financial year, however the Committee may consider late applications if Capital Grant funding remains available.
8. The following conditions shall apply to all applications for financial assistance:
  - 8.1 The application for financial assistance must demonstrate that the funding will provide benefit to the residents of the City of Perth. The Perth Common Good Fund Committee must be satisfied that all disbursements from the fund meet this requirement and the Committee decision in this regard is full and final.
  - 8.2 The Perth Common Good Fund should not be viewed as a resource to supplement the funding of Council services; applications for financial assistance from Council services are therefore not encouraged. Any application submitted by a Council service will be considered by the Perth Common Good Fund Committee on its own merits.
  - 8.3 Applicants who are seeking funds to purchase resources, or undertake capital projects are asked to demonstrate that they are sourcing these from local providers where these can reasonably meet their needs.
  - 8.4 All awards of £400 or less will be paid in advance, but recipients must complete an end of grant monitoring form and provide evidence of spend based on their initial application Awards greater than £400 must be claimed on completion of the project and within three months of the activity taking place. The claim should include an end of grant monitoring form and evidence of spend, based on the initial application. Funding for awards not claimed will be returned to the Fund.
9. Small Grants:
  - 9.1 Applications for financial assistance will be considered by the Perth Common Good Fund Committee in line with the criteria below: -

- 9.2 Organisation of events/games/festivals including prize awards: -
- a) No entry fee payable by the public: up to maximum of 40% of the total actual costs.
  - b) Entry fee payable by the public (commercial event): up to a maximum of 20% of the total actual costs subject to the submission of an evidenced Income & Expenditure account for the event.
  - c) In the event, that the Common Good funding of a commercial event results in a profit, the level of funding award will be reduced accordingly.
  - d) In the event, that the commercial event is loss making, the Common Good funding may be used to underwrite the loss, subject to the level of funding approved by Committee.
  - e) Grants will not be paid for any event/games/festival which are cancelled following the approval of funding by Committee.
- 9.3 Hire of hall and provision of prizes for school prize giving ceremonies – up to a maximum of 40% of total costs.
- 9.4 Voluntary work overseas by individuals: -
- 6 months or more: up to £400 per individual
  - Up to 6 months: up to £250 per individual
- 9.5 Attendance at summer schools/events by individuals or groups of up to 5:
- More than 2 weeks: up to £150 per individual
  - One to two weeks: up to £100 per individual
- 9.6 Excursions/Parties (up to two applications per year per group): -
- **Contribution of up to 50% towards the actual costs. Each organisation is permitted a maximum of two applications during the course of a financial year. Overall grant to be capped at £10 per individual with an overall maximum grant of up to £1,000.**
- 9.7 Visits or trips by and from School/Youth/Sport/Music groups: -
- For groups of between 6 and 10 people, a flat contribution of £500.
  - For groups of 11 or more; a contribution of £50 per person to a maximum of £1,000 for youth groups, senior citizen or vulnerable groups for activities of one week or more.
- 9.8 Any other purpose where it can be demonstrated that there is a benefit to the residents of the City of Perth.
10. Capital Grants: -
- 10.1 The funding of applications for Capital Grant funding will be restricted to the available annual budget.

- 10.2 It is expected that the total funding available will be fully committed at the first meeting of the Perth Common Good Fund Committee at the start of the new financial year. In the event, that funding is not fully committed, the Common Good Fund Committee may choose to either roll forward the unallocated funding to the next financial year or consider further applications during the year.
- 10.3 Acquisition of equipment and uniforms - consideration on merits up to a maximum of 25% of total cost, subject to the budget available.
- 10.4 Provision and improvement of buildings - consideration on merits up to a maximum of 25% of total cost and up to £50,000, subject to the budget available. Note that the facilities must be available to the general public.
- 11. Expenditure which is not eligible for funding awards:
  - 11.1 Assistance with further or higher education fees
  - 11.2 Charity fundraising e.g. sponsored walk/cycle/bungee etc.
  - 11.3 Town twinning activities
  - 11.4 Organisations with religious or political associations where there are restrictions on usage or availability
  - 11.5 Core funding of the voluntary sector
  - 11.6 Assistance with day to day running costs e.g. the rental of premises, employee costs etc.

**Perth Common Good Fund Committee**

**27 November 2023**

**2023/24 FINANCIAL STATEMENT**

**Report by Head of Finance**

(Report No. 23/322)

**1. PURPOSE OF REPORT**

This report provides details of the Income and Expenditure to 30 September 2023 and the projected outturn for Financial Year 2023/24 for the Perth Common Good Fund.

**2. RECOMMENDATIONS**

2.1 The Committee is requested to:

- (i) Note the projected Income and Expenditure to 31 March 2024 for the Perth Common Good Fund, as set out in Appendix 1 to the report.

**3. BACKGROUND / MAIN ISSUES**

3.1 The budget for Financial Year 2023/24 was approved by the Committee on 6 February 2023 (Report 23/37 refers). The Committee received a financial monitoring update at the meetings on 22 May 2023 (Report 23/145 refers) and 18 September 2023 (Report 23/250 refers).

3.2 This report provides an update on the projected outturn for Financial Year 2023/24.

**4. PROPOSALS**

Financial Statement 2023/24

4.1 Appendix 1 provides the 2023/24 Financial Statement which includes the Budget approved by Committee on 6 February 2023 (Report 23/37 refers).

4.2 The projected deficit for 2023/24 is £7,800, a decrease of £8,000 from the previously reported position of £15,800. This is due to the receipt of £8,000 from Scottish Water for the temporary occupancy of part of the Lesser South Inch in association with sewer improvement works on Tay Street and Shore Road. The estimated Fund balance at 31 March 2024 is now therefore projected to be £1,937,548.

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Fiona Lambie	Accountant	CHXFinance@pkc.gov.uk

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Stewart Mackenzie	Head of Finance	2 November 2023
Karen Donaldson	Chief Operating Officer	2 November 2023

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All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

1.1 The Council's Corporate Plan 2022 – 2027 lays out seven outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- Tackling poverty
- Tackling climate change and supporting sustainable places
- Growing a sustainable and inclusive local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing
- Placing communities at the heart of how we work

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 Chief Operating Officer has been consulted in the preparation of this report.

## **2. BACKGROUND PAPERS**

- 2.1 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.

## **3. APPENDICES**

- Appendix 1 – Perth Common Good Fund - Financial Statement for Financial Year 2023/24 as at 30 September 2023.



**PERTH COMMON GOOD FUND****FINANCIAL STATEMENT FOR FINANCIAL YEAR 2023/24 AS AT 30 SEPTEMBER 2023**

	<u>2023/24 Budget</u>	<u>Actual to date</u>	<u>Committed and Under Consideration</u>	<u>Projected Outturn</u>	<u>Projection Over/(Under) Spend</u>
	£	£	£	£	£
<b><u>Expenditure</u></b>					
<b><u>Property Costs</u></b>					
Rent & Rates	1,300	-	-	1,300	-
Repairs and Maintenance - General	13,000	180	-	13,000	-
Depreciation & Impairment	3,400	-	-	3,400	-
	<b>17,700</b>	<b>180</b>	<b>-</b>	<b>17,700</b>	<b>-</b>
<b><u>Supplies and Services</u></b>					
Financial Assistance - St Johns Kirk Carillon	2,000	-	-	2,000	-
Financial Assistance - Perth & Strathearn Round Table	20,000	-	22,000	22,000	2,000
Financial Assistance - Small Grants	75,000	19,970	27,887	73,000	(2,000)
Financial Assistance - Capital Grants	50,000	-	41,016	50,000	-
Financial Assistance - Cost of Living	69,500	-	10,520	69,500	-
Administration Charges	15,000	-	-	15,000	-
Legal Fees	2,000	-	-	2,000	-
Printing, Stationery, Advertising and Postages	500	-	-	500	-
	<b>234,000</b>	<b>19,970</b>	<b>101,423</b>	<b>234,000</b>	<b>-</b>
<b><u>Christmas Events</u></b>					
Rent, Rates & other property costs (storage for Christmas lights)	15,000	6,285	-	15,000	-
Erect, Dismantle and Maintain Christmas Lights	20,000	-	12,000	20,000	-
Switch on Ceremony	40,000	-	-	40,000	-
	<b>75,000</b>	<b>6,285</b>	<b>12,000</b>	<b>75,000</b>	<b>-</b>
<b>Total Expenditure</b>	<b>326,700</b>	<b>26,435</b>	<b>113,423</b>	<b>326,700</b>	<b>-</b>
<b><u>Income</u></b>					
Rents, Fees & Charges	250,000	126,145	-	258,000	8,000
Interest on Investments	60,000	-	-	60,000	-
Fishing Permits	900	454	-	900	-
<b>Total Income</b>	<b>310,900</b>	<b>126,599</b>	<b>-</b>	<b>318,900</b>	<b>8,000</b>
<b>Surplus / (Deficit)</b>	<b>(15,800)</b>	<b>100,164</b>	<b>(113,423)</b>	<b>(7,800)</b>	<b>8,000</b>
Estimated Opening Balance 01/04/23	1,945,348			1,945,348	
Surplus / (Deficit)	(15,800)			(7,800)	
<b>Projected Common Good Fund Balance at 31 March 2024</b>	<b>1,929,548</b>			<b>1,937,548</b>	
Earmarked in Reserves:-					
Minimum Revenue Account Balance	(1,500,000)			(1,500,000)	
Repair and Renewal Reserve	(120,000)			(120,000)	
<b>Projected Uncommitted Closing Balance at 31 March 2024</b>	<b>309,548</b>			<b>317,548</b>	

**PERTH COMMON GOOD FUND****FINANCIAL STATEMENT FOR FINANCIAL YEAR 2023/24 AS AT 30 SEPTEMBER 2023**

<b>Grants</b>			
	<u>Small Grants</u>	<u>Capital Grants</u>	<u>Meeting</u>
<b><u>Paid</u></b>			
World Challenge Trip to Ecuador	£ 250		22/05/2023
Friends of Letham Primary Parent Council	£ 680		22/05/2023
Perth Minorities Association - Mela Festival	£ 19,040		22/05/2023
<b>Total Paid</b>	<b>£ 19,970</b>	<b>£ -</b>	
<b><u>Committed</u></b>			
Perth Minorities Association - Mela Festival	£ 960		22/05/2023
Perth Fundraisers of Inspire Dance Studios	£ 450		22/05/2023
Cost of Living - VitalityMe CIC	£ 10,520		22/05/2023
Black Watch Regimental Trust	£ 4,550		22/05/2023
Perth Working Men's Garden Association		£ 2,850	22/05/2023
Perth Bridge Club		£ 2,500	22/05/2023
Perth Strathearn Round Table - Perth Fireworks Display 2023	£ 22,000		18/09/2023
SSAFA Armed Forces Charity Training	£ 1,100		18/09/2023
Perform in Perth Festival 2024	£ 6,000		18/09/2023
Polish Scouting Association (a) Junior Leaders	£ 1,079		18/09/2023
Polish Scouting Association (b) Stonoga Scout Rally	£ 1,000		18/09/2023
Polish Scouting Association (c) Butterfly & Insect World	£ 668		18/09/2023
Adventure Circus - The Legend of Kinnoull Hill Dragon	£ 8,400		18/09/2023
Kinnoull Parish Church - Phoenix Youth Project - Digital Workshop	£ 250		18/09/2023
Craigie & Moncreiffe Parish Church - Air Thrill Trip	£ 120		18/09/2023
Friends of St John's Kirk - Kirk Spire		£ 2,930	18/09/2023
PKAVS - Walled Garden		£ 17,000	18/09/2023
YMCA Tayside		£ 5,000	18/09/2023
Kinnoull Parish Church - Phoenix Youth Project - Pool Table		£ 552	18/09/2023
Craigie & Moncreiffe Parish Church - Youth Project		£ 684	18/09/2023
<b>Total Committed</b>	<b>£ 57,097</b>	<b>£ 31,516</b>	
<b><u>Under Consideration</u></b>			
Wednesday Tea Dance Christmas Party 2023	£ 310		27/11/2023
Holiday @ Home	£ 3,000		27/11/2023
Moncrieffe Primay Parent Council - Trim Trail and Gazebo		£ 5,940	27/11/2023
Perth Highland Games - Stage		£ 3,560	27/11/2023
<b>Total Under Consideration</b>	<b>£ 3,310</b>	<b>£ 9,500</b>	
<b>Total</b>	<b>£ 80,377</b>	<b>£ 41,016</b>	