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Council Building
2 High Street
Perth
PH1 5PH

16/06/2022

A hybrid meeting of the **Aberfeldy Common Good Fund Committee** will be held in the **Council Chamber** on **Wednesday, 22 June 2022** at **10:15**.

If you have any queries please contact Committee Services on (01738) 475000 or email 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:

Councillor Stewart Donaldson
Councillor John Duff
Councillor Grant Laing
Provost Xander McDade
Councillor Mike Williamson

Aberfeldy Common Good Fund Committee

Wednesday, 22 June 2022

AGENDA

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

- 1 APPOINTMENT OF CONVENER**
- 2 WELCOME AND APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 MINUTE OF MEETING OF THE ABERFELDY COMMON GOOD FUND COMMITTEE OF 26 APRIL 2022** **5 - 6**
(copy herewith)
- 5 MATTERS ARISING**
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 14**
Report by Head of Culture and Community Services (copy herewith 22/147)
- 7 2021/22 AND 2022/23 FINANCIAL STATEMENTS** **15 - 24**
Report by Head of Finance (copy herewith 22/148)

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ABERFELDY COMMON GOOD FUND COMMITTEE

Minute of meeting of the Aberfeldy Common Good Fund Committee held hybrid in the Council Chambers, 2 High Street, Perth on Tuesday, 26 April 2022 at 10.15am.

Present: Councillors M Williamson, J Duff and M Lyle

In Attendance: D Coyne, L Davison, L Haxton, S Hendry, F Lambie and K Molley (all Corporate and Democratic Services); and M Hill (Communities).

Apology: Councillor X McDade

Councillor M Williamson, Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor M Williamson welcomed all present to the meeting and an apology was noted above.

2. DECLARATIONS OF INTEREST

There were no declarations of interest in terms of Councillors' Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Aberfeldy Common Good Fund Committee of 21 February 2022 was submitted and approved as a correct record.

4. MATTERS ARISING

There were no matters arising.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Head of Culture (22/102) asking Aberfeldy Common Good Fund Committee to consider one application for financial assistance.

Resolved:

Live Active Leisure be awarded a grant of £585 towards P7/S1 Transition events for the Breadalbane cluster.

6. 2020/22 AND 2022/23 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (22/103) (1) providing the projected outturn for Financial Year 2021/22; and (2) detailing the estimated income and Fund balance for Financial Year 2022/23.

Resolved:

- (i) The projected Income and Expenditure to the 31 March 2022 for the Aberfeldy Common Good Fund for the 2021/22 Financial Year, as set out in Appendix 1 to report 22/103, be noted.
- (ii) The projected Income and Expenditure to 31 March 2022 for the Aberfeldy Common Good Fund for the 2022/23 Financial Year, as set out in Appendix 2 to report 22/103, be noted.

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## PERTH AND KINROSS COUNCIL

### Aberfeldy Common Good Fund Committee

22 June 2022

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### Report by Head of Culture & Community Services

(Report No 22/147)

#### 1. PURPOSE

- 1.1 The report asks Aberfeldy Common Good Fund Committee to consider applications for financial assistance for 2 small grants.

| 2. RECOMMENDATION |                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1               | <p>It is recommended that Council:</p> <ul style="list-style-type: none"> <li>consider the applications and agree any financial assistance to be awarded.</li> </ul> |

#### 3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Proposals: Small Grants

#### 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. Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. This report is for the Aberfeldy Common Good Fund.

- 4.4 The estimated income for financial year 2022/23, and the value of the application to be considered at this meeting, is summarised below:

|                                                                |        |
|----------------------------------------------------------------|--------|
| <b>Estimated income for 2022/23</b>                            | £1,320 |
| <b>Value of grants committed to date</b>                       | £585   |
| <b>Income remaining available for distribution</b>             | £735   |
| <b>Value of funding requests to be considered by Committee</b> | £4,374 |

## 5. PROPOSALS – SMALL GRANTS

### Aberfeldy Festive Committee

- 5.1 An application for £1,044 has been received from the Aberfeldy Festive Committee to contribute to their Christmas Market project, which will take place on 3 December 2022. The all-day event will include: the switching on of the Aberfeldy Christmas lights; performers including a local dance group, choirs, and Atholl Pipe Band/Wind Band; a Christmas parade; Santa's Grotto; and around 20 stalls for various businesses and charities to promote their services and sell Christmas gifts. The Christmas Market has been a part of community life for around two decades but has been unable to take place over the last two years due to the pandemic. Entry to the Market will be free.
- 5.2 195 people from the Common Good Area, 50 people from elsewhere in Perth and Kinross, and 80 people from outside of Perth and Kinross (all of varying ages) are estimated to benefit from the project.
- 5.3 The total cost of the project is £2,044. A breakdown of the costs has been provided below. The applicant has not received grant funding from the Common Good Fund in the last three years.

| <b>Specific items</b>                                                     | <b>Basis of costing</b>                   | <b>Amount</b> |
|---------------------------------------------------------------------------|-------------------------------------------|---------------|
| Reindeer (to lead parade and offer petting/photo opportunities from 12-4) | Quote                                     | £1,500        |
| Pipe Band                                                                 | Quote                                     | £100          |
| Volunteer expenses                                                        | Based on 3 years ago                      | £150          |
| Prizes for parade/floats/window displays                                  | Based on 3 years ago                      | £150          |
| Premises for meetings                                                     | Hire costs £12 p/h x 2 hours x 6 meetings | £144          |
| <b>Total proposed expenditure</b>                                         |                                           | <b>£2,044</b> |
| <b>Contribution from group</b>                                            |                                           | <b>£1,000</b> |
| <b>Funding requested</b>                                                  |                                           | <b>£1,044</b> |



## Aberfeldy Church of Scotland

- 5.4 An application for £3,330 has been received from the Aberfeldy Church of Scotland to contribute to their Upper Tay Church of Scotland Community Newsletter project. The project is to produce and distribute 3 editions (over the course of a year) of the free-of-charge Upper Tay Community Newsletter in hard copy to all PH9 and PH15 houses and further afield through the digital version. The newsletter contains a register of voluntary community-based activities and essential services. The community are invited to make contributions, including recipes, photos and articles, but it will not promote any businesses and does not contain advertising as the group want the newsletter to remain a register of voluntary activities and essential services, rather than a commercial magazine.
- 5.5 45% of those who receive a paper copy of the newsletter are from the Common Good Area. The rationale for distributing the newsletters outside of the Common Good Area is that the services offered in the directory are almost exclusively within the Common Good Area but the group do not want to exclude those who live in the rural community from accessing them. The newsletter was first published in April 2020 and focused on providing essential service information such as details on collecting prescriptions, accessing free meals and delivery of food/other necessary items. Subsequent editions have focused on health and wellbeing, encouraging people to be active. The Aberfeldy Healthiest Town initiative and GP practice both use the Newsletter as a source of information, and the Council uses it to promote initiatives such as Ways to Wellbeing and the Adult Learning Hub. The group may no longer be in a position to continue publishing and distributing the newsletter without funding, as they have funds to cover some of the Autumn Edition costs, but not the December Edition.
- 5.6 The total cost of the project is £3,330. A breakdown of the costs has been provided below. The applicant has not received grant funding from the Common Good Fund in the last three years.

| Specific items                    | Basis of costing | Amount        |
|-----------------------------------|------------------|---------------|
| Printing                          | £750 per edition | £2,250        |
| Distribution                      | £360 per edition | £1,080        |
| <b>Total proposed expenditure</b> |                  | <b>£3,330</b> |
| <b>Funding requested</b>          |                  | <b>£3,330</b> |

## Authors

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

## Approved

| Name           | Designation                      | Date        |
|----------------|----------------------------------|-------------|
| Barbara Renton | Executive Director (Communities) | 6 June 2022 |

## APPENDICES

- None

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan                                      | <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 Aberfeldy Common Good Fund does not have an approved budget for awards of Financial Assistance, awards are typically funded from the income remaining available for the current financial year. Awards which exceed the available income will reduce the Revenue Balance accordingly.

### Workforce

- 2.2 N/A.

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

- 2.3 N/A.

## 3. Assessments

- 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 N/A.

### Legal and Governance

- 3.6 The Head of Legal and Governance has been consulted.

Risk

3.7 N/A.

**4. Consultation**

Internal

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

External

4.2 N/A.

**5. Communication**

5.1 N/A.

**6. BACKGROUND PAPERS**

6.1 Aberfeldy Common Good Application papers.



# **ABERFELDY COMMON GOOD FUND COMMITTEE**

**22 JUNE 2022**

## **2021/22 & 2022/23 FINANCIAL STATEMENTS**

**Report by Head of Finance**  
(Report No 22/148)

### **1. PURPOSE OF REPORT**

This report provides the unaudited Income and Expenditure to the 31 March 2022 for the Aberfeldy Common Good Fund for the 2021/22 Financial Year. The report also provides an update on the projected income to 31 March 2023 for the 2022/23 Financial Year.

### **2. RECOMMENDATIONS**

The Committee is requested to:

- (i) Note the unaudited Income and Expenditure to the 31 March 2022 for the Aberfeldy Common Good Fund for the 2021/22 Financial Year, as set out in Appendix 1 to the report.
- (ii) Note the projected Income and Expenditure to 31 March 2023 for the Aberfeldy Common Good Fund for the 2022/23 Financial Year, as set out in Appendix 2 to the report.

### **3. BACKGROUND / MAIN ISSUES**

- 3.1 This report provides an update on the unaudited actual outturn for Financial Year 2021/22, and the monitoring position for Financial Year 2022/23.

### **4. PROPOSALS**

#### Financial Statement 2021/22

- 4.1 As detailed in Appendix 1, there is a projected surplus of £250 for the Fund for Financial Year 2021/22, and the estimated Fund balance at 31 March 2022 is £123,612. The movement from the position reported to this Committee on 26 April 2022 (Report 22/103 refers) relates to the update of interest earned on deposits.

## Financial Statement 2022/23

- 4.2 On the basis of Appendix 2, the anticipated interest earned on deposits for 2022/23 is £1,320. The estimated income remaining available for awards of Financial Assistance is £735, and the estimated Fund balance at 31 March 2023 is £124,347. The projected Fund balance does not include any adjustment for the two applications for Financial Assistance to be considered at this meeting, and the projections for the Fund may require update following the decisions taken by the Committee.

### **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         | 14 June 2022 |
| Karen Donaldson   | Chief Operating Officer | 14 June 2022 |

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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.

- 1.1 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.

### **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 - Aberfeldy Common Good Fund – Unaudited Financial Statement for period to 31 March 2022 for Financial Year 2021/22.
- Appendix 2 - Aberfeldy Common Good Fund - Financial Statement for the Financial Year 2022/23.



**ABERFELDY COMMON GOOD FUND**  
**UNAUDITED FINANCIAL STATEMENT FOR THE**  
**FINANCIAL YEAR 2021/22**

|                                                   | <b><u>Actual</u></b><br><b><u>31/03/22</u></b> |
|---------------------------------------------------|------------------------------------------------|
|                                                   | <b>£</b>                                       |
| <b><u>Expenditure</u></b>                         |                                                |
| Supplies and Services                             |                                                |
| Financial Assistance                              | 0                                              |
| <b>Total Expenditure</b>                          | <b>0</b>                                       |
| <b><u>Income</u></b>                              |                                                |
| Interest Earned                                   | 250                                            |
| <b>Total Income</b>                               | <b>250</b>                                     |
| <b>Surplus/(Deficit)</b>                          | <b>250</b>                                     |
| Opening Balance at 1 April 2021                   | 123,362                                        |
| Surplus / (Deficit) for the year                  | 250                                            |
| <b>Projected Closing Balance at 31 March 2022</b> | <b>123,612</b>                                 |

| <b><u>Financial Assistance</u></b> |                          |
|------------------------------------|--------------------------|
| <b><u>Actual</u></b>               | <b><u>Amount (£)</u></b> |
|                                    | 0                        |
| <b><u>Committed</u></b>            | <b><u>Amount (£)</u></b> |
|                                    | 0                        |
| <b>Total</b>                       | <b>0</b>                 |



**ABERFELDY COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR FINANCIAL YEAR 2022/23**

|                                                   | <u>Actual to 15<br/>May 2022</u> | <u>Committed</u> | <u>Projected<br/>Outturn</u><br><br>£ |
|---------------------------------------------------|----------------------------------|------------------|---------------------------------------|
| <b><u>Expenditure</u></b>                         |                                  |                  |                                       |
| Supplies and Services                             |                                  |                  |                                       |
| Financial Assistance                              | 0                                | 585              | 585                                   |
| <b>Total Expenditure</b>                          | <b>0</b>                         | <b>585</b>       | <b>585</b>                            |
| <b><u>Income</u></b>                              |                                  |                  |                                       |
| Interest Earned                                   | 0                                | 0                | 1,320                                 |
| <b>Total Income</b>                               | <b>0</b>                         | <b>0</b>         | <b>1,320</b>                          |
| <b>Surplus/(Deficit)</b>                          | <b>0</b>                         | <b>(585)</b>     | <b>735</b>                            |
| Opening Balance at 1 April 2022                   | 123,612                          |                  | 123,612                               |
| Surplus / (Deficit) for the year                  | 0                                |                  | 735                                   |
| <b>Projected Closing Balance at 31 March 2023</b> | <b>123,612</b>                   |                  | <b>124,347</b>                        |

|                                        |                   |                |
|----------------------------------------|-------------------|----------------|
| <b><u>Financial Assistance</u></b>     |                   |                |
| <u>Actual</u>                          | <u>Amount (£)</u> | <u>Meeting</u> |
| Total Actual                           | 0                 |                |
| <u>Committed</u>                       | <u>Amount (£)</u> | <u>Meeting</u> |
| Live Active Leisure - P7/S1 Transition | £ 585             | 26/04/2022     |
| Total Committed                        | £ 585             |                |
| <u>Under Consideration</u>             | <u>Amount (£)</u> | <u>Meeting</u> |
| Aberfeldy Festive Committee            | £ 1,044           | 22/06/2022     |
| Aberfeldy Church of Scotland           | £ 3,330           | 22/06/2022     |
| Total Under Consideration              | £ 4,374           |                |

