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Council Building
2 High Street
Perth
PH1 5PH

17 April 2018

A Meeting of the **Crieff Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 25 April 2018** at **11:25**.

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 Stewart Donaldson (Convener)
Councillor Peter Barrett
Councillor Rhona Brock
Councillor Murray Lyle
Councillor Roz McCall

Crieff Common Good Fund Committee

Wednesday, 25 April 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 20 DECEMBER 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 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT 7 - 16**
Report by Head of Finance (copy herewith 18/145)

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CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.52am.

Present: Councillors S Donaldson, R Brock, I Campbell, R McCall and M Lyle.

In Attendance: Councillor W Robertson; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services).

Councillor S Donaldson, Convener, Presiding.

715. WELCOME AND APOLOGIES

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

716. DECLARATIONS OF INTEREST

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

717. MINUTE OF PREVIOUS MEETING

The minute of meeting of 4 October 2017 (Arts. 568-574) was submitted, approved as a correct record and authorised for signature.

718. MATTERS ARISING

There were no matters arising.

719. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Interim Executive Director (Environment) (17/406), asking the Crieff Common Good Fund to consider one application for financial assistance.

Resolved:

(1) Crieff Choral Group

The Crieff Choral Group be awarded a grant of £200 towards the costs of rehearsals and their Spring concert on 18 March 2018.

PERTH AND KINROSS COUNCIL
CRIEFF COMMON GOOD FUND
20 DECEMBER 2017

720. 2017/18 FINANCIAL STATEMENTS

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/407), providing an update on the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Crieff Common Good Fund.

Resolved:

The Crieff Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.

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**CRIEFF COMMON GOOD FUND COMMITTEE****25 April 2018****2018/19 BUDGET &  
2017/18 FINANCIAL STATEMENT****Report by Head of Finance****PURPOSE OF REPORT**

This report seeks approval of the budget for Financial Year 2018/19 and details the Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year 2017/18.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The proposed budget for 2018/19 has been prepared based on activity undertaken in 2017/18 and prior years. This report also provides the monitoring position and projected outturn for the Financial Year 2017/18.

**2. PROPOSALS****2.1 Budget 2018/19**

As detailed in Appendix 1, there are no proposed budget adjustments and the £1,000 budget for Financial Assistance and the £1,600 budget for Rent, Fees & Charges will therefore remain unchanged from 2017/18 to 2018/19.

**2.2 Financial Statement 2017/18**

On the basis of Appendix 2, it is anticipated that a surplus of £1,000 will be generated in financial year 2017/18 and the Fund's Revenue Account Balance is estimated to be £9,841 at 31 March 2018. The movement from the projected closing balance of £9,441 reported to this Committee on 20 December 2017 (Report 17/407 refers) is attributed to the £400 underspend in the Financial Assistance budget for the year.

**2.3 Financial Statement 2018/19**

A Financial Statement for 2018/19 has not been prepared, as at the time of drafting this report, there were no transactions recorded in the 2018/19 ledger for the Crieff Common Good Fund. The decisions of the Committee at this meeting will be incorporated into the 2018/19 Financial Statement to be presented at future Crieff Common Good Fund Committee meetings.

**3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Committee is requested to:

- (i) Approve the Crieff Common Good Fund budget for Financial Year 2018/19 as set out in Appendix 1 to the report.

- (ii) Note the Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018 as detailed in Appendix 2 to the report.

#### Author(s)

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

#### Approved

| <b>Name</b>       | <b>Designation</b>                                 | <b>Date</b>  |
|-------------------|----------------------------------------------------|--------------|
| Stewart MacKenzie | Head of Finance                                    | 5 April 2018 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 6 April 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

#### Corporate Plan

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.

1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

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

## **2. APPENDICES**

- Appendix 1 – Crieff Common Good Fund Proposed Budget for 2018/19.
- Appendix 2 - Crieff Common Good Fund Financial Statement for period to 31 March 2018 for Financial Year 2017/18.



**CRIEFF COMMON GOOD FUND**  
**PROPOSED BUDGET FOR 2018/19**

|                                                   | <b><u>BUDGET</u></b><br><b><u>2017/18</u></b><br>£ | <b>Proposed</b><br><b><u>BUDGET</u></b><br><b><u>2018/19</u></b><br>£ |
|---------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------|
| <b><u>EXPENDITURE</u></b>                         |                                                    |                                                                       |
| Financial Assistance                              | 1,000                                              | 1,000                                                                 |
| <b>Total Expenditure</b>                          | <b><u>1,000</u></b>                                | <b><u>1,000</u></b>                                                   |
| <b><u>INCOME</u></b>                              |                                                    |                                                                       |
| Rents, Fees & Charges                             | 1,600                                              | 1,600                                                                 |
| Interest earned                                   | 0                                                  | 0                                                                     |
| <b>Total Income</b>                               | <b><u>1,600</u></b>                                | <b><u>1,600</u></b>                                                   |
| <b>Surplus for Period</b>                         | <b><u>600</u></b>                                  | <b><u>600</u></b>                                                     |
| Projected Revenue Balance at 1 April 2018         |                                                    | 9,841                                                                 |
| Plus Projected Surplus for 2018/19                |                                                    | 600                                                                   |
| <b>Projected Revenue Balance at 31 March 2019</b> |                                                    | <b><u>10,441</u></b>                                                  |



**CRIEFF COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2018 FOR FINANCIAL YEAR 2017/18**

|                           | <u>Approved 2017/18<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial Assistance<br/>Under Consideration<br/>and Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|---------------------------|------------------------------------|---------------------------|-----------------------------------------------------------------------|--------------|------------------------------|----------------------------------------------|
|                           | £                                  | £                         | £                                                                     | £            | £                            | £                                            |
| <b>Expenditure</b>        |                                    |                           |                                                                       |              |                              |                                              |
| Supplies and Services     |                                    |                           |                                                                       |              |                              |                                              |
| Financial Assistance      | 1,000                              | (200)                     | 800                                                                   | 600          | 600                          | (400)                                        |
|                           | 1,000                              | (200)                     | 800                                                                   | 600          | 600                          | (400)                                        |
| <b>Total Expenditure</b>  | <b>1,000</b>                       | <b>(200)</b>              | <b>800</b>                                                            | <b>600</b>   | <b>600</b>                   | <b>(400)</b>                                 |
| <b>Income</b>             |                                    |                           |                                                                       |              |                              |                                              |
| Rents, Fees & Charges     | 1,600                              | 1,600                     | 0                                                                     | 1,600        | 1,600                        | 0                                            |
| Interest Earned           | 0                                  | 0                         | 0                                                                     | 0            | 0                            | 0                                            |
| <b>Total Income</b>       | <b>1,600</b>                       | <b>1,600</b>              | <b>0</b>                                                              | <b>1,600</b> | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>  | <b>600</b>                         | <b>1,800</b>              | <b>(800)</b>                                                          | <b>1,000</b> | <b>1,000</b>                 | <b>400</b>                                   |
| Opening Balance 01/04/17  | 8,841                              |                           |                                                                       |              | 8,841                        |                                              |
| Surplus / (Deficit)       | 600                                |                           |                                                                       |              | 1,000                        |                                              |
| Projected Closing Balance | <b>9,441</b>                       |                           |                                                                       |              | <b>9,841</b>                 |                                              |

| <b>Grants</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>        |
| Crieff in Leaf Association - Burrel Square Project   | £ 600         | 04/10/2017     | Asked for Contribution |
| Crieff Choral Group - Rehearsals and Spring Concerts | £ 200         | 20/12/2017     | Asked for £2,000       |
|                                                      | £             | 800            |                        |
| <u>Under Consideration</u>                           | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>        |
|                                                      | £             | -              |                        |
| <b>Total</b>                                         | <b>£</b>      | <b>800</b>     |                        |

