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Council Building
2 High Street
Perth
PH1 5PH

13 October 2020

A special meeting of the **Perth Common Good Fund Committee** will be held virtually on **Monday, 19 October 2020** at **09:30**.

If you have any queries please contact Committee Services - Committee@pkc.gov.uk.

KAREN REID
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 Andrew Parrott (Convener)
Councillor Chris Ahern
Councillor Peter Barrett
Councillor Audrey Coates
Councillor Harry Coates
Councillor Eric Drysdale
Councillor John Duff
Councillor Murray Lyle
Councillor Sheila McCole
Councillor John Rebbeck
Councillor Willie Wilson

Perth Common Good Fund Committee

Monday, 19 October 2020

AGENDA

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

1 WELCOME AND APOLOGIES

2 DECLARATIONS OF INTEREST

3 MINUTE OF MEETING OF THE PERTH COMMON GOOD FUND COMMITTEE OF 19 OF FEBRUARY FOR APPROVAL 5 - 8
(copy herewith)

4 MATTERS ARISING

5 APPLICATIONS FOR FINANCIAL ASSISTANCE - JUNE 2020

Due to the Covid-19 pandemic, members of the Perth Common Good Fund Committee were contacted and the following decisions were agreed:

(1) Letham Primary School be awarded a grant of £468 towards support for their Lifeskills at Letham Project.

(2) An individual be awarded a grant of £150 towards the cost of two week ballet dancing training at the Royal Conservatories over the summer.

(3) St John's RC Academy be awarded a grant of £520 towards their 2020 Award Ceremony to celebrate the success of pupils at the end of the 2019/20 session in June.

(4) PKAVS Walled Garden be awarded a grant of £18,786 towards the costs of a replacement art studio.

(5) Kinnoull Bowling Club be awarded a grant of £974.55 towards the costs of installing an energy efficient boiler.

6 APPLICATIONS FOR FINANCIAL ASSISTANCE 9 - 20
Report by Executive Director (Housing and Environment) (copy herewith 20/185)

7	2019/20 AND 2020/21 FINANCIAL STATEMENTS Report by Head of Finance (copy herewith 20/186)	21 - 32
8	DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET, PERTH Report by Head of Planning and Development (copy herewith 20/187)	33 - 44

IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM(S) IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

P1 2-4 NORTH METHVEN STREET, PERTH

- Exempt Reason 6 - Information relating to the financial or business affairs of any particular person (other than the authority).
- Exempt Reason 9 - Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

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PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
19 FEBRUARY 2020

PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 19 February 2020 at 9.00am.

Present: Councillors A Parrott, C Ahern, P Barrett (from item 3(5)), A Coates, H Coates, D Doogan, E Drysdale, J Duff, M Lyle, S McCole, J Rebbeck and W Wilson.

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

Apology: Councillor B Band

Councillor A Parrott, Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor A Parrott welcomed all present and an apology was noted as above.

2. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor Ahern declared a financial interest in Art (war memorial application) and a non-financial interest in Art (private paper)

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (20/56) asking Perth Common Good Fund Committee to consider applications for financial assistance (four for small grants and one for a capital grant).

Councillor C Ahern addressed the Committee.

COUNCILLOR P BARRETT ENTERED THE MEETING AT THIS POINT.

Resolved:

(5) Perth Armed Forces War Memorial

Association of Perth Veterans be awarded a grant of £15,872 to erect a monument to remember the men and women of Perth who died during military service. The Committee agreed to use what was left of the 2019/20 capital

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and small grants budget to fund the Perth Armed Forces War Memorial before entering the 2020/21 capital budget.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 18 December 2019 (Arts.618-625) was submitted, approved as a correct record and authorised for signature.

4. MATTERS ARISING

There were no matters arising.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (20/56) asking Perth Common Good Fund Committee to consider five applications for financial assistance (four for small grants and one for a capital grant).

Resolved:

(1) Friends of St John's Kirk

St John's Kirk of Perth, seeking a grant of £1,500 towards the costs of Carillion Recitals for Civic Engagements in 2020. The Committee requested a report back on the activity to a future meeting.

(2) Perth Academy

Perth Academy be awarded a grant of £1,000 towards their French trip from 25 May to 31 May 2020, led by the Modern Languages Department.

(3) Perth and Kinross School Sport Planning Group

Part 1:

Perth and Kinross School Sport Planning Group be awarded a grant of £300 towards the cover of the cost of providing medals to recognise pupils' success.

Part 2:

Motion (Councillors A Parrott and C Ahern)

Perth and Kinross School Sport Planning Group be awarded a grant of £1,944 to pay for certificates for four teaching staff, one in each of the four Perth secondary schools to gain a D1 minibus qualification.

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Amendment (Councillors D Doogan and E Drysdale)

Perth and Kinross School Sport Planning Group be awarded a grant of £3,888 to pay for certificates for four teaching staff, one in each of the four Perth secondary schools to gain a D1 minibuss qualification.

In accordance with Standing Order 58, a roll call vote was taken.

5 members voted for the Motion as follows:

Councillors C Ahern, J Duff, M Lyle, A Parrott and W Wilson.

7 members voted for the Amendment as follows:

Councillors P Barrett, A Coates, H Coates, D Doogan E Drysdale, S McCole and J Rebbeck.

Resolved:

In accordance with the Amendment.

(4) Comann nam Parant, Peairt

Motion (Councillors A Parrott and W Wilson)

Comann nam Parant, Peairt be awarded a grant of £1,500 to support an afterschool club for 26 pupils in P1-P7, which allows the children to use and develop their Gaelic language skills out with the classroom through a range of extracurricular activities.

Amendment (Councillors J Rebbeck and D Doogan)

Comann nam Parant, Peairt be awarded a grant of £3,000 to support an afterschool club for 26 pupils in P1-P7, which allows the children to use and develop their Gaelic language skills out with the classroom through a range of extracurricular activities.

In accordance with Standing Order 58, a roll call vote was taken.

6 members voted for the Motion as follows:

Councillors C Ahern, P Barrett, J Duff, M Lyle, A Parrott and W Wilson.

6 members voted for the Amendment as follows:

Councillors A Coates, H Coates, D Doogan, E Drysdale, S McCole and J Rebbeck.

In terms of Standing Order 56, Councillor A Parrott as Convener exercised his casting vote in favour of the Motion.

Resolved:

In accordance with the Motion.

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2020/21 BUDGET AND 2019/20 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (20/45) seeking approval of the budget for Financial Year 2020/21 for Perth Common Good Fund and; (2) detailing the Income and Expenditure to 22 January 2020 and the projected outturn for Financial Year 2019/20.

Resolved:

- (i) The Perth Common Good Fund budget for financial year 2020/21, as set out in Appendix 1 to report 20/45, be approved.
- (ii) The Perth Common Good Fund draft budget for financial years 2021/22 and 2022/23, as set out in Appendix 1 to report 20/45, be noted.
- (iii) The Perth Common Good Fund Income and Expenditure to 22 January 2020 and the projected outturn to 31 March 2020, as set out in Appendix 2 to report 20/45, be noted.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.

P1. NORTH INCH BOWLING AND PETANQUE CLUB, NORTH INCH, PERTH LEASE VARIATION

There was submitted a report by the Executive Director (Housing and Environment) (20/46) seeking approval from the Perth Common Good Fund Committee to extend the existing lease for a further 32 years by extending the end date from 31 March 2038 to 31 March 2070 for the North Inch Bowling Green and Pavilion to North Inch Bowling and Petanque Club (NIBPC).

Resolved:

The tenant's request for an extension of their existing lease for a further 32 years by extending the date from 31 March 2038 to 31 March 2070 at the North Inch Bowling Green and Pavilion on the terms and conditions as detailed in report 20/46, be approved.

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## PERTH COMMON GOOD FUND COMMITTEE

19 October 2020

### Applications for Financial Assistance

#### Report by Executive Director of Housing and Environment (Report No. 20/185)

The report asks Perth Common Good Fund Committee to consider applications for financial assistance for small grants and for capital grants.

## 1. BACKGROUND

- 1.1 Perth & Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 Local residents and organisations can apply to Common Good Funds for support to develop projects in the Common Good area. These grants allow individuals and local organisations to carry out a wide range of community based activities. Retrospective applications are not accepted. However, if an application is received before the project takes place and cannot be considered at the following meeting because papers have already been issued, the application will be considered at the next meeting even if the activities have taken place. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3 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).
- 1.4 The 2020/21 Financial Assistance budget for Perth Common Good Fund was approved by this Committee at the meeting on 19 February 2020 (Report 20/45 refers). The approved budget, the value of funding approved to date, together with the remaining budget and value of applications to be considered at this meeting is summarised below:

|                                                                                       |         |
|---------------------------------------------------------------------------------------|---------|
| <b>Approved 2020/21 Financial Assistance Budget</b>                                   |         |
| Small Grants                                                                          | £60,000 |
| Capital Grants                                                                        | £40,000 |
| <b>Value of applications to be considered at Committee meeting on 20 October 2020</b> |         |
| Small Grants                                                                          | £8,010  |
| Capital Grants                                                                        | £2,000  |

|                                                 |            |
|-------------------------------------------------|------------|
| <b>Remaining Financial Assistance Budget</b>    |            |
| Small Grants                                    | £58,862    |
| Capital Grants                                  | £20,239.45 |
| <b>Applications awarded by email in 2020/21</b> |            |
| Small Grants                                    | £1,138     |
| Capital Grants                                  | £19,760.55 |

## 2. PROPOSALS – Small Grants

### Perth Badminton

- 2.1 An application for £3,000 has been received from Perth & District Badminton Association seeking support to hold the Scottish National Badminton Championship in 2021. The event will see Scotland's top badminton players compete against each other for national titles. Having this event in Perth will enable local clubs, schools and Perth residents to see Scotland's top players in action. The Association intends to re-run a mixed gender under 11s event in conjunction with the championship to allow local children to participate. The event is expected to bring people into Perth during the event (5 February and 7 February 2021). The group estimate 470 people from Perth will come and 830 from outside of Perth. The event has support from Bell's Sport Centre and local businesses. The event is expected to cost £13,000, which includes hall hire, accommodation for officials, catering, prize funds, trophies, publicity and court set up. The Association will be charging an entry fee for the event and this will raise £3,000. Badminton Scotland will put £4,000 towards the event and the group are applying for the PKC events fund. Without this grant this event would incur a significant deficit. A grant would ensure Perth sees the benefits of hosting tournament.

| Year    | Amount | Criteria | Project                                  |
|---------|--------|----------|------------------------------------------|
| 2019/20 | £3,000 | 9.2      | Scottish National Badminton Championship |
| 2018/19 | £3,000 | 9.2      | Scottish National Badminton Championship |
| 2017/18 | £3,000 | 9.2      | Scottish National Badminton Championship |

### Consideration

- 2.2 It is considered that a grant of £2,600 is consistent with criteria 9.2.

### Tulloch Primary School Parent Council

- 2.3 Tulloch Primary School Parent Council are seeking support to host a pantomime for pupils on campus on 22 December 2020. The pantomime is an opportunity for all 470 school children to enjoy a performance by M&M productions. The total cost to put on this performance is £1,099 and the group are seeking funding to cover 40% of this cost (£439.60). The grant will enable pupils at Tulloch Primary School to enjoy a pantomime before their Christmas break.

## **Consideration**

- 2.4 It is considered that a grant of £439.60 is consistent with criteria 9.2.

| <b>Year</b> | <b>Amount</b> | <b>Criteria</b> | <b>Project</b> |
|-------------|---------------|-----------------|----------------|
| 2019/20     | £420          | 9.2             | Panto 2019     |
| 2019/20     | £700          | 9.2             | Summer Trip    |

## **2.5 Tulloch Primary School**

Tulloch Primary School are applying for funding to support their 2021 P7 residential to Dalguise Outdoor Activity Centre. The trip will run from 19<sup>th</sup> April to 23<sup>rd</sup> April and take all 50 P7 pupils for a week's adventure. The cost of the trip is £282 per pupil or £14,100 for 50 pupils plus £250 for transport costs. The School would like to direct a grant towards 9 pupils from families who would find it difficult to fund the trip to ensure cost is not a barrier for taking part. The School is applying for £2,788 which includes the cost of 9 pupils and the cost of the coach. The School has not received a grant from the Perth Common Good Fund in the last three years.

## **2.6 Consideration**

It is considered that a grant of £1,000 is consistent with Criteria 9.7

## **Friends of William Soutar Society**

- 2.7 Perth Poet William Soutar (1898-1943) is a major figure in Scottish literature who played a significant role in the early twentieth century Scottish Literary Renaissance. The Friends of William Soutar Society intend to publish 'The Complete Works of William Soutar (Poetry)'. The book will include all Soutar's published and unpublished poems, alongside a modern assessment by a leading Scottish academic. The total cost of the project is £13,470.95, the group have secured £9401.45 and are applying for a grant of £3,569.50. The costs include; transport and academic research costs (£5,725); printing 500 copies of the book (£3,046), other publication costs such as editing, styling, graphics and proof reading (£3,185.95). Any income generated by the book will be used to print more copies and if sales allow the revenue would be put towards another book on the William Souter's prose collection. The group have previously benefitted from the Perth Common Good Fund.

## **Consideration**

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

### 3.0 Capital

#### Riverside Church North Muirton

- 3.1 Riverside Church in North Muirton are seeking funding to support the creation of a community kitchen to support low-income households in their local area in partnership with Fareshare. The 'Martha's Kitchen Project' will work with schools in a confidential and respectful manner to identify vulnerable families who may need support. The impact of the Covid-19 restrictions has caused many people to lose their jobs or have reduced hours. The church has worked with the North Perth Covid-19 Support Network since March and wishes to continue with this work. The group believe they can help 350 people in the Common Good area. The total cost of the project is £4,500 and the group are applying for £2,000. The group would use grant money for a commercial dishwasher. The group have secured £2,500 to buy a commercial fridge and other kitchen equipment. The project will run from September 2020 to March or June 2021. The group will work with partners to turn surplus food into nutritious meals. Long term the church would like to run a community café for all people in the community. A grant would help reduce food poverty in the North Muirton area.

#### Consideration

- 3.2 It is considered that a grant of £1,125 is consistent with criteria 10.3.

### 4. CONCLUSION AND RECOMMENDATIONS

- 4.1 The Committee is asked to consider and approve the recommendations in the report.

#### Author

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

#### Approved

| Name         | Designation                 | Date                       |
|--------------|-----------------------------|----------------------------|
| David Stokoe | Service Manager Communities | 11 <sup>th</sup> September |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>No</b>         |
| Asset Management (land, property, IST)              | <b>No</b>         |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of 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 2019/20 Financial Assistance budget. The Reserves of the

Perth Common Good Fund will reduce if the Financial Assistance budget is exceeded.

### **3. Assessments**

#### **Equality Impact Assessment**

- 3.1 Under the equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: No further action is required as the items summarised in the committee report do not require further assessment as they do not have an impact on people's wellbeing or equality protected characteristics.

#### **Strategic Environmental Assessment**

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### **Sustainability**

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council must discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. The proposals in this report will encourage social equity and opportunities for cultural, leisure, community, sport and other activities.

### **4. Consultation**

#### **Internal**

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

### **2. BACKGROUND PAPERS**

13 applications for financial assistance.

### **3. APPENDICES**

Appendix 1 – Perth Common Good Fund Criteria.

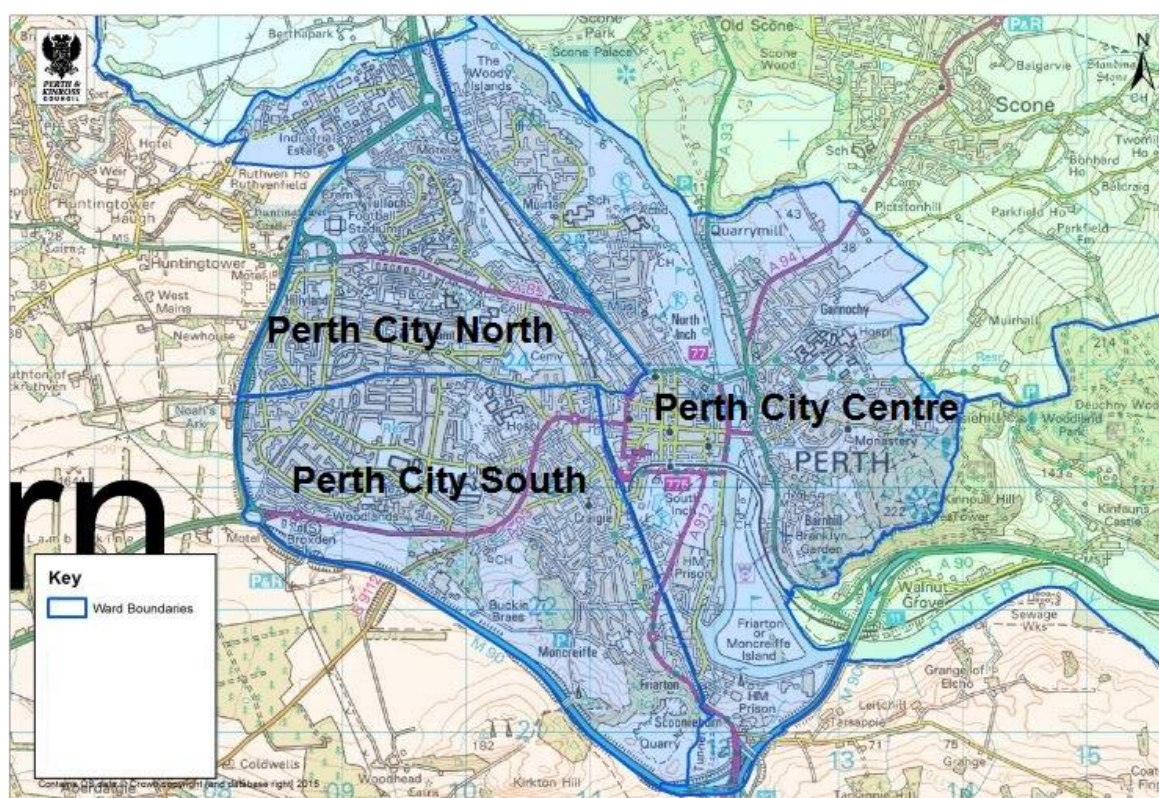




## Appendix 1

### 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 at Perth & Kinross Council Grants Direct [Community advice - grants - Perth & Kinross Council](#).
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 All awards must be claimed on completion of the project or within three months of the activity taking place. 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 £7 per individual with an overall maximum grant of up to £700.

- 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

19 OCTOBER 2020

## 2019/20 AND 2020/21 FINANCIAL STATEMENTS

Report by Head of Finance (Report No. 20/186)

### PURPOSE OF REPORT

This report provides an update on the Audited outturn for Financial Year 2019/20; and details the Income and Expenditure and the projected outturn to 31 March 2021 for Financial Year 2020/21.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Perth Common Good Fund budget for 2020/21 at the meeting of 19 February 2020 (Report 20/45 refers). This report provides an update on the projected outturn for 2020/21.
- 1.2 Report 20/45 also provided the monitoring position and projected outturn for the Financial Year 2019/20. This report provides an update on the final position for the year ended 31 March 2020.

### 2. PROPOSALS

#### Financial Statement 2019/20

- 2.1 The audited surplus for the Fund for Financial Year 2019/20 is £20,661 and the Fund balance at 31 March 2020 is £1,537,076. This includes £1,000,000 as the Minimum Revenue Balance, £120,000 as the Repair and Renewal Reserve and £417,076 of other useable reserves.
- 2.2 The £43,149 positive movement from the previously reported deficit of £22,488 reported to this Committee on 19 February 2020 (Report 20/45 refers) is mainly attributed to:-
  - £16,104 underspend on Christmas Events, mainly due to the costs for replacement lighting and the installation and removal of lights and decorations being lower than anticipated;
  - £27,377 additional income in respect of a dilapidation claim relating to the Lower City Mills property.
- 2.3 As detailed in Appendix 1, there are various other under/overspends throughout the budget headings, the most notable relating to the Repairs and Maintenance budgets. The General budget underspend of £10,788 absorbed the majority of the £11,329 overspend in the 2 North Port project. The schedule of works for the 2 North Port property was approved by Committee at the meeting of 19 December 2018 (Report 18/406 refers), however, the contractor estimates for the plumbing and electrical works were understated.

- 2.4 The upgrade works for North Port are complete, however, marketing the site stalled due to other priorities arising from the Covid-19 pandemic. In addition, the property suffered water damage from the severe rainfall on 11/12 August 2020 and flooring and doors will require replacing, and redecoration will be required. The cost of works will be covered by the Council's insurance policy.

#### Financial Statement 2020/21

- 2.5 On the basis of Appendix 2, it is anticipated that there will be a surplus of £60,890 for the year, and the Fund balance at 31 March 2021 is projected to be £1,597,966.
- 2.6 The consequences of Covid-19 include the cessation of events due to public health measures. Report 20/134 considered by the Environment & Infrastructure Committee on 19 August 2020 provided an update on the Perth Winter Festival and it was approved that the Festival does not take place in 2020/21. The Perth Common Good Fund contributes £40,000 towards the event.
- 2.7 In addition, the annual Bonfire & Fireworks event planned for 5 November 2020 is also cancelled due to the public health concerns arising from Covid-19. The Perth Common Good Fund contributes £16,500 towards the cost of fireworks for the event.
- 2.8 The 2020/21 Budget & 2019/20 Financial Statement report to Committee on 19 February 2020 (Report 20/45 refers) included in Section 2.1.4 a note of matters which may influence the financial position of the Fund. The Committee will be aware that Section 102 of the Community Empowerment (Scotland) Act 2015 requires the Council to establish and maintain a register of property which is held by the authority as part of the common good and to publish a list of property that it proposes to include in the register. Section 104 of the Act requires the Council to consult community bodies prior to the disposal or change of use of a common good property.
- 2.9 Additional resource is required to complete the review of property titles for the Perth Common Good Fund and it is proposed that Legal Services outsource this work to an appropriately qualified individual, having considerable knowledge of the common good. It is in the interest of the Perth Common Good Fund to have the properties currently administered as common good confirmed, and it is therefore proposed, that the Perth Common Good Fund meets the estimated £3,000 cost to complete the review.
- 2.10 As a result of the cancellation of events noted in Sections 2.6 and 2.7, and the cost to complete the review of property titles noted in Section 2.8, the Fund will benefit from an expenditure saving of £53,500 in the current financial year.
- 2.11 The Covid-19 pandemic has had an impact on the local, national and global economy, and there may be a consequential impact upon the rental income received by the Fund. However, the full outcome for rents received may not be fully known until later in the financial year. The current estimate for 2020/21 rental income requires the projection for this financial year to be

reduced by £10,410 to £226,590. The reduction includes allowance for previous decisions approved by Committee and assumes no rental income for the 2 North Port unit for the remainder of the year. The adjustment also includes allowance for the proposals to be considered by Committee in a separate report at this meeting.

- 2.12 Interest rates have fallen significantly and, for the purpose of projections, it is assumed that low rates will continue for the remainder of the financial year. The projection for Interest on Investments to 31 March 2021 has, therefore, been reduced to £7,000. However, the fixed term deposit has been renewed for a shorter term to provide an opportunity to recoup some of the loss should there be an increase in interest rates.
- 2.13 Income from the sale of Fishing Permits has also reduced from prior years, comparative income to 31 August for 2019/20 and 2018/19 is £517 and £761 respectively. The projected income for the year has been reduced to £500 pending the analysis and comparison of data for the current and previous financial years.
- 2.14 The cumulative reduction in income arising from the revision to the estimates noted in Section 2.11 to 2.13 amounts to £18,210.
- 2.15 The reduced expenditure and income for the year results in an anticipated overall net reduction in expenditure of £35,290.

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

3.1 The Committee is requested to:-

- (i) Note the Audited Income and Expenditure to the 31 March 2020 for the Perth Common Good Fund for the 2019/20 Financial Year, as set out in Appendix 1 to the report;
- (ii) Approve the proposals in Section 2.9 to complete the review of property titles in line with the requirements of the Community Empowerment (Scotland) Act 2015;
- (iii) Note the estimated Income and Expenditure to 31 March 2021 for the Perth Common Good Fun for the 2020/21 Financial Year, as set out in Appendix 2 to the report.

**Author(s)**

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

**Approved**

| <b>Name</b>       | <b>Designation</b>                                                | <b>Date</b>       |
|-------------------|-------------------------------------------------------------------|-------------------|
| Stewart MacKenzie | Head of Finance                                                   | 29 September 2020 |
| Karen Donaldson   | Interim Chief Operating Officer (Corporate & Democratic Services) |                   |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

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

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

## **2. BACKGROUND PAPERS**

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

### **3. APPENDICES**

- Appendix 1 – Audited Perth Common Good Fund Financial Statement for the year to 31 March 2020 for Financial Year 2019/20.
- Appendix 2 - Perth Common Good Fund Financial Statement for the period to 31 August 2020 for Financial Year 2020/21.



**PERTH COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2020 FOR FINANCIAL YEAR 2019/20**

|                                                             | <b><u>Final</u></b><br><b><u>2019/20 Budget</u></b> | <b><u>Actual to</u></b><br><b><u>31 March 2020</u></b> | <b><u>Variance</u></b> |
|-------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|------------------------|
|                                                             | £                                                   | £                                                      | £                      |
| <b><u>Expenditure</u></b>                                   |                                                     |                                                        |                        |
| <b><u>Property Costs</u></b>                                |                                                     |                                                        |                        |
| Rent, Rates & Feu Duties                                    | 1,300                                               | 1,288                                                  | (12)                   |
| Repairs and Maintenance - General                           | 15,000                                              | 4,212                                                  | (10,788)               |
| Repairs and Maintenance - 2 North Port                      | 46,700                                              | 58,029                                                 | 11,329                 |
| Depreciation & Impairment                                   | 8,000                                               | 3,400                                                  | (4,600)                |
|                                                             | <b>71,000</b>                                       | <b>66,929</b>                                          | <b>(4,071)</b>         |
| <b><u>Supplies and Services</u></b>                         |                                                     |                                                        |                        |
| Financial Assistance - Fireworks                            | 15,000                                              | 16,240                                                 | 1,240                  |
| Financial Assistance - Small Grants                         | 60,000                                              | 50,425                                                 | (9,575)                |
| Financial Assistance - Capital Grants                       | 40,000                                              | 50,582                                                 | 10,582                 |
| Administration Charges                                      | 15,000                                              | 15,000                                                 | 0                      |
| Legal Fees                                                  | 0                                                   | 803                                                    | 803                    |
| Printing, Stationery, Advertising and Postages              | 500                                                 | 0                                                      | (500)                  |
|                                                             | <b>130,500</b>                                      | <b>133,050</b>                                         | <b>2,550</b>           |
| <b><u>Christmas Events</u></b>                              |                                                     |                                                        |                        |
| Rent, Rates & Feu Duties (storage for Christmas lights)     | 14,000                                              | 11,187                                                 | (2,813)                |
| Erect, Dismantle and Maintain Christmas Lights              | 23,000                                              | 9,709                                                  | (13,291)               |
| Switch on Ceremony                                          | 40,000                                              | 40,000                                                 | 0                      |
|                                                             | <b>77,000</b>                                       | <b>60,896</b>                                          | <b>(16,104)</b>        |
|                                                             |                                                     |                                                        |                        |
| <b>Total Expenditure</b>                                    | <b>278,500</b>                                      | <b>260,875</b>                                         | <b>(17,625)</b>        |
| <b><u>Income</u></b>                                        |                                                     |                                                        |                        |
| Rents, Fees & Charges                                       | 237,000                                             | 265,368                                                | 28,368                 |
| Interest on Investments                                     | 10,000                                              | 15,187                                                 | 5,187                  |
| Fishing Permits                                             | 1,400                                               | 981                                                    | (419)                  |
| <b>Total Income</b>                                         | <b>248,400</b>                                      | <b>281,536</b>                                         | <b>33,136</b>          |
|                                                             |                                                     |                                                        |                        |
| <b>Surplus/(Deficit)</b>                                    | <b>(30,100)</b>                                     | <b>20,661</b>                                          | <b>50,761</b>          |
|                                                             |                                                     |                                                        |                        |
| Opening Balance at 1 April 2019                             | 1,516,415                                           | 1,516,415                                              |                        |
| Surplus / (Deficit)                                         | (30,100)                                            | 20,661                                                 |                        |
| <b>Audited Common Good Fund Balance at 31 March 2020</b>    | <b>1,486,315</b>                                    | <b>1,537,076</b>                                       |                        |
| Earmarked in Reserves:-                                     |                                                     |                                                        |                        |
| Minimum Revenue Account Balance                             | (1,000,000)                                         | (1,000,000)                                            |                        |
| Repair and Renewal Reserve                                  | (120,000)                                           | (120,000)                                              |                        |
| <b>Audited Uncommitted Closing Balance at 31 March 2020</b> | <b>366,315</b>                                      | <b>417,076</b>                                         |                        |

**PERTH COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2020 FOR FINANCIAL YEAR 2019/20**

**Financial Assistance**

| <u>Actual</u>                                                                  | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
|--------------------------------------------------------------------------------|---------------------|-----------------------|----------------|
| The Centre for Inclusive Living - Disabled Access Day Event                    | £ 1,161             |                       | 24/04/2019     |
| Tay Rowing Club - Phase 1 of Facilities Construction                           |                     | £ 3,550               | 24/04/2019     |
| Tulloch Primary School Parent Council - Costs of Summer Trips                  | £ 700               |                       | 24/04/2019     |
| Young Individual - Volunteering with Vine Trust in Tanzania                    | £ 250               |                       | 24/04/2019     |
| Young Individual - Ballet Dance Training at National Level                     | £ 150               |                       | 24/04/2019     |
| Fairview School - Fairer View Project                                          |                     | £ 250                 | 24/04/2019     |
| Jar of Jewels - Family Festival                                                | £ 437               |                       | 24/04/2019     |
| River Tay Community Sport Hub - Defibrillator Purchase                         |                     | £ 600                 | 19/06/2019     |
| Wednesday Tea Dance - Two Day trip to Dumfries                                 | £ 133               |                       | 24/04/2019     |
| 8th Perth Brownies - Activity Trip to Dalguise                                 | £ 140               |                       | 24/04/2019     |
| Vision PK - Summer Outing                                                      | £ 280               |                       | 24/04/2019     |
| Headway Perth & Kinross - Summer Coach Trip to Dunfermline                     | £ 224               |                       | 19/06/2019     |
| Jar of Jewels - Pakistan Independence Day Celebration                          | £ 700               |                       | 19/06/2019     |
| Police Scotland Youth Volunteers - Activity Weekend at Dalguise                | £ 500               |                       | 24/04/2019     |
| Tulloch Primary School Parent Council - pantomime                              | £ 420               |                       | 25/09/2019     |
| Young Individual - INTOPS Lesotho Trip 2019                                    | £ 150               |                       | 24/04/2019     |
| Friends of St. John's Kirk Perth - St John's Carillon Recording                | £ 247               |                       | 19/06/2019     |
| North Inch Bowling and Sport Club - Phase 2 Club House Extension               |                     | £ 1,611               | 19/06/2019     |
| Headway - trip to Christmas Pantomime plus meal                                | £ 330               |                       | 18/12/2019     |
| People With A Mission Ministries - Perth Senior Citizens 2019 Christmas Appeal | £ 1,650             |                       | 18/12/2019     |
| Friendship Group - Christmas Lunch                                             | £ 210               |                       | 18/12/2019     |
| Goodlyburn Primary School - trip to Perth Theatre (Pantomime)                  | £ 700               |                       | 18/12/2019     |
| Wednesday Tea Dancers - Christmas Party                                        | £ 315               |                       | 18/12/2019     |
| Association of Perth Veterans - Perth Armed Forces War Memorial                |                     | £ 10,000              | 19/02/2020     |
| Perth Autism Support - Christmas Parties                                       | £ 703               |                       | 25/09/2019     |
| Our Lady's Primary School Parent Council - trip to Christmas Pantomime         | £ 700               |                       | 18/12/2019     |
| Lynx Club - group activities                                                   | £ 83                |                       | 25/09/2019     |
| Perthshire Pride - Costs of Perthshire Pride 2019                              | £ 3,347             |                       | 24/04/2019     |
| Perth Academy Geography Department - trip to Iceland April 2020                | £ 1,000             |                       | 18/12/2019     |
| Inspire Dance Studios Fundraising Group - performance at Disneyland Paris      | £ 650               |                       | 25/09/2019     |
| Culture Perth & Kinross - Perth and Kinross Remembers Event                    | £ 3,000             |                       | 24/04/2019     |
| New Rannoch Day Centre - Playground for the Elderly                            |                     | £ 2,500               | 24/04/2019     |
| PKAVS Mental Health and Wellbeing Hub - Open Studios Event                     | £ 1,329             |                       | 19/06/2019     |
| Lynx Club - group activities                                                   | £ 200               |                       | 25/09/2019     |
| Craigie and Moncreiffe Church Youth Project - healthy living                   | £ 240               |                       | 25/09/2019     |
| Craigie and Moncreiffe Church Youth Project - excursion                        | £ 210               |                       | 25/09/2019     |
| Phoenix Youth Project - 'Boost Project'                                        | £ 600               |                       | 25/09/2019     |
| Gaelic Society of Perth - ceilidh programme                                    | £ 350               |                       | 25/09/2019     |
| Hearts & Minds - Elderflower Programme                                         | £ 1,000             |                       | 25/09/2019     |
| Scottish Chamber Orchestra - Perth Concert Series                              | £ 10,000            |                       | 25/09/2019     |
| Perth & District Badminton Association - National Badminton Championship 2020  | £ 3,000             |                       | 25/09/2019     |
| Letham Climate Challenge - community activities                                |                     | £ 250                 | 25/09/2019     |
| Music in Hospital & Care Scotland - 'Enriching Lives Through Live Music'       | £ 1,080             |                       | 18/12/2019     |
| Perth Creative Community Collaborative - Therapeutic Environment               | £ 2,000             |                       | 18/12/2019     |
| ESOL Perth - 'Leading into Work' programme                                     | £ 1,200             |                       | 18/12/2019     |
| PKAVS Minorities Hub - 2020 Chinese New Year Celebrations                      | £ 3,500             |                       | 18/12/2019     |
| Maisie Moo Magical Moments - specialist outdoor play equipment at North Inch   |                     | £ 15,000              | 18/12/2019     |
| St John's RC Academy - outdoor classroom at North Inch Campus                  |                     | £ 11,000              | 18/12/2019     |
| St. John's Kirk - Carillon Recitals for Civic Engagements in 2020              | £ 1,500             |                       | 19/02/2020     |
| Perth Academy - S1 and S2 French Trip 25th to 31st May                         | £ 1,000             |                       | 19/02/2020     |
| Perth and Kinross School Sport Planning Group - medals                         | £ 300               |                       | 19/02/2020     |
| Perth and Kinross School Sport Planning Group - D1 minibus qualification       | £ 3,888             |                       | 19/02/2020     |
| Comann nam Parant, Peairt - Afterschool Club                                   | £ 1,500             |                       | 19/02/2020     |
| Association of Perth Veterans - Perth Armed Forces War Memorial                |                     | £ 5,872               | 19/02/2020     |
| <b>Total</b>                                                                   | <b>£ 51,077</b>     | <b>£ 50,633</b>       |                |

**Funding Approved - No longer required**

| <u>Funding Approved - No longer required</u>                          | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |
|-----------------------------------------------------------------------|---------------------|-----------------------|----------------|
| St Johns Kirk of Perth - Carillon Recitals                            | £ 230               |                       | 20/12/2017     |
| Perthshire Hockey Club - Hockey Training Equipment                    |                     | £ 51                  | 03/10/2018     |
| Menopause Café - Menopause Festival                                   | £ 175               |                       | 19/12/2018     |
| Perth & District Childminding Association - Spring & Summer Outings   | £ 77                |                       | 19/12/2018     |
| Comann nam Parant Peairt - Gaelic Medium After School Club            | £ 70                |                       | 19/12/2018     |
| St Johns Kirk of Perth - Carillon Recitals for Civic Engagements 2019 | £ 100               |                       | 19/12/2018     |
|                                                                       | <b>£ 652</b>        | <b>£ 51</b>           |                |

**PERTH COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 31 AUGUST 2020 FOR FINANCIAL YEAR 2020/21**

|                                                               | <u>Approved<br/>2020/21 Budget</u> | <u>Actual<br/>to date</u> | <u>Committed</u> | <u>Uncommitted</u> | <u>Projected<br/>Outturn</u> | <u>Projected<br/>Variance</u> |
|---------------------------------------------------------------|------------------------------------|---------------------------|------------------|--------------------|------------------------------|-------------------------------|
|                                                               | £                                  | £                         | £                | £                  | £                            | £                             |
| <b><u>Expenditure</u></b>                                     |                                    |                           |                  |                    |                              |                               |
| Property Costs                                                |                                    |                           |                  |                    |                              |                               |
| Rent, Rates & Feu Duties                                      | 1,300                              | 0                         | 1,300            | 0                  | 1,300                        | 0                             |
| Repairs and Maintenance - General                             | 15,000                             | (4,468)                   | 0                | 0                  | 14,883                       | (117)                         |
| Repairs and Maintenance - 2 North Port                        | 0                                  | 117                       | 0                | 0                  | 117                          | 117                           |
| Depreciation & Impairment                                     | 3,400                              | 0                         | 3,400            | 0                  | 3,400                        | 0                             |
|                                                               | 19,700                             | (4,351)                   | 4,700            | 0                  | 19,700                       | 0                             |
| Supplies and Services                                         |                                    |                           |                  |                    |                              |                               |
| Financial Assistance - Fireworks                              | 16,500                             | 0                         | 0                | 0                  | 0                            | (16,500)                      |
| Financial Assistance - Small Grants                           | 60,000                             | 0                         | 1,138            | 0                  | 60,000                       | 0                             |
| Financial Assistance - Capital Grants                         | 40,000                             | 0                         | 19,761           | 0                  | 40,000                       | 0                             |
| Administration Charges                                        | 15,000                             | 0                         | 15,000           | 0                  | 15,000                       | 0                             |
| Legal Fees                                                    | 0                                  | 0                         | 0                | 0                  | 3,000                        | 3,000                         |
| Printing, Stationery, Advertising and Postages                | 500                                | 0                         | 0                | 0                  | 500                          | 0                             |
|                                                               | 132,000                            | 0                         | 35,899           | 0                  | 118,500                      | (13,500)                      |
| Christmas Events                                              |                                    |                           |                  |                    |                              |                               |
| Rent, Rates & Feu Duties (storage for Christmas lights)       | 12,000                             | 5,139                     | 0                | 0                  | 12,000                       | 0                             |
| Erect, Dismantle and Maintain Christmas Lights                | 23,000                             | 2,980                     | 0                | 0                  | 23,000                       | 0                             |
| Switch on Ceremony                                            | 40,000                             | 0                         | 0                | 0                  | 0                            | (40,000)                      |
|                                                               | 75,000                             | 8,119                     | 0                | 0                  | 35,000                       | (40,000)                      |
|                                                               |                                    |                           |                  |                    |                              |                               |
| <b>Total Expenditure</b>                                      | <b>226,700</b>                     | <b>3,768</b>              | <b>40,599</b>    | <b>0</b>           | <b>173,200</b>               | <b>(53,500)</b>               |
| <b><u>Income</u></b>                                          |                                    |                           |                  |                    |                              |                               |
| Rents, Fees & Charges                                         | 237,000                            | 132,135                   | 0                | 0                  | 226,590                      | (10,410)                      |
| Interest on Investments                                       | 14,000                             | 5,840                     | 0                | 0                  | 7,000                        | (7,000)                       |
| Fishing Permits                                               | 1,300                              | 231                       | 0                | 0                  | 500                          | (800)                         |
| <b>Total Income</b>                                           | <b>252,300</b>                     | <b>138,206</b>            | <b>0</b>         | <b>0</b>           | <b>234,090</b>               | <b>(18,210)</b>               |
|                                                               |                                    |                           |                  |                    |                              |                               |
| <b>Surplus/(Deficit)</b>                                      | <b>25,600</b>                      | <b>134,438</b>            | <b>(40,599)</b>  | <b>0</b>           | <b>60,890</b>                | <b>35,290</b>                 |
| Opening Balance at 1 April 2020                               | 1,537,076                          |                           |                  |                    | 1,537,076                    |                               |
| Surplus / (Deficit)                                           | 25,600                             |                           |                  |                    | 60,890                       |                               |
| <b>Projected Common Good Fund Balance at 31 March 2021</b>    | <b>1,562,676</b>                   |                           |                  |                    | <b>1,597,966</b>             |                               |
| Earmarked in Reserves:-                                       |                                    |                           |                  |                    |                              |                               |
| Minimum Revenue Account Balance                               | (1,000,000)                        |                           |                  |                    | (1,000,000)                  |                               |
| Repair and Renewal Reserve                                    | (120,000)                          |                           |                  |                    | (120,000)                    |                               |
| <b>Projected Uncommitted Closing Balance at 31 March 2021</b> | <b>442,676</b>                     |                           |                  |                    | <b>477,966</b>               |                               |

|                                                                              |                     |                       |                |               |
|------------------------------------------------------------------------------|---------------------|-----------------------|----------------|---------------|
| <b><u>Financial Assistance</u></b>                                           |                     |                       |                |               |
| <u>Actual</u>                                                                | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |               |
|                                                                              | £                   | -                     | £              | -             |
| <u>Committed</u>                                                             | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |               |
| Letham Primary School                                                        | £                   | 468                   |                | Email         |
| Ballet Dancing Training                                                      | £                   | 150                   |                | Email         |
| St John's RC Academy                                                         | £                   | 520                   |                | Email         |
| PKAVS Walled Gardens                                                         |                     | £                     | 18,786         | Email         |
| Kinnoull Bowling Club                                                        |                     | £                     | 975            | Email         |
|                                                                              | £                   | 1,138                 | £              | 19,761        |
| <u>Under Consideration</u>                                                   | <u>Small Grants</u> | <u>Capital Grants</u> | <u>Meeting</u> |               |
| Perth & District Badminton Association - Scottish National Championship 2021 | £                   | 3,000                 |                | 20/10/2020    |
| Tulloch Primary School Parent Council - Pantomime on Campus                  | £                   | 440                   |                | 20/10/2020    |
| Tulloch Primary School - 2021 P7 Residential Trip to Dalguise                | £                   | 1,000                 |                | 20/10/2020    |
| Friends of William Soutar Society - Publishing of Complete Works Book        | £                   | 3,570                 |                | 20/10/2020    |
| Riverside Church North Muirton - Creation of Community Kitchen               |                     | £                     | 2,000          | 20/10/2020    |
|                                                                              | £                   | 8,010                 | £              | 2,000         |
| <b>Total</b>                                                                 | <b>£</b>            | <b>9,148</b>          | <b>£</b>       | <b>21,761</b> |





**PERTH AND KINROSS COUNCIL  
COMMON GOOD COMMITTEE**

**19 OCTOBER 2020**

**DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET, PERTH**

**Report by Head of Planning and Development (Report No. 20/187)**

The purpose of this report is to seek approval from the Perth Common Good Committee to dispose of the former Council offices at 1-5 High Street, Perth for redevelopment as a boutique hotel, following the Council's decision on 30th July to appoint a preferred bidder to acquire the property for this purpose. Subject to approval by the Perth Common Good Committee, a petition will be lodged in Perth Sheriff Court seeking the required further authority for disposal of Common Good assets.

**1. BACKGROUND**

- 1.1 At a meeting of the Council on 30<sup>th</sup> July 2020, the Council confirmed the preferred bidder for the acquisition of the former Council offices at 1-5 High Street, Perth for redevelopment as a boutique hotel. This decision was subject to the approval of the Perth Common Good Committee (PCG) in relation to those parts of the building deemed common good property.
- 1.2 The parts of the building to which the approval of this Committee relates are the former District Court and Council Chamber. It is intended that, in so far as practicable, these rooms should remain accessible to the public in the future. This will require to be considered as part of any proposed design scheme.
- 1.3 At the meeting on 30 July 2020 the Council considered the full background to the property, including the architectural and historic importance of the building and noted that significant historic building/conservation deficit funding will be required to restore the building fabric. There is in principle support from Historic Environment Scotland for this redevelopment.
- 1.4 The overall property condition is reasonable but the building fabric is slowly deteriorating and will incur significant expenditure at some future point. Current operational and maintenance costs are met from the General Fund and there is no income to, or expenditure incurred by, the Perth Common Good Fund.
- 1.5 The recommendation in this report is for the disposal of the property, part of which is deemed to form part of the Perth Common Good Fund. It will accordingly be necessary to petition Perth Sheriff Court for authority to proceed with this proposal.

## **2. PROPOSALS FOR DISPOSAL**

- 2.1 The confirmed preferred bidder will, prior to any disposal (whether by sale or long lease) require to provide to the Council a full feasibility and cost plan based on detailed Planning proposals and Listed Building and Building Warrant requirements. This will also include an assessment of the heritage aspects of the building fabric requiring repair, and a case for grant funding.
- 2.2 Should the Council agree to sell the property, the heritable title would only transfer after the granting of statutory consents and significant completion of the development, not at the outset. Although the preferred bidder's proposal is for outright ownership in order to satisfy its lenders, the Council is entitled to seek a long lease (normally 125 years) if it so chooses. A long lease would allow the asset to revert to the Council in the event of lease default, albeit legally this could only be in extreme circumstances. The Council will have an opportunity to consider how it wishes to dispose of the building prior to agreeing the Heads of Terms.
- 2.3 The Registrar function will relocate to the main council building at 2 High Street with the Civic Lounge and Civic Hall being made available for wedding ceremonies. There are no staffing implications as a result of this proposal.

### Economic Impact

- 2.4 Some initial indication of the economic impact of the hotel project can be shared at this early stage. On the basis of specialist external advice obtained, the following assumptions are considered reasonable for a scheme of this size/cost:
- 71 full time equivalent (FTE) net additional jobs in Perth (direct and indirect) with 55 FTE jobs in the hotel itself
  - 122 FTE construction jobs (including in the supply chain) locally
  - £1.12 million per annum of direct expenditure into the Perth economy
  - £1 million per annum net additional Gross Value Added (GVA) to the Scottish economy.

## **3. BEST VALUE, DISPOSAL OF LAND & COMMUNITY EMPOWERMENT**

- 3.1 The Council is required to fulfil its statutory duties under Best Value as set out in Section 1 of the Local Government in Scotland Act 2003. Relevant aspects of this duty include:
- Making best use of public resources, including land and property.
  - Being open and transparent in transactions.
  - Ensuring sound financial controls are in place to minimise the risk of fraud and error.
  - Assessing the full financial consequences of decisions at an appropriate level before major financial decisions are taken or commitments entered.
  - Demonstrating responsiveness to the needs of communities, citizens, customers and other stakeholders, where relevant.

- 3.2 The Council is also required to comply with Section 74 of the Local Government (Scotland) Act 1973 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010 as they relate to the duty to obtain best reasonable consideration when disposing of land and buildings. The Council is also required to comply with the requirements set out in Section 104 of the Community Empowerment (Scotland) Act 2015 to have regard to the results of the statutory consultation exercise undertaken before making the decision on the disposal and re-use of Common Good assets
- 3.3 The disposal of 1-5 High Street to the preferred bidder, or their nominees, following a competitive marketing and sale process complies with the Council's requirement to fulfil its statutory duties in respect of Best Value and Best Consideration and also complies with the Council's Disposal of Land and Buildings policy.
- 3.4 In approving the completion of the marketing exercise the Perth Common Good Committee (report 19/373) also instructed officers to commence statutory consultation. A consultation exercise was undertaken in the form of an on-line Community Consultation Hub survey seeking opinion to the proposed disposal. Public notices were displayed on the building encouraging email contributions to the proposed disposal. The responses received through these processes were largely positive with 63% of respondents welcoming the potential re-use and redevelopment of 1-5 High Street for a hotel to attract visitors to the city centre, bring the historic building back into use and make it more accessible to the public.
- 3.5 A summary of the on-line responses (provided in Appendix 2 of report 20/018) on balance was a positive response from the local community. 37% of respondents expressed views that more hotels in Perth are not necessary with some concern expressed about the increase in short term lets marketed through Airbnb etc, and the need for more affordable housing.
- 3.6 The consultation process has informed the recommendation on the disposal in accordance with the Council's Community Empowerment and Common Good obligations. The decision taken by the Council (and any subsequent Common Good Committee) will be notified to the local Community Councils and those who made representations through the consultation process.

#### **4. CONCLUSION AND RECOMMENDATION**

- 4.1 Private property developers have been very reluctant to invest in many places in Scotland outwith Edinburgh and Glasgow. As such, it is encouraging that Perth has attracted an investor of the calibre of the preferred bidder, which has indicated it remains committed notwithstanding the immediate impact of Covid-19 on the tourism industry. An upscale boutique hotel will complement the existing accommodation offer, further support the evening economy and boost Perth and Kinross's attractiveness as both an urban and a rural visitor destination.

4.2 It is recommended the Common Good Committee:

- (i) Approves the disposal of those parts of the property within 1-5 High Street deemed to be common good and asks the Head of Legal Services to proceed with the necessary court application.

**Author**

| <b>Name</b>      | <b>Designation</b>             | <b>Contact Details</b> |
|------------------|--------------------------------|------------------------|
| David Littlejohn | Head of Planning & Development | 01738 475000           |

**Approved**

| <b>Name</b>     | <b>Designation</b>                                                | <b>Date</b>    |
|-----------------|-------------------------------------------------------------------|----------------|
| Karen Donaldson | Interim Chief Operating Officer (Corporate & Democratic Services) | 9 October 2020 |

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You can also send us a text message on 07824 498145.

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>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>YES</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>YES</b>        |
| Strategic Environmental Assessment                  | <b>YES</b>        |
| Sustainability (community, economic, environmental) | <b>NONE</b>       |
| Legal and Governance                                | <b>YES</b>        |
| Risk                                                | <b>NONE</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>YES</b>        |
| External                                            | <b>YES</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>NONE</b>       |

### 1. Strategic Implications

#### Community Plan/ Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross: -

- (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
- (v) Creating a safe and sustainable place for the future

- 1.2 It is considered that the actions contained within this report contribute to objectives (iii) and (V).

#### Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five Objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to objectives (iii) and (v) outlined in paragraph 1.1 above.

## 2. Resource Implications

### Financial

- 2.1 The Head of Finance has been consulted prior to submitting this report and agrees the proposal as presented delivers best value and will generate a sustained saving to the Council.

### Capital

- 2.2 The Council will utilise borrowing to make available grant assistance to accommodate the redevelopment of the heritage assets at 1-5 High Street. Therefore there is no impact on the Capital Programme.

### Revenue

- 2.3 The reduction in Council revenue costs for the on-going maintenance will be used to offset the borrowing costs for the grant funding to support the re-development.

### Workforce

- 2.4 There are no workforce implications arising from this report . The Council's Corporate Asset Management and Premises Management teams are managing the relocation of Registrar Service staff.

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

- 2.5 The proposed disposal will achieve the key Asset Management objective of disposing of a surplus operational property and reducing the Council's future revenue liability in respect of this property.

## 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:

- (i) 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. There are positive environmental consequences of this proposal as it re-uses a redundant building.

#### Legal and Governance

- 3.4 The Head of Legal and Governance has been consulted on the issues contained in this report and confirms it meets the Councils statutory duties in respect of land and property disposal, Best value and community engagement.

### **4. Consultation**

#### Internal

- 4.1 The Head of Legal and Governance and the Head of Finance have been consulted on the contents of this report.

#### External

- 4.2 External property agents Avison Young marketed the property through the established process for commercial property disposal, setting a closing date on 17 January 2020 and the community consultation process was undertaken in accordance with the Corporate consultation hub guidance.

### **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**

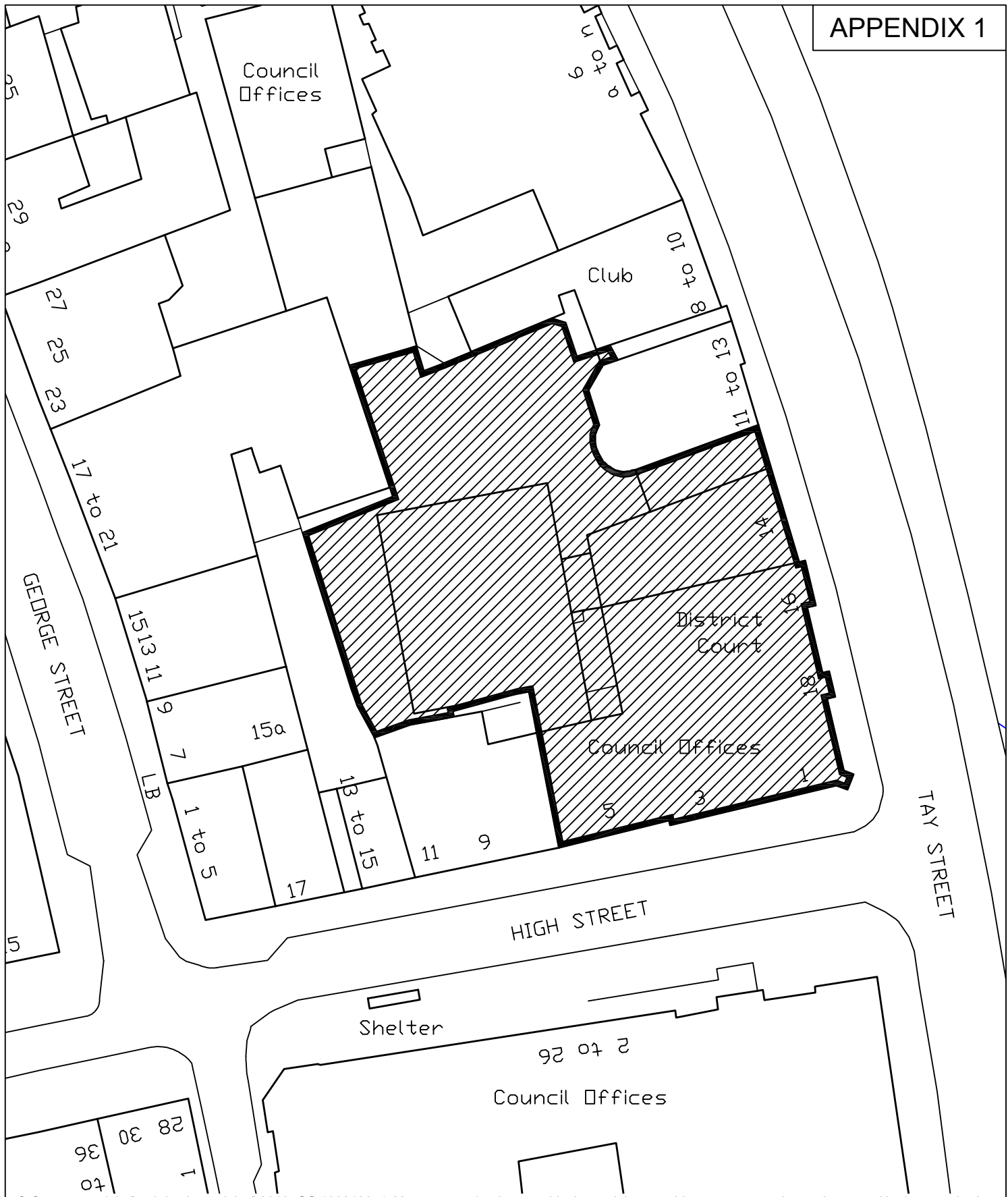
Appendix 1 – 1-5 High Street, Perth – Location Plan

Appendix 2 – 1-5 High Street – Consultation Summary Report






APPENDIX 1



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1-5 High Street  
Perth, PH1 5JS  
  
Proposed Disposal

| COMMITTEE REPORT PLAN                                                                 |                            |
|---------------------------------------------------------------------------------------|----------------------------|
|  | Printed at<br>Scale: 1:500 |
| Contact Officer:                                                                      | Jonathan Janes             |
| Ref:                                                                                  |                            |
| Date:                                                                                 | 05/12/2019                 |
| Dwg No:                                                                               | CRP 0317                   |

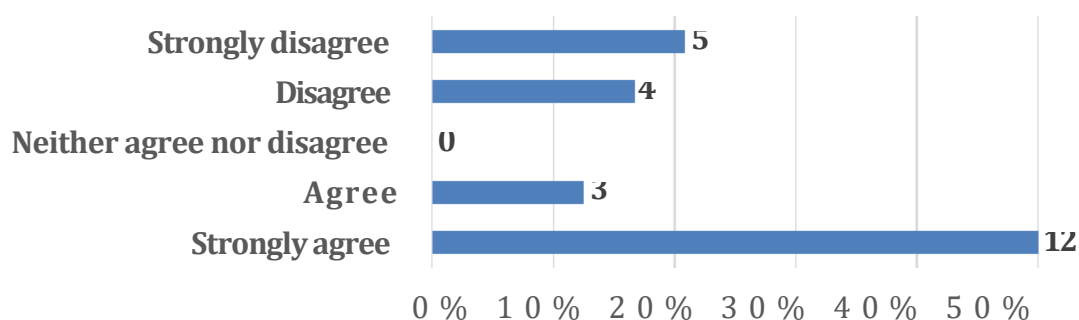


## 1-5 High Street, Perth; Proposed reuse of former Council Chambers and Justice of the Peace Court within hotel development

The Consultation was hosted on the PKC Consultation Hub and was promoted through social media. The consultation was open from 30 January 2020 to 27 March 2020. 24 responses were received in this time,

Consultation URL: <https://consult.pkc.gov.uk/corporate-democratic-services/1-5-high-street-perth-common-good>

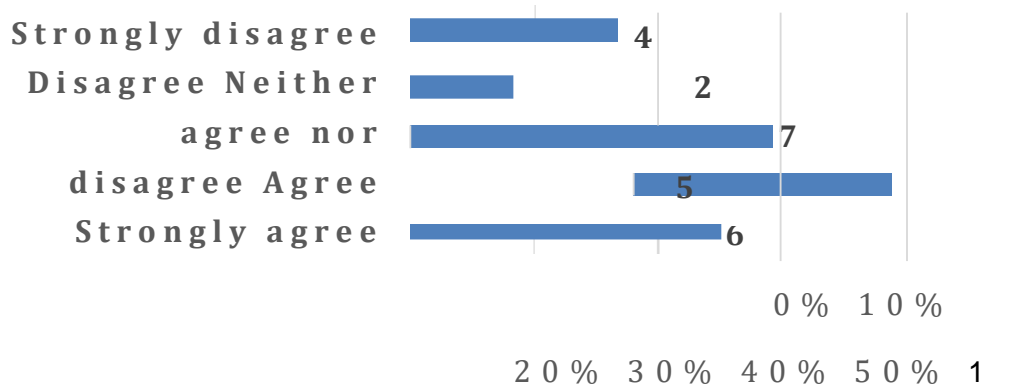
### 1: To what extent do you agree/disagree with the proposed re-development of the 1-5 High Street building for hotel use?



#### 1b: Please explain your answer:

There were 19 responses to this part of the question.

### 2: To what extent do you agree/disagree that the proposed redevelopment will provide better access to the Common Good and heritage assets within the 1-5 High Street building?



**2b: Please explain your answer:**

There were 14 responses to this part of the question.

**3: Do you have any further comments or suggestions regarding heritage assets within 1-5 High Street?**

There were 12 responses to this part of the question.