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Council Building  
2 High Street  
Perth  
PH1 5PH

13 June 2018

A Meeting of the **Alyth Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 June 2018** at **11:30**.

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

**BERNADETTE MALONE**  
Chief Executive

***Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.***

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

**Members:**

Councillor Peter Barrett  
Councillor Murray Lyle  
Provost Dennis Melloy  
Councillor Fiona Sarwar  
Councillor Lewis Simpson  
Councillor Colin Stewart



**Alyth Common Good Fund Committee**

**Wednesday, 20 June 2018**

**AGENDA**

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

- 1 APPOINTMENT OF CONVENER**
- 2 WELCOME AND APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 MINUTE OF THE MEETING OF 22 JUNE 2016 FOR APPROVAL AND SIGNATURE** 5 - 6  
(copy herewith)
- 5 MATTERS ARISING**
- 6 ADVISORY NON-VOTING MEMBER**  
At it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member.  
  
The Committee is asked to determine how it wishes to implement that decision.
- 7 APPLICATIONS FOR FINANCIAL ASSISTANCE** 7 - 10  
Report by Depute Chief Executive (copy herewith 18/203)
- 8 2016/17, 2017/18 & 2018/19 FINANCIAL STATEMENTS** 11 - 20  
Report by Head of Finance (copy herewith 18/204)

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## **ALYTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Alyth Common Good Fund Committee held in the Gannochy Suite, Dewar's Centre, Glover Street, Perth on Wednesday 22 June 2016 at 11.20am.

Present: Councillors A Grant and D Melloy.

In Attendance: Councillors D Cuthbert and K Howie; D Littlejohn, Head of Planning and Economic Development and S Merone (both The Environment Service); D Coyne, C Flynn, H Rheinallt, N West and D Williams (all Corporate and Democratic Services).

Apologies: Councillors I Miller and L Simpson.

### **483. APPOINTMENT OF ACTING CONVENER**

In terms of Standing Order 23, in the absence of the Convener, the Committee unanimously appointed Councillor A Grant Acting Convener.

Councillor A Grant, Acting Convener, Presiding.

### **484. WELCOME AND APOLOGIES**

Councillor Grant welcomed all present to the meeting and apologies were noted as above.

### **485. DECLARATIONS OF INTEREST**

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

### **486. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Alyth Common Good Fund Committee of 24 February 2016 (Arts. 135-140) was submitted, approved as a correct record and authorised for signature.

### **487. MATTERS ARISING**

There were no matters arising.

### **488. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Director (Environment) (16/291), asking the Committee to consider one application for financial assistance.

**Resolved:**  
**Alyth and District Agricultural Society**

PERTH AND KINROSS COUNCIL  
ALYTH COMMON GOOD FUND  
22 JUNE 2016

Alyth and District Agricultural Society be awarded a grant of £744 towards the costs of the Alyth and District Agricultural Show on 18 June 2016.

**489. 2016/17 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and Director (Environment) (16/292), (1) providing the Committee with an update on 2015/16 income and expenditure; (2) detailing income and expenditure to 31 May 2016; and (3) detailing the projected outturn to 31 March 2017 for the Alyth Common Good Fund.

**Resolved:**

The unaudited Alyth Common Good Fund income and expenditure outturn for the year ended 31 March 2016, the income and expenditure to 31 May 2016 and the projected outturn to 31 March 2017, be noted.

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## Alyth Common Good Fund

20 June 2018

### Applications for Financial Assistance

#### Report by Depute Chief Executive (Report No. 18/203)

The report asks Alyth Common Good Fund Committee to consider an application for financial assistance.

## 1. BACKGROUND

- 1.1 Perth and Kinross Council owns land and property which forms part of the common good of the former burghs in Perth & Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. These grant awards allow individuals and local organisations to carry out a wide range of community based activities. For each application, the level of previous grant awarded is considered and listed below, but variances between years could be due to the numbers of participants. Retrospective applications are not accepted. However, if an application is received before the activities take place and cannot be considered at the following meeting because the papers have already been issued, the application will be considered at the following next meeting even if the activities have taken place between meetings. Therefore, the Committee decision will only be known after the activities have taken place, and if the grant is not awarded, the applicant will have to fund the activities from its own funds.
- 1.3 Applications for Financial Assistance are infrequent and there is no approved Financial Assistance budget for the Fund. The unaudited Revenue balance of Alyth Common Good Fund at 1 April 2018 is £20,605, with estimated interest to be earned for 2018/19 of £145.

## 2. PROPOSALS

### **Alyth & District Agricultural Show Society**

- 2.1 An application has been received from Alyth & District Agricultural Show Society seeking a grant towards the costs of running the annual agricultural show. The total costs of the show amount to approximately £35,000. The applicant is applying for £1,032 to pay for the hire of safety barriers for the event. The applicant has previously benefited from the Fund in 2016/17 (£744).

- 2.2 The grant will contribute to creating a safe environment for people to enjoy the agricultural show, enabling the farming community and other communities of the area to come together.

**Recommendation**

- 2.3 In line with revised guidance, the Committee is asked to consider the request and no recommendation is made by Officers.

**3. RECOMMENDATION**

- 3.1 The Committee is requested to consider the request in the report.

**Author**

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

**Approved**

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

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

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Alyth 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 Alyth Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved will be funded from income during the year and, if applicable, the revenue balance of the Alyth Common Good Fund.

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

- 2.1 1 application for financial assistance.

### **3. APPENDICES**

- 3.1 None.

## ALYTH COMMON GOOD FUND COMMITTEE

20 June 2018

### 2016/17, 2017/18 & 2018/19 FINANCIAL STATEMENTS

#### Report by Head of Finance (Report No. 18/204)

#### PURPOSE OF REPORT

This report provides an update on audited 2016/17 & unaudited 2017/18 Income and Expenditure, and details the Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for the Alyth Common Good Fund.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 This report provides an update on the audited final outturn for 2016/17 being the last financial monitoring position presented to the Committee, a note of the unaudited movement during 2017/18; and the monitoring position and projected outturn for the Financial Year 2018/19.

#### 2. PROPOSALS

##### 2.1 Financial Statement 2016/17

Report 16/292 considered by Committee on 22 June 2016 included year-end projections for Income and Expenditure to 31 March 2017 which included an estimated surplus for the year of £170 and a projected Revenue Account Balance of £21,152 at 31 March 2017. Following closure of the 2016/17 accounts, a deficit of £522 was incurred for the year and the Revenue Account Balance at 31 March 2017 was £20,460 as detailed in Appendix 1.

- 2.2 The movement from the previously reported surplus reported to Committee on 22 June 2016 (Report 16/292 refers) is attributed to approval of grant funding to the value of £744 (Report 16/291 refers) and additional interest income of £52.

##### 2.3 Financial Year 2017/18

There was no business during 2017/18 for the Committee to discuss. The only movement during the year was interest received, generating a surplus of £145, resulting in an unaudited Revenue Account Balance at 31 March 2018 of £20,605.

##### 2.4 Financial Statement 2018/19

On the basis of Appendix 2, it is anticipated that a surplus of £145 will be generated in 2018/19 and the Fund's estimated Revenue Account Balance will be £20,750 at 31 March 2019.

- 2.5 The Financial Assistance report to be considered at this meeting includes one application for funding, and the value of the funding award is to be determined by the Committee. Any funding award in excess of the estimated income for the year will result in a reduction in the overall balance of the Fund.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:

- (i) Note the Audited Income and Expenditure to 31 March 2017 for the Alyth Common Good Fund for Financial Year 2016/17 as set out in Appendix 1 to the report.
- (ii) Note the unaudited Revenue Account Balance to 31 March 2018 for the Alyth Common Good Fund for Financial Year 2017/18.
- (iii) Note the Alyth Common Good Fund Income and Expenditure to 25 May 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 2 to the report.

#### Author(s)

| Name         | Designation       | Contact Details                   |
|--------------|-------------------|-----------------------------------|
| Donald Coyne | Senior Accountant | DCoyne@pkc.gov.uk<br>01738 475573 |

#### Approved

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

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Council Text Phone Number 01738 442573

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

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

#### **3.2 Strategic Environmental Assessment**

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

#### **3.3 Sustainability**

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

### **4. Consultation**

#### **4.1 Internal**

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

### **5. BACKGROUND PAPERS**

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

**6. APPENDICES**

Appendix 1 – Audited Alyth Common Good Fund Final Financial Statement for Financial Year 2016/17.

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





**ALYTH COMMON GOOD FUND**  
**AUDITED ALYTH COMMON GOOD FUND FINAL FINANCIAL STATEMENT FOR FINANCIAL YEAR 2016/17**

|                                         | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|-----------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                         | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>               |                           |                                               |              |                              |
| <u>Supplies and Services</u>            |                           |                                               |              |                              |
| Financial Assistance                    | 744                       | 0                                             | 744          | 744                          |
| <b>Total Expenditure</b>                | <b>744</b>                | <b>0</b>                                      | <b>744</b>   | <b>744</b>                   |
| <b><u>Income</u></b>                    |                           |                                               |              |                              |
| Interest Earned                         | 222                       | 0                                             | 222          | 222                          |
| <b>Total Income</b>                     | <b>222</b>                | <b>0</b>                                      | <b>222</b>   | <b>222</b>                   |
| <b>Surplus/(Deficit)</b>                | <b>(522)</b>              | <b>0</b>                                      | <b>(522)</b> | <b>(522)</b>                 |
| Opening Balance 01/04/16                | 20,982                    |                                               |              | 20,982                       |
| Surplus / (Deficit)                     | 0                         |                                               |              | (522)                        |
| <b>Closing Balance at 31 March 2017</b> | <b>20,982</b>             |                                               |              | <b>20,460</b>                |

**2016/17, 2017/18 & 2018/19 FINANCIAL STATEMENTS**

| <b><u>Grants</u></b>                                                          |               |                |                          |
|-------------------------------------------------------------------------------|---------------|----------------|--------------------------|
| <u>Actual</u>                                                                 | <u>Amount</u> | <u>Meeting</u> |                          |
| Alyth & District Agricultural Show Society - hire of safety barriers for show | £ 744         | 22/06/2016     | Funding applied for £744 |
|                                                                               | <u>£ 744</u>  |                |                          |
| <u>Committed</u>                                                              | <u>Amount</u> | <u>Meeting</u> |                          |
|                                                                               | <u>£ -</u>    |                |                          |
| <u>Under Consideration</u>                                                    | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>          |
|                                                                               | <u>£ -</u>    |                |                          |
| <b>Total</b>                                                                  | <u>£ -</u>    |                |                          |



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

|                                                               | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> |
|---------------------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|
|                                                               | £                         | £                                             | £            | £                            |
| <b><u>Expenditure</u></b>                                     |                           |                                               |              |                              |
| <u>Supplies and Services</u>                                  |                           |                                               |              |                              |
| Financial Assistance                                          | 0                         | 0                                             | 0            | 0                            |
| <b>Total Expenditure</b>                                      | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>0</b>                     |
| <b><u>Income</u></b>                                          |                           |                                               |              |                              |
| Interest Earned                                               | 0                         | 0                                             | 0            | 145                          |
| <b>Total Income</b>                                           | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>145</b>                   |
| <b>Surplus/(Deficit)</b>                                      | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>145</b>                   |
| Opening Balance 01/04/18 (subject to Final Accounts Approval) | 20,605                    |                                               |              | 20,605                       |
| Surplus / (Deficit)                                           | 0                         |                                               |              | 145                          |
| Projected Closing Balance at 31 March 2019                    | <b>20,982</b>             |                                               |              | <b>20,750</b>                |

| <b><u>Grants</u></b>                                              |               |                |                          |
|-------------------------------------------------------------------|---------------|----------------|--------------------------|
| <u>Actual</u>                                                     | <u>Amount</u> | <u>Meeting</u> |                          |
|                                                                   | £ -           |                |                          |
| <u>Committed</u>                                                  | <u>Amount</u> | <u>Meeting</u> |                          |
|                                                                   | £ -           |                |                          |
| <u>Under Consideration</u>                                        | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u>          |
| Alyth & District Agricultural Show - Costs on Running Annual Show | £ 660         | 20/06/2018     | Funding applied for £660 |
|                                                                   | £ 660         |                |                          |
| <b>Total</b>                                                      | <b>£ -</b>    |                |                          |

