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Council Building
2 High Street
Perth
PH1 5PH

08/06/2021

A meeting of the **Crieff Common Good Fund Committee** will be held virtually on **Wednesday, 16 June 2021 at 10:00.**

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

BARBARA RENTON
Interim Chief Executive

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

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

Members:

Councillor Stewart Donaldson (Convener)
Councillor Rhona Brock
Councillor John Duff
Councillor Murray Lyle
Councillor Roz McCall

Crieff Common Good Fund Committee

Wednesday, 16 June 2021

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.

PLEASE NOTE THAT ALTHOUGH THE PRE-AGENDA MEETING IS NOT SUBJECT TO THE TERMS OF THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 IT IS RECOMMENDED THAT THE CONTENTS OF REPORTS AND DISCUSSIONS AT THE MEETING CONSTITUTE INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THAT ACT, AND THEREFORE, YOU SHOULD NOT DISCLOSE TO OR DISCUSS WITH ANY MEMBER OF THE PRESS OR PUBLIC ANYTHING CONTAINED IN REPORTS OR DISCLOSED DURING DISCUSSIONS.

- | | | |
|----------|--|----------------|
| 1 | WELCOME AND APOLOGIES | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTE OF MEETING OF CRIEFF COMMON GOOD FUND COMMITTEE OF 28 APRIL 2021 FOR APPROVAL
(copy herewith) | 5 - 6 |
| 4 | MATTERS ARISING | |
| 5 | APPLICATIONS FOR FINANCIAL ASSISTANCE
Report by Depute Director (Communities) (copy herewith 21/90) | 7 - 10 |
| 6 | 2020/21 & 2021/22 FINANCIAL STATEMENTS
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PERTH AND KINROSS COUNCIL
CRIEFF COMMON GOOD FUND
28 APRIL 2021

CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held virtually via Microsoft Teams on Wednesday, 28 April 2021 at 09.50am.

Present: Councillors S Donaldson, R Brock, J Duff and R McCall.

In Attendance: D Coyne, C Flynn, K Molley, A Brown and M Pasternak (all Corporate and Democratic Services); and M Hill (Communities).

Apology: Councillor M Lyle

Councillor S Donaldson, Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor S Donaldson welcomed all present and an apology was noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Crieff Common Good Fund Committee of 17 December 2020 was submitted and approved.

4. MATTERS ARISING

There were no matters arising.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE – MARCH 2021

Due to the Covid19 Pandemic, members of the Crieff Common Good Fund Committee were contacted regarding a request of £250 from Crieff Community Council.

Resolved:

Crieff Community Council be awarded a grant of £250 towards maintaining two defibrillators in old BT phone boxes in Crieff.

6. 2021/22 BUDGET AND 2020/21 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (21/55) (1) seeking approval of the budget for Financial Year 2021/22; (2) detailing the Income and Expenditure to 31 March 2021; and (3) detailing the projected outturn for Financial Year 2020/21.

PERTH AND KINROSS COUNCIL
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Resolved:

- (i) The Crieff Common Good Fund Budget for Financial Year 2021/22 as set out in Appendix 1 to the report 21/55, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2021 as detailed in Appendix 2 to report 21/55, 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. THISTLE SCULPTURE AT GALLOWHILL (SLATE GREEN) CRIEFF

There was submitted a report by Executive Director (Communities) (21/56) seeking approval for the Crieff Common Good Fund Committee to grant a Licence to Occupy ground at Gallowhill (Slate Green), Crieff adjacent to Crieff in Leaf.

Resolved:

It be agreed that a Licence to Occupy ground at Gallowhill (Slate Green), Crieff be granted to Crieff in Leaf on the terms and conditions outlined in report 21/56.

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## CRIEFF COMMON GOOD FUND COMMITTEE

16 June 2021

### APPLICATIONS FOR FINANCIAL ASSISTANCE

**Report by Depute Director of Communities**  
(Report No. 21/90)

The report asks Crieff Common Good Fund Committee to consider applications for financial assistance for 1 Capital grant.

#### 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 the former burghs. This duty also applies to the administration of the associated Common Good Fund.
- 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 The 2021/22 Budget for the Crieff Common Good Fund was approved at the Committee meeting on 28 April 2021 (Report 21/55 refers). A summary of the approved Financial Assistance budget, grants committed, and the budget remaining is provided below:

|                                              |               |
|----------------------------------------------|---------------|
| <b>2021/22 Financial Assistance Budget</b>   | <b>£1,400</b> |
| <b>Value of grants committed</b>             | <b>NIL</b>    |
| <b>Remaining Financial Assistance Budget</b> | <b>£1,400</b> |
| <b>Value of award under consideration</b>    | <b>£300</b>   |

#### Small Grants

- 1.4 N/A

## Capital Grants

### Crieff Community Garden

- 1.5 A grant of £300 is sought to improve the infrastructure of the Crieff Community Garden by making it more self-sustaining. This will cover the costs of waterbutts and compost bins. Currently volunteers rely on the fire service for regular access to water, so the waterbutts, which collect rainwater will make this more straightforward. Compost bins will be used to recycle the garden waste. The total cost is £316.68, with other costs being covered by “Go Fund Me.”
- 1.6 This initiative will encourage further participation from volunteers as make the task less strenuous, as water and other supplies will be more readily available. Local residents can also recycle their food waste by adding it to the compost bins and learn how to make their own gardens self-sustaining through composting.
- 1.7 Thousands of volunteer hours were given in 2020 to revive the garden after being derelict for 3 years. Seminars have been hosted with local companies Strathearn Living Well and Willow Works, who have built willow sculptures to feature in the garden to help increase footfall and nature trails for children have been created.
- 1.8 If approved, the project will start in June 2021.

## 2. CONCLUSION AND RECOMMENDATIONS

- 2.1 The Committee is asked to consider the request and agree any financial contribution.

### Author

| Name           | Designation                      | Contact Details                                                                                    |
|----------------|----------------------------------|----------------------------------------------------------------------------------------------------|
| Lee Haxton     | Community Planning Team Leader   | 01738 475000<br><a href="mailto:ComCommitteeReports@pkc.gov.uk">ComCommitteeReports@pkc.gov.uk</a> |
| Karen Johnston | ALEO Contract Monitoring Officer |                                                                                                    |

### Approved

| Name         | Designation                   | Date        |
|--------------|-------------------------------|-------------|
| Clare Mailer | Depute Director (Communities) | 2 June 2021 |



## 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 2021/22 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.

# **CRIEFF COMMON GOOD FUND COMMITTEE**

**16 JUNE 2021**

## **2020/21 & 2021/22 FINANCIAL STATEMENTS**

**Report by Head of Finance**  
(Report No. 21/93)

### **PURPOSE OF REPORT**

This report provides an update on the outturn for Financial Year 2020/21; and details the Income and Expenditure to 18 May 2021 and the projected outturn for Financial Year 2021/22.

### **1. BACKGROUND / MAIN ISSUES**

- 1.1 The Committee approved the Crieff Common Good Fund budget for 2021/22 at the meeting of 28 April 2021 (Report 21/55 refers). This report provides an update on income and expenditure to date and the projected outturn for the current Financial Year.
- 1.2 Report 21/55 also provided the monitoring position and projected outturn for the Financial Year 2020/21. This report includes an update on the unaudited position for the year ended 31 March 2021.

### **2. PROPOSALS**

#### Financial Statement 2020/21

- 2.1 As detailed in Appendix 1, the unaudited surplus for the Fund for Financial Year 2020/21 is £635 and the Fund balance at 31 March 2021 is £12,501. The £35 increase from the previously reported surplus is due to additional interest for the year.

#### Financial Statement 2021/22

- 2.2 On the basis of Appendix 2, there is a projected surplus of £200 for Financial Year 2021/22 and the estimated Fund balance at 31 March 2022 is £12,701.

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

- 3.1 The Committee is requested to:
  - i) Note the unaudited Income and Expenditure to the 31 March 2021 for the Crieff Common Good Fund for the 2020/21 Financial Year, as set out in Appendix 1 to the report.

- ii) Note the projected Income and Expenditure to 31 March 2022 for the Crieff Common Good Fund for the 2021/22 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    | 26 May 2021 |

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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 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 - Crieff Common Good Fund Financial Statement for period to 31 March 2021 for Financial Year 2020/21.
- Appendix 2 - Crieff Common Good Fund Financial Statement for period to 18 May 2021 for Financial Year 2021/22.





**CRIEFF COMMON GOOD FUND****UNAUDITED FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2021 FOR FINANCIAL YEAR 2020/21**

|                                                   | <u>2020/21<br/>Budget</u> | <u>Actual to 31<br/>March 2021</u> | <u>Over/(Under)<br/>Spend</u> |
|---------------------------------------------------|---------------------------|------------------------------------|-------------------------------|
|                                                   | £                         | £                                  | £                             |
| <b><u>Expenditure</u></b>                         |                           |                                    |                               |
| Supplies and Services                             |                           |                                    |                               |
| Financial Assistance                              | 1,000                     | 1,000                              | 0                             |
| <b>Total Expenditure</b>                          | <b>1,000</b>              | <b>1,000</b>                       | <b>0</b>                      |
| <b><u>Income</u></b>                              |                           |                                    |                               |
| Rents, Fees & Charges                             | 1,600                     | 1,600                              | 0                             |
| Interest Earned                                   | 0                         | 35                                 | (35)                          |
| <b>Total Income</b>                               | <b>1,600</b>              | <b>1,635</b>                       | <b>(35)</b>                   |
| <b>Surplus/(Deficit)</b>                          | <b>600</b>                | <b>635</b>                         | <b>(35)</b>                   |
| Opening Balance 01/04/20                          | 11,866                    | 11,866                             |                               |
| Surplus / (Loss)                                  | 600                       | 635                                |                               |
| <b>Projected Closing Balance at 31 March 2021</b> | <b>12,466</b>             | <b>12,501</b>                      |                               |

**Grants**Actual / Committed

Kids Week in Crieff - Development of Character Trail  
 Crieff Choral Group - Spring Concert 2021  
 Crieff Community Council/CRIEFFAED - defibrillators

|          | <u>Amount</u>   | <u>Meeting</u> |
|----------|-----------------|----------------|
| £        | 500.00          | August 2020    |
| £        | 250.00          | 17/12/2020     |
| £        | 250.00          | March 2021     |
| <u>£</u> | <u>1,000.00</u> |                |



**CRIEFF COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 18 MAY 2021 FOR FINANCIAL YEAR 2021/22**

|                                                   | <u>2021/22<br/>Budget</u> | <u>Actual &amp;<br/>Committed<br/>to date</u> | <u>Total</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|---------------------------------------------------|---------------------------|-----------------------------------------------|--------------|------------------------------|----------------------------------------------|
|                                                   | £                         | £                                             | £            | £                            | £                                            |
| <b><u>Expenditure</u></b>                         |                           |                                               |              |                              |                                              |
| <u>Supplies and Services</u>                      |                           |                                               |              |                              |                                              |
| Financial Assistance                              | 1,400                     | 0                                             | 0            | 1,400                        | 0                                            |
| <b>Total Expenditure</b>                          | <b>1,400</b>              | <b>0</b>                                      | <b>0</b>     | <b>1,400</b>                 | <b>0</b>                                     |
| <b><u>Income</u></b>                              |                           |                                               |              |                              |                                              |
| Rents, Fees & Charges                             | 1,600                     | 0                                             | 0            | 1,600                        | 0                                            |
| Interest Earned                                   | 0                         | 0                                             | 0            | 0                            | 0                                            |
| <b>Total Income</b>                               | <b>1,600</b>              | <b>0</b>                                      | <b>0</b>     | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>                          | <b>200</b>                | <b>0</b>                                      | <b>0</b>     | <b>200</b>                   | <b>0</b>                                     |
| Opening Balance 01/04/21                          | 12,501                    |                                               |              | 12,501                       |                                              |
| Surplus / (Loss)                                  | 200                       |                                               |              | 200                          |                                              |
| <b>Projected Closing Balance at 31 March 2022</b> | <b>12,701</b>             |                                               |              | <b>12,701</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> |
| Crieff Community Garden - Waterbutts & Compost Bins |               | 16/06/2021     |
|                                                     | £ -           |                |
| <b>Total</b>                                        | <b>£ -</b>    |                |

