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Council Building  
2 High Street  
Perth  
PH1 5PH

08/06/2021

A meeting of the **Kinross Common Good Fund Committee** will be held virtually on **Wednesday, 16 June 2021 at 10:15.**

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto: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 Michael Barnacle (Convener)  
Councillor John Duff  
Councillor Murray Lyle  
Councillor Callum Purves  
Councillor Willie Robertson  
Councillor Richard Watters



**Kinross 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.***

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>WELCOME AND APOLOGIES</b>   |                |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b>  |                |
| <b>3</b> | <b>MINUTE OF MEETING OF KINROSS COMMON GOOD FUND COMMITTEE OF 17 DECEMBER 2020 FOR APPROVAL</b><br>(copy herewith) | <b>5 - 6</b>   |
| <b>4</b> | <b>MATTERS ARISING</b>   |                |
| <b>5</b> | <b>APPLICATIONS FOR FINANCIAL ASSISTANCE</b><br>Report by Depute Director (Communities) (copy herewith 21/94)      | <b>7 - 12</b>  |
| <b>6</b> | <b>2020/21 &amp; 2021/22 FINANCIAL STATEMENTS</b><br>Report by Head of Finance (copy herewith 21/95)               | <b>13 - 22</b> |

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PERTH AND KINROSS COUNCIL  
KINROSS COMMON GOOD FUND  
17 DECEMBER 2020

## KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held virtually via Microsoft Teams on Thursday, 17 December 2020 at 10.44am.

Present: Councillors M Barnacle, J Duff, C Purves and W Robertson.

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

Apologies: Councillors M Lyle and R Watters

Councillor M Barnacle, Convener, Presiding.

### 1. WELCOME AND APOLOGIES

Councillor M Barnacle welcomed all present and apologies were noted as above.

### 2. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor C Purves declared a non-financial interest in item 5 Light Up Kinross.

### 3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross Common Good Fund Committee of 25 September 2019 (Arts.484-489/19) was submitted and approved.

### 4. MATTERS ARISING

#### Advisory non-voting Member

The Committee requested contact be made with Kinross Community Council to ask for nominations for a new advisory non-voting member on the Kinross Common Good Fund Committee.

### 5. AGENDA NOTE - LIGHT UP KINROSS (OCTOBER 2019)

Due to the urgency of the application and the need to disperse funds prior to Christmas 2019 members of the Kinross Common Good Fund Committee were contacted, and the following decision was agreed:

#### Resolved:

Light Up Kinross be awarded a grant of £500 towards their Christmas Display.

## 6. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Executive Director (Communities) (20/253) asking Kinross Common Good Fund Committee to consider one application for financial assistance from Kinross-shire Move Greener.

**Resolved:**

Kinross-shire Move Greener be awarded a grant of £700 towards a 12-month pilot sharing scheme in Kinross. The Committee requested officers write to Kinross-shire Mover Greener to advise them of other sources of funding within the Council.

## 7. 2019/20 & 2020/21 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (20/254) (1) providing an update on the Audited outturn for Financial Year 2019/20; and (2) detailing the Income and Expenditure and the projected outturn to 31 March 2021 for Financial Year 2020/21.

**Resolved:**

- (i) The Audited Income and Expenditure to 31 March 2020 for the Fund as set out in Appendix 1 to report 20/254, be noted.
- (ii) The Income and Expenditure to 13 November 2020, and the projected outturn to 31 March 2021, as detailed in Appendix 2 to report 20/254, be noted.

## KINROSS COMMON GOOD FUND COMMITTEE

16 June 2021

### APPLICATIONS FOR FINANCIAL ASSISTANCE

**Report by Depute Director of Communities**  
(Report No. 21/94)

The report asks Kinross Common Good Fund Committee to consider an application for financial assistance from Kinross-shire Move Greener.

#### 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 At the meeting of 24 February 2016, the Committee requested that £157,000 of the Revenue balance of the fund was to be ring-fenced as ‘Capital’. The unaudited Revenue Balance at 1 April 2021, an estimate of the income for 2021/22, and the value of funding to be considered by this meeting is summarised below:

<b>Unaudited Fund Balance at 1 April 2021</b>	<b>£158,486</b>
<b>Estimated income for 2021/22</b>	<b>£157</b>
<b>Value of award under consideration</b>	<b>£4,000</b>

#### Small Grants

- 1.4 N/A

## Capital Grants

### Kinross-shire Move Greener

- 1.5 This application is for a community led initiative, with the aims of promoting health and wellbeing from bike sharing and usage, reducing environmental impact and generating local employment opportunities.
- 1.6 Kinross-shire Move Greener would like to create a fleet of e-Bikes and variants, including tandems, trikes and wheelchair conversion to make the equipment accessible for all. In addition to use, activities will be run including bike-ability courses, tours, maintenance and training. Employment will be created, to operate the scheme and maintain the fleet. Apprenticeship opportunities may also become available.
- 1.7 A survey conducted locally, received 170 respondents and 82.4% stated they would support/use an e-bike share scheme.
- 1.8 Total proposed expenditure of £8,000. This is to cover the cost of:
- |                         |        |
|-------------------------|--------|
| 4 e-bikes               | £6,000 |
| Charging Station        | £1,500 |
| Marketing/leaflets, etc | £500   |
- 1.9 £4,000 is being requested from this grant application, with £2,000 already secured from other funding. If approved, the scheme is scheduled to commence in October 2021.

## 2. CONCLUSION AND RECOMMENDATIONS

- 2.1 The Committee is asked to consider the application and agree the level of any grant to be awarded.

### Author

Name	Designation	Contact Details
Lee Haxton	Community Planning Team Leader	01738 475000 <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 Kinross 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 Kinross Common Good Fund's criteria.

### 2. Resource Implications

#### Financial

- 2.1 The value of funding requested exceeds the estimated income for the year, any approved award which exceeds the annual income of the Fund will reduce the Revenue Balance.

### **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 Finance and the Head of Legal and Governance have been consulted.

**2. BACKGROUND PAPERS**

2.1 One application for financial assistance.

**3. APPENDICES**

3.1 None.



# KINROSS COMMON GOOD FUND COMMITTEE

16 JUNE 2021

## 2020/21 & 2021/22 FINANCIAL STATEMENTS

**Report by Head of Finance**  
(Report No. 21/95)

### **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 This report provides an update on the unaudited outturn for 2020/21, and the monitoring position and projected outturn for the Financial Year 2021/22.

### **2. PROPOSALS**

#### Financial Statement 2020/21

- 2.1 Report 20/254 considered by the Committee on 17 December 2020 included year-end projections for Income and Expenditure to 31 March 2021. This included an estimated breakeven position for the year and a projected Fund Balance of £158,435. The unaudited surplus for the year is £51 and the Fund Balance at 31 March 2021 is £158,486, of which £157,000 is ring-fenced as 'Capital' as detailed in Appendix 1.

- 2.2 The movement from the previously reported breakeven position is attributed to interest received for the year.

#### Financial Statement 2021/22

- 2.3 On the basis of Appendix 2, it is forecast that the Fund will achieve breakeven in 2021/22 on the assumption that Financial Assistance funding will be contained within the estimated interest to be received. The decrease in the estimated income from the previous year is due to a fall in the interest rate for the fixed term deposit. The Fund Balance is projected to be £158,486 at 31 March 2022, of which £157,000 will remain ring-fenced.
- 2.4 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. If the Committee decides to award funding in excess of the estimated income, an option open to the Committee, the Fund Balance would reduce accordingly.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:-

- i) Note the unaudited Income and Expenditure to 31 March 2021 for the Fund, as set out in Appendix 1 to the report.
- ii) Note the Income and Expenditure to 18 May 2021 and the projected outturn to 31 March 2022 for the Fund, as set out in Appendix 2 to the report.

#### Author(s)

Name	Designation	Contact Details
Donald Coyne	Senior Accountant	CHXFinance@pkc.gov.uk

#### Approved

Name	Designation	Date
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 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 – Kinross Common Good Fund unudited Financial Statement for Financial Year 2020/21.
- Appendix 2 – Kinross Common Good Fund Financial Statement for period to 18 May 2021 for Financial Year 2021/22.



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

	<b><u>Actual to 31 March 2021</u></b>	
	<b>£</b>	
<b><u>Expenditure</u></b>		
<u>Supplies and Services</u>		
Financial Assistance	700	
<b>Total Expenditure</b>	<b>700</b>	
<b><u>Income</u></b>		
Interest Earned	751	
<b>Total Income</b>	<b>751</b>	
<b>Surplus / (Deficit)</b>	<b>51</b>	
Opening Balance 01/04/20	158,435	
Surplus / (Loss)	51	
<b>Total Closing Fund Balance at 31 March 2021</b>	<b>158,486</b>	
Minimum Account Balance	<b>(157,000)</b>	
<b>Uncommitted Closing Fund Balance at 31 March 2021</b>	<b>1,486</b>	

<b><u>Grants</u></b>		
<u>Actual / Committed</u>	<u>Amount</u>	<u>Meeting</u>
Kinross-shire Move Greener - pilot car sharing scheme	£ 700	17/12/2020
	£ 700	



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

	<u>Actual to date</u>	<u>Financial Assistance Committed</u>	<u>Total</u>	<u>Projected Outturn</u>
	£	£	£	£
<b><u>Expenditure</u></b>				
Supplies and Services				
Financial Assistance	0	0	0	157
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157</b>
<b><u>Income</u></b>				
Interest Earned	0	0	0	157
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157</b>
<b>Surplus / (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Opening Balance 01/04/21	158,486			158,486
Surplus / (Loss)	0			0
<b>Total Projected Closing Fund Balance at 31 March 2022</b>	<b>158,486</b>			<b>158,486</b>
Minimum Account Balance	<b>(157,000)</b>			<b>(157,000)</b>
<b>Uncommitted Projected Closing Fund Balance at 31 March 2022</b>	<b>1,486</b>			<b>1,486</b>

<b><u>Grants</u></b>			
<u>Actual</u>	<u>Amount</u>	<u>Meeting</u>	<u>Comments</u>
	£ -		
<u>Committed</u>	<u>Amount</u>	<u>Meeting</u>	<u>Comments</u>
	£ -		
<u>Under Consideration</u>	<u>Amount</u>	<u>Meeting</u>	<u>Comments</u>
Kinrosshire Move Greener			16/06/2021
	£ -		
<b>Total</b>	<b>£ -</b>		

