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Council Building
2 High Street
Perth
PH1 5PH

28/09/2021

A meeting of the **Kinross Common Good Fund Committee** will be held virtually on **Monday, 04 October 2021 at 10:45.**

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 Michael Barnacle (Convener)
Councillor John Duff
Councillor Murray Lyle
Councillor Callum Purves
Councillor Willie Robertson
Councillor Richard Watters

Kinross Common Good Fund Committee

Monday, 04 October 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 KINROSS COMMON GOOD FUND COMMITTEE OF 16 JUNE 2021 FOR APPROVAL** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**
Report by Head of Culture and Community Services (copy herewith 21/176)
- 6 2021/22 FINANCIAL STATEMENT** **13 - 20**
Report by Head of Finance (copy herewith 21/177)

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KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held virtually via Microsoft Teams on Wednesday 16 June 2021 at 10.35am.

Present: Councillors J Duff, C Purves, W Robertson and R Watters.

In Attendance: C Flynn, D Coyne, L Haxton, K Johnston, D Williams, A Brown, L McGuigan, B Parker and M Pasternak (all Corporate and Democratic Services).

Apologies: Councillors M Barnacle and M Lyle

APPOINTMENT OF ACTING CONVENER

With Councillor M Barnacle having submitted apologies, the Committee agreed that Councillor W Robertson be appointed Acting Convener for this meeting.

Councillor W Robertson, Acting Convener, Presiding.

1. WELCOME AND APOLOGIES

Councillor W Robertson welcomed all present and apologies were noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross 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

There was submitted a report by Depute Director (Communities) (21/94) 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 £1200 towards the costs of 4 e-bikes, Charging Station and associated marketing/leaflets etc.

7. 2019/20 & 2020/21 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (21/95)(1) providing an update on the outturn for the financial year 2020/21; (2) detailing the Income and Expenditure to 18 May 2021; and (3) detailing the projected outturn for the financial year 2021/22.

Resolved:

- (i) The unaudited Income and Expenditure to 31 March 2021 for the Kinross Common Good Fund for the 2020/21 financial year, as set out in Appendix 1 to Report 21/95, be noted
- (ii) The Income and Expenditure to 18 May 2021 and the projected outturn to 31 May 2022 for the Kinross Common Good Fund, as set out in Appendix 2 to Report 21/95, be noted.

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**PERTH AND KINROSS COUNCIL**

**Kinross Common Good Fund Committee**

**4 October 2021**

**Applications for Financial Assistance**

**Report by Head of Culture & Community Services**

(Report No. 21/176)

The report asks Kinross Common Good Fund Committee to consider 1 application for financial assistance.

**1. BACKGROUND / MAIN ISSUES**

- 1.1. Perth and 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. 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.
- 1.3 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. This report is for The Kinross Common Good Fund.
- 1.4 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 on 1 April 2021, an estimate of the income for 2021/22, and the value of funding approved to date is summarised below:

**2021/22 Financial Year**

|                                            |            |
|--------------------------------------------|------------|
| Unaudited Fund Balance on 1 April 2021     | £158,486   |
| Estimated income for the year              | £157       |
| Estimated Balance on 31 March 2022         | £158,643   |
| Less ring-fenced Balance                   | (£157,000) |
| Balance available for Financial Assistance | £1,643     |
| <br>                                       |            |
| Value of award approved in 2021/22         | £1,200     |
| Balance remaining                          | £443       |

## 2. CAPITAL GRANTS

### Kinross-shire Move Greener Organisation (KMGO)

- 2.1 This grant application will be used to part-fund a pilot of the KMGO Car Share Scheme which was initially launched in April 2021. The Car Share Scheme was for Kinross-shire and the original plan was for a 6-month pilot, but KMGO would now like to extend this. The organisation saw the opportunity to change habits and make a positive impact on the environment, while capitalising on the public's growing awareness of the environment and their willingness to make positive changes. As a further impact of this project, it will also reduce traffic in the centre of Kinross and create local employment opportunities (i.e. through vehicle maintenance and cleaning). This application requests funds to part-cover the remaining 3-4 months period of the pilot. There is good support from local residents, and it is thought that approx. 810 people will benefit from this scheme based on surveys to date. 600 (74%) are from the Common Good area itself.

The applicant has established a simple performance management framework but currently has insufficient data which is part of the reason for this extension request. Initial costs for the 6 -9 months pilot have now been re-configured for a 12month period, as detailed below:

| Specific Items                                                | Costs (£)     |
|---------------------------------------------------------------|---------------|
| Match Funding payment to Enterprise of £300 per month (quote) | £3,600        |
| VAT                                                           | £720          |
| Marketing/leaflets, etc                                       | £500          |
| <b>Totals</b>                                                 | <b>£4,820</b> |

- 2.2 £3,250 was already secured prior to the launch in April 2021, £750 of which was from the Kinross Common Good Fund. This application is for a further £750 to go towards the remainder of these costs. The remaining £820 is hoped to be made up through other grant applications, for example to the Kinross-shire Newsletter Fund, amongst others. The applicant is confident that their other applications will be approved, but in the event of applications being unsuccessful the applicant has confirmed that they will either: seek alternative funds, which will be required towards the end of the financial year; raise funds through local events and sponsorship; or, if necessary, end the trial early due to lack of funds.

## 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Committee is asked to consider the request in the report and determine the level of any grant to be awarded.



## Author

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

## Approved

| Name           | Designation                         | Date             |
|----------------|-------------------------------------|------------------|
| Barbara Renton | Executive Director<br>(Communities) | 9 September 2021 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan                                      | <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>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</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

- 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 The Kinross Common Good Fund.

#### 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 The Kinross Common Good Fund.

### 2. Resource Implications

#### Financial

- 2.1 Any award of Financial Assistance funding will reduce the Fund Balance. The Committee may also be required to review the level of the Fund Balance ring-fenced as 'Capital'.

### Workforce

2.2 N/A.

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

2.3 N/A.

## **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. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).

### Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

3.3 N/A.

### Legal and Governance

3.4 The Head of Legal and Governance has been consulted.

### Risk

3.5 N/A.

## **4. Consultation**

### Internal

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

### External

4.2 N/A.

**5. Communication**

5.1 N/A.

**2. BACKGROUND PAPERS**

2.1 Kinross Common Good Application papers.

**KINROSS COMMON GOOD FUND COMMITTEE****4 OCTOBER 2021****2021/22 FINANCIAL STATEMENT****Report by Head of Finance**  
(Report No. 21/177)**PURPOSE OF REPORT**

This report details the Income and Expenditure to 25 August 2021 and the projected outturn for the Financial Year 2021/22.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 This report provides the monitoring position and projected outturn for the Financial Year 2021/22.

**2. PROPOSALS****2.1 Financial Statement 2021/22**

Based on Appendix 1, it is assumed that there will be a deficit in 2021/22 of £1,043 and the Fund Balance is projected to be £157,443 at 31 March 2022. Assuming that £157,000 of the Fund Balance remains ring-fenced, an estimated balance of £443 remains available for awards of Financial Assistance.

- 2.2 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 Balance remaining, 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 Income and Expenditure to 25 August 2021 and the projected outturn to 31 March 2022 for the Fund, as set out in Appendix 1 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         | 07.09.2021  |
| Karen Donaldson   | Chief Operating Officer | 13.09.21    |

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## ANNEX

### 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 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.

1.1.2 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 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 – Kinross Common Good Fund Financial Statement for period to 25 August 2021 for Financial Year 2021/22.



**KINROSS COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 25 AUGUST 2021 FOR FINANCIAL YEAR 2021/22**

|                                                                    | <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                         | 1,200                                         | 0            | 1,200                        |
| <b>Total Expenditure</b>                                           | <b>0</b>                  | <b>1,200</b>                                  | <b>0</b>     | <b>1,200</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>(1,200)</b>                                | <b>0</b>     | <b>(1,043)</b>               |
| Opening Balance 01/04/21                                           | 158,486                   |                                               |              | 158,486                      |
| Surplus / (Deficit)                                                | 0                         |                                               |              | (1,043)                      |
| <b>Total Projected Closing Fund Balance at 31 March 2022</b>       | <b>158,486</b>            |                                               |              | <b>157,443</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>443</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> |
| Kinrosshire Move Greener   | £ 1,200        |                | 16/06/2021      |
|                            | £ 1,200        |                |                 |
| <u>Under Consideration</u> | <u>Amount</u>  | <u>Meeting</u> | <u>Comments</u> |
|                            | £ -            |                |                 |
| <b>Total</b>               | <b>£ 1,200</b> |                |                 |

