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Council Building
2 High Street
Perth
PH1 5PH

10 December 2020

A meeting of the **Kinross Common Good Fund Committee** will be held virtually on **Thursday, 17 December 2020 at 10:30.**

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

KAREN REID
Chief Executive

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

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

Members:

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

Kinross Common Good Fund Committee

Thursday, 17 December 2020

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF KINROSS COMMON GOOD FUND COMMITTEE OF 25 SEPTEMBER 2019 FOR APPROVAL** **5 - 6**
(copy herewith)
- 4 MATTERS ARISING**
- 5 LIGHT UP KINROSS (OCTOBER 2019)**
Members of the Kinross Common Good Fund Committee were contacted in October 2019 regarding a request for £500 from the above named group.

Resolved:
Light Up Kinross be awarded a grant of £500 towards their Christmas Display.
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**
Report by Executive Director (Communities) (copy herewith 20/253)
- 7 2019/20 AND 2020/21 FINANCIAL STATEMENTS** **11 - 20**
Report by Head of Finance (copy herewith 20/254)

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PERTH AND KINROSS COUNCIL
KINROSS COMMON GOOD FUND
25 SEPTEMBER 2019

KINROSS COMMON GOOD FUND COMMITTEE

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.20am.

Present: Councillors M Barnacle, P Barrett, M Lyle, W Robertson and R Watters.

In Attendance: D Coyne, C Flynn, L Haxton, C Holgate, K Molley and J Salisbury (all Corporate and Democratic Services); D Cuthbert (Kinross Community Council)

Apology for Absence: Councillor C Purves.

Councillor M Barnacle, Convener, Presiding

484. WELCOME AND APOLOGIES

Councillor M Barnacle welcomed all present to the meeting and gave a special welcome to David Cuthbert, the new advisory non-voting member from Kinross Community Council.

An apology was 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 Kinross Common Good Fund Committee of 20 June 2018 (Arts.566- 571/18) 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 Depute Chief Executive (19/264) asking Kinross Common Good Fund Committee to consider one application for financial assistance from Kinross High School Literacy Development.

Resolved:

(1) Kinross High School Literacy Development

Kinross High School Literacy Development be awarded a grant of £150 towards the costs of the First Minister's Reading Challenge and for other literacy interventions.

PERTH AND KINROSS COUNCIL
KINROSS COMMON GOOD FUND
25 SEPTEMBER 2019

- (2) Write a letter to Kinross High School Literacy Development advising them of other sources of funding available.

COUNCILLOR M LYLE LEFT THE MEETING AT THIS POINT.

489. 2018/19 AND 2019/20 FINANCIAL STATEMENTS

There was submitted a report by the Head of Finance (19/265) including the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 20 August 2019 and projected outturn to 31 March 2020, for the Kinross Common Good Fund.

Resolved:

- (i) The Kinross Common Good Fund Audited Income and Expenditure to 31 March 2019 as set out in Appendix 1 to Report 19/265, be noted.
- (ii) The Kinross Common Good Fund Income and Expenditure to 25 August 2019, and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 2 to Report 19/265, be noted.

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**Kinross Common Good Fund Committee**

**17 December 2020**

**Applications for Financial Assistance**

**Report by Executive Director (Communities) (Report No. 20/253)**

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

**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 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 Audited Revenue Balance at 1 April 2020, an estimate of the income for 2020/21 and the value of funding to be considered by this meeting is summarised below:

|                                                           |          |
|-----------------------------------------------------------|----------|
| <b>Audited Revenue Balance at 1 April 2020</b>            | £158,435 |
| <b>Estimated income for 2020/21</b>                       | £700     |
| <b>Value of application to be considered by Committee</b> | £4,820   |

## 2. PROPOSALS

### Kinross-shire Move Greener

An application from Kinross-shire Move Greener has been received seeking funding for a 12 month pilot car sharing scheme in Kinross. The funding is for 50% of the cost of a vehicle, including the depreciation value over the pilot period, maintenance, cleaning and insurance. The group are hoping to add to the fleet if this pilot proves successful and potentially add a bike share scheme as well. The group will monitor use of the car to help to assess the financial viability of an expanded project. The project will benefit approximately 600 people from the Common Good area and 210 from outside. The scheme will provide environmental benefits by reducing the number of people using private vehicles. The project will run from January to December 2021. The total cost of the project is £4,820 and the group are asking for the full amount. If the group secure funding they will be eligible for match funding from Enterprise of £3,600 to help with vehicle costs. Other costs include marketing (£500) and VAT (£720).

## 3. CONSIDERATION

3.1 The Committee is asked to consider the request in the report.

### Author

| Name                | Designation                           | Contact Details |
|---------------------|---------------------------------------|-----------------|
| Christopher Holgate | Community Planning Officer            | 01738 477934    |
| Lee Haxton          | Community Planning Policy Team Leader |                 |

### Approved

| Name           | Designation                                  | Date             |
|----------------|----------------------------------------------|------------------|
| Barbara Renton | Executive Director (Housing and Environment) | 27 November 2020 |

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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 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 Head of Finance has been consulted and has indicated agreement with the proposals. If approved, any decisions taken by this Committee will be funded from the estimated income and, if applicable, the Kinross Common Good Fund 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**

**17 December 2020**

**2019/20 & 2020/21 FINANCIAL STATEMENTS**

**Report by Head of Finance (Report No. 20/254)**

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

**1. BACKGROUND / MAIN ISSUES**

1.1 This report provides an update on the final outturn for 2019/20 and the monitoring position and projected outturn for the Financial Year 2020/21.

**2. PROPOSALS**

Financial Statement 2019/20

2.1 Report 19/265 considered by the Committee on 25 September 2020 included year-end projections for Income and Expenditure to 31 March 2020. This included an estimated breakeven position for the year and a projected Total Fund Balance of £157,447. Following closure of the 2019/20 accounts, the Fund generated a surplus for the year to 31 March 2020 of £988. The Total Fund Balance at 31 March 2020 is £158,435, of which £157,000 is ring-fenced as ‘Capital’ as detailed in Appendix 1.

2.2 The £988 movement from the previously reported breakeven position is attributed to lower than anticipated Financial Assistance awards (£850); and a £138 increase in interest received for the year.

Financial Statement 2020/21

2.3 On the basis of Appendix 2, it is assumed that the Fund will achieve breakeven in 2020/21 on the basis 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 fixed term deposit interest rate. The Total Balance for the Fund is projected to be £158,435 at 31 March 2021, 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. The projected Total Fund Balance assumes that approved funding will be contained within the estimated level of income for 2020/21. If the Committee decides to award funding in excess of the estimated income, an option open to the Committee, the Total Fund Balance would reduce.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:-

- (i) Note the Audited Income and Expenditure to 31 March 2020 for the Fund as set out in Appendix 1 to the report;
- (ii) Note the Income and Expenditure to 13 November 2020 and the projected outturn to 31 March 2021, 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 November 2020 |
| Karen Donaldson   | Interim Chief Operating Officer (Corporate & Democratic Services) | 27 November 2020 |

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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 Audited Financial Statement for Financial Year 2019/20.
- Appendix 2 – Kinross Common Good Fund Financial Statement for period to 13 November 2020 for Financial Year 2020/21.





**KINROSS COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2019/20**

|                                                          | <b><u>Actual</u></b><br><b><u>to 31 March</u></b><br><b><u>2020</u></b> |
|----------------------------------------------------------|-------------------------------------------------------------------------|
|                                                          | £                                                                       |
| <b><u>Expenditure</u></b>                                |                                                                         |
| Supplies and Services                                    |                                                                         |
| Financial Assistance                                     | 650                                                                     |
| <b>Total Expenditure</b>                                 | <b>650</b>                                                              |
| <b><u>Income</u></b>                                     |                                                                         |
| Interest Earned                                          | 1,638                                                                   |
| <b>Total Income</b>                                      | <b>1,638</b>                                                            |
| <b>Surplus / (Deficit)</b>                               | <b>988</b>                                                              |
| Opening Balance 01/04/19                                 | 157,447                                                                 |
| Surplus / (Loss)                                         | 988                                                                     |
| <b>Total Closing Fund Balance at 31 March 2020</b>       | <b>158,435</b>                                                          |
| Minimum Account Balance                                  | <b>(157,000)</b>                                                        |
| <b>Uncommitted Closing Fund Balance at 31 March 2020</b> | <b>1,435</b>                                                            |

| <b><u>Grants</u></b>                        |                     |                |
|---------------------------------------------|---------------------|----------------|
| <u>Actual</u>                               | <u>Amount</u>       | <u>Meeting</u> |
| Kinross High School - Literacy Development  | £ 112               | 25/09/2019     |
| Light Up Kinross - Christmas Lights 2019/20 | £ 500               | Email          |
| Kinross High School - Literacy Development  | £ 38                | 25/09/2019     |
|                                             | <u>£ 650</u>        |                |
| <u>Committed</u>                            | <u>Amount</u>       | <u>Meeting</u> |
|                                             | <u>£ -</u>          |                |
| <u>Under Consideration</u>                  | <u>Amount</u>       | <u>Meeting</u> |
|                                             | <u>£ -</u>          |                |
| <b>Total</b>                                | <b><u>£ 650</u></b> |                |



**KINROSS COMMON GOOD FUND**  
**FINANCIAL STATEMENT FOR PERIOD TO 13 NOVEMBER 2020 FOR FINANCIAL YEAR 2020/21**

|                                                                    | <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>                                          |                           |                                               |              |                              |
| Supplies and Services                                              |                           |                                               |              |                              |
| Financial Assistance                                               | 0                         | 0                                             | 0            | 700                          |
| <b>Total Expenditure</b>                                           | <b>0</b>                  | <b>0</b>                                      | <b>0</b>     | <b>700</b>                   |
| <b><u>Income</u></b>                                               |                           |                                               |              |                              |
| Interest Earned                                                    | 645                       | 0                                             | 645          | 700                          |
| <b>Total Income</b>                                                | <b>645</b>                | <b>0</b>                                      | <b>645</b>   | <b>700</b>                   |
| <b>Surplus / (Deficit)</b>                                         | <b>645</b>                | <b>0</b>                                      | <b>645</b>   | <b>0</b>                     |
| Opening Balance 01/04/20                                           | 158,435                   |                                               |              | 158,435                      |
| Surplus / (Loss)                                                   | 0                         |                                               |              | 0                            |
| <b>Total Projected Closing Fund Balance at 31 March 2021</b>       | <b>158,435</b>            |                                               |              | <b>158,435</b>               |
| Minimum Account Balance                                            | <b>(157,000)</b>          |                                               |              | <b>(157,000)</b>             |
| <b>Uncommitted Projected Closing Fund Balance at 31 March 2021</b> | <b>1,435</b>              |                                               |              | <b>1,435</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> |
| Kinross-shire Move Greener - Electric Car Sharing | £ 4,820        | 17/12/2020     |                 |
|                                                   | £ 4,820        |                |                 |
| <b>Total</b>                                      | <b>£ 4,820</b> |                |                 |

