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Council Building 2 High Street Perth PH1 5PH

25 September 2018

A Meeting of the Crieff Common Good Fund Committee will be held in the Council Chamber, 2 High Street, Perth, PH1 5PH on Wednesday, 03 October 2018 at 11:30.

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

KAREN REID Chief Executive

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

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

Members:

Councillor Stewart Donaldson (Convener)
Councillor Peter Barrett
Councillor Rhona Brock
Councillor Murray Lyle
Councillor Roz McCall

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Crieff Common Good Fund Committee

Wednesday, 03 October 2018

AGENDA

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

1	WELCOME AND APOLOGIES	
2	DECLARATIONS OF INTEREST	
3	MINUTE OF MEETING OF CRIEFF COMMON GOOD FUND COMMITTEE OF 25 APRIL 2018 (copy herewith)	5 - 6
4	MATTERS ARISING	
5	APPLICATIONS FOR FINANCIAL ASSISTANCE Report by Depute Chief Executive (copy herewith 18/304)	7 - 12
6	2017-18 & 2018-19 FINANCIAL STATEMENT Report by Head of Finance (copy herewith 18/305)	13 - 22

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PERTH AND KINROSS COUNCIL CRIEFF COMMON GOOD FUND 25 APRIL 2018

CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.50am.

Present: Councillors S Donaldson, P Barrett, R Brock, R McCall and M Lyle.

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) and S Merone (Housing and Environment Service).

Councillor S Donaldson, Convener, Presiding.

228. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all present to the meeting.

229. DECLARATIONS OF INTEREST

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

230. MINUTE OF PREVIOUS MEETING

The minute of meeting of 20 December 2017 (Arts. 715-720) was submitted, approved as a correct record and authorised for signature.

231. MATTERS ARISING

There were no matters arising in terms of Councillors' Code of Conduct.

232. ADVISORY NON-VOTING MEMBER

As it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee asked to determine how it wishes to implement the decision.

Resolved:

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a vear.

233. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (18/145) (1) seeking approval of the budget for Financial Year 2018/19; and (2) providing details of the

PERTH AND KINROSS COUNCIL CRIEFF COMMON GOOD FUND 25 APRIL 2018

Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year for the Crieff Common Good Fund.

Resolved:

- (i) The Crieff Common Good Fund budget for Financial Year 2018/19, as set out in Appendix 1 to Report 18/145, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018, as detailed in Appendix 2 to Report 18/145, be noted.

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#### CRIEFF COMMON GOOD FUND COMMITTEE

#### **3 October 2018**

# **Applications for Financial Assistance**

# Report by Depute Chief Executive (Report No.18/304)

The report asks Crieff Common Good Fund Committee to consider three applications for financial assistance from Crieff in Leaf Association, Perth and Kinross District Scout Council and MacRosty Junior Parkrun.

# 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. 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 2018/19 Financial Assistance budget for Crieff Common Good Fund was approved by Committee at the meeting on 25 April 2018 (Report 18/145 refers). The audited revenue account balance at 1 April 2018 is £9,876. The approved financial assistance budget is £1,000.
- 1.4 The value of funding to be considered at this meeting is in excess of the Financial Assistance budget. In the event that the Committee approves funding in excess of the budget for the year, an option open to the Committee, the budgeted £600 surplus for the year will reduce accordingly. In addition funding awards which total in excess of £1,600 for the year will result in a reduction in the overall Revenue Account balance of the Fund. The 2018/19 Financial Statement report to be considered at this meeting provides details of the approved Budget, estimated income and expenditure for the year, the Revenue Account balance at 1 April 2018, and the estimated Revenue Account balance at 31 March 2019 for the Fund.

### 2. PROPOSALS

#### **Crieff in Leaf Association**

- 2.1. An application has been received from Crieff in Leaf Association seeking a grant towards the costs of their Crieff Leafy Coos project which would install a family of sculptured steel, leafy coos a bull, cow and calf in Burrell Square, Crieff. The total costs amount to £33,073.22. The Leafy Coos have been installed and the applicant is seeking to cover the shortfall. The applicant has applied for £1,000. The applicant will contribute £7,878.94 from fundraising activities and £3,750 in kind from volunteer hours. Sources of funding from other funding bodies are PKC Community Environment Challenge Fund (£10,000), Crieff Business Improvement District 2017 and 2018 (£2,000), PKC Bloom Group Annual Grant 2017/18 underspend (£1,393.25), PKC Creative Communities (£1,300), Tesco Bags of Help (£1,000), Crieff Common Good Fund 2017 (£600), Kingdom Housing Association (£500) and Aviva (£100). The applicant has previously benefited from the Fund in 2017/18 (£600).
- 2.2. The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Crieff Common Good Fund Committee.

## **Perth and Kinross District Scout Council**

- 2.3. An application has been received from Perth and Kinross District Scout Council, seeking a grant towards two young individuals (who are residents of Crieff) attending the World Scout Jamboree in West Virginia, USA. The total costs amount to £6,923.08. The applicant is applying for £400. Other sources of funding are Parental Contributions (£2,456.92), Forteviot Trust (£615.38), Thomas Trust (£369.23), Jimmie Cairncross Charitable Trust (£184.62), Lethendy Charitable Trust (£184.62), Guildry Incorporation of Perth (£153.85) and Aberfeldy Rotary (£76.90). The applicant has not previously benefitted from the fund. The grant will allow the young people involved to enhance their leadership skills and feedback their experiences to local Scout Groups, thereby encouraging more young people to become involved.
- 2.4. The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Crieff Common Good Fund Committee.

# **MacRosty Junior Parkrun**

2.5. An application has been received from MacRosty Junior Parkrun, seeking a grant towards the costs of starting a Junior Parkrun in MacRosty Park in Crieff. The total costs amount to £7,000. This includes £6,000 for kit, a website, software and training; and £1,000 for a defibrillator. Other sources of funding are Parkrun UK (£3,000), contributions from the group (£900) and fundraising activities (£600). The applicant is applying for £2,000. This grant will encourage children and their parents to participate in regular exercise.

2.6. The proposal meets the criteria of the provision of funding of community benefit for the people (including any individual or group of people) who live in the former burgh served by Crieff Common Good Fund Committee.

## 3. RECOMMENDATION

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

## **Authors**

| Name           | Designation                         | Contact Details                           |
|----------------|-------------------------------------|-------------------------------------------|
| David Stokoe   | Service Manager<br>Communities      | PKGrantsDirect@pkc.gov.uk<br>01738 477834 |
| Mariam Mahmood | Cultural Transformation<br>Graduate |                                           |

**Approved** 

| Name          | Designation                                      | Date              |
|---------------|--------------------------------------------------|-------------------|
| Jim Valentine | Depute Chief Executive (Chief Operating Officer) | 14 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

# 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 Crieff 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 Crieff Common Good Fund's criteria.

# 2. Resource Implications

## Financial

2.1. The Head of Finance has been consulted and has indicated agreement with the proposals. Any funding approved by Committee will be contained within the 2018/19 Financial Assistance budget and, if applicable, will be funded from 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 Legal and Governance and the Head of Finance have been consulted.

### 2. BACKGROUND PAPERS

Three applications for financial assistance

#### 3. APPENDICES

None.

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#### CRIEFF COMMON GOOD FUND COMMITTEE

#### 3 October 2018

#### 2017/18 & 2018/19 FINANCIAL STATEMENT

Report by Head of Finance (Report No.18/305)

## **PURPOSE OF REPORT**

This report provides an update on 2017/18 audited Income and Expenditure, and details of the Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Crieff Common Good Fund.

## 1. BACKGROUND / MAIN ISSUES

1.1 The Committee approved the Crieff Common Good Fund budget for 2018/19 at the meeting of 25 April 2018 (Report 18/145 refers). This report provides an update on the audited final outturn for 2017/18 and the monitoring position and projected outturn for Financial Year 2018/19.

#### 2. PROPOSALS

## Financial Statement 2017/18

- 2.1 Report 18/145 considered by Committee on 25 April 2018 included year-end projections for Income and Expenditure to 31 March 2018. This included an estimated surplus for the year of £1,000; and a projected Revenue Account Balance of £9,841 at 31 March 2018. Following closure of the 2017/18 accounts, the surplus for the year to 31 March 2018 is £1,035 and the Revenue Account Balance is £9,876 (See Appendix 1).
- 2.2 The movement from the previously reported surplus position reported to this Committee on 25 April 2018 (Report 18/145 Refers) is attributed to an additional £35 of investment income.

## Financial Statement 2018/19

- 2.3 On the basis of Appendix 2, it is anticipated that there will be a surplus of £600 in Financial Year 2018/19 and the Fund's Revenue Account Balance is estimated to be £10,476 at 31 March 2019.
- 2.4 The Financial Assistance report to be considered at this meeting includes three applications for funding; and the value of funding award is to be determined by the Committee. The projected uncommitted Revenue Account closing balance assumes that approved funding will be contained within the 2018/19 Financial Assistance budget. Any funding award in excess of the budget for the year, an option open to the Committee, will result in a reduction in the overall balance of the fund.

## 3. CONCLUSION AND RECOMMENDATIONS

# 3.1 The Committee is requested to:

- (i) Note the Crieff Common Good Fund audited Income and Expenditure to 31 March 2018 as set out in Appendix 1 to the report.
- (ii) Note the Crieff Common Good Fund Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 a set out in Appendix 2 to the report.

Author(s)

| Name         | Designation | Contact Details |
|--------------|-------------|-----------------|
| Donald Coyne |             |                 |

**Approved** 

| Name              | Designation                                        | Date              |
|-------------------|----------------------------------------------------|-------------------|
| Stewart MacKenzie | Head of Finance                                    | 13 September 2018 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 13 September 2018 |

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# 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

# 1. Strategic Implications

# Corporate Plan

- 1.1 The Council's Corporate Plan 2013 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
  - (i) Giving every child the best start in life;
  - (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy;
  - (iv) Supporting people to lead independent, healthy and active lives; and
  - (v) Creating a safe and sustainable place for future generations.
- 1.2 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 Depute Chief Executive/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 – Audited Crieff Common Good Fund Financial Statement for Financial Year 2017/18.

Appendix 2 - Crieff Common Good Fund Financial Statement for period to 31 August 2018 for Financial Year 2018/19.

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# CRIEFF COMMON GOOD FUND AUDITED CRIEFF COMMON GOOD FUND FINANCIAL STATEMENT FOR FINANCIAL YEAR 2017/18

|                                                                          | Approved 2017/18 Budget      | <u>Actual</u><br>31 March 2018 | <u>Final</u><br>Outturn        | <u>Final</u><br><u>Over/(Under)</u><br><u>Spend</u> |
|--------------------------------------------------------------------------|------------------------------|--------------------------------|--------------------------------|-----------------------------------------------------|
| <u>Expenditure</u>                                                       | £                            | £                              | £                              | £                                                   |
| Supplies and Services Financial Assistance                               | 1,000                        | 600                            | 600                            | (400)                                               |
| Total Expenditure                                                        | 1,000                        | 600                            | 600                            | (400)                                               |
| <u>Income</u>                                                            |                              |                                |                                |                                                     |
| Rents, Fees & Charges                                                    | 1,600                        | 1,600                          |                                | 0                                                   |
| Interest Earned Total Income                                             | 0<br><b>1,600</b>            | 35<br><b>1,635</b>             |                                | 35<br>35                                            |
| Surplus/(Deficit)                                                        | 600                          | 1,035                          | 1,035                          | 435                                                 |
| Opening Balance 01/04/17<br>Surplus / (Deficit)<br>Final Closing Balance | 8,841<br>600<br><b>9,441</b> |                                | 8,841<br>1,035<br><b>9,876</b> |                                                     |

| <u>Grants</u>                                                                                              |   |               |                          |                                            |
|------------------------------------------------------------------------------------------------------------|---|---------------|--------------------------|--------------------------------------------|
| <u>Actual</u>                                                                                              |   | <u>Amount</u> | Meeting                  | <u>Comments</u>                            |
| Crieff in Leaf Association - Burrel Square Project<br>Crieff Choral Group - Rehearsals and Spring Concerts | £ | 600<br>200    | 04/10/2017<br>20/12/2017 | Asked for Contribution<br>Asked for £2,000 |
|                                                                                                            | £ | 800.00        |                          |                                            |
| Committed                                                                                                  |   | <u>Amount</u> | Meeting                  | <u>Comments</u>                            |
|                                                                                                            |   |               |                          |                                            |
|                                                                                                            | £ | -             |                          |                                            |
| <u>Under Consideration</u>                                                                                 |   | <u>Amount</u> | Meeting                  | <u>Comments</u>                            |
|                                                                                                            |   |               |                          |                                            |
|                                                                                                            | £ | -             |                          |                                            |
| Total                                                                                                      | £ | 800           |                          |                                            |
|                                                                                                            | £ | <u> </u>      | <u>Meeting</u>           | <u>Comments</u>                            |

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## <u>CRIEFF COMMON GOOD FUND</u> <u>FINANCIAL STATEMENT FOR PERIOD TO 31 AUGUST 2018 FOR FINANCIAL YEAR 2018/19</u>

|                                                                              | Approved<br>2018/19<br>Budget | Actual<br>to date | Financial Assistance Under Consideration and Committed | Projected<br>Outturn          | Projection<br>Over/(Under)<br>Spend |
|------------------------------------------------------------------------------|-------------------------------|-------------------|--------------------------------------------------------|-------------------------------|-------------------------------------|
| Expenditure                                                                  | £                             | £                 | £                                                      | £                             | £                                   |
| Supplies and Services                                                        |                               |                   |                                                        |                               |                                     |
| Financial Assistance                                                         | 1,000                         | 0                 | 3,400                                                  | 1,000                         | 0                                   |
| Total Expenditure                                                            | 1,000                         | 0                 | 3,400                                                  | 1,000                         | 0                                   |
| Income                                                                       |                               |                   |                                                        |                               |                                     |
| Rents, Fees & Charges                                                        | 1,600                         | 400               | 0                                                      | 1,600                         | 0                                   |
| Interest Earned                                                              | 0                             | 0                 | 0                                                      | 0                             | 0                                   |
| Total Income                                                                 | 1,600                         | 400               | 0                                                      | 1,600                         | 0                                   |
| Surplus/(Deficit)                                                            | 600                           | 400               | (3,400)                                                | 600                           | 0                                   |
| Opening Balance 01/04/18<br>Surplus / (Deficit)<br>Projected Closing Balance | 9,876<br>600<br><b>10,476</b> |                   |                                                        | 9,876<br>600<br><b>10,476</b> |                                     |

| <u>Grants</u>                                                                 |   |               |                |                 |
|-------------------------------------------------------------------------------|---|---------------|----------------|-----------------|
|                                                                               |   |               |                |                 |
| Actual                                                                        |   | <u>Amount</u> | Meeting        | Comments        |
|                                                                               |   |               |                |                 |
|                                                                               | £ | -             |                |                 |
|                                                                               |   |               |                |                 |
| Committed                                                                     |   | A mount       | Mosting        | Commonto        |
| Committed                                                                     |   | <u>Amount</u> | Meeting        | Comments        |
|                                                                               |   |               |                |                 |
|                                                                               |   |               |                |                 |
|                                                                               |   |               |                |                 |
|                                                                               |   |               |                |                 |
|                                                                               | £ |               |                |                 |
|                                                                               |   |               |                |                 |
| Under Consideration                                                           |   | Amount        | Mooting        | Camamanta       |
| Officer Consideration                                                         |   | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |
|                                                                               | _ |               |                |                 |
| Crieff in Leaf Association - Crieff Leafy Coos Project                        | £ | 1,000         | 03/10/2018     |                 |
| Perth and Kinross District Scout Council - Two Attendees World Scout Jamboree | £ | 400           | 03/10/2018     |                 |
| MacRosty Junior Park Run - Junior Park Run in Crieff                          | £ | 2,000         | 03/10/2018     |                 |
|                                                                               |   | ,             |                |                 |
|                                                                               | £ | 3,400         |                |                 |
|                                                                               |   | 3,400         |                |                 |
| Tatal                                                                         |   | 2.400         |                |                 |
| Total                                                                         | Ł | 3,400         |                |                 |
|                                                                               |   |               |                |                 |

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