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Council Building  
2 High Street  
Perth  
PH1 5PH

16 April 2019

A Meeting of the **Crieff Common Good Fund Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 24 April 2019** at **09:30**.

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



**Crieff Common Good Fund Committee**

**Wednesday, 24 April 2019**

**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 THE MEETING OF THE CRIEFF COMMON GOOD FUND COMMITTEE OF 19 DECEMBER 2019 FOR APPROVAL AND SIGNATURE** **5 - 6**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 10**  
Report by Depute Chief Executive (copy herewith 19/123)
- 6 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT** **11 - 20**  
Report by Head of Finance (copy herewith 19/124)

***IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM(S) IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973***

**P1 CRIEFF ANGLING CLUB - RENT REVIEW**

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PERTH AND KINROSS COUNCIL  
 CRIEFF COMMON GOOD FUND  
 19 DECEMBER 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 19 December 2018 at 10.10am.

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

In Attendance: D Coyne, C Flynn, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); and S Merone (Housing and Environment Services)

Councillor S Donaldson, Convener, Presiding.

### **725. WELCOME AND APOLOGIES**

Councillor Donaldson welcomed all present to the meeting.

### **726. DECLARATIONS OF INTEREST**

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

### **727. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Crieff Common Good Fund Committee of 3 October 2018 for (Arts.559-565) was submitted, approved as a correct record and authorised for signature.

### **728. MATTERS ARISING**

#### **(i) Advisory Non-Voting Member (Item 562 refers)**

Councillor S Donaldson advised that Crieff Community Council were to consider a nomination for an advisory non-voting member to the Crieff Common Good Fund at its next meeting.

### **729. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/412) asking Crieff Common Good Fund Committee to consider an application for financial assistance.

#### **Resolved:**

#### **(1) Crieff Choral Group**

Crieff Choral Group be awarded a grant of £200 towards the cost of their Haydn's Creation concert to be performed on 31 March 2019.

#### **(2) No applications for financial assistance be accepted for the remainder of the 2018/19 financial year.**

PERTH AND KINROSS COUNCIL  
CRIEFF COMMON GOOD FUND  
19 DECEMBER 2018

**730. 2018/19 FINANCIAL STATEMENT**

There was a report submitted by Head of Finance (18/413) providing an update of the Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for the Crieff Common Good Fund.

**Resolved:**

The Crieff Common Good Fund Income and Expenditure to 31 October 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as set out in Appendix 1 to the Report 18/413, be noted.

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**CRIEFF COMMON GOOD FUND COMMITTEE**

**24 April 2019**

**APPLICATIONS FOR FINANCIAL ASSISTANCE**

**Report by Depute Chief Executive (Report No. 19/123)**

The report asks Crieff Common Good Fund Committee to consider one application for financial assistance from the Friends of Old St Michael's Hall and Grounds.

**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 2019/20 Financial Assistance budget for the Crieff Common Good Fund is due to be considered by the Committee in the following paper. The annual income available to the Fund is £1,600.
- 1.4. The 2019/20 Budget & Financial Statement report to be considered at this meeting provides details of the proposed Budget, estimated income and expenditure for the year, the Revenue Account balance at 1 April 2019, and the estimated Revenue Account balance at 31 March 2020 for the Fund. The proposed Financial Assistance Budget and Value of Application to be considered at this meeting are summarised below:

|                                                                                    |        |
|------------------------------------------------------------------------------------|--------|
| <b>Proposed Financial Assistance Budget</b>                                        | £1,000 |
| <b>Value of application to be considered at Committee meeting on 24 April 2019</b> | £250   |

## 2. PROPOSALS

### Friends of Old St Michael's Hall and Grounds

- 2.1. An application has been received from Friends of Old St Michael's Hall and Grounds seeking a grant towards the costs of purchasing a bench. The total costs amount to £584.60. This includes £459.60 for a 2m seat bench from Kacey Plastics of Comrie; £100 for concrete footing and labour; and £25 for delivery. The applicant will contribute £334.60 towards these costs. The applicant has applied for £250. The applicant has not previously benefitted from the Fund. This grant will improve the surroundings of the Memorial Garden and allow residents and visitors to utilise it further.
- 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.

## 3. RECOMMENDATION

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

### Authors

| Name           | Designation                              | Contact Details                                                                          |
|----------------|------------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton     | Community Planning<br>Policy Team Leader | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Mariam Mahmood | Cultural Transformation<br>Graduate      |                                                                                          |

### Approved

| Name            | Designation                                        | Date         |
|-----------------|----------------------------------------------------|--------------|
| Fiona Robertson | Head of Culture and<br>Community Services          | 3 April 2019 |
| Jim Valentine   | Depute Chief Executive/<br>Chief Operating Officer | 8 April 2019 |

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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 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 2019/20 Financial Assistance budget.

### **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**

- a. One application for financial assistance

### **3. APPENDICES**

None

**CRIEFF COMMON GOOD FUND COMMITTEE**

24 April 2019

**2019/20 BUDGET &  
2018/19 FINANCIAL STATEMENT**

**Report by Head of Finance (Report No. 19/124)**

**PURPOSE OF REPORT**

This report seeks approval of the budget for Financial Year 2019/20 and details the Income and Expenditure to 31 March 2019 and the projected outturn for Financial Year 2018/19.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The proposed budget for 2019/20 has been prepared based on activity undertaken in 2018/19 and prior years. This report also provides the monitoring position and projected outturn for the Financial Year 2018/19.

**2. PROPOSALS**

Budget 2019/20

- 2.1 As detailed in Appendix 1, there are no proposed budget adjustments and the £1,000 budget for Financial Assistance and the £1,600 budget for Rent, Fees & Charges will therefore remain unchanged from 2018/19 to 2019/20.

Financial Statement 2018/19

- 2.2 On the basis of Appendix 2, it is anticipated that a surplus of £1,100 will be generated in financial year 2018/19 and the Fund's Revenue Account Balance is estimated to be £10,976 at 31 March 2019.
- 2.3 The Committee agreed to accept no further applications for 2018/19 at the meeting of 19 December 2018 (Report 18/412 refers) having fully utilised the budget. The movement from the previous position reported to this Committee, is attributed to a grant award of £500 which is no longer required.

Financial Statement 2019/20

- 2.4 No Financial Statement for 2019/20 has been prepared, as at the time of drafting this report, there were no transactions recorded in the 2019/20 ledger for the Crieff Common Good Fund. The decisions of the Committee at this meeting will be incorporated into the 2019/20 Financial Statement to be presented at future Crieff Common Good Fund Committee meetings.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The Committee is requested to:

- (i) Approve the Crieff Common Good Fund budget for Financial Year 2019/20 as set out in Appendix 1 to the report.
- (ii) Note the Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2019 as detailed 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                                    | 1 April 2019 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 8 April 2019 |

|                                                                                                                                                                                                                                                             |
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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 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.

## **2. APPENDICES**

- Appendix 1 – Crieff Common Good Fund Proposed Budget for 2019/20.
- Appendix 2 - Crieff Common Good Fund Financial Statement for period to 31 March 2019 for Financial Year 2018/19.





**CRIEFF COMMON GOOD FUND**  
**PROPOSED BUDGET FOR 2019/20**

|                                                   | <b><u>BUDGET</u></b><br><b><u>2018/19</u></b><br>£ | <b>Proposed</b><br><b><u>BUDGET</u></b><br><b><u>2019/20</u></b><br>£ |
|---------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------|
| <b><u>EXPENDITURE</u></b>                         |                                                    |                                                                       |
| Financial Assistance                              | 1,000                                              | 1,000                                                                 |
| <b>Total Expenditure</b>                          | <b><u>1,000</u></b>                                | <b><u>1,000</u></b>                                                   |
| <b><u>INCOME</u></b>                              |                                                    |                                                                       |
| Rents, Fees & Charges                             | 1,600                                              | 1,600                                                                 |
| Interest earned                                   | 0                                                  | 0                                                                     |
| <b>Total Income</b>                               | <b><u>1,600</u></b>                                | <b><u>1,600</u></b>                                                   |
| <b>Surplus for Period</b>                         | <b><u>600</u></b>                                  | <b><u>600</u></b>                                                     |
| Projected Revenue Balance at 1 April 2019         |                                                    | 10,976                                                                |
| Plus Projected Surplus for 2019/20                |                                                    | 600                                                                   |
| <b>Projected Revenue Balance at 31 March 2020</b> |                                                    | <b><u>11,576</u></b>                                                  |



**CRIEFF COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 31 MARCH 2019 FOR FINANCIAL YEAR 2018/19**

|                              | <u>Approved<br/>2018/19<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Committed</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|------------------------------|----------------------------------------|---------------------------|-----------------------------------------------|------------------------------|----------------------------------------------|
|                              | £                                      | £                         | £                                             | £                            | £                                            |
| <b><u>Expenditure</u></b>    |                                        |                           |                                               |                              |                                              |
| <u>Supplies and Services</u> |                                        |                           |                                               |                              |                                              |
| Financial Assistance         | 1,000                                  | 0                         | 500                                           | 500                          | (500)                                        |
| <b>Total Expenditure</b>     | <b>1,000</b>                           | <b>0</b>                  | <b>500</b>                                    | <b>500</b>                   | <b>(500)</b>                                 |
| <b><u>Income</u></b>         |                                        |                           |                                               |                              |                                              |
| Rents, Fees & Charges        | 1,600                                  | 1,600                     | 0                                             | 1,600                        | 0                                            |
| Interest Earned              | 0                                      | 0                         | 0                                             | 0                            | 0                                            |
| <b>Total Income</b>          | <b>1,600</b>                           | <b>1,600</b>              | <b>0</b>                                      | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>     | <b>600</b>                             | <b>1,600</b>              | <b>(500)</b>                                  | <b>1,100</b>                 | <b>500</b>                                   |
| Opening Balance 01/04/18     | 9,876                                  |                           |                                               | 9,876                        |                                              |
| Surplus / (Deficit)          | 600                                    |                           |                                               | 1,100                        |                                              |
| Projected Closing Balance    | <b>10,476</b>                          |                           |                                               | <b>10,976</b>                |                                              |

| <b><u>Grants</u></b>                                                          |               |                |                 |  |
|-------------------------------------------------------------------------------|---------------|----------------|-----------------|--|
| <u>Actual</u>                                                                 | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |  |
|                                                                               | £ -           |                |                 |  |
| <b><u>Committed</u></b>                                                       | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |  |
| Perth and Kinross District Scout Council - Two Attendees World Scout Jamboree | £ 300         | 03/10/2018     |                 |  |
| Crieff Choral Group - Haydn's Creation Concert                                | £ 200         | 19/12/2018     |                 |  |
|                                                                               | £ 500         |                |                 |  |
| <b><u>Under Consideration</u></b>                                             | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |  |
|                                                                               | £ -           |                |                 |  |
| <b>Total</b>                                                                  | <b>£ 500</b>  |                |                 |  |
| <b><u>Funding Approved - No longer required</u></b>                           |               |                |                 |  |
| MacRosty Junior Park Run - Junior Park Run in Crieff                          | £ 500         | 03/10/2018     |                 |  |
|                                                                               | £ 500         |                |                 |  |

