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Council Building  
2 High Street  
Perth  
PH1 5PH

30/11/2021

A meeting of the **Crieff Common Good Fund Committee** will be held virtually on **Wednesday, 08 December 2021 at 14:20.**

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

**THOMAS GLEN**  
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 Stewart Donaldson (Convener)  
Councillor Rhona Brock  
Councillor John Duff  
Councillor Murray Lyle  
Councillor Roz McCall



**Crieff Common Good Fund Committee**

**Wednesday, 08 December 2021**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF CRIEFF COMMON GOOD FUND COMMITTEE OF 4 OCTOBER 2021 FOR APPROVAL** **5 - 6**  
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** **7 - 12**  
Report by Head of Culture & Community Services (copy herewith 21/234)
- 6 2021/22 FINANCIAL STATEMENT** **13 - 20**  
Report by Head of Finance (copy herewith 21/235)

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PERTH AND KINROSS COUNCIL  
CRIEFF COMMON GOOD FUND  
4 OCTOBER 2021

## **CRIEFF COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Crieff Common Good Fund Committee held virtually via Microsoft Teams on Monday, 4 October 2021 at 11.00am.

Present: Councillors S Donaldson, R Brock and R McCall.

In Attendance: C Flynn, D Coyne, L Davison, L Haxton, K Molley, A Brown, L McGuigan, B Parker and M Pasternak (all Corporate and Democratic Services); and M Hill (Communities)

Apologies: Councillors M Lyle and J Duff

Councillor S Donaldson, Convener, Presiding.

### **1. WELCOME AND APOLOGIES**

Councillor S Donaldson welcomed all present and apologies were noted as above.

### **2. DECLARATIONS OF INTEREST**

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

### **3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Crieff Common Good Fund Committee of 16 June 2021 was submitted and approved.

### **4. MATTERS ARISING**

There were no matters arising.

### **5. 2021/22 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (21/178) providing details of Income and Expenditure to 25 August 2021 for Financial Year 2021/22 for the Crieff Common Good Fund.

#### **Resolved:**

The Income and Expenditure for the Crieff Common Good Fund to 25 August 2021, and the projected outturn to 31 March 2022, as detailed in Appendix 1 to report 21/178, be noted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS 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 AND STRATHEARN RUGBY FOOTBALL CLUB, BRAIDHAUGH  
PARK, CRIEFF LEASE EXTENSION**

There was submitted a report by the Head of Planning and Development (21/179) seeking approval to extend the existing lease to Crieff and Strathearn Rugby Football Club at Braidhaugh Park, Crieff for a 20-year period from the current end date of 11/11/2021 to 10/11/2041.

**Resolved:**

Crieff and Strathearn Rugby Football Club be granted an extension of their existing lease for 20 years, from 10/11/2021 to 10/11/2041 for the pavilion, outbuildings, and car park at Braidhaugh Park, Crieff.

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**PERTH AND KINROSS COUNCIL**

**Crieff Common Good Fund Committee**

**8 December 2021**

**APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

(Report No. 21/234)

This paper outlines two applications for financial assistance from Crieff Common Good Fund. Committee is asked to consider the applications and agree the level of any funding support.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Perth and Kinross Council owns land and property which forms part of the Common Good of the former burghs in Perth and Kinross and has a statutory duty in terms of section 15 of the Local Government etc. (Scotland) Act 1994 to administer this land and property “having regard to the interests of the inhabitants” of those former burghs. This duty also applies to the administration of the associated Common Good Funds.
- 1.2 The Common Good Funds have traditionally demonstrated their support to local residents and organisations by distributing grants. These grant awards allow individuals and local organisations to carry out a wide range of community-based activities.
- 1.3 Applications to Common Good Funds vary across the different former burghs of Perth and Kinross. This report is for the Crieff Common Good Fund.
- 1.4 The 2021/22 Budget for the Crieff Common Good Fund was approved at the meeting of 28 April 2021 (Report 21/55 refers). A summary of the approved Financial Assistance budget, committed grant funding, and the budget remaining, is provided below:

|                                                           |        |
|-----------------------------------------------------------|--------|
| <b>2021/22 Financial Assistance Budget</b>                | £1,400 |
| <b>Value of grants paid and committed</b>                 | £300   |
| <b>Remaining Financial Assistance Budget</b>              | £1,100 |
| <b>Value of funding requested and under consideration</b> | £1,000 |

## **2. SMALL GRANTS**

### **Richmond House Scottish Charitable Incorporated Organisation**

- 2.1 An application has been received from Richmond House Scottish Charitable Incorporated Organisation seeking a grant towards a Christmas event. The group was set up earlier this year with the intention to host free health walks for local people to reduce social isolation during the Covid-19 pandemic. The group is open to all, but many attendees have long-term disabilities or conditions such as dementia, Parkinson's disease, diabetes or mental health conditions. Since the project started, over 35 people have directly benefitted from the walks. This grant will fund a Christmas social event for 35 beneficiaries and 25 volunteers to come together at the end of their last walk before Christmas – a time when people can feel particularly isolated. It would also provide an opportunity to thank the volunteers who have given their time to assist in the walks.
- 2.2 The total cost is £740 (see breakdown below) and the group has secured £240 from the Arnold Clark Community Fund towards this. The group is applying for £500 from the Common Good Fund. The applicant has not received grant funding from the Common Good Fund in the last three years.

| <b>Specific items</b>           | <b>Basis of costing</b>              | <b>Amount</b> |
|---------------------------------|--------------------------------------|---------------|
| Hire of hall and kitchen        | £15 per hour x 5 hrs                 | £75           |
| Entertainment                   | Quote from Music in Hospitals & Care | £125          |
| Food                            | £5 x 60                              | £300          |
| Small gift for each participant | £4 x 60                              | £240          |
| <b>Total expenditure</b>        |                                      | <b>£740</b>   |

### **Consideration**

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

## **3. CAPITAL GRANT**

### **Strathearn Archaeological and Historical Society**

- 3.1 An application has been received from Crieff Archaeological and Historical Society seeking a grant to purchase a laptop computer. The total cost is £700 and the group is asking for £500. The group will fund the remaining £200. The laptop will be used for administrative work and to continue conducting lectures and meetings online. Online lectures and meetings were originally enforced by Covid-19 restrictions on in-person meetings, but this will continue once restrictions have eased due to the positive benefits of increased accessibility of online activities for the group.



## Consideration

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

## 4. CONCLUSION AND RECOMMENDATIONS

- 4.1 The Committee is asked to consider and approve the recommendations in the report.

### Authors

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

### Approved

| Name            | Designation                                           | Date             |
|-----------------|-------------------------------------------------------|------------------|
| Fiona Robertson | Head of Culture & Communities Services<br>Communities | 16 November 2021 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan

- 1.1 The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of Perth 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 Perth 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. The recommendations contained within this report will be funded from the 2021/22 Financial Assistance budget.

### Workforce

2.2 N/A.

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

2.3 N/A.

## **3. Assessments**

### Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).

### Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.3 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

3.4 N/A.

### Legal and Governance

3.5 The Head of Legal and Governance has been consulted.

### Risk

3.6 N/A.

## **4. Consultation**

### Internal

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

External

4.2 N/A.

**5. Communication**

5.1 N/A.

**2. BACKGROUND PAPERS**

2.1 None

# CRIEFF COMMON GOOD FUND COMMITTEE

8 DECEMBER 2021

## 2021/22 FINANCIAL STATEMENT

**Report by Head of Finance**  
(Report No. 21/235)

### PURPOSE OF REPORT

This report provides details of the Income and Expenditure to 26 October 2021 for Financial Year 2021/22 for the Crieff Common Good Fund.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Committee approved the Crieff Common Good Fund budget for 2021/22 at the meeting of 28 April 2021 (Report 21/55 refers). This report provides an update on income and expenditure to date and the projected outturn for the current Financial Year.

### 2. PROPOSALS

#### Financial Statement 2021/22

- 2.1 On the basis of Appendix 1, the projected surplus remains unchanged from the position reported to Committee in October 2021. The anticipated surplus for 2021/22 remains at £200 and the Fund's Revenue Account Balance is estimated to be £12,701 at 31 March 2022.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1. The Committee is requested to:
- (i) Note the Income and Expenditure for the Crieff Common Good Fund to 26 October 2021, and the projected outturn to 31 March 2022, as detailed in Appendix 1 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         | 16 November 2021 |
| Karen Donaldson   | Chief Operating Officer | 19 November 2021 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

- 2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### Internal

- 4.1 The 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 - Crieff Common Good Fund Financial Statement for period to 26 October 2021 for Financial Year 2021/22.



**CRIEFF COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 26 OCTOBER 2021 FOR FINANCIAL YEAR 2021/22**

|                                                   | <u>2021/22<br/>Budget</u> | <u>Actual &amp;<br/>Committed<br/>to date</u> | <u>Total</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                              | 1,400                     | 300                                           | 300          | 1,400                        | 0                                            |
| <b>Total Expenditure</b>                          | <b>1,400</b>              | <b>300</b>                                    | <b>300</b>   | <b>1,400</b>                 | <b>0</b>                                     |
| <b><u>Income</u></b>                              |                           |                                               |              |                              |                                              |
| Rents, Fees & Charges                             | 1,600                     | 800                                           | 800          | 1,600                        | 0                                            |
| Interest Earned                                   | 0                         | 0                                             | 0            | 0                            | 0                                            |
| <b>Total Income</b>                               | <b>1,600</b>              | <b>800</b>                                    | <b>800</b>   | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>                          | <b>200</b>                | <b>500</b>                                    | <b>500</b>   | <b>200</b>                   | <b>0</b>                                     |
| Opening Balance 01/04/21                          | 12,501                    |                                               |              | 12,501                       |                                              |
| Surplus / (Loss)                                  | 200                       |                                               |              | 200                          |                                              |
| <b>Projected Closing Balance at 31 March 2022</b> | <b>12,701</b>             |                                               |              | <b>12,701</b>                |                                              |

|                                                           |                     |                |  |
|-----------------------------------------------------------|---------------------|----------------|--|
| <b><u>Grants</u></b>                                      |                     |                |  |
| <u>Actual</u>                                             | <u>Amount</u>       | <u>Meeting</u> |  |
| Crieff Community Garden - Waterbutts & Compost Bins       | £ 300               | 16/06/2021     |  |
|                                                           | <u>£ 300</u>        |                |  |
| <u>Committed</u>                                          | <u>Amount</u>       | <u>Meeting</u> |  |
|                                                           | <u>£ -</u>          |                |  |
| <u>Under Consideration</u>                                | <u>Amount</u>       | <u>Meeting</u> |  |
| Richmond House SCIO - Christmas Event 2021                | £ -                 | 08/12/2021     |  |
| Strathearn Archaeological and Historical Society - laptop | £ -                 | 08/12/2021     |  |
|                                                           | <u>£ -</u>          |                |  |
| <b>Total</b>                                              | <b><u>£ 300</u></b> |                |  |

