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Council Building
2 High Street
Perth
PH1 5PH

18 September 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, 25 September 2019** at **10:10**

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

Crieff Common Good Fund Committee

Wednesday, 25 September 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 MEETING OF THE CRIEFF COMMON GOOD FUND COMMITTEE OF 24 APRIL 2019 FOR APPROVAL** 5 - 6
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE** 7 - 10
Report by Depute Chief Executive (copy herewith 19/262)
- 6 2018/19 AND 2019/20 FINANCIAL STATEMENT** 11 - 20
Report by Head of Finance (copy herewith 19/263)

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PERTH AND KINROSS COUNCIL
 CRIEFF COMMON GOOD FUND
 24 APRIL 2019

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 24 April 2019 at 10.00am.

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

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

Councillor S Donaldson, Convener, Presiding.

208. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all those present to the meeting.

209. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor R Brock declared a non-financial interest in Article.214

210. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Crieff Common Good Fund Committee of 19 December 2018 (Arts. 725-730/18) was submitted, approved as a correct record and authorised for signature.

211. MATTERS ARISING

(i) Advisory Non-Voting Member (Item 728 refers)

Councillor Donaldson advised the Committee that there had been no communication from Crieff Community Council as to their nomination for the position of an advisory non-voting member of the Crieff Common Good Fund Committee. It was noted that this item would be raised at the next Crieff Community Council meeting.

212. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (19/123) asking Crieff Common Good Fund Committee to consider one application for financial assistance from the Friends of Old St Michael's Hall and Grounds.

Resolved:

(1) Friends of Old St Michael's Hall and Grounds

Friends of Old St Michael's Hall and Grounds be awarded a grant of £250 towards the costs of purchasing a bench.

213. 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/124) seeking approval of the budget for Financial Year 2019/20 and detailing the Income and Expenditure to 31 January 2019 and the projected outturn for Financial Year 2018/19.

Resolved:

- (i) The Crieff Common Good Fund Budget for Financial Year 2019/20, as set out in Appendix 1 to report 19/124, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2019, as detailed in Appendix 2 to report 19/124, 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.

214. CRIEFF ANGLING CLUB – RENT REVIEW

There was submitted a report by the Executive Director (Housing and Environment) (19/125) seeking approval of the proposed rent review for Crieff Angling Club.

Resolved:

The rent review for Crieff Angling Club, on the terms and conditions set out in Report 19/125, be agreed.

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**CRIEFF COMMON GOOD FUND COMMITTEE**

**25 September 2019**

**Applications for Financial Assistance**

**Report by Depute Chief Executive (Report No. 19/262)**

The report asks Crieff Common Good Fund Committee to consider one application for financial assistance from the Crieff Community Council.

**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 was approved by Committee at the meeting on 24 April 2019 (Report 19/124 refers). The audited revenue account balance at 1 April 2019 is £11,014. The approved financial assistance budget is £1,000.
- 1.4. The approved Financial Assistance Budget and Value of the Application to be considered at this meeting are summarised below:

|                                                                                        |        |
|----------------------------------------------------------------------------------------|--------|
| <b>Financial Assistance Budget</b>                                                     | £1,000 |
| <b>Value of application to be considered at Committee meeting on 25 September 2019</b> | £540   |

**2. PROPOSALS**

**Crieff Community Council**

- 2.1. An application for £540 has been received from Crieff Community Council seeking funding for their ‘Making Crieff Roads Safer for the Community’ Project. The grant would be used to purchase two police dummies which

evidence suggests can have a positive impact on driving behaviour. Each dummy would cost £270. The Community Council has not previously benefitted from this fund. The grant is intended to improve road safety in Crieff.

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

### 3. RECOMMENDATION

3.1. The Committee is asked to consider the request 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 |
| Christopher Holgate | Community Planning<br>Policy & Research Officer |                                                                                          |

#### Approved

| Name          | Designation                                         | Date             |
|---------------|-----------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive<br>(Chief Operating Officer) | 9 September 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. The funding requested if, 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**

One application for financial assistance

### **3. APPENDICES**

None

**CRIEFF COMMON GOOD FUND COMMITTEE****25 September 2019****2018/19 & 2019/20 FINANCIAL STATEMENT****Report by Head of Finance (Report No. 19/263)****PURPOSE OF REPORT**

This report includes the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 30 August 2019 and projected outturn to 31 March 2020, for the Crieff Common Good Fund.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Committee approved the Crieff Common Good Fund budget for 2019/20 at the meeting of 24 April 2019 (Report 19/124 refers). This report provides an update on the final outturn for 2018/19 and the monitoring position and projected outturn for Financial Year 2019/20.

**2. PROPOSALS****2.1 Financial Statement 2018/19**

Report 19/124 considered by the Committee on 24 April 2019 included year-end projections for Income and Expenditure to 31 March 2019. This included an estimated surplus for the year of £1,100; and a projected Revenue Account Balance of £10,976 at 31 March 2019. Following closure of the 2018/19 accounts, the surplus for the year to 31 March 2019 is £1,138 and the Revenue Account Balance is £11,014 (see Appendix 1).

- 2.2 The movement from the previously reported surplus to Committee on 24 April 2019 (Report 18/124 refers) is attributed to an additional £38 of interest received for the year.

**2.3 Financial Statement 2019/20**

On the basis of Appendix 2, it is anticipated that there will be a surplus of £600 in Financial Year 2019/20; and the Fund's Revenue Account Balance is estimated to be £11,614 at 31 March 2020.

- 2.4 The Financial Assistance report to be considered at this meeting includes one application 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 2019/20 Financial Assistance budget.

### 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 2019 as set out in Appendix 1 to the report.
- (ii) Note the Crieff Common Good Fund Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 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                                     | 28 August 2019   |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) | 7 September 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

#### 1.1 Corporate Plan

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

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

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

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

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

#### **3.2 Strategic Environmental Assessment**

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

3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### **3.3 Sustainability**

3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### **4.1 Internal**

4.1.1 The 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 – Crieff Common Good Fund Audited Financial Statement for Financial Year 2018/19.

Appendix 2 - Crieff Common Good Fund Financial Statement for period to 30 August 2019 for Financial Year 2019/20.





**CRIEFF COMMON GOOD FUND**  
**AUDITED FINANCIAL STATEMENT FOR FINANCIAL YEAR 2018/19**

|                           | <u>Approved</u><br><u>2018/19</u><br><u>Budget</u> | <u>Actual</u><br><u>to 31 March</u><br><u>2019</u> | <u>Over/(Under)</u><br><u>Spend</u> |
|---------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------|
|                           | £                                                  | £                                                  | £                                   |
| <b><u>Expenditure</u></b> |                                                    |                                                    |                                     |
| Supplies and Services     |                                                    |                                                    |                                     |
| Financial Assistance      | 1,000                                              | 500                                                | (500)                               |
| <b>Total Expenditure</b>  | <b>1,000</b>                                       | <b>500</b>                                         | <b>(500)</b>                        |
| <b><u>Income</u></b>      |                                                    |                                                    |                                     |
| Rents, Fees & Charges     | 1,600                                              | 1,600                                              | 0                                   |
| Interest Earned           | 0                                                  | 38                                                 | 38                                  |
| <b>Total Income</b>       | <b>1,600</b>                                       | <b>1,638</b>                                       | <b>38</b>                           |
| <b>Surplus/(Deficit)</b>  | <b>600</b>                                         | <b>1,138</b>                                       | <b>(538)</b>                        |
| Opening Balance 01/04/18  | 9,876                                              | 9,876                                              |                                     |
| Surplus / (Deficit)       | 600                                                | 1,138                                              |                                     |
| <b>Closing Balance</b>    | <b>10,476</b>                                      | <b>11,014</b>                                      |                                     |

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



**CRIEFF COMMON GOOD FUND****FINANCIAL STATEMENT FOR PERIOD TO 30 AUGUST 2019 FOR FINANCIAL YEAR 2019/20**

|                                  | <u>Approved<br/>2019/20<br/>Budget</u> | <u>Actual<br/>to date</u> | <u>Financial<br/>Assistance<br/>Under<br/>Consideration</u> | <u>Projected<br/>Outturn</u> | <u>Projection<br/>Over/(Under)<br/>Spend</u> |
|----------------------------------|----------------------------------------|---------------------------|-------------------------------------------------------------|------------------------------|----------------------------------------------|
|                                  | £                                      | £                         | £                                                           | £                            | £                                            |
| <b><u>Expenditure</u></b>        |                                        |                           |                                                             |                              |                                              |
| Supplies and Services            |                                        |                           |                                                             |                              |                                              |
| Financial Assistance             | 1,000                                  | 0                         | 540                                                         | 1,000                        | 0                                            |
| <b>Total Expenditure</b>         | <b>1,000</b>                           | <b>0</b>                  | <b>540</b>                                                  | <b>1,000</b>                 | <b>0</b>                                     |
| <b><u>Income</u></b>             |                                        |                           |                                                             |                              |                                              |
| Rents, Fees & Charges            | 1,600                                  | 800                       | 0                                                           | 1,600                        | 0                                            |
| Interest Earned                  | 0                                      | 0                         | 0                                                           | 0                            | 0                                            |
| <b>Total Income</b>              | <b>1,600</b>                           | <b>800</b>                | <b>0</b>                                                    | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>         | <b>600</b>                             | <b>800</b>                | <b>(540)</b>                                                | <b>600</b>                   | <b>0</b>                                     |
| Opening Balance 01/04/19         | 11,014                                 |                           |                                                             | 11,014                       |                                              |
| Surplus / (Deficit)              | 600                                    |                           |                                                             | 600                          |                                              |
| <b>Projected Closing Balance</b> | <b>11,614</b>                          |                           |                                                             | <b>11,614</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> |  |
| Crieff Community Council   | £ 540         | 25/09/2019     |                 |  |
|                            | £ 540         |                |                 |  |
| <b>Total</b>               | <b>£ 540</b>  |                |                 |  |

