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Council Building
2 High Street
Perth
PH1 5PH

10 December 2020

A meeting of the **Crieff Common Good Fund Committee** will be held virtually on **Thursday, 17 December 2020 at 10:15.**

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

KAREN REID
Chief Executive

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

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

Members:

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

Crieff Common Good Fund Committee

Thursday, 17 December 2020

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE CRIEFF COMMON GOOD FUND COMMITTEE OF 18 DECEMBER 2019 FOR APPROVAL** 5 - 6
(copy herewith)
- 4 MATTERS ARISING**
- 5 APPLICATIONS FOR FINANCIAL ASSISTANCE - AUGUST 2020**
Due to the Covid-19 pandemic, members of the Crieff Common Good Fund Committee were contacted and the following decisions were agreed:
(1) Kids Week in Crieff be awarded a grant of £500 towards supporting the development of a character trail.

(2) Crieff and Strathearn Rugby Football Club be refused a grant of £3,000 towards the costs of a rugby development officer in partnership with the Scottish Rugby Union, Active Schools P&K and Morrison's Academy.

(3) An individual be refused a grant of £2,000 towards the costs of the individual studying animal management and conservation of captive animals at Reasehealth College.
- 6 APPLICATIONS FOR FINANCIAL ASSISTANCE** 7 - 10
Report by Executive Director (Communities) (copy herewith 20/251)
- 7 2020/21 FINANCIAL STATEMENT** 11 - 18
Report by Head of Finance (copy herewith 20/252)

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PERTH AND KINROSS COUNCIL
 CRIEFF COMMON GOOD FUND
 18 DECEMBER 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 18 December 2019 at 10.16am.

Present: Councillors S Donaldson, J Duff, R McCall and M Lyle.

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

Apologies: Councillor R Brock

Councillor S Donaldson, Convener, Presiding.

646. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all those present to the meeting and an apology was noted above.

647. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, there were no declarations of interest.

648. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Crieff Common Good Fund Committee of 25 September 2019 (Arts.478-483) was submitted, approved as a correct record and authorised for signature.

649. MATTERS ARISING

There were no matters arising.

650. 2019/20 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/370) including the 2019/20 Financial Statement to 31 October 2019 and projected outturn to 31 March 2020, for the Crieff Common Good Fund.

Resolved:

- (i) The Crieff Common Good Fund Audited Income and Expenditure to 31 October 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 to report 19/370, 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.

651. MACROSTY PARK – PAVILION CAFÉ LICENCE TO OCCUPY RENEWAL

There was submitted a report by the Executive Director (Housing and Environment) (19/372) seeking approval from the Crieff Common Good Committee to extend the existing Licence to Occupy for a further 7 years for the current operator/tenant to run the Pavilion Café business at MacRosty Park.

Resolved:

The tenant's request for an extension of the current Licence to Occupy for a further 7 years from 1 March 2020 on the terms and conditions detailed in report 19/372, be approved.

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**CRIEFF COMMON GOOD FUND COMMITTEE**

**17 December 2020**

**Applications for Financial Assistance**

**Report by Executive Director (Communities) (Report No. 20/251)**

The report asks Crieff Common Good Fund Committee to consider one application for financial assistance from Crieff Choral Group.

**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 2020/21 Financial Assistance budget for the Crieff Common Good Fund was approved by Committee by email in August 2020. The audited revenue account balance at 1 April 2020 is £11,866. 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 2020/21</b>                                            | £1,000 |
| <b>Value of approved application by email in 2020</b>                                 | £500   |
| <b>Remaining Financial Assistance Budget</b>                                          | £500   |
| <b>Value of application to be considered at Committee meeting on 17 December 2020</b> | £250   |

## 2. PROPOSALS

### Crieff Choral Group

Crieff Choral Group are seeking funding for their 'Songs from the Hills' Concert in March 2021. The concert will likely take place online if a physical event is not possible. The concert will feature songs by Elgar and Brahms, as well as traditional Scottish folk songs. The group is open to anyone in Crieff who wants to join and brings together a wide range of people interested in singing. The group estimates 370 people will be involved in the concert. The total cost of the concert is £3,650, and the group are seeking a £250 grant to support the event. The costs include: choir director/conductor (£1,300); accompanist fee (£800); soloists (£700); promotion and musical hire (£400); and venue/ piano hire (£450). The group have raised funds themselves and are also applying for other funding.

## 3. RECOMMENDATION

- 3.1. The Committee is asked to consider the request and agree any financial contribution.

### Authors

| Name                | Designation                                  | Contact Details                                                                          |
|---------------------|----------------------------------------------|------------------------------------------------------------------------------------------|
| Lee Haxton          | Community Planning Policy Team Leader        | <a href="mailto:PKGrantsDirect@pkc.gov.uk">PKGrantsDirect@pkc.gov.uk</a><br>01738 477834 |
| Christopher Holgate | Community Planning Policy & Research Officer |                                                                                          |

### Approved

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

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**1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION**

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

**1. Strategic Implications**Community Plan / Single Outcome Agreement

- 1.1. The proposals will contribute to the Community Plan's aim of safe, healthy and inclusive communities and the outcome of communities will have improved quality of life. The recommendations contained within this report are in accordance with the priorities of 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 2020/21 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.

### **5. BACKGROUND PAPERS**

- 5.1. One application for financial assistance

### **6. APPENDICES**

- 6.1. None

**CRIEFF COMMON GOOD FUND COMMITTEE**

**17 December 2020**

**2020/21 FINANCIAL STATEMENT**

**Report by Head of Finance (Report No. 20/252)**

This report confirms the Audited outturn for Financial Year 2019/20 for the Crieff Common Good Fund and provides details of the Income and Expenditure to 13 November 2020 for Financial Year 2020/21.

**1. BACKGROUND/MAIN ISSUES**

- 1.1 The Committee was unable to formally meet in June 2020 due to the workplace restrictions arising from the Covid-19 pandemic. The proposed budget for Financial Year 2020/21 for the Crieff Common Good Fund was instead issued and approved by Members by email (Report 20/233 refers).
- 1.2 Also included in Report 20/233 was an update on the Unaudited 2019/20 year-end outturn for the Fund. KPMG has completed the audit of the Fund and no adjustments are required. The surplus for the year is confirmed as £852 and the closing balance of the Fund at 31 March 2020 is £11,866.

**2. PROPOSALS**

Financial Statement 2020/21

- 2.1 On the basis of Appendix 1, it is anticipated that the projected surplus remains unchanged from the position reported to Committee in August 2020. The projected surplus in 2020/21 remains at £600 and the Fund’s Revenue Account Balance is estimated to be £12,466 at 31 March 2021.

**3. CONCLUSION AND RECOMMENDATIONS**

- 3.1. The Committee is requested to:
  - (i) Note the Audited outturn for Financial Year 2019/20 and the Fund balance of £11,866 at 31 March 2020.
  - (ii) Note the Income and Expenditure for the Crieff Common Good Fund to 13 November 2020, and the projected outturn to 31 March 2021, as detailed in Appendix 1 to the report.

**Author(s)**

| <b>Name</b>  | <b>Designation</b> | <b>Contact Details</b> |
|--------------|--------------------|------------------------|
| Donald Coyne | Senior Accountant  | CHXFinance@pkc.gov.uk  |

**Approved**

| <b>Name</b>       | <b>Designation</b>                                                | <b>Date</b>      |
|-------------------|-------------------------------------------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                                                   | 26 November 2020 |
| Karen Donaldson   | Interim Chief Operating Officer (Corporate & Democratic Services) | 27 November 2020 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

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

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

1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

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

### **3. Assessments**

#### Equality Impact Assessment

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

#### Strategic Environmental Assessment

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

#### Sustainability

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

### **4. Consultation**

#### Internal

- 4.1 The 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 13 November 2020 for Financial Year 2020/21.





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

|                                    | <u>Approved<br/>2020/21<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>          |                                        |                           |                                               |                              |                                              |
| Supplies and Services              |                                        |                           |                                               |                              |                                              |
| Financial Assistance               | 1,000                                  | 0                         | 500                                           | 1,000                        | 0                                            |
| <b>Total Expenditure</b>           | <b>1,000</b>                           | <b>0</b>                  | <b>0</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>400</b>                | <b>0</b>                                      | <b>1,600</b>                 | <b>0</b>                                     |
| <b>Surplus/(Deficit)</b>           | <b>600</b>                             | <b>400</b>                | <b>0</b>                                      | <b>600</b>                   | <b>0</b>                                     |
| Unaudited Opening Balance 01/04/20 | 11,866                                 |                           |                                               | 11,866                       |                                              |
| Surplus / (Deficit)                | 600                                    |                           |                                               | 600                          |                                              |
| <b>Projected Closing Balance</b>   | <b>12,466</b>                          |                           |                                               | <b>12,466</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> |  |
| Kids Week in Crieff - Development of Character Trail | £ 500         | July 2020      |                 |  |
|                                                      | £ 500         |                |                 |  |
| <b><u>Under Consideration</u></b>                    | <u>Amount</u> | <u>Meeting</u> | <u>Comments</u> |  |
| Crieff Choral Group - Spring Concert 2021            | £ 250         | 17/12/2020     |                 |  |
|                                                      | £ 250         |                |                 |  |
| <b>Total</b>                                         | <b>£ 750</b>  |                |                 |  |

