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INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE
WEDNESDAY, 27 SEPTEMBER, 2017

A MEETING of the INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE will be held in the COUNCIL CHAMBER, MEMORIAL HALL, INNERLEITHEN on WEDNESDAY, 27 SEPTEMBER 2017 at 3.00 pm

J. J. WILKINSON,
Clerk to the Council,

21 September 2017

BUSINESS		
1.	**Appointment of Chairman**	
2.	**Apologies for Absence**	
3.	**Order of Business**	
4.	**Declarations of Interest**	
5.	**Minute** (Pages 1 - 4) Minute of Meeting held on 21 March 2017 for noting (copy attached).	2 mins
6.	**Former Provosts Chain** (Pages 5 - 10) Consider briefing paper by Chief Financial Officer providing an update on the repair of the Former Provosts Chain (copy attached).	15 mins
7.	**Date of Next Meeting** Thursday 2 November 2017 at 3.00 pm	
8.	**Any Other Items Previously Circulated**	
9.	**Any Other Items which the Chairman Decides are Urgent**	

NOTES

1. **Timings given above are only indicative and not intended to inhibit Members' discussions.**

2. **Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

Membership of Committee:- Councillors S. Bell, S. Haslam, R. Tatler and Community Councillor M. Douglas.

Please direct any enquiries to Fiona Walling Tel: 01835 826504
Email: Fwalling@scotborders.gov.uk

SCOTTISH BORDERS COUNCIL
INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE held in the Council Chamber, Memorial Hall, Innerleithen on 21 March 2017 at 4.00 p.m.

Present:- Councillors G. Garvie, (Chairman), S. Bell, G. Logan.
Community Councillor M. Douglas.

In Attendance:- Capital and Investments Manager (K. Robb), Principal Solicitor (H. MacLeod), Estates Manager (N. Hastie), Property Manager (S. Mawson), Property Manager (G. Smith), Tweeddale Museum Curator (R. Hannay), Democratic Services Officer (K. Mason), Business Director, LIVE Borders (L. Wood).

Member of the Public:- Mr R. McGinn, Chairman, Innerleithen Community Trust.

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1. **MINUTE**
The Minute of Meeting of the Innerleithen Common Good Fund Sub-Committee held on 26 January 2017 had been circulated.

DECISION
NOTED.

2. **CLOCK – CLEIKUM MILL**
With reference to paragraph 1.2 of the Minute of 26 January 2017, the Principal Solicitor advised that on 2 March 2017 she had written to the owners of the residential properties at Cleikum Mill advising the Council wished access to their properties to maintain the clock.

DECISION
NOTED.

3. **FORMER INNERLEITHEN PROVOSTS' CHAIN AND PENDANT**
(i) Pendant
With reference to paragraph 1.3 (c) of the Minute of 26 January 2017, Ms Rosemary Hannay, Curator, Tweeddale Museum issued copies of photographs of the former Innerleithen Provosts' Pendant showing the damage together with a copy of a quotation from Hamilton and Inches. The part which had been dislodged was previously attached to the pendant with little pins which would require replacement. Owing to the enamel work, heating would cause issues and the only way to re-attach the scroll was to use glue/resin, the cost of this repair was £85.00 (inclusive of VAT). The quotation to fully refurbish – dismantle, repair all hand paintings, supporters, flags, bottom scroll, central crest, and filigree, re-solder new "St Ronan" Scroll, solder new fastening wires to each part and re-assemble, was £5,585.00 (inclusive of VAT). Ms Hannay explained that part of the problem was that there was much movement within the pieces which made up the pendant. Members were minded to have the pendant fully refurbished and agreed to that in principle, subject to receiving funding from perhaps the neighbourhood small schemes or quality of life and that a report on funding the repairs be prepared for consideration by the Common Good Fund-Sub Committee following the Local Government Election in May 2017. In the meantime, the Chairman of St Ronan's Games Committee should be reminded when wearing the chain / pendant that it should be handled with care because of its delicacy. Mr McGinn opined that the community might like to contribute towards the repair.

DECISION
AGREED:-

(a) in principle, to make arrangements for the badge to be fully refurbished at a cost of £5,585.00 (including VAT), subject to the Capital and Investments Manager preparing a report on funding the repair for consideration by the Common Good Fund Sub-Committee at their next meeting following the Local Government Election in May 2017; (noting that some funding might be available from the local community); and

(b) that the Chairman of the St Ronan's Games Committee be reminded that when wearing the chain / badge that it be handled with care because of its delicacy.

(ii) Insurance

The Capital and Investments Manager confirmed she had liaised with the St Ronan's Games Committee and advised that they were making arrangements for insurance to be in place while the Chain and pendant were being used by their Chairman during Games Week.

DECISION
NOTED.

4. **MEMORIAL HALL – CONDITION SURVEY**

4.1 With reference to paragraph 1.4 of the Minute of 26 January 2017, there had been circulated copies of a report prepared by Mr S. Mawson, Property Officer advising that in August 2011, Scottish Borders Council Cultural Services commissioned CBRE to undertake condition surveys of Cultural Services assets within the Scottish Borders Estate to ascertain the overall condition of this part of the Estate. This included Innerleithen Memorial Hall and following a site survey by CBRE a building summary report was published in August 2011. The survey reports were not made available to Property Services until 2014 when a Community Group was seeking to have the asset transferred to them at that time.

4.2 In October 2014, Property Services were requested to "sense check" the CBRE report using their professional judgement and a pragmatic approach to recommend repair/remedial works to enable an informed business case to be produced by the Community Group. These works were categorised into 3 categories. Category 1:- Immediate works (within 1 year), Category 2:- 1 – 5 years; and Category 3:- 6 – 10 years. It should be noted that the Scottish Borders Council report was released to the Community Group on the basis that the works and costs identified within the report were to be used to assist with producing a business case but not committing the Council to undertake the works if the Asset was not transferred. A summary of works undertaken to date was detailed in the report. Most of the works highlighted were classified as Category 2 (1 – 5 years), and consisted of internal and external painterwork items and the replacement of floor coverings in the Villa (office area) of the building. The Innerleithen Memorial Hall was one of the assets leased to LiveBorders as part of the service transfer in April 2016. Under the terms of the agreement LiveBorders were responsible for maintenance of the buildings; however SBC Property Services were employed by Live Borders (via a Service Level Agreement (SLA)) to undertake the maintenance of the buildings. The budget for maintaining the status quo remained with SBC Property Services. Any enhancement/upgrade of the asset could be carried out by prior agreement between LiveBorders and Scottish Borders Council A summary of works proposed to be undertaken during financial year 2017/18 was detailed in the report. The works would be prioritised and should be completed by the start of Innerleithen Games Week. Owing to current budget constraints, there was very limited budget available for internal re-decoration works and flooring replacement was generally only undertaken on a priority health and safety basis. The report detailed future works items for 2017/18 which were not deemed a priority.

4.3 The Principal Solicitor advised that under the terms of the SLA it was the responsibility of Scottish Borders Council to ensure the Memorial Hall was wind and water tight. Improvements were the responsibility of LiveBorders.

4.4 Mr Mawson presented the report and advised that the roof of the building was not in a bad condition; some re-slating and other works would be carried out in next year's programme of repairs. It was hoped that the works proposed to be undertaken during financial year 2017/18 detailed in the report would be carried out before Innerleithen Games Week. Members discussed budget issues and Officers answered questions relating to the capital allocation given to LiveBorders. In referring to the enhancement / upgrading of rooms in the building which might be leased as office premises, it was noted that the whole building had been transferred to LiveBorders and that they would receive any income from the lease of such rooms. Mr McGinn advised that the Innerleithen Community Trust had previously produced a business plan for the Hall and there had been an interest expressed in leasing rooms but this had not been followed through. Members agreed that the way forward was for LiveBorders to generate some income to enable internal work to be carried out within the building. A suggestion was made that the part of the building formerly used as a contact centre be tested on the market. The Estates Manager commented that discussions could take place with LiveBorders as to whether office accommodation could be sub-let or whether it could be released from part of their tenancy. In response to a question raised about opportunities for LiveBorders to apply for grant funding to cover capital investments, the Business Director advised that he was unable to comment on that at this stage as the organisation was in the midst of a restructuring process.

4.5 Members thanked Officers for the report and advised they were reassured to see what repairs had already been undertaken to date and the list of future repairs to be undertaken.

DECISION
AGREED that the Business Director, LiveBorders would investigate the position regarding the letting of office space within the Memorial Hall and advise the Chairman on the outcome of that investigation who in turn would advise his fellow Trustees.

5. **OPEN QUESTION**
In response to a question raised by Mr McGinn, the Principal Solicitor advised that the Common Good Fund would be happy to receive money from the estate of someone who had died.

DECISION
NOTED.

6. DATE OF NEXT MEETING
It was noted that the next meeting was scheduled to take place on 17 August 2017, however an earlier meeting would be held to further consider the funding of repairs to the pendant of the Former Innerleithen Provosts' Chain as recorded in Item 3 above.

DECISION
NOTED.

The meeting concluded at 4.40 p.m.

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FORMER PROVOSTS CHAIN

Briefing Paper: Chief Financial Officer

INNERLEITHEN COMMON GOOD FUND SUB GROUP

27 September 2017

1 PURPOSE

1.1 The purpose of this briefing paper is to provide the Common Good with an update on the repair of the Former Provosts Chain.

2 BACKGROUND

2.1 The former Provosts Chain is securely stored on the Common Good's behalf by LIVE Borders. The Chain was valued in 1988 at a replacement value of £7k, current value is estimated at £20k replacement value.

2.2 The Chain is on display, at St Ronan's Wells visitor centre, to public in a secure display case from the start of the annual museum season (end March) to closed period in early November. Whilst the Chain is under the control of LIVE Borders it is fully covered by their insurance.

2.3 The Chain leaves the control of LIVE Borders during the Innerleithen Games Week where it is worn by the Chairman of St Ronan's Games Committee during the games week. During the period the Chain is within the control of Innerleithen Games Committee is has been agreed the Games Committee will ensure appropriate insurance is in place by the Committee.

3 CHAIN CONDITION AND REPAIRS

3.1 The Chain due to the delicate nature of the pendant section has in the past been damaged. The enamel is not hard wearing and is prone to damage when worn. A Chain was evaluated by Hamilton & Inches in Edinburgh to ascertain the costs of repairing the pendant. Two quotes were received and are detailed in Appendix 1. The Common Good Sub Committee agreed on 21 March 2017 to fully refurbish the chain at a cost of £4,654 plus VAT. Officers were requested to identify funding options.

3.2 The table below details the funding options reviewed.

Funding Heading	**Out-come**
Innerleithen Common Good	No cash funds held by Common Good
Awards for All	Does not meet the criteria
Quality of Life	Funds allocated for 2017/18
Pay & Display Funds	Does not meet the criteria

3.3 No Funding within Scottish Borders Councils budgets has been identified for the refurbishment of the Chain.

Approved by

David Robertson
Chief Financial Officers **Signature .....**

Author(s)

Name	Designation and Contact Number
Kirsty Robb	Capital & Investment Manager, 01835 825249

Background Papers:
Previous Minute Reference: Innerleithen Common Good Sub Committee, 21 March 17

Hamilton & Inches

16 March 2017

Our Ref: LH/J71116

Mrs R Hannay
Tweeddale Museum
High Street
Peebles
EH45 8AG

Dear Mrs Hannay

I write with reference to the medal left with us recently, and have pleasure in submitting the following estimate for your consideration:

To: Re-attach the small ribbon/scroll only. Please note, as no other repair work will be undertaken with this option, the only way to re-attach the scroll is to use glue/resin.
£85.00

To: Fully refurbish:- Dismantle, repair all hand paintings; supporters, flags, bottom scroll, central crest, and filigree. Re-produce new 'St Ronan' scroll. Current scroll is beyond repair. Solder new fastening wires to each part and reassemble.
£5585.00

The above prices are inclusive of VAT.

Due to the skilled craftsmanship required, this work is estimated to take approximately 12-16 weeks from the date authorised by yourself.

Estimates are valid for 30 days. Allowance for removed or replaced fine metal and/or stones has been included where appropriate. Unless prior arrangement has been made these items will not be returned.

If you wish this work carried out we shall be pleased to receive your advice in writing or by email to repairs@hamiltonandinches.com

Yours sincerely
p.p. Hamilton & Inches Limited

Lindsay Hill
Service Supervisor

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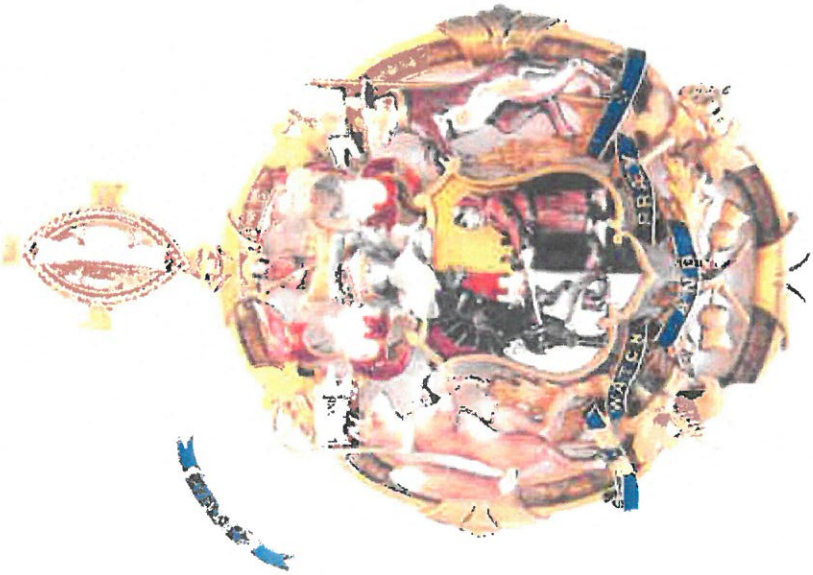
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