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JEDBURGH COMMON GOOD SUB-COMMITTEE THURSDAY, 2ND NOVEMBER, 2017

A SPECIAL MEETING of the JEDBURGH COMMON GOOD SUB-COMMITTEE will be held in the COMMITTEE ROOM 4, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS on THURSDAY, 2ND NOVEMBER, 2017 at 9.00 AM

J. J. WILKINSON,
Clerk to the Council,

26 October 2017

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declaration of Interests.	
4.	Minute. (Pages 1 - 4) Minute of Meeting of 13 September 2017 to be agreed and signed. (Copy attached.)	5 mins
5.	Applications for Financial Assistance. (Pages 5 - 12) Consider a request for financial assistance received from Jedforest Instrumental Band. (Copy application attached.)	15 mins
6.	Any Other Items Previously Circulated.	
7.	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 J. Brown (Chairman), S. Scott, S. Hamilton and Community Councillor R Stewart.

Please direct any enquiries to Fiona Henderson Tel: 01835 826502 e-mail
fhenderson@scotborders.gov.uk

SCOTTISH BORDERS COUNCIL
JEDBURGH COMMON GOOD SUB-COMMITTEE

MINUTE of MEETING of the
JEDBURGH COMMON GOOD FUND
SUB-COMMITTEE held in the Board
Room, Jedburgh Grammar School,
Jedburgh on 13 September 2017 at 4.30
p.m.

Present:- Councillors S. Hamilton, S. Scott.
Apologies:- Councillor J. Brown, Community Councillor H. Wight
In Attendance:- Capital and Investments Manager, Solicitor
(Karen Scrymgeour), Democratic Services Officer (F. Henderson).
Members of the Public:- 0

1.0 **CHAIRMAN**

1.1 Due to the absence of Councillor Brown, Councillor Hamilton chaired the meeting.

DECISION

AGREED that Councillor Hamilton chair the meeting in the absence of Councillor Brown.

2.0 **MINUTE**

2.1 There had been circulated copies of Minutes of the Jedburgh Common Good Fund Sub-Committee held on 21 June 2017 and 17 August 2017.

DECISION

NOTED the Minutes.

3.0 **MONITORING REPORT FOR 3 MONTHS 30 JUNE 2017**

3.1 There had been circulated copies of a report by the Chief Financial Officer which provided details of the income and expenditure for the Jedburgh Common Good Fund for the year 2017/18 together with balance sheet values as at 30 June 2017 and full year projected out-turn for 2017/18 and projected balance sheet values as at 31 March 2018. Appendix 1 provided the projected income and expenditure for 2017/18. This showed a projected deficit of £3,366 for the year. Appendix 2 provided projected Balance Sheet value at 31 March 2018 and showed a projected decrease in the reserves of £14,966. Appendix 3 provided a breakdown of the property portfolio showing projected depreciation charges and actual property expenditure to 30 June 2017. Appendix 4 detailed the value of the Newton Fund to 30 June 2017. The Capital and Investments Manager advised that KPMG Investment Managers had been instructed to review the Newton Fund to ensure that they were meeting objectives and the indications were that there are more attractive options available within the market which would provide an improved performance. While the Performance Strategy was right, the investment managers may require to be changed. The Fund continues to be monitored very closely and a report would be presented to full Council to seek approval to undertake a procurement exercise in line with the previously approved Scottish Borders Council Common Good and Trusts Investment Strategy.

DECISION

(a) **NOTED:-**

(i) **the projected balance sheet value as at 31 March 2018 in Appendix 2;**

(ii) the summary of the property portfolio in Appendix 3 to the report;

(iii) the current position of the investment in the Newton Fund contained In Appendix 4 to the report; and

(b) AGREED the projected income and expenditure for 2017/18 in Appendix 1;

4.0 APPLICATION FOR FINANCIAL ASSISTANCE

4.1 Jethart Callant's Festival

There had been circulated copies of an application for Financial Assistance from the Jethart Callant's Festival for the grant of £5,000 towards the costs of the 2018. The application, which was submitted on an annual basis, advised that the festival covered a 3 week period of horse rideouts, ceremonial events and public entertainment for all ages – dances, family days, swimming gala, bike run etc. It was acknowledged that the Festival brought the townspeople together and generated considerable income for the town trades while attracting visitors to the town. Following considerable discussion around fundraising for the event, it was agreed to grant the Jethart Callant's Festival £5,000. However it was to be stipulated in the letter to the Jethart Callant's Festival Committee that a similar amount would unlikely be granted in subsequent years and that the Jethart Callant's Festival Committee should look to other sources for financial assistance.

DECISION

AGREED to award a grant of £5,000 to the Jethart Callant's Festival for 2018.

4.2 Jedburgh Pipe Band

4.3 There had been circulated copies of an application for Financial Assistance from the Jedburgh Pipe Band for the grant of a donation towards the replacement of their minibus. The application explained that the Jedburgh Pipe Band played for Jedburgh Festival and other local community events throughout the year. The Pipe Band was highly respected and represented the Town of Jedburgh and the Borders at many varied bookings i.e. Edinburgh Castle, D-Day commemorations, France and Italy/Scotland Rugby Internationals. The application went on to explain that the Pipe Band had a minibus which was in a poor state of repair and that they were seeking to obtain a replacement vehicle, in order to continue with the engagements without the additional expense and inconvenience of hiring buses. The estimated cost of replacing the vehicle was £10,000. Fundraising of £2,213.92 had been secured and £3,701.48 had been paid from the SBC Jedburgh Minibus Fund, giving a total of £5,915.40. There remained £4,084.60 outstanding. The Sub-Committee commented on the fact that there was no evidence of the group applying to any other funding sources, as the Common Good should be viewed as a last resort. The Sub-Committee were of the opinion that the minibus should be available for Community Use rather than solely for the Pipe Band and requested that the Community Group works together in terms of procuring and maintaining the minibus.

DECISION

AGREED:-

(a) to award a grant of £4,000 to the Jedburgh Pipe Band towards the purchase of a replacement minibus; and

(b) that the minibus be available for Community Use within Jedburgh rather than solely for the Pipe Band and requested that Community Group works together in terms of procuring and maintaining the minibus.

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Democratic Services

**Scottish
Borders**



C O U N C I L

**JEDBURGH COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<u>Applicant Details</u> Name and Address of Applicant/Organisation:	Jedforest Instrumental Band and Scottish Borders Brass Band Association 1 The Friars Jedburgh TD8 6BN
Telephone No:	01835 864238
E-mail address:	GeorgeBurt@enterprise.net
Address to which payment should be made:	As above
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	<p>Among other activities, we organise the Borders Entertainment Contest every year in different towns. This year we are again holding it in Jedburgh Town Hall for the 6th time in 20 years (more than any other Border town).</p> <p>There is a huge influx of visitors. With 20 bands participating, over 700 players and supporters attend this contest, and previous experience is that every café, restaurant and public house are full almost all day, as well as shops reporting greatly increased sales.</p> <p>The event and its prizewinners, together with the name of Jedburgh will be widely reported in the brass band media throughout the world.</p>
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	We request a donation of £500, towards the cost of the hall, the professional fees, travel and accommodation of two of the top adjudicators in the UK, and printing, trophies etc.
When will the donation be required:	Any time prior to or after the event
If this is a one-off project then please give the following details –	
Date (s):	Saturday 4 th November
Estimated total cost:	£2,700
Funds already raised by applicant's own efforts:	£1,100 (Entry fees from bands)
Funds raised or expected to be raised from other sources (please state	£600 (Admissions, programmes and raffle) £500 (Sponsorship and adverts from businesses)

sources):	
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	Although the Borders Entertainment Contest is administered by the Scottish Borders Brass Band Association, it is locally organised and funded by the local band, in this case in 2017 by Jedforest Instrumental Band. Previous events in Jedburgh have been supported by Jedburgh Common Good Fund.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate Signed: George Burt Position Held: Treasurer Date: 30 September 2017	
Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts	
This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005	

JEDFOREST INSTRUMENTAL BAND

SC 029173

Annual Report 2015 – 2016

JEDFOREST INSTRUMENTAL BAND

Annual Report 2015 – 2016

1. Name

Jedforest Instrumental Band

2. Charity No

SC029173

3. Address

1 The Friars, Jedburgh TD8 5BN

4. Trustees when Annual Report approved

George Burt
Alan Jack
David Lightbody
Joyce Lightbody
John Mabon
Fiona Melrose
Gordon Melrose
Marion Macafee
Fiona Neary
David Plummer
Adrienne Smith
Scott Renwick
David Sutherland

5. Other Trustees during 2015-2016

None

6. Regulation and administration

Jedforest Instrumental Band is regulated and administered on the basis of the Constitution adopted in October 1854, as amended by the General Meeting held on Tuesday 14th April 1998.

7. Recruitment and appointment of Trustees

Trustees (Management Committee Members) are elected at the Annual General Meeting, and consist of :

Office Bearers : a President, a Vice-President, a Conductor, a Secretary, a Treasurer, and a Librarian.

Other Members : six Ordinary Members (ie players) and two Honorary Members (ie members of the public), of whom half will retire annually at each AGM, and will be eligible for re-election.

Election and appointments are decided by a majority of votes at the AGM. Casual vacancies may be filled at an EGM, or by the Management Committee until the following AGM.

8. Purposes of Jedforest Instrumental Band

The Aim of the Band is to advance the education of the public in the art of brass band music in Jedburgh and surrounding area. In furtherance of the above objects, the Band will undertake the following:

- a) the running of a Brass Band;
- b) achievement of the highest possible musical standards;
- c) provide teaching and training of young people and adults in musical theory and playing brass instruments.

9. A summary of our main activities during 2015-2016

The band organisation consists of two bodies – Jedforest Instrumental itself (comprised of experienced players, and competing in the 1st Section of the Scottish Brass Band Association classification), and Abbey Brass Jedforest (our “Junior” band for players who are developing their musical skills). In addition, we have a small training band for players (mainly young people) who are just starting to learn to play a brass instrument or percussion. In all, we had some 55 players in the organisation during 2015-2016.

The bands performed at 3 major concerts, plus some 50 other public engagements (community events, concerts, church services, Jethart Callant’s Festival, Kelso Civic Week, Gala Days, etc).

Both Jedforest Instrumental and Abbey Brass participated in a number of brass band competitions with some success, thus demonstrating the standard of playing being achieved.

10. Policy on reserves

The band holds reserves appropriate for its operations and turnover; at the end of the 2015-2016 year the cash assets have increased to £5,364.

11. Operational surplus/loss

A surplus of £711 was made, comparable to the surplus of £720 in 2014-15. Overall income was down by £1,625 compared to 2014-2015. Expenditure was also down, by £1,616.

Jedforest Instrumental Band itself is able to sustain itself financially through concerts and engagements, etc. The cost of running Abbey Brass (our youth band) is substantial and we depend upon our “Friends of the Band” scheme and grant funding to provide the needed additional finance.

12. Donated facilities and services

There were no donated facilities or services during the year.

17th November 2016

George Burt Treasurer
Olivet
Lanton Road
Jedburgh TD8 6SD

JEDFOREST INSTRUMENTAL BAND

Charity Number SC029173

FINANCIAL STATEMENTS 2015 - 2016

INCOME AND EXPENDITURE ACCOUNT

Income	2015-16	2014-15
Donations	£6,779	£5,737
Grants	£0	£5,000
Prizes	£0	£285
Fees	£3,800	£1,900
Concerts	£2,925	£2,311
Other	£104	£0
Total income	£13,608	£15,233
Expenditure		
Conductors	£4,999	£5,325
Transport	£538	£1,415
Contests	£643	£2,111
Music / Instruments	£2,469	£1,367
Concerts	£302	£245
Power	£816	£816
Hall	£677	£311
Insurance	£2,463	£2,482
Miscellaneous	£0	£442
Total expenditure	£12,897	£14,513
Surplus/Deficit	£711	£720

STATEMENT OF BALANCES

	As at 30/09/2016	As at 30/09/2015
Bank balances	£5,364	£4,653

**Independent Examiner's Report to the Trustees of
Jedforest Instrumental Band SC029173**

I report on the accounts of the charity for the year ended 30 September 2016 which are set out on page 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply.

It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: *ISOBEL MARION LAFFERTY*

Relevant Professional qualification/professional body: *Inst of Certified Book-keepers
(Retd)*

Address:

Signed:

Date: *15th May, 2017*