

ADMIN & LEGAL

24 FEB 2014

CORPORATE RESOURCES

* COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u></p> <p>Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>HAWICK HONORARY PROVOST COUNCIL AS PER - TREASURER, CLER. ALASTAIR CRANSTON.</p>
<p>Address to which payment should be made:</p>	<p>ALASTAIR CRANSTON - TREASURER</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>TO PROMOTE THE COMMUNITY AND TRADITIONS OF HAWICK AND TO RECOGNISE INDIVIDUAL AND ORGANISATIONS WHO HAVE ACHIEVED IN THE TOWN.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,000 TO PROMOTE OUR TOWN AND ORGANISATIONS THROUGH CIVIC DUTIES</p>
<p>When will the donation be required:</p>	<p>AS SOON AS POSSIBLE -</p>
<p>If this is a one-off project then please give the following details -</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	

Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

Declaration

I hereby make application for assistance as set out above and certify that the information I have provided is accurate

Signed:

Position Held: *Treasurer*

Date

19/2/14

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 relevant area office –

Scottish Borders Council Area Offices, Corporate Resources Department, Newtown Street, Duns TD11 3DT. Telephone 01361 882600. (Duns Fund).

Scottish Borders Council Area Offices, Corporate Resources Department, Albert Place, Galashiels TD1 3DL. Telephone 01896 754751. (Galashiels, Lauder and Selkirk Funds).

Scottish Borders Council Area Offices, Corporate Resources Department, High Street, Hawick TD9 9EF. Telephone 01450 375991. (Hawick, Jedburgh and Kelso Funds).

Scottish Borders Council Area Offices, Corporate Resources Department, Rosetta Road, Peebles EH45 8HG. Telephone 01721 720153. (Peebles Fund).

* Insert name of Fund.

HAWICK HONORARY PROVOST'S COUNCIL
FAO THE TREASURER

Write to us at:
Bank of Scotland plc
PO Box 1000
BX2 1LB

Call us on: **0845 300 0268** (from UK)
+44 131 549 8724 (from Overseas)

Visit us online: www.bankofscotland.co.uk

Your branch: **HAWICK HIGH ST**
Sort code: 00 00 00
Account number: 00 00 00
BIC: BOSD
IBAN: GB25 0000 0000 0000 0000 0000



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TREASURERS ACCOUNT
HAWICK HONORARY PROVOST CNL

Account Summary

Balance On 28 November 2013	£1,000.51
Total Paid In	£0.00
Total Paid Out	£496.90
Balance On 16 December 2013	£503.61

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Nov 13		BALANCE BROUGHT FORWARD			1,000.51
5 Dec 13	Cheque	010273 <i>D Morrison Sct</i>	61.90		938.61
6 Dec 13	Cheque	010276 <i>Brown Bros</i>	285.00		653.61
16 Dec 13	Payment	010278	150.00		503.61
16 Dec 13		BALANCE CARRIED FORWARD			503.61

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.

HAWICK HONORARY PROVOST'S COUNCIL

CONSTITUTION

(Amended and Approved 13/05/09)

1. Name

1.1 The Council shall be known as Hawick Honorary Provost's Council (hereinafter referred to as The Council).

2. Objectives

2.1 The objectives of The Council will be: -

- a. To fulfil Hawick's civic functions and ceremonies (Common Riding, Armistice, and any other functions agreed by The Council)
- b. To promote the interests of Hawick and its people.
- c. To recognise and encourage achievement in Hawick
- d. To represent Hawick with dignity and honour.

3. Membership

3.1 Persons having entitlement to membership of The Council by virtue of their election to office shall be as follows: -

- Members of Scottish Borders Council (or its statutory successors) for the electoral wards (or equivalents) of Hawick & Denholm, and Hawick & Hermitage (six members).
- The Chairmen and Vice Chairmen of Hawick Community Council and Burnfoot Community Council (four members).

3.2 In the event of any changes to the electoral wards for Scottish Borders Council (or its statutory successors) corresponding adjustment in membership of The Council shall be made.

3.3 Members of The Council who derive membership by virtue of other office shall immediately cease to be eligible for membership in the event of ceasing to be a member of the particular body for whatever reason.

3.4 Notwithstanding any individual's entitlement to membership of The Council, such membership shall be subject to the terms and conditions outlined in this Constitution.

4. Commencement

- 4.1 This Constitution (as amended and approved) shall apply and have effect from the date of the Annual General Meeting of The Council in May 2009.

5. Honorary Offices

- 5.1 Members of The Council shall elect, from amongst their number, the Honorary Provost who shall be the Chairman of The Council and deemed the Civic Head of Hawick. Such appointment will be for a fixed term of two years. The Honorary Provost will reside within the Community Council areas of Hawick and Burnfoot (as shown on the attached map) for the period of office.
- 5.2 The Council shall elect, from amongst their number, a person who shall occupy the honorary position of Senior Bailie for a period of one year each May.
- 5.3 The Council shall elect, from amongst their number, three persons who shall occupy the honorary position of Bailie for a period of one year.
- 5.4 The Council shall elect, from amongst their number, a Secretary/Treasurer who shall hold office until the conclusion of the Annual General Meeting next following the appointment.
- 5.5 In the event of no candidate being found for the post of Secretary/Treasurer, these duties shall be carried out by the Honorary Senior Bailie.

6. Appointments to Committees and Outside Bodies

- 6.1 The Council shall appoint, from amongst their number, four members (these to include the Honorary Provost) to serve on Hawick Common Riding Committee.
- 6.2 The Council shall have the power to appoint such sub-committees and working groups as is considered necessary, and shall determine any necessary remit, powers, and arrangements involved.

6.3 The Council may from time to time appoint, from amongst their number, Members to such other bodies or organisations which they consider appropriate to represent the interests of The Council. Such appointments, and their terms and conditions, shall be made or withdrawn as deemed appropriate by the Council.

7. Voting

7.1 All members of the Council shall have full voting and other rights in connection with the business to be transacted.

7.2 Excepting the election of Honorary Provost, The Honorary Provost will have a deliberate and casting vote in all matters.

7.3 Excepting election to honorary office within The Council, voting shall be decided by show of hands, at the discretion of the Honorary Provost.

8. Ordinary Meetings

8.1 Ordinary meetings of The Council shall be convened from time to time as considered appropriate by the Honorary Provost in consultation with the Secretary/Treasurer with the period of notice being determined by these office bearers dependent upon the nature and urgency of the business to be transacted.

9. Special Meetings

9.1 In addition to ordinary meetings, special meetings of The Council shall be Convened at any time on the written request of no less than one half of the then existing members. Such request shall detail the business to be transacted and the Secretary/Treasurer shall make the relevant meeting arrangements.

9.2 Special meetings shall be held within twenty one days of receipt of request by the Secretary/Treasurer.

10. Annual General Meetings

10.1 The Annual General Meeting of The Council shall be convened on the first Wednesday after the second Tuesday in May.

- 10.2. At the Annual General Meeting the following business shall be transacted: -
- a. The election of Honorary Provost (if an election year).
 - b. The election of Honorary Senior Bailie.
 - c. The election of Honorary Bailies.
 - d. The election of Secretary/Treasurer.
 - e. Consideration of the annual report submitted by the Honorary Provost.
 - f. Consideration and approval of the Annual Accounts submitted by the Secretary/Treasurer.

10.3. Where there are two or more candidates for election to honorary office, all voting shall be by secret ballot.

- 10.4. Where there are two or more candidates for election to Honorary Provost, voting shall be decided as follows: -
- a. The member having the absolute majority of votes shall be duly elected.
 - b. In the event of no candidate obtaining an absolute majority, the name of the candidate having the least number of votes shall be struck out and a new vote taken by the members. This procedure will continue until one candidate obtains an absolute majority of votes. (At any stage, should two or more candidates have an equal number of least votes a separate ballot will be held to determine which candidate should be struck out).
 - c. In the event of there being an equality of votes between two final candidates, decision will be by lot.

11. Quorums for Meetings

- 11.1 Subject to Clause 11.2 no business shall be transacted at any meeting of The Council unless one half of the whole membership of The Council are present.
- 11.2 Where there are from time to time vacancies of more than one third of the membership of The Council the quorum for meetings of The Council shall be determined by reference to the actual number of members instead of by reference to the whole number of members.
- 11.3 The quorum for meetings of The Council shall never be less than one quarter of the whole membership of The Council or three members, whichever is the greater.
- 11.4 Adjustments to the quorum formula shall be the business for any Annual General Meeting or Special Meetings as referred to in Clause 9.1 hereof.

12. Protocol for Meetings

- 12.1 At any meeting of The Council, the Honorary Provost (or in his or her absence the Honorary Senior Bailie) shall preside.
- 12.2 In the absence of both the Honorary Provost and Honorary Senior Bailie from any meeting of The Council, a Chairman for the meeting will be elected from the members present.
- 12.3 The Honorary Provost shall have discretion to determine: -
- a. All matters of protocol, decorum, order, competency, and relevancy.
 - b. All matters or procedures for which no provision is made within the Constitution.
- 12.4 The Honorary Provost shall have these responsibilities at meetings of The Council: -
- a. To ensure that a fair opportunity is given to all members to express their views on any relevant item of business
 - b. To preserve order within the meeting.
 - c. To order the exclusion of any member in order to suppress disorderly conduct or other misbehaviour which is considered to impede the business of the meeting.
 - d. To sign minutes of previous meetings adjusted in accordance with any amendment by The Council
 - e. To deviate from the order laid out in any notice convening a meeting if he or she is of the opinion that business should be prioritised.
 - f. To adjourn the meeting in the event of disorder arising to a time and date that he or she will fix then or later. (In leaving the Chair in such circumstances, this will, without further procedure, have the effect of a formal adjournment of the meeting).
- 12.5 Unless specifically invited to address The Council at Ordinary and Special Meetings, members of the public and Press may only attend Annual General Meetings of The Council

13. Emergency Procedures

- 13.1 It shall stand remitted to the Honorary Provost, in consultation with the four Honorary Bailies and the Secretary/Treasurer, to take such emergency action as is required to protect and discharge the objectives and work of The Council.

13.2 A report on any emergency action taken shall be submitted to the full membership for noting at the next meeting of the Council.

14. Financial Resources

14.1 The Council shall have the power to raise funds by grant applications from authorities and organisations, donations, legacies, and other payments from any source.

14.2 Any income raised by The Council shall be applied solely towards the promotion of the objectives of the Council as noted in Clause 2.1 hereof.

14.3 Proper remuneration shall be made to any servant employed by The Council in return for services rendered to The Council.

14.4 Excepting the Honorary Provost, no member of The Council shall be entitled to any fees or remuneration in respect of their membership of The Council.

14.5 The Honorary Provost shall receive an annual honorarium to reimburse out of pocket expenses incurred in the discharge of his or her duties. The amount of the honorarium will be determined by The Council at the Annual General Meeting.

15. Regalia

15.1 The Honorary Provost's chain of office shall be worn at the discretion of the Honorary Provost but only in pursuance of the objectives of The Council as noted in Clause 2.1 hereof.

15.2 Robes shall be worn by the Honorary Provost and Honorary Bailies at ceremonies and functions as noted: -

- a. Cornet's election night.
- b. Kirking of the Cornet.
- c. Colour Bussing.
- d. Common Riding Procession.
- e. Handing-back Ceremony
- f. Armistice Parade
- g. Any other ceremony which The Council deems necessary.

16. Amendments to the Constitution

- 16.1 Amendments to the Constitution shall only be made at the Annual General Meeting of The Council.
- 16.2 Notice of motion to change the Constitution, duly proposed and seconded, shall be delivered to the Secretary/Treasurer no less than twenty one days prior to the Annual General Meeting of The Council.

17. Conduct of Members

- 17.1 Members of The Council shall comply with the full terms of the current National Code of Local Government Conduct.
- 17.2 It is an incumbent duty upon the members of The Council to fully support the objectives of The Council as noted in Clause 2.1 hereof.

18. Standing Orders

- 18.1 On matters concerning the Constitution, The Council may from time to time agree Standing Orders dealing with the conduct of business meetings including debate, motions, voting, and amendment of existing policy.
- 18.2 On matters concerning policy, and pending the adoption of Standing Orders, any member of The Council may table motions to alter decisions previously taken by The Council to which it is already committed. Any action which has been previously determined but not yet implemented may be reviewed subject to agreement by The Council.

19. Dissolution

- 19.1 The Council may at any time be dissolved by a resolution passed by a two thirds majority of members present and voting at a Special Meeting convened for the purpose, at which Meeting not less than two thirds of the members of The Council are present.
- 19.2 In the event of dissolution, determination shall be made of the disposal of any assets or monies held by The Council provided that if any property remains after the discharge of all debts and liabilities that shall be transferred to the Hawick Common Good Fund.

20. Adoption

20.1 This Constitution, agreed by the members of The Council, was adopted at The Annual General Meeting of The Council held on the thirteenth day of May 2009 at the Lesser Town Hall, Hawick.

..... / Honorary Provost

..... Senior Bailie

..... Secretary/Treasurer