

SCOTTISH BORDERS COUNCIL
HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the HAWICK COMMON
GOOD FUND SUB-COMMITTEE held in the
Lesser Hall, Hawick on 18 February 2014 at 4.00
p.m.

Present:- Councillors Z. Elliot (Chairman), A. Cranston, S. Marshall, D. Paterson, G
Turnbull, R. Smith; Community Councillor Mrs A. Knight (Burnfoot Community
Council).
Apologies:- Mr D Nuttall.
In Attendance:- Senior Financial Analyst (A. Mitchell), Solicitor with Legal Services (R Kirk)
Estates Surveyor, Property Officer, Roads Engineer, Democratic Services
Officer (J. Turnbull).

MINUTES

1. There had been circulated copies of the Minute of the Meeting held on 18 February 2014.

Matters arising from the Minute

2. Whitlaw Wood House
With reference to paragraph 6 of the Minute of 19 November 2013, Members requested clarity on the right of access be provided at the next meeting of the Sub-Committee.
3. Pilmuir Farmhouse
With reference to paragraph 9 of the Minute of 19 November 2013, the Property Officer had received an estimate of £1,000.00 for repairs to the silage pit floor. The works would have to take place in May/June when the silage pit would be empty for a short period of time; the Sub-Committee requested another estimate be obtained for comparison. Improved insulation had remedied the condensation problem.

DECISION

APPROVED the Minute for signature by the Chairman.

REQUEST FOR FINANCIAL ASSISTANCE

4. There had been circulated copies of an application from Hawick Reivers Festival for financial assistance of £2,000.00 towards the costs associated with the annual Reivers Festival. Members recognised the value of business brought to the town during the Festival but advised that the Festival should apply for a Community Support Grant in the future. Hawick Reivers Festival had received a total of £11,500.00 in grants from the Common Good Fund over the past 10 years. However, over the last four years this had amounted to £1,500.00. Councillor Smith moved that £1,000.00 be awarded which was seconded by Councillor Paterson. Councillor Marshall moved that £2,000.00 be awarded but no Member seconded the motion.

DECISION

AGREED to award a grant of £1,000.00 to Hawick Reivers Association towards the running costs of the festival.

MONITORING REPORT FOR 9 MONTHS TO END DECEMBER 2013

5. There had been circulated copies of a report by the Chief Financial Officer which set out details of transactions for the nine months to 31 December 2013, the projections of the annual outturn with variances from the current budget and the projected effect on Revenue and Capital Reserves at 31 March 2014. The Senior Financial Analyst explained that Income and expenditure were projected to be in line with the current budget other than additional

income from way leaves not budgeted for at £792.00. The Sub Committee were advised that £350,000.00 had been invested in the Newtown Fund. Appendix 3 showed the grants that had been allocated this financial year, there was £12,153.00 remaining, less the £1,000.00 awarded to the Reivers Association. There was £79,439.00 in reserves. Appendix 5 showed the property portfolio's book value.

6. Members requested an update on Hawick Burgh Woodland to establish the maintenance and development required. A report was requested to be brought to the next meeting for consideration.

DECISION

- (a) **AGREED** the financial performance for 2013/14 as shown in Appendix 2 to the report.
- (b) **NOTED:-**
 - (i) **The key figures shown in Appendix 1 to the report;**
 - (ii) **The Grants Analysis provided in Appendix 3;**
 - (iii) **The projected balances on Revenue and Capital Reserves as shown in Appendix 4; and**
 - (iv) **The performance of the Property Portfolio as shown in Appendix 5 to the report.**
- (c) **TO REQUEST** the Estates Office bring a report on the Hawick Burgh Woodland to the next meeting of the Sub-Committee.

DISCUSSION ON COMMON HAUGH

7. Scottish Borders Council's Road Engineer was in attendance and gave a verbal report on the Common Haugh Car Park, the car park was in a good condition apart from the exit area (Bell Mouth). The repairs would cost £7,500.00, the Council had agreed to pay £2,460.00 towards the repairs with Hawick Common Good Fund to pay the remainder.

DECISION

AGREED:-

- (i) **To contribute £5,089.00 towards the repair costs of the Common Haugh Car Park; and**
- (ii) **To request a draft agreement be prepared which details future maintenance responsibilities of the Common Haugh Car Park.**

PROPERTY UPDATE

St Leonard's Farm

8. The Estates Surveyor gave an update on the request to site a memorial bench at St Leonards. The original request had been made by Mr Weir, who was in attendance, and explained that the bench would be to commemorate Mr Viv Sharp. A grant for part funding could be applied for through the Small Schemes Grant, Mr Sharp's family would pay the outstanding amount and would also pay for the memorial and the engraving to the stone. Members requested further information and a site visit to consider the request.

DECISION: To request the Estates Surveyor bring a report to the next meeting for consideration.

Golf Club

9. The grass banking at the Golf Club needed repaired and this had been estimated at £3,175.00. The land was considered to be in Common Good ownership but it was the usage by the Golf Club that had partly caused the land slip. Members agreed that as the land was the responsibility of the Common Good, then they had to fulfil their responsibilities as owners and carry out the necessary repairs.

10. It was anticipated that there would be extra riders at this year's Common Riding to commemorate the 500 year anniversary. It had been suggested that a marquee be sited on the Golf Course for the Common Riding and the Golf Club had agreed. The Sub-Committee suggested that the marquee area should be fenced to ensure safety.

DECISION

AGREED:-

- (i) **To pay £3,175.00 from Common Good Funds for the repairs to the grass banking at the Golf Club; and**
- (ii) **To allow the siting of a marquee for the Common Riding on the Golf Course.**

Hawick Moor

11. The Property Officer reported that there had been vandalism to the railings and the pedestrian gate had been stolen. The gate had been replaced and the Common Riding Committee had agreed to purchase railings. It was suggested that Members meet on site to assess the damage.

DECISION

AGREED to arrange a site visit to assess the damage to the railings.

Hawick High Street

12. The Common Riding Committee purchased 200m of bunting each year to replenish their stock. This year they would purchase additional bunting as it would be on display for a longer period of time.

DECISION

NOTED.

Horse Memorial

13. The Ancient Order of Moss troopers would begin restoration works to the memorial on 10 March. The Hawick Common Good had donated £1,500.00 towards the works.

DECISION

NOTED.

Common Haugh Car Park

14. The Estates Surveyor reported that he had received a request to hold a Funfair between 23 March and 6 April 2014, at the Common Haugh Car Park.
15. Paulos Circus had requested use of the Car Park to site a circus. No date had been given, although it was expected to be held late summer. There would be no animals. A £500.00 fee would be charged.
16. A request had been received to site a burger van on a section of the Common Haugh. The van would be open five days a week Monday – Friday.

DECISION

(a) AGREED:-

- (i) **to the use of land at the Common Haugh Car Park to host a Fun Fair; and**
- (ii) **to the use of land at the Common Haugh Car Park by Paulos Circus.**

(b) REFUSE the request to site a burger van on a section of the Common Haugh.

British Legion March Past

17. The British Legion had requested permission to hold a March Past on 13 September 2014 between 5 pm and 7 pm. Money raised would be for Hawick British Legion funds.

DECISION

AGREED to the request from the British Legion.

Flood Prevention Scheme

18. A request had been received by the Flood Protection Scheme to store equipment at the Common Haugh Car Park, it was expected to utilise 4 - 5 car parking spaces. Members agreed to the request provided that they did not use parking spaces near the camper vans and suggested they use the grassed area near the hospital exit. Confirmation was also requested as to the siting of the boreholes and that any surface damage would be repaired.

DECISION

AGREED TO request members are emailed with a map showing the exact location of the boreholes.

Pilmuir Farm

19. The Estates Surveyor advised that he had received communication from Scottish Water informing that they would be carrying out maintenance work at Acreknowe Reservoir and Pilmuir Farm and that they might need to access the fields at Pilmuir. They would reinstate any damage to the land - if they were unable to do so, compensation would be payable. The works would commence on Monday and would be one month's duration. Scottish Water would issue notices to the farm tenant. It was noted that and any issues arising from the works would be the responsibility of Scottish Water.
20. A dry stone dyke at Pilmuir Farm was collapsing into the field. Members would inspect as part of their property inspection visit. The Property Officer added that the damage had been caused by a car; unfortunately the police had been unable to establish the identity of the car owner.

DECISION:

To request that the Property Officer check with Police regarding the identification of the car owner and to ascertain if the cost of repairs could be covered by insurance.

Whitlaw Wood House

21. With reference to paragraph 6 of the Minute of 19 November, the owner of Whitlaw Wood House, had been informed that agreement had been received to carry out a porosity test but that this would be at his cost. He was informed that the test would also require the agreement of the Golf Club. No response had been received back from the owner.

DECISION

NOTED.

PROPERTY INSPECTIONS

22. Property inspections would take place on Thursday, 6 March at 1.00 pm. Members were asked to meet at the Moor Gates at 1 pm. St Leonard's Cottage would be included on the list.

DECISION

NOTED.

PRIVATE BUSINESS

DECISION

23. **AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part I of Schedule 7A of the Act.**

SUMMARY OF PRIVATE BUSINESS

MINUTE

24. Members approved the private section of the Minute of 19 November 2013.

HAWICK GOLF CLUB

25. The Sub-Committee discussed Hawick Golf Club.

The meeting was abandoned at 5.30 pm due to the sudden illness of the Chairman.

ADMIN & LEGAL

CORPORATE RESOURCES
24 FEB 2014

*
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, CLERK 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 Smt</i>	61.90		938.61
6 Dec 13	Cheque	010276 <i>Bonnie Burns</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.

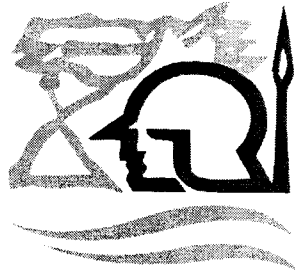
20. Adoption

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



Scottish Borders COUNCIL

ADMIN & LEGAL

- 5 MAR 2014

CORPORATE RESOURCES

* HAWICK 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 Welcome Initiative</p>
<p>Address to which payment should be made:</p>	<p>Mr Jim Anderson, Treasurer, 12 Main Street, Hawick, TD8 7JH</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>	<ul style="list-style-type: none"> ▪ The Hawick Welcome Initiative was set up as a private sector led project to enhance the visitor experience, to present a positive image of the town and to provide opportunities to the town's tourism and retail sector to improve its performance. ▪ Key activities are the presence over a 10 week period of uniformed, trained Hosts to provide an on street welcome to visitors to the town, to reinforce the image of a vibrant, welcoming town, production of a brochure to promote the town & sponsoring businesses and networking with local organisations for maximum effect. ▪ Hawick Welcome Initiative is working closely with Heart of Hawick to promote the new flagship regeneration project. ▪ Heart of Hawick is featured on the <u>front page</u> of the new style brochure together with featuring the Heritage Hub and the cinema etc. ▪ An Awards for All Grant in 2009 made possible growth and diversification, with the introduction of a new style brochure. <p>Benefits of the Project:</p> <ul style="list-style-type: none"> ▪ HWI were winners of the Scottish Borders Award – Best Community Project 2007 ▪ HWI helps create the “feel good factor” for residents, businesses and visitors. ▪ It enhances the visitor experience in Hawick through the provision of the Hosts and brochure). In a monitoring voucher 93% of visitors gave an excellent/good rating on their impression of the town, with 7% rating it average. Research over the previous years of the project has shown the value to visitors in the Hosts service, introduced in the belief that it is the personal contact that makes a visit memorable. Local residents and visiting friends and relations also benefit from these activities. ▪ It enhances the environment through the professionalism of the Hawick Hosts in signposting and a friendly welcome. ▪ It encourages businesses to provide excellence in customer service and reinforce the message of Hawick being a welcoming town. ▪ It provides opportunities for local businesses to attract and maintain the number of visitors shopping locally and thus increase sales levels. . Businesses surveyed have regularly expressed the view that the Hawick Welcome Initiative goes some way to making a positive contribution to the town's economy.

	<ul style="list-style-type: none"> ▪ VisitScotland Borders assume a spend figure of £15 per day visitor. Thus the value of business accruing from the visitors met by the Hosts can be calculated as significant. No claim is made that such a spend results from contact with the Hosts. However they make a major contribution in presenting a positive first impression of Hawick. ▪ HWI produces a brochure on Hawick, which, in the absence of any other current visitor print, is the definitive brochure on the town. Printed in Hawick, with a print run of 16,000, it is distributed widely across the town & wider Borders to encourage visitors staying in the area to come to Hawick. ▪ HWI creates 4 seasonal part-time posts and provides "town ambassadors" available as a presence to help at other events. ▪ It enhances local pride and presents a positive image of Hawick, as evidenced by comments from visitors and businesses and by the media coverage generated. The Hawick News" has shown continued support in giving extended coverage to HWI activities, reinforcing the impact of the project to local people. • It encourages local action and decision making in a partnership approach to improve the economy and image of the town, working with a range of local organisations to develop the project. e.g. Heart of Hawick, Vision 2014, Hawick Summer Festival, Bright Eyed Daughters, Hawick Farmer's Market and the 2011 Walking Festival, Bill McLaren Foundation and Teviotdale Leisure Centre. ▪ A comparative study of figures over the lifetime of HWI shows increased business support and increased impact – thus contributing to the sustainability of the project which celebrates its 17th year. ▪ HWI thus benefits the community socially, culturally, environmentally and economically.
<p>Assistance Requested Please indicate the sum requested and the purpose for which it will be used:</p>	<ul style="list-style-type: none"> ▪ £2500.00 ▪ This funding will go towards the Hosts salaries for the summer of 2014. ▪ Without the vital HCGF contribution, activities will need to be cut back. The impact on the town will in consequence be lessened. We are aware only too well that the Common Good Fund supports the host element of this project and the Committee are working hard at fund raising events to minimise this support. Further growth in business support would be required before sustainability could be obtained but in the current climate this proves difficult.
<p>When will the donation be required:</p>	<ul style="list-style-type: none"> ▪ March /April to allow for the recruitment of Hosts.
<p>If this is a one-off project then please give the following details – Date (s): Estimated total cost: Funds already raised by applicant's own efforts: Funds raised or expected to be raised from other sources (please state sources):</p>	<p>n/a</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:

- Business sponsorship is ongoing with Heart of Hawick sponsoring the front page and demand is great for the back page sponsoring. However indications are that many businesses are positive about advertising in the brochure together with local events.
- Without a price tag on the brochure the Hosts project cannot be self sustaining and it has been mooted that a price tag would deter tourists from purchasing the brochure and thus losing out in the information contained therein and the businesses thus losing out on the tourism spend which ultimately would have a negative impact on the economy and welcoming of the town.
- The HWI have undertaken fundraising through local coffee morning and a Scocha concert has helped towards the overall running of the project. Other diverse innovative ways of raising funds to help sustainability are ongoing.
- Two Awards for All applications have been made over the past few years it is unlikely that another awards would be granted. Most grant funders will not support tourism Hosts salaries.
- Consequently the support of HCGF is vital if activities are to be sustained in what is the project's 17th season.
- In conclusion, without the Initiative, there will be less potential to increase the length of stay of visitors to the town, and local businesses in the town's tourism and retail sector will be affected. The opportunity to contribute to the promotion of the Heart of Hawick will also be missed. Any scaling down of the project will reduce the level of impact and the quality of the service provided.

Declaration

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

Signed:

Position Held: Chairman

Date:

28/2/2014

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 WELCOME INITIATIVE

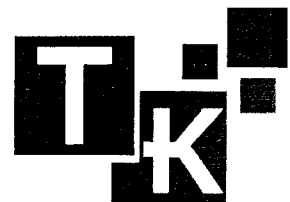
Report of the management committee
and financial statements

For the year ended 31st December 2012

Company Number SC 287256

Supported By:

Hawick Common Good Fund
Scottish Borders Council
And Local Businesses



TRACEY Kirkpatrick & Co ACCOUNTANTS

Hawick Welcome InitiativeReport of Management Committee

The Management Committee have pleasure in submitting the Report and Accounts of the Hawick Welcome Initiative for the year ended 31st December 2012.

References and Administrative Details

Company Number SC287256

Principal Office Collena
4 West Stewart Place
Hawick
Scottish Borders
TD9 8BH

Accountants Tracey Kirkpatrick & Co Accountants
Suite B, 1 North Bridge Street
Hawick
Scottish Borders
TD9 9BD

Bankers Royal Bank of Scotland
31 High Street
Hawick
Scottish Borders
TD9 9BX

The Directors of the Company who served during the period were as follows :-

John A Yallop (Appointed 8th July 2005)

Objectives and Activities

Hawick Welcome Initiative exists to improve the quality of the tourist experience in Hawick and the surrounding area and to improve the overall performance of businesses operating in Hawick's tourism / retail sector.

The organisation was incorporated on 8th July 2005 and on 1st January 2006, it took over the activities of the previously unincorporated body of Hawick Welcome Initiative.

Structure, Governance and Management

Hawick Welcome Initiative is a Company Limited by Guarantee and does not have a Share Capital. It is governed by its Memorandum and Articles of Association. The Company is organised through regular meetings of Management Committee and administered by the Secretary. In the event of the Company being wound up, members are required to contribute an amount not exceeding £1.

Review of Risk

As stated above, the Management Committee exercise control over the Company through regular meetings and with the support of the Secretary and Treasurer. Regular reports on activities and finances enable the Management Committee to mitigate exposure to the major risks.

Hawick Welcome InitiativeReport of Management Committee (Cont)**Achievements, Performance and Financial Review**

The Company's main area of activity is its provision of 'Welcome Hosts' within the town. The 'Hosts' assist tourists on their arrival and inform them of places of interest, etc.

Local businesses pay a membership fee in exchange for an advertisement in the tourism brochure, which is distributed by the 'Hosts' and local shops. This generated income in the period of £7,178.

During the period the Company received Grants totalling £4,000.

Reserves Policy

The reserves are needed to meet the working capital requirements of the Company.

Statement of Responsibilities of the Management Committee Members

The Management Committee are responsible for preparing Accounts for each financial period which give a true and fair view of the state of affairs of the Company and of the Income and Expenditure of the Organisation for that period. In preparing those Accounts, the Management Committee are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless there are indicators to the contrary.

The management committee are responsible for keeping proper accounting records, for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiners

The Company is exempt from Audit and has appointed Tracey Kirkpatrick & Co Accountants as Independent Examiners.

By Order of the Management Committee

Margaret 

Secretary
Collena
4 West Stewart Place
Hawick
Scottish Borders
TD9 8BH

8th March 2013

Hawick Welcome InitiativeIncome & Expenditure Account
Period Ended 31 December 2012

	£	2012 £
Income:		
Membership Fees Received		7,178
Other Income		4,826
Grants Received - Hawick Common Good Fund	<u>4,000</u>	<u>4,000</u>
TOTAL INCOME		16,004
Expenditure:		
Wages	4,505	
Management Fees	1,200	
Other Expenses	<u>10,229</u>	<u>15,934</u>
NET SURPLUS / (DEFICIT) FOR PERIOD		<u>70</u>

CONTINUING OPERATIONS

The company's activities commenced on 1st January 2006.

TOTAL RECOGNISED GAINS AND LOSSES

The Company has no recognised gains and losses other than the profits / (loss) for the current period or previous periods.

Hawick Welcome InitiativeBalance Sheet
As At 31 December 2012

	Notes	2012 £
Fixed Assets:		
Plant & Equipment	2	1,188
Current Assets:		
Debtors		-
Bank		1,656
		<u>2,844</u>
Creditors: amounts falling due within one year	3	<u>(1,400)</u>
NET ASSETS		<u><u>1,444</u></u>
Represented By:		
GENERAL RESERVE	4	<u><u>1,444</u></u>

For the year ended 31/12/12 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts the year in question in accordance with section 476. The director's acknowledge their responsibility for: (i) Ensuring the company keeps accounting records which comply to the Companies Act 2006; and (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit and and loss for the financial year in accordance with the Companies Act 2006 and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The Accounts were approved by the Management Committee on 8th March 2013 and were signed on its behalf by

John Yallop - Director

Hawick Welcome InitiativeNotes To The Accounts
Period Ended 31 December 2012**1. Accounting Policies****Basis of Accounting**

The Accounts have been prepared in accordance with the Companies Act 2006, in accordance with the special provisions applicable to companies subject to the small companies' regime.

Turnover

Turnover represents the total invoice value, excluding value added tax, of membership fees charged during the year.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Machinery - 20% on reducing balance

2. Fixed Assets**Plant and Equipment**

	Plant and equipment £	Total £
Cost		
At 01 January 2012	2,850	2,850
Additions	-	-
At 31 December 2012	<u>2,850</u>	<u>2,850</u>
Depreciation		
At 01 January 2012	1,365	1,365
Additions	297	297
At 31 December 2012	<u>1,662</u>	<u>1,662</u>
Net book value		
At 31 December 2012	<u>£1,188</u>	<u>£1,188</u>
At 31 December 2011	<u>£1,485</u>	<u>£1,485</u>

3. Creditors

Accountancy Fee to 31 December 2012	£ 200
Management Fee to 31 December 2012	£ 1,200
Creditors	<u>£ 1,400</u>

4. General Fund

Surplus as at 31st December 2011	£ 1,374
Deficit for period	£ 70
Balance as at 31st December 2012	<u>£ 1,444</u>

Hawick Welcome Initiative

Income & Expenditure Account
Year Ended 31 December 2012

	HWI 2012	HCW 2012	TOTAL 2012	TOTAL 2011
Income:				
Grant Received - Hawick Common Good Fund	£ 2,000	£ 2,000	£ 4,000	£ 2,000
Donation - The Co-operative Group	-	-	-	500
Donation - Hawick and Drink Group	-	-	-	50
Donation - Hawick Community Council	-	-	-	50
Donation - Tracey Kirkpatrick & Co Accountants	-	-	-	50
Donation - Gloverall Plc	-	-	-	50
Membership Fees	7,178	-	7,178	6,788
Printing / Copying	- 122	-	- 122	1,035
Scocha Concert	3,228	-	3,228	-
Scocha Concert - Bar	1,360	-	1,360	-
Coffee Morning	360	-	360	320
Bank Interest	-	0	0	-
	<u>£ 14,004</u>	<u>£ 2,000</u>	<u>£ 16,004</u>	<u>£ 10,843</u>
Expenditure:				
Wages - Welcome Hosts	£ 3,990	£ 515	£ 4,505	£ 3,715
Management Fees	1,200	-	1,200	1,200
Professional Fees - Planning	-	319	319	-
Hawick Welcome Broucher & General Printing	5,023	-	5,023	4,462
Printing / Copying Costs	-	-	-	303
Treasurer's Honorarium	250	250	500	250
Chairman's Honorarium	-	250	250	-
Scocha Concert Expenses	2,094	-	2,094	-
Scocha Concert - Bar Expenses	794	-	794	-
Coffee Morning Expenses	-	-	-	79
Postage, Stationery & Advertising	19	175	194	25
Signage and Bunting	-	50	50	-
Insurance	257	257	514	514
Uniforms & Interviews	99	-	99	-
Accountancy	200	-	200	200
Depreciation	297	-	297	371
Bad Debts	- 173	-	- 173	-
Miscellaneous	69	-	69	54
	<u>£ 14,118</u>	<u>£ 1,816</u>	<u>£ 15,934</u>	<u>£ 11,173</u>
NET DEFICIT FOR THE YEAR	<u>-£ 114</u>	<u>£ 184</u>	<u>£ 70</u>	<u>-£ 330</u>

This page does not form part of the statutory financial statements

Ancient Order Of Mosstroopers

Tel. /
25 February 2014

Area Services Officer
Corporate Resources
Scottish Borders Council
High Street
Hawick
TD9 9EF

Dear Sir/Madam

SCOTTISH BORDERS COUNCIL – HAWICK COMMON GOOD FUND

On behalf of The Ancient Order of Mosstroopers I wish to seek permission for the Club to hold our annual Junior Gymkhana on Hawick Moor on the area beyond The Paddock on Sunday 1st June 2014 and also for our annual Race Meeting on Saturday 14th June 2014.

I look forward to hearing from you

Yours faithfully

J Douglas Telfer (Hon.Sec.)

ADMIN & LEGAL

- 6 MAR 2014

CORPORATE RESOURCES