

SCOTTISH BORDERS COUNCIL
HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the HAWICK COMMON GOOD
FUND SUB-COMMITTEE held in the Commercial Room,
Borders Textile Towerhouse, Hawick on 18 November
2014 at 4.00 p.m.

Present:- Councillors G. Turnbull (Chairman) W. McAteer, D. Paterson, Community Councillors
Mrs A. Knight (Burnfoot Community Council), Mr J. Little (Hawick Community
Council).

Apologies:- Councillor A. Cranston, S. Marshall, Property Officer (F. Scott)

In Attendance:- Solicitor with Legal Services (R. Kirk), Estates Officer (J. Morrison), Democratic
Services Officer (J. Turnbull).

Members of the Public – 4 in attendance.

CHAIRMAN'S REMARKS

1. The Chairman, Councillor Turnbull, welcomed Mrs Lynn Mirley, Corporate Finance Manager. Mrs Mirley had replaced Mr A Mitchell, Senior Financial Analyst, who had retired.

ORDER OF BUSINESS

2. The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

MINUTE

3. There had been circulated copies of the Minute of the Meeting held on 21 October 2014

DECISION

APPROVED the Minute for signature by the Chairman.

MATTERS ARISING FROM THE MINUTE

4. With reference to paragraph 2 of the Minute, the Chairman reported that Interest Link were pursuing a Community Grant. Councillor Smith requested clarification on R B Foreman's Bequest Fund, Mrs Mirley, advised that she was preparing a report on Charitable Trusts for the December meeting of Council. The report would discuss creating three new Charitable Trusts - Welfare, Community Enhancement and Education, existing trust funds would be allocated into these new Charitable Trusts wherever possible. The report would also recommend that existing charitable funds be dispersed or closed following transfer. Mrs Mirley was presently in discussion with Scottish Borders Council's (SBC) Legal Officer regarding the governance arrangements for the new Charitable Trusts. With reference to paragraph 5 of the Minute, the Chairman advised that the Viv Sharp Memorial bench and plaque were now in place and he congratulated the organisers for arranging the memorial.

**DECISION
NOTED.**

REQUEST FOR FINANCIAL ASSISTANCE
HAWICK SALVATION ARMY CHURCH

5. There had been circulated copies of a letter from Hawick Salvation Army Church for financial assistance for the cost of the hire of Hawick Town Hall for the 2014 Christmas Eve Carol Service. The Hawick Common Good Fund had covered the cost of the hall hire in previous years on the basis that all income from the service was donated to local charities, the Sub-Committee agreed the request and that, as this was an annual event, the request be delegated to officers for approval in the future.

DECISION
AGREED

- (a) that the cost of hiring Hawick Town Hall be met from the 2014 Christmas Eve Carol Service; and
(b) that future requests from Hawick Salvation Army Church, for the Town Hall for the Christmas Eve Carol Service, be delegated to officers for approval.

HAWICK COMMON GOOD INVENTORY

6. The Chairman reported that Mr Mitchell had advised that there was no comprehensive examination of the “moveable” assets of any of the Common Good Funds. The data which was currently held for Hawick’s moveable assets was – official robes (£600 insurance value); pictures in municipal buildings (£4,124 insurance value); Provost’s Chain (£2,815 insurance value) and Hizzie Leathers (£3,000 book value). A full asset register was held for all the heritable assets and this formed the basis of the property performance report within the monitoring reports submitted to the Common Good Sub-Committee. The Chairman advised that there was a Redpath painting and other small artefacts from town twinning which should also be included. The Sub-Committee agreed that a full inventory of Hawick Common Good moveable assets should be prepared when resources allowed. Mrs Mirley advised that she would follow up with the Cultural Services Manager, Mr Ian Brown, and the Property Officer, Mr Frank Scott, and report back to the next meeting.

DECISION

AGREED to request that the Corporate Finance Manager, report on Hawick Common Good Fund’s moveable assets at the next meeting of the Hawick Common Good Fund Sub-Committee.

PROPERTY UPDATE

7. The Estates Officer, Mr Morison, was in attendance and advised that he had received a request from a resident of Paterson Gardens, asking permission to allow vehicular access over the track belonging to the Common Good which ran adjacent to the Golf Course, and also to create a parking bay and access gate. The Committee considered the request and unanimously agreed that the track was not suitable for vehicular access and also advised that a similar request in June had been refused. Mr Morison reported that he had met with the Forestry Commission at Hawick Burgh Woodlands. The Forestry Commission were keen to progress a possible woodlot at the site. If Members agreed, the next stage would be to prepare a draft prospectus. Members discussed the proposal and suggested that the Estates Officer prepare a report for the next meeting of the Sub-Committee which should include other options for management of the wood. Mr Morison advised that he had met with the Council’s Architect, Mr Sharp, to consider two quotations for the new silage pit at Pilmuir, both were in the region of £65K. To refurbish the existing silage pit would be labour extensive and would not be cost effective. The Committee requested a full breakdown of the quotation costs be reported at the next meeting for a final decision. Mr Morison advised that contractors were due to start on the formation of the new car park and path at Willestruther Loch. The tenant at Pilmuir Farm, had verbally agreed to the reduction in a small area of his land to

facilitate the new walkway. The Solicitor with Legal Services advised that the tenant should receive written notification, Mr Morison, confirmed that he would arrange. The Committee also agreed to the investigation and replacement of a field drain and replacement of the fence at Pilmuir Farm. Mr Morison advised that he had received the usual request from Mr Stuart to lease an area of the Common Haugh Car Park for two weeks, for siting of the regular funfair. The Sub-Committee acknowledged that many residents enjoyed the funfair. However they had also received many nuisance complaints and it was therefore agreed that the request be granted, for one week to coincide with Reiver's Festival weekend and that there be a 10 pm curfew.

DECISION

AGREED:-

- (a) That the request to allow vehicular access, a parking bay and access gate on the track adjacent to the Golf Course be refused;
- (b) To request the Estates Officer report, at the February meeting, on options for a management programme for Hawick Burgh Woodlands;
- (c) To request the Estates Officer provide a breakdown of quotation costs for replacement of Pilmuir Silage Pit, for the February meeting;
- (d) To replace the fence and field drain at Pilmuir Farm as soon as possible;
- (e) To request the Estate Officer write to the tenant of Pilmuir confirming the agreement for the loss of a small area of land; and
- (f) To grant the use of Common Haugh Car park for one week, for the siting of a funfair to coincide with the Reiver's Festival Weekend.

OUTTURN FOR 2013/14 BUDGET SETTING FOR 2014/15 AND MONITORING REPORT FOR SIX MONTHS TO END SEPTEMBER 2014

8. There had been circulated copies of a report by the Chief Financial Officer setting out the outturn for 2013/14, variances from the final budget and the effect on revenue and capital reserves at 31 March 2014 for which approval was sought, together with details of transactions for the six months to 30 September 2014 and their projected impact upon reserves at 31 March 2015. The performance of the investment in the Newtown Fund was reported in paragraph 7 to the report. Income and expenditure for 2014/15 were projected to be in line with the proposed budget as shown in Appendix 6 to the report. Members requested that Mrs Mirley circulate a breakdown of under generation figures of income and over generation of income as contained in Appendix 2 of the report. Mrs Mirley agreed that she would convert into units the figures shown in box 4 of Appendix 1– Investment and Loans.

DECISION

- (a) **AGREED** the budget for 2014/15 as shown in Appendix 6.
- (b) **NOTED:-**
 - (i) the key figures for 2013/14 shown in Appendix 1;
 - (ii) the financial performance for 2013/14 as shown in Appendix 2 to the report;
 - (iii) the balances on revenue and capital reserves at 31 March 2014 as shown in Appendix 2;
 - (iv) the grants analysis for 2013/14 provided in Appendix 4; the key figures for 2014/15 shown in Appendix 5;
 - (v) the financial monitoring report for 2014/15 as shown in Appendix 6;
 - (vi) the grants analysis for 2014/15 provided in Appendix 7;
 - (vii) the projected balances on revenue and capital reserves at 31/3/15 as shown in Appendix 8;
 - (viii) the performance of the property portfolio as shown in appendix 9; and that the Sub-Committee receive the detail of Appendix 2 to the report.

PRIVATE BUSINESS

DECISION

9. **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

LEASE OF MARKET SITE, COMMON HAUGH, HAWICK

1. The Sub-Committee considered a report from the Service Director Commercial Services.

The meeting concluded at 5.20 pm.