

SCOTTISH BORDERS COUNCIL **Item No. 4**
LAUDER COMMON GOOD FUND WORKING GROUP

MINUTE of the MEETING of the LAUDER
COMMON GOOD FUND WORKING GROUP
held in Committee Room 1, Council
Headquarters, Newtown St Boswells on 4
September 2012 at 11.00 a.m.

Present:- Councillors D. Parker (Chairman), N. Watson.
Apology:- Councillor J. Torrance
In Attendance:- Managing Solicitor – Commercial Services, Senior Financial Analyst (A. Mitchell),
 Estates Surveyor - Property and Facilities Management (J. Morrison), Committee
 and Elections Officer (V. MacMillan).

MINUTE

1. The Minute of Meeting of 8 June 2012 had been circulated.

DECISION

APPROVED for signature by the Chairman.

FINANCIAL OUTTURN 2011/12

2. There had been circulated a report by the Chief Financial Officer providing a monitoring statement of the financial outturn for 2011/12, variances against the 2011/12 final budget and the effect upon Revenue and Capital Reserves at 31 March 2012. Appendix 1 was a new introduction which brought together key financial data on the Revenue Performance and Balance Sheet situation for 2011/12. Appendices 2 to 6 provided details on the Revenue budget, Grants paid and payable, Revenue and Capital reserves, a full Balance Sheet and details of the performance of the property portfolio. Appendix 4 showed the effect on accumulated reserves of the outturn for 2011/12. Appendix 5 showed an analysis of the Balance Sheet as at 31 March 2012. Members discussed the report and officers answered Members' questions.

DECISION

(a) **AGREED to APPROVE the financial performance for 2011/12 as shown in Appendix 2 and Grants Analysis provided in Appendix 3.**

(b) **NOTED:-**

- (i) **the key figures shown in Appendix 1;**
- (ii) **the balances on Revenue and Capital Reserves as shown in Appendix 4;**
- (iii) **the balance sheet as at 31 March 2012 provided in Appendix 5; and**
- (iv) **the Property Portfolio Performance provided in Appendix 6.**

BUDGET SETTING AND MONITORING FOR 3 MONTHS TO 30 JUNE 2012

3. There had been circulated copies of a report by the Chief Financial Officer providing a proposed budget for the year to 31 March 2013 for which approval was sought, together with details of transactions for the 3 months to 30 June 2012 and projections of the annual outturn with variances from the final budget and the effect on Revenue and Capital Reserves at 31 March 2013. Appendix 1 was a new introduction which brought together key financial data on Revenue performance and Balance Sheet situation for 2012/13. Appendices 2 to 5

provided details on the Revenue budget, Grants paid and payable, Revenue and Capital reserves and property income and expenditure. The proposed budget for 2012/13 was set out in Appendix 2 and had been prepared on a basis of prior year transaction levels and known changes. Appendix 4 showed the effect on accumulated reserves of the projected outturn for 2012/13. The Senior Financial Analyst answered Members' questions. Members enquired about the rental charges for Lauder Common Farm. The Estates Surveyor advised that a review was required of the rent and an inspection would have to be carried out. The tenants were required to have twelve months notice to carry out the inspection. The tenants had reported that some of the buildings on the farm were in poor condition and this would have to be taken into consideration when deliberating a rental increase. Members asked about the rental agreement and the Estates Surveyor advised that the current agreement dated back to the 1980's and was not up-to-date. Members asked if the rental agreement could be modified and the Managing Solicitor agreed to look into this before the next Working Group meeting.

DECISION

(a) **AGREED to APPROVE the proposed budget for 2012/13.**

(b) **AGREED:-**

(i) **that the Estates Surveyor would arrange for an inspection of Lauder Common Farm to be carried out with a view to increasing rental charges and repairing buildings that were in a poor condition; and**

(ii) **that the Managing Solicitor would investigate the current rental agreement for Lauder Common Farm with a view to updating it.**

(c) **NOTED:-**

(i) **the key figures shown in Appendix 1;**

(ii) **the financial performance for 2012/13 as shown in Appendix 2 and Grants Analysis provided in Appendix 3;**

(iii) **the projected balances on Revenue and Capital Reserves as shown in Appendix 4; and**

(iv) **the detailed property income and expenditure provided in Appendix 5.**

BMX TRACK REQUEST VERBAL UPDATE

4. The Estates Manager provided a verbal update on the BMX and skate track request. Two potential sites had been identified in Lauder's Burnmill area. The application was subject to planning permission and no comments about the application had been received from Lauderdale Community Council. A report would be submitted to next meeting of the Community Council for approval. Members advised that caution should be exercised in terms of how the land at Burnmill would be used. The land could be financially viable in the future and the BMX and skate park may only be used for a short period of time and the land could be abandoned. It was important that the land could be used for another purpose in the future. The Estates Surveyor advised Members that a clause would be entered into the lease to allow the land to be used for other purposes in the future. Planners had commented that there could be the potential for noise that would disturb the neighbours living near the track.

DECISION

NOTED.

PRIVATE BUSINESS

DECISION

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 paragraphs 6 and 8 of Part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

Minute

1. The private section of the Minute of 8 June 2012 was approved.

The meeting concluded at 11.30 a.m.

Monitoring Report for 6 Months to end September 2012

Report by the Chief Financial Officer
Lauder Common Good Sub Committee

30 October 2012

1 PURPOSE AND SUMMARY

- 1.1 This report sets out details of transactions for the 6 months to 30 September 2012 and projections of the annual outturn with variances from the final budget and the projected effect on Revenue and Capital Reserves at 31 March 2013.**
- 1.2 Expenditure is projected to be in line with the approved budget for 2012/13, whilst income from interest is projected to turn out at £1,250 above the initial budget due to interest from the loan to the Golf Club starting and increased interest, currently at 1.25%, now available on the Capital held in the SBC Loans Fund. Appendix 1 continues to be developed and shows key information on the performance and activities of the Common Good Fund.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Common Good Sub Committee approves:-**
- (a) the financial performance for 2012/13 as shown in Appendix 2 and notes:-**
 - (b) the key figures shown in Appendix 1**
 - (c) the Grants Analysis provided in Appendix 3**
 - (d) the projected balances on Revenue and Capital Reserves as shown in Appendix 4**
 - (e) the detailed property income and expenditure provided in Appendix 5.**

3 PROJECTED OUTTURN 2012/13

- 3.1 Appendix 1 continues to be developed and brings together key financial data on the Revenue performance and Balance Sheet situation for 2012/13.
- 3.2 Appendices 2 to 5 provide details on the Revenue Budget monitoring in an expanded layout, Grants paid and payable, Revenue and Capital reserves and the property portfolio performance.
- 3.3 Interest has started to be earned upon the loan provided to the Lauder Golf Club. It is expected that the income earned in 2012/13 will be £430 and since no budget was set for this income this contributes to the higher than budgeted interest income.
- 3.4 Projected income from interest on balances invested in the Council's Loan Fund is projected to increase since the capital balance is currently earning 1.25% whilst the budget was initially set at 0.475%. The interest is not credited until the end of the year and therefore the amount is dependent on interest rates over the remainder of the year.
- 3.5 The budget for rental income includes £7,800 relating to 2012/13 to be transferred back from Revenue Reserves since it was included in the 2011/12 accounts.
- 3.6 Taking all of the above into consideration the Common Good Fund is projecting expenditure of £30,990 and income of £17,372 supplemented by a draw down of £9,228 from the Revaluation Reserve, resulting in an outturn of net expenditure of £4,390 in 2012/13, against a budget of £5,640.

4 REVENUE & CAPITAL RESERVES

- 4.1 Appendix 4 shows the effect on accumulated reserves of the projected outturn for 2012/13.

5 IMPLICATIONS

5.1 Financial

There are no financial implications, other than those explained above in Sections 3 and 4.

5.2 Risk and Mitigations

No significant risk to the financial position of the fund is identified.

5.3 Equalities

It is anticipated that there are no adverse equality implications arising from the proposals contained in this report.

5.4 Acting Sustainably

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life, improvements in local amenities and nurturing of local talent.

5.5 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Scheme of Administration or Scheme of delegation arising from the proposals contained in this report.

6 CONSULTATION

- 6.1 The Head of Legal and Democratic Services, the Head of Audit and Risk and the Clerk to the Council have been consulted and their appropriate comments have been incorporated into this report.

Approved by

David Robertson - Chief Financial Officer Signature

Author(s)

Name	Designation and Contact Number
Andrew R S Mitchell	Senior Financial Analyst, Financial Services. 01835 824000 Extn 5342

Background Papers:

Previous Minute Reference:

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Andrew Mitchell can also give information on other language translations as well as providing additional copies.

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**Scottish Borders Council
Lauder Common Good**

Appendix 1

Key Figures 2012/13

	£	£	£
	Renwick Bequest	General Common Good Fund	
Projected Outturn for 2012/13			
Property			1,850
Rental Income			
Transfer back from Revenue Reserves being rent billed in 2011/12 and in the Reserves at 31.3.12 but relating to 2012/13			7,800
Total 2012/13 Property Income			9,650
Less Expenditure on property			-7,000
Net Income			2,650
Add other sources of Income			
Interest on Loan to Lauder Golf Club			430
Interest on Capital & Revenue Loans Funds with SBC			
General Fund			870
Renwick Bequest	1,000		
	1,000		3,950
Less Expenditure on running costs			
Net Central Support Service Costs			-4,340
Excess of running costs over Income			390
Expenditure other than running costs:-			
Grants & Donations made to local bodies			5,000
Projected Income available to supplement Revenue Reserves	1,000		
Projected Funding required from Revenue Reserve			5,390

	Renwick Bequest	General	Total
<u>Revenue Reserve</u>			
Revenue Reserve at start of year	104,623	34,038	138,661
Less transfer back to 2012/13 Rent Income above		-7,800	-7,800
	104,623	26,238	130,861
Add Projected Excess Income over Expenditure above	1,000		1,000
	105,623	26,238	131,861
Less Projected Excess of Expenditure over Income above		-5,390	-5,390
Projected Revenue Reserve at end of year	105,623	20,848	126,471
Note:	The General Revenue Reserve at 31.3.12 included £7800 which will be transferred to rental income in 2012/13		

<u>Grants & Donations</u>			
Total Grants budget for the year			5,000
Less:-	Prior year Grants to be paid this year	-2,050	
	Grants approved in 2012/13 to date	<u>0</u>	
			<u>-2,050</u>
Remaining Budget for Grants in the rest of the year			2,950

Investments	
Externally managed investment funds	0
Loan to Lauder Golf Club to be repaid fully on 1.7.22	25,000
Less repayments due in year to 31.3.13	-1,482
Projected balance at 31.3.13	23,518
Revenue in SBC Loans Funds	
Funds invested in SBC Revenue Loans Fund at 31.3.12	122,896
Less Funds used to provide Loan to Lauder Golf Club	-25,000
Funds available for general transactions in 2012/13	97,896
Capital in SBC Loans Funds	
Funds invested in SBC Capital Loans Fund at start of year	96,821
Movement in this fund in the year to date	0

Effect of inflation on the value of the Funds invested in the SBC Capital Loans Fund	
RPI March 2011 to March 2012	3.57%
Transfer from revenue required to retain buying power of this investment	3,456

SCOTTISH BORDERS COUNCIL

Appendix 2

LAUDER COMMON GOOD FUND

REVENUE BUDGET MONITORING 2012/13

Description	Current Budget for the year to 31.3.12	Actual Transactions to 30.9.12	Over spend to date against full year budget	Under spend to date against full year budget	Projected Outturn for year to 31.3.13	Projected over spend for year against full year budget	Projected under spend for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£	£	£	£	£
Expenditure							
Property costs	7,000	3,854		3,146	7,000	0	0
Central support recharges	9,762	0		9,762	9,762	0	0
Administration	0	0		0	0	0	0
Depreciation	9,228	0		9,228	9,228	0	0
Donations and contributions	5,000	1,750		3,250	5,000	0	0
Total Expenditure	30,990	5,604	0	25,386	30,990	0	0

Description	Current Budget for the year to 31.3.12	Actual Transactions to 30.9.12	Under generation of income to date against full year budget	Over generation of income to date against full year budget	Projected Outturn for year to 31.3.13	Projected under generation of income for year against full year budget	Projected over generation of income for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£		£		£
Income							
Rents etc							
2012/13 Rent charges	1,850	-4,531	6,381		1,850	0	0
2012/13 Rent billed in 2011/12 now transferred back from Reserves	7,800		7,800		7,800	0	0
	9,650	-4,531	14,181	0	9,650	0	0
Interest received							
General Common Good	550	430	120		1,300	0	750
Renwick Bequest	500	0	500		1,000	0	500
Central Support Recharges Grant	5,422	0	5,422		5,422	0	0
	16,122	-4,101	20,223	0	17,372	0	1,250
Funding from Fixed Asset Restatement Reserve	9,228	0	9,228		9,228	0	0
Total Income	25,350	-4,101	29,451	0	26,600	0	1,250

Net Expenditure Totals	5,640	9,705			4,390		
Net expenditure over spend & under generation of Income			4,065				
Net expenditure under spend & income over generation							1,250

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LAUDER COMMON GOOD FUND

Appendix 3

DONATIONS AND CONTRIBUTIONS PAID AND APPROVED 2012/13

	Date Approved	£	£	£
Approved Budget for 2012/13				5000
Paid as at 30 September 2012				
Lauderdale Football Club 2011/12 hire costs at Earlston	22.3.12		1750	
Total paid as at 30 September 2012			1,750	
Approved but not paid as at 30 September 2012				
Trading Post CIC 18 months Broadband for Public Hall	22.3.12	300		
Total approved but not paid as at 30 September 2012			300	
Total paid and approved as at 30 September 2012				2,050
Remaining Budget available for 2012/13				2,950

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LAUDER COMMON GOOD FUND

Appendix 4

PROJECTED RESERVES AT 31 MARCH 2013

Revenue Reserve

	Renwick Bequest	General	Total
	£	£	£
Balance as at 31 March 2012	104,623	34,038	138,661
Less Transfer back to 2012/13 Rent Income		-7,800	-7,800
Less projected net expenditure for 2012/13		-5,390	-5,390
	104,623	20,848	125,471
Add projected net income for 2012/13	1,000		1,000
Projected balance at 31 March 2013	105,623	20,848	126,471

Capital Reserve

	£
Balance as at 31 March 2012	96,821
Projected movement during 2012/13	0
Projected balance at 31 March 2013	96,821

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LAUDER COMMON GOOD FUND
Property Portfolio Performance
to end September 2012

Appendix 5

Fixed Assets	1.4.12 Book Value	Rental Income		Expenditure to end September 2012						
		Current Budget	Projected Outturn	Roof	Rates	Repairs Walls & Fences	Power	Estates & Property Service	Insurance	Total
	£	£	£	£	£	£		£	£	£
Lauder Town Hall	100,700	0	0		698		595		95	1,387
Mid Row, Lauder	3,440	0	0							0
Lauder Golf Course	58,500	0	0							0
Lauder Common Farm	510,375	7,800	7,800	1,307				70		1,376
Lauder Common Shootings	10,500	1,050	1,050							0
Lauder Common Plantations	3,850	0	0							0
Old Castleriggs Recreation Ground	0	0	0							0
Old Castleriggs Grazing	4,000	200	200							0
Raith's & Chester's Acres	8,000	210	210							0
Old Refuse Tip grazings 1 & 2	0	180	180							0
Calfward Park Grazings	3,400	210	210							0
Paddock Walls						420				420
Burnmill Area	0									0
Old Cemetery	0									
War Memorial	0									
The Avenue Toilet - Land only	600									
Public Hall - Land only	6,000									
General Property Insurance									671	671
Income & Expenditure Totals		9,650	9,650	1,307	698	420	595	70	766	3,854
Total Net Book Value	709,365									