

**SCOTTISH BORDERS COUNCIL**  
**LAUDER COMMON GOOD FUND SUB-COMMITTEE**

MINUTE of the MEETING of the LAUDER  
COMMON GOOD FUND SUB-COMMITTEE  
held in Committee Room 1, Council  
Headquarters, Newtown St Boswells on 30  
October 2012 at 2.00 p.m.

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Present:- Councillors D. Parker (Chairman), J. Torrance, N. Watson.  
Also Present:- Mr A. Smith, Chairman, Lauderdale Community Council.  
In Attendance:- Legal and Licensing Manager (A. Isles), Senior Financial Analyst (A. Mitchell),  
Estates Surveyor - Property and Facilities Management (J. Morison), Committee  
and Elections Officer (V. MacMillan).

**MINUTE**

1. The Minute of Meeting of 4 September 2012 had been circulated.

**DECISION**

**APPROVED for signature by the Chairman.**

**MONITORING REPORT FOR 6 MONTHS TO END SEPTEMBER 2012**

2. With reference to paragraph 3 of the Minute of 4 September 2012, there had been circulated a report by the Chief Financial Officer providing details of transactions for the 6 months to 30 September 2012 and projections for the annual outturn with variances from the final budget and the projected effect on Revenue and Capital Reserves at 31 March 2013. The report explained that Appendix 1 continued to be developed and brought together key financial data on the Revenue performance and Balance Sheet situation for 2012/13. Appendices 2 to 5 provided details on the Revenue Budget monitoring in an expanded layout, Grants paid and payable, Revenue and Capital Reserves and the property portfolio performance. Interest had started to be earned upon the loan provided to the Lauder Golf Club. It was expected that the income earned in 2012/13 would be £430 and since no budget was set for this income this contributed to the higher than budgeted interest income. Projected income from interest on balances invested in the Council's Loan Fund was projected to increase since the capital balance was currently earning 1.25% whilst the budget was initially set at 0.475%. The interest was not credited until the end of the year and therefore the amount was dependent on interest rates over the remainder of the year. The budget for rental income included £7,800 that related to 2012/13 to be transferred back from Revenue Reserves since it was included in the 2011/12 accounts. Taking all of the above into consideration the Common Good Fund was projecting expenditure of £30,990 and income of £17,372 supplemented by a draw down of £9,228 from the Revaluation Reserve that resulted in an outturn of net expenditure of £4,390 in 2012/13, against a budget of £5,640. The Chairman thanked the Senior Financial Analyst for the work he had done on revising the appendices and remarked that it was a job well done and Mr Smith agreed that the appendices were much easier to understand. The Senior Financial Analyst answered Members' questions.

**DECISION**

- (a) **AGREED to APPROVE the financial performance for 2012/13 as shown in Appendix 2.**
- (b) **NOTED:-**
  - (i) **the key figures shown in Appendix 1;**
  - (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 detailed property income and expenditure provided in Appendix 5.**

**BMX TRACK REQUEST VERBAL UPDATE**

3. With reference to paragraph 4 of the Minute of 4 September 2012 the Estates Manager provided a verbal update on the BMX track and Lauder Common Farm. There had been discussions with the relevant officers about potential contamination issues on the site of the BMX track in Lauder's Burnmill area as it was believed that the site had formerly been used as a refuse tip. A letter of comfort had been requested as to the use of the land by the group to assist with their funding application and to provide assurance that the Landlord's consent and a lease would be available.

**DECISION**

**AGREED that in relation to the proposed BMX track at Burnmill a suitable letter of comfort be granted to the group on terms to be agreed by the Council's Heads of Estates and Property management and Legal and Democratic Services.**

**LAUDER COMMON FARM UPDATE**

4. The Estates Manager advised that he had met with Mr Peter Middlemiss and Mr Derek Taylor to discuss the replacement of storage heaters within the Shepherds Cottage at Lauder Common Farm. The options would be priced up in collaboration with property maintenance officers and reported at the next meeting of the Lauder Common Good Sub-Committee.

**NOTED the update.**

*The meeting concluded at 2.20 p.m.*

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**Monitoring Report for 9 Months to end December 2012**

**Report by the Chief Financial Officer**  
**Lauder Common Good Sub Committee**

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**25 February 2013**

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**1 PURPOSE AND SUMMARY**

- 1.1 **This report sets out details of transactions for the 9 months to 31 December 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 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 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. There is also a small projected under generation of rental income of £81 due to changes in grazing lets.
- 3.6 Taking all of the above into consideration the Common Good Fund is projecting expenditure of £30,990 and income of £17,291 supplemented by a draw down of £9,228 from the Revaluation Reserve, resulting in an outturn of net expenditure of £4,471 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.

Contact us at Andrew Mitchell, Senior Financial Analyst, Financial Services, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Extn 5342 Fax: 01835 825011, email: [amitchell@scotborders.gov.uk](mailto:amitchell@scotborders.gov.uk)

Key Figures

2012/13

		£	£	£
		Renwick Bequest	General Common Good Fund	
<b>Projected Outturn for 2012/13</b>				
Property	Rental Income			1,769
	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			9,569
	Less Expenditure on property			-7,000
	Net Income			2,569
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		3,869
Less Expenditure on running costs	SBC grant to reduce Central Support Services Charge		5,422	
	Less Central Support Service Charge		-9,762	
	Net Central Support Service Costs			-4,340
Excess of running costs over income				471
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				5,471

<b><u>Revenue Reserve</u></b>		Renwick Bequest	General	Total
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			-5,471	-5,471
Projected Revenue Reserve at end of year		105,623	20,767	126,390
Note:	The General Revenue Reserve at 31.3.12 included £7800 which will be transferred to rental income in 2012/13			

<b><u>Grants &amp; Donations</u></b>				
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	0	
				-2,050
Remaining Budget for Grants in the rest of the year				2,950

<b><u>Investments</u></b>		
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	<u>23,518</u>
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	<u>97,896</u>
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

<b>Effect of inflation on the value of the Funds invested in the SBC Capital Loans Fund</b>		
	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 31.12.12	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)
	£	£	£	£	£	£	£
<b>Expenditure</b>							
Property costs	7,000	3,895		3,105	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
<b>Total Expenditure</b>	<b>30,990</b>	<b>5,645</b>	<b>0</b>	<b>25,345</b>	<b>30,990</b>	<b>0</b>	<b>0</b>

Description	Current Budget for the year to 31.3.12	Actual Transactions to 31.12.12	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)
	£	£	£		£		£
<b>Income</b>							
Rents etc							
2012/13 Rent charges	1,850	-4,296	6,146		1,769	81	0
2012/13 Rent billed in 2011/12 now transferred back from Reserves	7,800		7,800		7,800	0	0
	9,650	-4,296	13,946	0	9,569	81	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
	<b>16,122</b>	<b>-3,866</b>	<b>19,988</b>	<b>0</b>	<b>17,291</b>	<b>81</b>	<b>1,250</b>
Funding from Fixed Asset Restatement Reserve	9,228	0	9,228		9,228	0	0
<b>Total Income</b>	<b>25,350</b>	<b>-3,866</b>	<b>29,216</b>	<b>0</b>	<b>26,519</b>	<b>81</b>	<b>1,250</b>
<b>Net Expenditure Totals</b>	<b>5,640</b>	<b>9,511</b>			<b>4,471</b>		
<b>Net expenditure over spend &amp; under generation of Income</b>			<b>3,871</b>				
<b>Net expenditure under spend &amp; income over generation</b>							<b>1,169</b>

# SCOTTISH BORDERS COUNCIL

## LAUDER COMMON GOOD FUND

## Appendix 3

### DONATIONS AND CONTRIBUTIONS PAID AND APPROVED 2012/13

	Date Approved	£	£	£
<b>Approved Budget for 2012/13</b>				<b>5000</b>
<b>Paid as at 31 December 2012</b>				
Lauderdale Football Club 2011/12 hire costs at Earlston	22.3.12		1750	
<b>Total paid as at 31 December 2012</b>			<b>1,750</b>	
<b>Approved but not paid as at 31 December 2012</b>				
Trading Post CIC 18 months Broadband for Public Hall	22.3.12	300		
<b>Total approved but not paid as at 31 December 2012</b>			<b>300</b>	
<b>Total paid and approved as at 31 December 2012</b>			<b>2,050</b>	
<b>Remaining Budget available for 2012/13</b>				<b>2,950</b>

## SCOTTISH BORDERS COUNCIL

### LAUDER COMMON GOOD FUND

### Appendix 4

### PROJECTED RESERVES AT 31 MARCH 2013

#### Revenue Reserve

	<b>Renwick Bequest</b>	<b>General</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Balance as at 31 March 2012</b>	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		-5,471	-5,471
	104,623	20,767	125,390
Add projected net income for 2012/13	1,000		1,000
<b>Projected balance at 31 March 2013</b>	<b>105,623</b>	<b>20,767</b>	<b>126,390</b>

#### Capital Reserve

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

**SCOTTISH BORDERS COUNCIL**  
**LAUDER COMMON GOOD FUND**  
**Property Portfolio Performance**  
**to end December 2012**

**Appendix 5**

	Rental Income		Expenditure to end December 2012							
	1.4.12 Book Value	Current Budget	Projected Outturn	Roof	Rates	Repairs Walls & Fences	Power	Estates & Property Service	Insurance	Total
	£	£	£	£	£	£		£	£	£
Fixed Assets										
Lauder Town Hall	100,700	0	0		698		636		95	1,428
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	100							0
Raith's & Chester's Acres	8,000	210	235							0
Old Refuse Tip grazings 1 & 2	0	180	192							0
Calfward Park Grazings	3,400	210	192							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	9,569	1,307	698	420	636	70	766	3,895
Total Net Book Value	709,365									

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



<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:  Telephone No:</p>	<p>LAUDERDALE COMMUNITY COUNCIL c/o Secretary ANNE HOGARTH MOSSHOUSES GALASHIELS TD1 2PG  01896 860242</p>
<p>Address to which payment should be made:</p>	<p>As above</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>Lauderdale Community Council facilitates community engagement and consultation and liaises closely with public agencies. From time to time the Community Council initiates, manages, promotes and organises a number of local community projects. The Community Council also attends to the needs of their community through voluntary action including work on environmental issues.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2918 but paid in 2 equal instalments in 2013 and 2014  We would like to initiate a 2 year trial project which would embrace and build upon the present arrangements for the maintenance of three paths. The purpose of the grant would be to meet the costs of paying for the upkeep of a) path cutting as in the past b) additional paths/areas for maintenance and c) flower beds and flower arrangements.</p>
<p>When will the donation be required:</p>	<p>On, or soon after 1<sup>st</sup> April 2013 and 1<sup>st</sup> April 2014.</p>
<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>This is a pilot project. This application is for a 2 year project which would be monitored during the 2 years and reviewed at the end of the second year in order to ascertain the benefits which accrue from the pilot project. If deemed successful in terms of the agreed outcomes the intention would be to approach Lauder Common Good Sub-Committee to consider an annual contribution to establishing the work on an annual basis.  Work would be undertaken from mid-April to mid-October (27 weeks) The full cost (based upon the current Living Wage and past experience for equipment) would be £3718. Community Council would provide volunteer assistance and close monitoring of the project – but no direct funds. A 2x£400 contribution currently received from SBC would be dedicated to this project in 2013 and 2014.</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:

The following was considered and approved by the Community Council at their meetings held in October and November 2012. The Community Council would seek, through local advert, to engage a local self-employed person to undertake the work.

A. Current Path Maintenance (as part funded through SBC scheme):

1. From the access point in Castle Wynd, by the car park, along to Chuckie Lodge running parallel with Harry Burn Road.
2. From the old school in Blainslie along main road up to the farm road then up another 50 – 60yds to a wooded gate, towards the sawmill.
3. The Factor's Park Right of Way

Number 1 requires 2 hours every fortnight and Number 2 requires 1.5 hours every fortnight. Number 3 is now tarred but will require edges maintained four-weekly for 1 hour.

**This equates to 2 hours every week x 27 x £7.20 = £388.80**  
(Note: The current grant from SBC is £400.00)

B. Additional Areas:

1. Burnmill Trees: SBC Parks has a contract to trim & spray this area as part of the original contract. This will end Autumn 2013. The cost will be in the region of £300 per year.
2. Burnmill Path/Loop: This lies on Common Good land with part of the path tarred, paid for from the Common Good Fund and the rest of the path provided by the Lauder Paths Group (now pretty well defunct). Edges need to be maintained throughout. Time calculated through previous experience – which included attending to occasional maintenance beyond the edging – is judged to be 1.5 hours a week. The cost would be in the region of £292.00.
3. Piggery Path to Maitland Park: As for above (2) but requires .5 hours a week on average at a cost of £97.00
4. Piggery Path to Cemetery: This path has fallen into disuse but could/should be re-instated. There would be a need for significant work to begin with thereafter on average 1.5 hours a fortnight. Cost = £145 plus initial payment (year one only) of £100.
5. Burnmill to Quarry: Maintained in the past by the Paths Group. Suggest just a watching brief during the initial two years. Cost .5 hours per week = £97.00

**The total cost of this section would be £931.00**

C. Flower Beds and Arrangements:

Much of the SBC reduction in flower bed arrangements has been taken over through voluntary effort. However, there is room for the improvement of colour through the centre of the town if only by way of hanging baskets and boxes. It is difficult to calculate time for this aspect of the proposed job description but initially an average of 2 hours a week would seem reasonable. This would allow for unexpected or unplanned pieces of work to be attended to through whomsoever is responsible for supervising the part time post. Again this element of the work could be consolidated after the first two years.

**The annual cost would be £388.80**

D. Equipment: Past experience suggests an annual cost of £150.00

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, Lauderdale Community Council

Date:

12 - NOV - 12

**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.



