

SCOTTISH BORDERS COUNCIL
LAUDER COMMON GOOD FUND SUB-COMMITTEE

MINUTE of the MEETING of the LAUDER
COMMON GOOD FUND SUB-COMMITTEE
held in the LEADER'S OFFICE, Council
Headquarters, Newtown St Boswells on 24
February 2014 at 2.30 pm.

Present:- Councillors D. Parker (Chairman), I. Gillespie, J. Torrance,
In Attendance:- Solicitor (H. MacLeod), Senior Financial Analyst (A. Mitchell), Estates Surveyor
(J. Morison), Democratic Services Officer (P. Bolson).

MINUTE

1. The Minute of Meeting of 21 November 2013 had been circulated.

DECISION

NOTED for signature by the Chairman.

APPLICATION FOR FINANCIAL ASSISTANCE – LAUDERDALE LIBRARY

2. With reference to paragraph 4 of the Minute of the Lauder Common Good Fund Sub-Committee, there had been circulated copies of a formal application for financial assistance from Lauderdale Library requesting financial assistance of £1000 per annum for the next five years to cover the cost of electricity and insurance until such times as the new investment fund generated a return on its investments.

DECISION

AGREED to grant Lauderdale Library a one-off payment of £1000 to be made during the current financial year 2013/14.

APPLICATION FOR FINANCIAL ASSISTANCE – LEADER LEISURE CENTRE

3. There had been circulated copies of an application for financial assistance from Leader Leisure Centre (LLC) requesting the sum of £11,044.56 for the purchase of gym equipment for the Centre. Members noted that the accounts were dated up to 31 January 2013 with no figures available from February 2013 onwards. Clarification was requested on a number of figures within the accounts, including an increase under "Other legal and professional costs". Mr Mitchell indicated that the latter related to the fees for teaching staff at the Centre. Mr Mitchell went on to explain that following a recent request to the LLC, he had now received the Articles of Association but still awaited the Memorandum. Following discussion, it was agreed that a full Business Plan and up-to-date accounts for the LLC be presented to the Lauder Common Good Fund Sub-Committee prior to the Fund's next meeting on 19 June 2014 before further consideration could be given to this application.

DECISION

AGREED that consideration of the application in the sum of £11,044.56 from Leader Leisure Centre be deferred in order to obtain clarification and further information relating to the up-to-date accounts and Business Plan for the Centre.

MONITORING REPORT FOR 9 MONTHS TO END DECEMBER 2013

4. There had been circulated copies of a report by the Chief Financial Officer detailing the financial performance of Lauder Common Good Fund to 31 December 2013 and the projected outturn for 31 March 2014. The Appendices to the report detailed key figures on projections, donations and contributions, projected balances on Revenue and Capital Reserves, and the performance of the Property Portfolio. Mr Mitchell highlighted the main issues from the figures presented and noted that there was an error on page four of the report, namely that "The Revenue Reserve Closing Balance is now projected to be £1,995

lower than initially budgeted. Mr Mitchell went on to summarise the figures, explaining that the Common Good Fund was projecting total expenditure of £32,090 and income of £16,977 supplemented by a draw down of £9,228 from the Fixed Asset Restatement Reserve, resulting in an outturn net expenditure of £5,885 which was £1,995 higher than the budget. Mr Mitchell confirmed that the Renwick Bequest account had now been closed and highlighted that provision for footpaths had been included in the budget for 2014/15.

DECISION

(a) NOTED:-

- (i) the key figures, grants analysis, projected balances on Revenue and Capital Reserves and the performance of the Property Portfolio, as shown in appendices to the report; and
- (ii) the amended figure of £1,995 for the Revenue Reserve Closing Balance on page 4 of the report.

(b) AGREED:-

- (i) the financial performance for 2013/14 as shown in Appendix 2 to the report; and
- (ii) the virements detailed in Appendix 6 to the report.

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 paragraph 6 of Part I of Schedule 7A of the Act.

SUMMARY OF PRIVATE BUSINESS

Minute

1. The Sub-Committee noted the Private Minute of the meeting of 21 November 2013.

URGENT BUSINESS

2. Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

Heating Upgrade for Lauderhill Farmhouse

3. Mr Morrison provided an update on progress with the installation of gas mains and new heating system at Lauderhill Farmhouse.

The meeting concluded at 2.50 pm.

28 MAR 2014

ADMIN & LEGAL

**COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: E-mail address:	Lauderdale Community Council Co Secretary Anne Hogarth Mosshouses Galashiels TD1 2PG 01896 860242
Address to which payment should be made:	As above
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	To help supply new flower boxes to Lauder in Bloom. This would brighten up main street of Lauder.
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	£480 to pay for the new flower boxes.
When will the donation be required:	By the end March 2014.
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:	This is on-going project, Lauder in Bloom. We are currently raising our own funds by sponsoring planters.

Funds raised or expected to be raised from other sources (please state sources):	
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate Signed: Position Held: LCC Date: 27/3/14	
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 Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005	

* Insert name of Fund.

Lauderdale Community Council

26 MAR 2014

Receipts & Payments for the year to 31 March 2013

	2012/13	2011/12
Receipts		
Scottish Borders Council grants	£3,370	£5,871
Awards for all grant	£5,324	
Donations	£895	
	<u>£9,589</u>	<u>£5,871</u>
Payments		
Queens Jubilee W/e	£6,132	
Police Bicycle	£250	
Cornet Tie Pins	£270	
Grass cutting	£474	£291
Library	£181	
Broadband campaign	£41	
Hall hire	£66	
Scotways membership		£20
Poppy wreath	£28	£27
Planning Fees		£399
Xmas Tree		£25
Public Hall sound system		£4,950
Sound system grant excess to be refunded	£1,675	
Bank charges	£35	
	<u>£9,152</u>	<u>£5,712</u>
Surplus/Deficit for the year	£437	£159
Opening balance	£1,215	£106
Difference below	£2,400	£950
Surplus/Deficit for the year	£437	£159
Closing balance	<u>£4,052</u>	<u>£1,215</u>
Contingency account		
Opening balance	£5,150	£1,150
Less funds transferred to/from Contingency	<u>-£4,000</u>	<u>£4,000</u>
Closing balance	<u>£1,150</u>	<u>£5,150</u>
Creditors (money due out)	£1,675	£4,950
Public Hall sound system actual cost	<u>-£3,275</u>	
Less funds transferred to/fm Contingency	£4,000	£4,000
Difference	<u>£2,400</u>	<u>£950</u>

prepared in accordance with the underlying
books and records.

AUDITED + FOUND TO BE CORRECT IN ACCORDANCE WITH THE BOOKS, VOUCHERS
+ INFORMATION PROVIDED TO ME.

11/5/13

**Lauderdale Community Council
Year to 31 March 2013
Cash Book**

Money in Details	Amount	Grants	Donations	Trfs	Other
Opening balance	£1,214.71				£1,214.71
Awards for All	£5,325.00	£5,325.00			
SBC	£2,266.00	£2,266.00			
Cash from Ice Cream Van Jubilee w/e	£50.00		£50.00		
Graeme Donald	£245.00		£245.00		
Dought Bequest	£600.00		£600.00		
SBC grass cutting	£473.75	£473.75			
Contingency A/c	£4,000.00			£4,000.00	
SBC Chq ret unpaid	£3,275.05				£3,275.05
SBC annual support grant	£630.00	£630.00			
	<u>£18,079.51</u>	<u>£8,694.75</u>	<u>£895.00</u>	<u>£4,000.00</u>	<u>£4,489.76</u>
Total for accounts		£9,589.75			

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BOOKS, VOUCHERS + INFORMATION PROVIDED TO ME.

11/5/13

Lauderdale Community Council
Year to 31 March 2013
Cash Book

Date	Money Out	Payee	Details	Chq	Ref	Amount	Queens Jubilee W/e	Cornet Pins	Police Bike	Grass Cutting	Wreath	Library	Broadband Campaign	Hall hire	Public Hall PA system	Other
02/05/2012	Hamish D Smith	Cornet Pins	10186	3	£270.00			£270.00								
01/06/2012	Cash	Jubilee W/e	10187	34	£365.00		£365.00									
02/06/2012	The Trophy Guy	Jubilee W/e	10188	1	£250.00		£250.00									
02/06/2012	David Angus		10189	10	£549.00		£549.00									
02/06/2012	Mike Whellans		10190	29	£500.00		£500.00									
11/06/2012	Bordaloo		10191	2	£240.00		£240.00									
11/06/2012	Silver Fren		10192	5	£30.00		£30.00									
11/06/2012	Jordan Tracey		10193	8	£170.00		£170.00									
14/06/2012	Lothian & Borders Police		10194	4	£40.00		£40.00									
19/06/2012	BVAC Ltd	Gina bike	10195	7	£250.00		£250.00		£250.00							
19/06/2012	Gayle Colquhoun	Toilets	10196	9	£747.00		£747.00									
19/06/2012	Caroline Santini	Jubilee W/e Exps	10197	11	£15.00		£15.00									
19/06/2012	Borders Print	Jubilee W/e Exps	10198	12	£127.74		£127.74									
19/06/2012	Border Events	Programmes	10199	14	£274.00		£274.00									
19/06/2012	Lauder Trading Post	Advert	10200	15	£495.00		£495.00									
19/06/2012	Oliver Bisset	Tea Dance	10201	16	£498.00		£498.00									
19/06/2012	Wards School of Irish Dance	Clowns	10202	17	£100.00		£100.00									
19/06/2012	Lauderdale Hunt Supporters	Dancing	10203	18	£50.00		£50.00									
19/06/2012	Insignia Ltd	Marquee Hire	10204	19	£175.00		£175.00									
20/09/2012	J Gunn	Coins & bookmarks	10205	20/1	£812.40		£812.40									
10/07/2012	Zurich Insurance plc	Mural	10206	22	£76.15		£76.15									
24/07/2012	SBC	Ins	10207	23	£95.40		£95.40									
27/07/2012	Eagle Hotel	Hall hire	10208	24	£165.00		£165.00									
05/09/2012	Lauderdale Hotel	Band dinner	10209	25	£68.95		£68.95									
10/09/2012	David Millar	Band function	10210	26	£288.00		£288.00									
21/09/2012	Lady Haig's Poppy Factory	Grass cutting	10211	27	£473.75		£473.75		£473.75							
21/09/2012	Lauderdale Library	Wreath	10212	28	£28.15		£28.15		£28.15							
13/11/2012	Iain Lyle	Broadband campaign Exps	10213	30	£181.97		£181.97		£181.97							
13/01/2013	SBC	Hall hire	10214	31	£40.61		£40.61						£40.61	£66.00		
25/01/2013	SBC	PA System Chq reld	10215	32	£66.00		£66.00									
20/02/2013	SBC	PA System	10216	33	£3,275.00		£3,275.00								£3,275.05	
11/03/2013	Bank charges		10217	33	£35.00		£35.00								£35.00	
Closing Balance							£14,027.12	£6,131.64	£270.00	£250.00	£473.75	£28.15	£181.97	£40.61	£66.00	£3,275.05
							£4,052.39									
							£18,079.51									
Total for accounts							£7,477.12	£6,131.64	£270.00	£473.75	£28.15	£181.97	£40.61	£66.00	£3,275.05	£35.00

ADMITTED + FOUND TO BE COLLECT IN ACCORDANCE WITH THE BOOKS,
VOUCHERS + INFORMATION PROVIDED TO ME.

11/5/13