

SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held in the Burgh Hall, Chambers Institution,
Peebles on Monday, 24 June 2013 at 5.30
p.m.

Present:- Councillors W. Archibald (Chairman), S. Bell (during paragraph 4), N. Buckingham, G. Garvie, G. Logan.
Apology:- Councillor C. Bhatia.
In Attendance:- Legal and Licensing Services Manager, Senior Financial Analyst (A. Mitchell), Democratic Services Officer (K. Mason).

Members of the Public:- 3.

MINUTE

1. The Minute of Meeting of Peebles Common Good Fund Sub-Committee of 8 May 2013 had been circulated.

**DECISION
NOTED.**

PEEBLES BURGH SILVER BAND – LEASE

2. With reference to paragraph 5 of the Minute of Meeting of 6 March 2013, there had been tabled at the meeting copies of a paper dated 20 May 2013 from Peebles Silver Band advising that their Committee had discussed the proposed Lease of the Band Hall from the Common Good Fund and appreciated the efforts made by the Common Good Fund Sub-Committee to restructure the Lease to help the Band reach a position which both sides were happy with. The paper explained that the Band Committee was still not comfortable with the idea of committing their successors as either trustees or Committee members to a commitment which had the potential to cause financial distress to the Band in the future. The Committee appreciated that whilst grant funding of 80% was available for at least the next 3 years from the Common Good Fund, the proposed lease of £2,250 per annum for 21 years had the potential to bankrupt the Band should grant funding be withdrawn at some future date. The net cost to the Band of £450 per annum was affordable by the Band, but should the 80% grant funding be withdrawn the lease would become too big a commitment for the Band to sustain and the Band might be forced to “fold up” as a result of being unable to meet its financial commitments. The Band Committee asked that the Common Good Fund Sub-Committee revert to an earlier suggestion/commitment to grant a lease of, say, 21 years, but at a “net” amount of, say, £450 per annum subject to a review every five years. Explanations for the request were detailed in the paper.
3. During discussions the Sub-Committee noted the excellent work undertaken by the Band with young people of the town and the opportunities they gained from the experience of playing instruments in the junior band without the cost of tuition. The Sub-Committee were minded to accept the proposal put forward by the Band.

DECISION

AGREED that the rent for the Band Hall be fixed at £450.00, not a market rent, and a 21 year period be offered with a five yearly rent review, again not taking the rent to Market Value.

MEMBER

Councillor Bell joined the meeting during discussion of the following item.

MILLENNIUM FOUNTAIN

4. With reference to paragraph 6 of Minute of Meeting of 26 November 2012, there had been circulated copies of a report by the Head of Corporate Governance to allow the Sub-Committee to consider matters relating to the Common Good Fund Asset known as the Millennium Fountain which was presently sited on the public footpath outside the Eastgate Theatre, Peebles. The report explained that the Fountain was gifted to the Common Good Fund by the Rotary Club of Peebles to mark the Millennium. The Club had raised the funds from public donations and had commissioned the Art Work from Beltane Studios, Peebles. It was originally designed to be sited within a building with water and power supplies to allow running water to be a feature of the work. There had been a number of maintenance issues with the fountain and there was no water flow at present. The Common Good Sub-Committee had sought support for these costs from the Rotary but they declined. The Common Good Sub-Committee then requested the Local Authority to take the fountain on as a general asset but were advised that it did not wish to take this on given the maintenance liability. It was now necessary for the Sub-Committee to consider if they wished to authorise the reinstatement of the water flow by purchasing and installing a new water pump and have other works carried out at a cost to the fund of £620. The Fountain attracted donations from the public of around £50 per annum which required to be collected by Council staff and processed appropriately. Members were minded to approve the necessary works to reinstate the power supply to the Fountain.

DECISION

AGREED that the Head of Corporate Governance instruct the necessary works to reinstate the power supply to allow running water to be a feature of the Fountain at a cost of £620.00 and that this would be paid for from the Common Good Fund's property maintenance budget.

PEEBLES GOLF CLUB – FENCE AT CONNOR RIDGE

5. The Legal and Licensing Services Manager advised that Councillor Bhatia had received a complaint from a resident in Connor Ridge, Peebles about golf balls entering her property from the golf course. The resident expressed concerns about the damage to both her children and her property as a result of this. The Legal and Licensing Services Manager had written to the Golf Club referring them to Clause Sixth of their Lease, which required the Club as tenants to enclose the golf course and in particular to maintain, repair, replace and renew the eighteen-foot high protective fence alongside Connor Ridge, as directed on the plan attached to the lease.
6. The Vice Captain of the Golf Club, Mr Alan Boocock and the Finance Director, Mr Martin Kelso were in attendance and presented information relating to the layout of the golf course, explaining that it would be a rare occurrence for golf balls to enter the property of the complainant. The present fence had been repaired and improved in 2008 following a site meeting between Officials from the Council and the Golf Club. As a consultation exercise the Golf Club had asked for a quotation for the price of an eighteen-foot fence, but owing to the current financial difficulties being experienced by the Golf Club an application for financial assistance would be made. The Legal and Licensing Services Manager advised that the Golf Club should check their insurance requirements.

DECISION

AGREED that the Estates Manager be instructed to make arrangements for a site visit to the area of the course where an 18 foot fence would be erected in terms of the lease.

URGENT BUSINESS

7. Under Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, the Sub-Committee 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.

OLD CORN EXCHANGE – POP UP SHOPS

8. The Chairman advised that Senior Students from Peebles High School had raised £1,500 from the sale of second hand books. They thanked the Sub-Committee for allowing them to use the Old Corn Exchange for this purpose. The Legal and Licensing Services Manager advised that complaints from commercial organisations had been received in respect of the use over the Beltane period of the premises as a pop up shop.

**DECISION
NOTED.**

The meeting concluded at 6.00 p.m.

Peebles Common Good Outturn 2012/13 for information

Key Figures

2012/13

		£	£
Outturn:			
Property	Rental Income		54,050
	Less Expenditure on property		5,240
	Net Income		48,810
Income from other sources:-			
	Interest on Capital & Revenue Loans Funds with SBC	4,001	
	Servitude on Victoria Park	3,500	
	Donation to pass to Dovecot Hill Sheltered Housing	2,500	
	Cash collected from Fountain	11	
			10,012
			58,822
Less Expenditure on running costs:-			
	Cost of Haylodge Toilets	6,033	
	Net Central Support Service Costs	5,121	
			11,154
Excess of Income over running costs			47,668
Less Expenditure other than running costs:-			
	Net Grants & Donations to local bodies incl Dovecot Hill Sheltered Housing		31,578
Excess of Income over Expenditure available to add to Revenue Reserves			16,090

Revenue Reserve

Revenue Reserve at start of year		38,733
	Add Projected funding available from net Revenue income above	16,090
Revenue Reserve at end of year		54,823

Grants & Donations

-	Grants paid in 2012/13	
	Approved prior to 31.3.12	24,350
	Approved during 2012/13	7,228
	Total paid	31,578
	Approved for payment in 2013/14	7,500

Investments & Loans

Funds on Interest Free Loan to Tweedgreen until 31.3.13		3,000
Revenue in SBC Loans Funds		
	Funds invested in SBC Revenue Loans Fund	45,528
Capital in SBC Loans Funds		
	Funds invested in SBC Capital Loans Fund at start of current year	316,250
	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 2012 to March 2013	3.28%
Transfer from revenue required to retain buying power of this investment	10,373

**PEEBLES COMMON GOOD FUND
REVENUE BUDGET OUTTURN 2012/13**

Description	Current Approved Annual Budget	Actual Transaction for year	Over / (Under) spend to Year End	Proposed 2013/14 Annual Budget
	(1)	(2)	(2)-(1) (3)	(4)
Expenditure	£	£	£	£
Donations and contributions				
Material for Gardens at Dovecot Hill Sheltered Housing(DHSH)	2,500	0	(2,500)	2,500
Approved prior to 31.3.12	26,500	24,350	(2,150)	5,000
For approval in 2012/13	17,500	7,228	(10,272)	20,000
	46,500	31,578	(14,922)	27,500
Property costs	8,400	5,240	(3,160)	5,200
Shop Division Costs				17,820
Haylodge Toilet Provision	7,000	6,033	(967)	6,500
Central support recharges	7,827	7,827	0	7,827
Depreciation	21,397	21,648	251	21,648
	91,124	72,326	(18,798)	86,495
Income				
Donations from Fountain	(20)	(11)	9	(20)
Donation Scottish Gas Network for Gardens at Dovecot Hill Sheltered Housing	(2,500)	(2,500)	0	0
Servitude over Victoria Park	(3,500)	(3,500)	0	0
Rents etc	(57,221)	(54,050)	3,171	(37,100)
Interest received	(3,590)	(4,001)	(411)	(4,000)
Central Support Recharges Grant	(2,706)	(2,706)	0	(2,706)
	(69,537)	(66,768)	2,769	(43,826)
Funding from Fixed Asset Restatement Reserve	(21,397)	(21,648)	(251)	(21,648)
Funding from Reserves for Shop Division and Grant re DHSH funded in 2012/13				(20,320)
Net (Income) / Expenditure	190	(16,090)	(16,280)	701

PEEBLES COMMON GOOD FUND

DONATIONS AND CONTRIBUTIONS PAID AND APPROVED 2012/13

	Date Approved	£	£
Paid as at 31 March 2013			
<u>Approved prior to 31.3.12</u>			
Royal Burgh of Peebles Callants' Club Archive digitisation	09/02/2012	10,000	
Tweeddale Youth Action (Ish'uze Youth Action) running costs Apr - Dec 12	08/03/2012	5,000	
Halyrude Primary School- School Sign bid reduced from £9000 approved 2011/12 -initial payment	09/08/2012	2,740	
Halyrude Primary School- School Sign bid reduced from £9000 approved 2011/12 - balance	09/08/2012	4,110	
Tweeddale Youth Action (Ish'uze Youth Action) running costs Apr - Dec 12	08/03/2012	2,500	
			24,350
<u>Approved in Current Year</u>			
Churches of Tweeddale Jubilee service booklet	09/08/2012	250	
Tweeddale Youth Trust Admin costs	11/10/2012	4,000	
Print Order of Service for Remembrance Sunday		83	
PA System for Remembrance Sunday		195	
Peebles Youth Facilities Initiative Skate Park research	16/01/2013	700	
Peebles Art Festival	16/01/2013	2,000	
			7,228
Total paid as at 31 March 2013			<u>31,578</u>
	Date Approved		
Approved but not yet paid as at 31 March 2013			
<u>Approved in Current Year</u>			
Eastgate Theatre Upgraded IT and integrated Boxoffice for online booking	6.3.13	5,000	
			5,000
<u>To be made as part of income condition from Scottish Gas Network Donation</u>			
Materials for Gardens at Dovecot Hill Sheltered Housing			2,500
Total approved but not yet paid as at 31 March 2013			<u>7,500</u>
Total paid and approved as at 31 March 2013			<u>39,078</u>

PEEBLES COMMON GOOD FUND

MOVEMENT IN RESERVES for year to 31 MARCH 2013

Revenue Reserve	£
Balance as at 31 March 2012	(38,733)
Net income for 2012/13	(16,090)
Balance at 31 March 2013	<u>(54,823)</u>
Capital Reserve	
Balance as at 31 March 2012	(366,045)
Movement during 2012/13	0
Balance at 31 March 2013	<u>(366,045)</u>

SKATEPARK AT VICTORIA PARK, PEEBLES

Report by Head of Corporate Governance

PEEBLES COMMON GOOD SUB COMMITTEE

11th September 2013

1 PURPOSE AND SUMMARY

- 1.1 **This report informs the Peebles Common Good Sub Committee of the request from Peebles Youth Facilities Initiative to install a new Skate Park in Victoria Park and seeks approval for a Deed of Dedication of the ground for the works to proceed subject to the terms and conditions outlined in the report.**
- 1.2 Peebles Youth Facilities Initiative (PYFI) has been developing the idea of building a multi purpose skate, BMX and scooter facility in Peebles since 2012.
- 1.3 A site has been identified in Victoria Park as part of the currently under used football pitch.
- 1.4 A 15 year Deed of Dedication of the site at a nominal rent will allow Peebles Youth Facilities Initiative to apply for grant funding. A lease of the land is not possible because it is inalienable Common Good land.

2 RECOMMENDATIONS

- 2.1 **I recommend that Peebles Common Good Sub Committee agrees to grant a Deed of Dedication to Peebles Youth Facilities Initiative for an area of 1,058 square metres in Victoria Park to install a new Skate Park. The terms and conditions of the Deed include a term of 15 years and a nominal rent of £1 per annum.**

3 BACKGROUND & PROPOSALS

- 3.1 The Peebles Youth Facilities Initiative (PYFI) has been developing the idea of building a multi purpose skate, BMX and scooter facility in Peebles since summer 2012.
- 3.2 A site has been identified in Victoria Park where there is an under used football pitch which is not used by any of the Peebles football clubs. Part of the pitch could be used for a skate park which would still leave a practice area for football with a set of goals (see attached site plan).
- 3.3 The design of the skate park would be a concrete based permanent facility. The design would make it useable by skate boarders, BMX riders and scooter users. It will be designed by experienced skate park designers to ensure it is practical and functional (see attached design).
- 3.4 The skate park will be built by the design company. It will be built to British Standard – Facilities for users of roller sports equipment. It will have a 10 year warranty for construction defects, structural integrity and any other materials and parts.
- 3.5 Once planning permission is granted, the project will go out to tender. The estimated build cost is £130,000 although a contingency of £20,000 will be included to give a total budget of £150,000.
- 3.6 The other Peebles Parks were considered to be too isolated and/or too much used by sports clubs.
- 3.7 The temporary access for construction traffic will come down the track from Kingsmeadow Road. There are existing footpaths through Victoria Park and one from Cleland Avenue which will be used for access to the facility. PYFI propose to extend the footpath from Cleland Avenue so that it connects with the other paths through the Park. This new connection is approx 20 metres.
- 3.8 The office bearers of PYFI will sign the Deed of Dedication on behalf of PYFI. This proposed Deed of Dedication will be similar to the one offered to a play park group at Pringle Park, Selkirk earlier this year.

4 IMPLICATIONS

4.1 Financial

The funding for the project will come from Lottery and other grants as well as fund raising projects by PYFI. The grant applications shall be made in consultation with the Council's grants officers. The granting of a Deed of Dedication at a nominal rent is a financial contribution by Peebles Common Good.

Scottish Borders Council Neighbourhood Services shall continue to be responsible for litter collections in Victoria Park and PYFI shall seek an agreement with the Council Neighbourhood Services regarding ongoing safety inspections of the skate park but other annual inspections shall be the responsibility of PYFI. Signage costs for the skate park shall be the responsibility of PYFI.

4.2 Risk and Mitigations

There is a risk that the facility is not used as much as predicted and therefore becomes an unused eyesore. This is thought to be unlikely as there are no other similar facilities available in Peebles and the demand will be high.

There is a risk that the facility will become a focal point for teenagers and potential anti social behaviour. This risk will be the responsibility of PYFI to deal with any matters quickly. It will be mitigated by the formation of a community group by PYFI which will discuss issues every 3 months and liaise with the Council’s Neighbourhood Services and Police, as required. PYFI shall arrange their own Public Liability Insurance to cover any injury to their members or the public.

4.3 Equalities

There are no adverse equality implications.

4.4 Acting Sustainably

There are no effects on sustainability.

4.5 Carbon Management

There are no effects on carbon emissions.

4.6 Rural Proofing

None as there is no change of policy or strategy.

4.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to be made.

5 CONSULTATION

5.1 The Chief Financial Officer, Clerk to the Council, Head of Audit & Risk, Head of Strategic Policy and Head of Legal & Democratic Services have been consulted and their comments have been incorporated into the report. PYFI have informally consulted with Councillors Garvie and Bhatia, Peebles Community Council, SBC Planning officer and SBC Neighbourhood Services’s Jason Hedley.

Approved by

Head of Corporate Governance

Signature

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Author

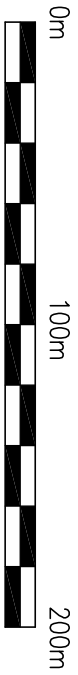
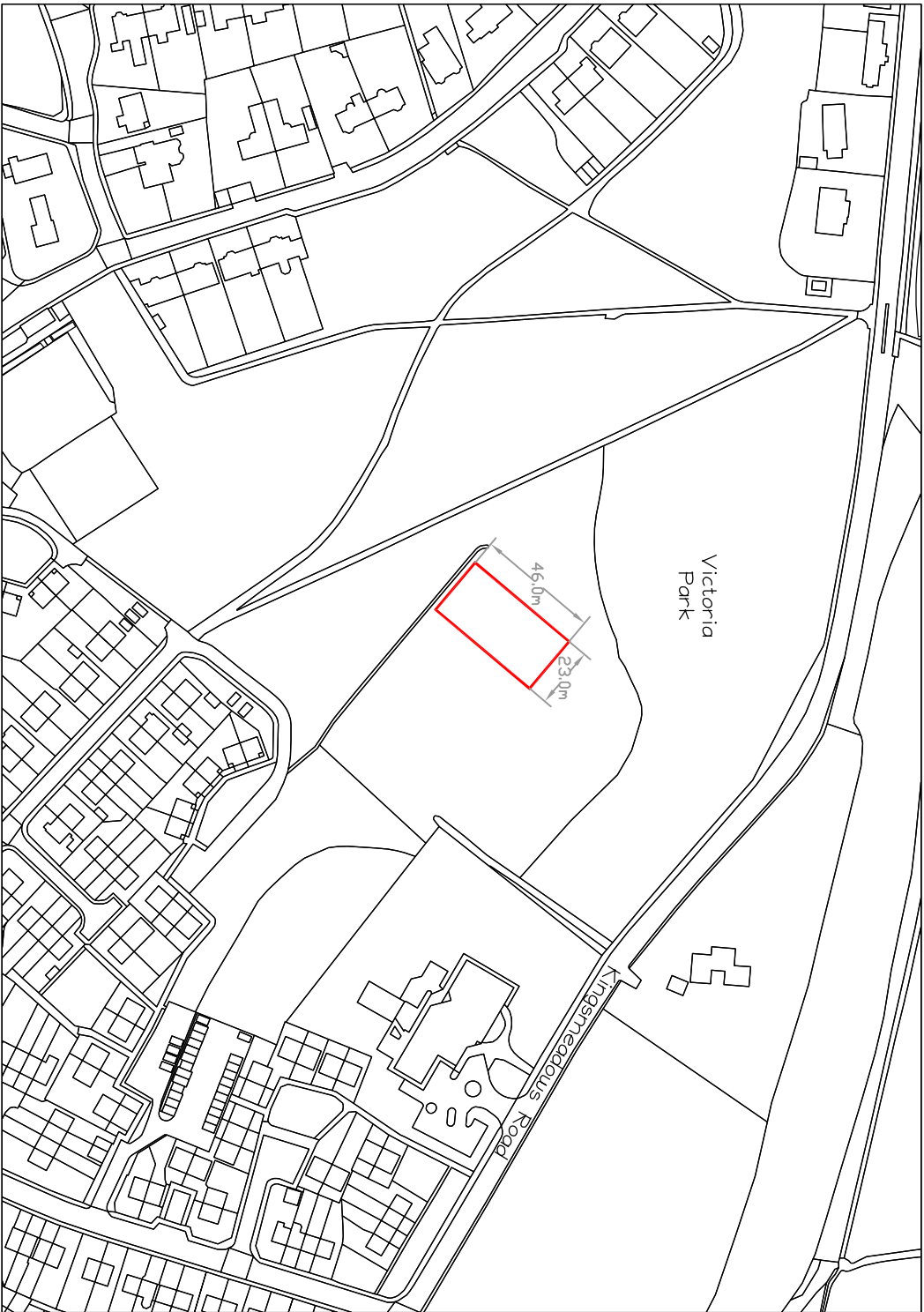
Name	Designation and Contact Number
James Morison	Estates Surveyor, Property & Facilities 01835 824000

Background Papers: None

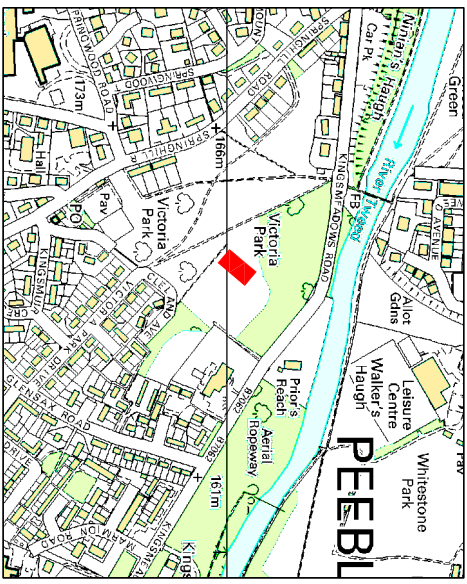
Previous Minute Reference: None

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

Contact us at James Morison, Estate Management, Scottish Borders Council. 01835 824000 Ext 5295.



Scale 1:2,500



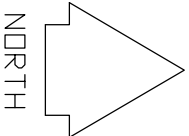
LOCATION PLAN (SCALE 1:10,000)

Land to be sold at:
Victoria Park
Peebles

Area: 1058.0 m² o.t.

13/CG/006

Date: 23rd July 2013



NORTH

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CORPORATE RESOURCES
29 JUL 2013

ADMIN & LEGAL

Scottish
Borders



C O U N C I L

PEEBLES COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p>	<p>PEEBLESHIRE AGRICULTURAL SOCIETY EASTER HAPREW STOBO PEEBLES EH45 8NT</p>
<p>Telephone No:</p>	<p>01721 760266</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>THE SOCIETY ORGANISES AN ANNUAL AGRICULTURAL SHOW. BENEFITS: SOCIAL - the farming community is increasingly isolated & the event provides a forum for meeting & exchanging views. EDUCATIONAL - we aim to introduce the wider community to where their food comes from</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,300 TOWARDS THE COSTS OF RELOCATING FROM HAY LODGE PARK TO NETHER HORSBRUGH FARM</p>
<p>When will the donation be required:</p>	<p>AUGUST 2013</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>	<p>17 AUGUST 2013</p> <p>£5,000</p> <p>£2,700</p> <p>/</p>

CONT ON
NEXT PAGE

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:

CONT FROM PREVIOUS

CHARITABLE - money raised through our raffle goes to local charities such as Tweed Wheels. The bar is run by Peebles Round Table & profits from this also go to charity. We also pay the Ex-Cornets Association for help with car parking & have a reciprocal agreement with the Bellane Committee to run the gates.

Declaration

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

Signed:

Position Held: *Secretary*

Date: *24/7/13*

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 Legal and Licensing Services Manager, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825002

Peeblesshire Agricultural Society
Accounts for the Year to 31 December 2012

Annual Show Account

		Year to 31.12.12		Year to 31.12.11	
		£	£	£	£
General Income					
Memberships			2,700.00		2,530.00
Gates			18,781.21		15,878.11
Trade stands			7,874.00		6,568.00
Entries			2,989.00		1,818.00
Donations, sponsors & banners			1,024.00		977.00
Raffle	Income	2,401.23			
	Less : Costs	(492.45)			
			1,908.78		2,055.40
			35,276.99		29,826.51
Specific Show Events					
	Income	Expense	Net		
	£	£	£		
Beer tent	5,695.49	(4,171.28)	1,524.21	1,513.54	
Entertainment	-	(2,100.00)	(2,100.00)	(3,000.00)	
SWRI Homecrafts	311.38	(2,330.80)	(2,019.42)	(1,933.33)	
Craft Tent	1,566.00	(1,423.60)	142.40	(1,230.56)	
Poultry Show	436.70	(948.00)	(511.30)	(931.25)	
Fleeces & Sticks	29.50	(120.00)	(90.50)	(266.00)	
Dog Show	133.00	(386.20)	(253.20)	(276.50)	
Scottish Simmental show	-	-	-	(2,094.80)	
Education	-	(1,081.80)	(1,081.80)	(887.04)	
	8,172.07	(12,561.68)	(4,389.61)	(9,105.94)	
			(4,389.61)	(9,105.94)	
Show Administrative Costs - (Analysis on Page 3)					
			(18,635.91)	(20,974.47)	
Show Day Surplus/(Deficit)					
			12,251.47	(253.90)	
Other Income					
Surplus from Social Events - (Analysis on Page 3)			1,504.40	754.66	
Bank Interest			338.27	345.60	
Profit on Sale of ties			21.00	-	
Hire of equipment			300.00	100.00	
Cheques written back to account			111.00	42.00	
			2,274.67	1,242.26	
Other Expenditure					
Donations			(400.00)	(500.00)	
General Society expenses			(4,323.48)	(4,392.17)	
Removal of stock valuation of ties			(266.68)	-	
			(4,990.16)	(4,892.17)	
Surplus/(Deficit) for Year					
			9,535.98	(3,903.81)	

Examined and found to be correct

Hon Auditor

- 14/2/13

Peeblesshire Agricultural Society
Accounts for the Year to 31 December 2012

Calf Competition

Calf competition balance at 31 December 2011		2,200.00
Calves bought 2012 and held at 31 December 2012	5,810.00	
Funds paid to Entrants October 2012	<u>1,850.00</u>	
		7,660.00
		<u>9,860.00</u>
Calves sold in October 2012		<u>4,050.00</u>
Loan to calf competition		<u><u>5,810.00</u></u>

STATEMENT OF FUNDS AT 31 DECEMBER 2012

Balance of funds at 31.12.11

Bank	43,269.79	
Loan to calf competition	2,200.00	
Stock of ties & scarves for resale	266.68	
Life membership income deferred	<u>(200.00)</u>	
		45,536.47

Surplus for year

9,535.98

Balance of funds at 31.12.12

55,072.45

Represented by:

Bank	49,262.45	
Loan to calf competition	<u>5,810.00</u>	
		55,072.45
		<u><u>55,072.45</u></u>

5 YEAR HISTORY OF ANNUAL SURPLUS/(DEFICIT)

	£
2012	9,535.98
2011	(3,903.81)
2010	4,596.28
2009	(3,784.59)
2008	(1,749.98)

Peeblesshire Agricultural Society
Accounts for the Year to 31 December 2012

<u>Social Events:</u>	2012			2011		
	Income £	Expenses £	Surplus £	Income £	Expenses £	Surplus £
Dinner Dance	7,665.00	6,816.60	848.40	6,180.00	6,001.34	178.66
Tombola	1,135.00	479.00	656.00	1,055.00	479.00	576.00
	<u>8,800.00</u>	<u>7,295.60</u>	<u>1,504.40</u>	<u>7,235.00</u>	<u>6,480.34</u>	<u>754.66</u>

<u>Entries & Prizes</u>	2012		2011	
	Entries £	Prizes £	Entries £	Prizes £
Cattle	346.00	1,335.00	264.00	928.00
Sheep	1,154.00	1,537.00	1,514.00	1,809.00
Riding Horses & Ponies	1,431.00	1,028.00	0.00	0.00
Clydesdales	38.00	105.00	0.00	0.00
Donkeys	20.00	40.00	40.00	40.00
	<u>2,989.00</u>	<u>4,045.00</u>	<u>1,818.00</u>	<u>2,777.00</u>

<u>Show Administrative Costs</u>	2012 £	2011 £
Catalogues and schedules (net)	2,067.45	2,220.50
Prize monies (excl. dogs & fleeces)	4,045.00	2,777.00
Stationary, rosettes, engraving & badges	1,852.91	2,294.03
Catering	3,054.96	3,046.66
Ground set up costs	1,192.57	4,068.72
Announcer P A systems	516.00	516.00
Insurance	1,658.36	1,562.18
Advertising	1,350.46	1,813.18
Hire of Toilets	1,650.00	1,620.00
Security	400.00	400.00
Hire of Radios	70.00	100.00
First Aid	151.20	151.20
Refuse collection	240.00	240.00
Judges Accommodation / travel	232.00	0.00
Sundry showday expenses	155.00	165.00
TOTAL	<u>18,635.91</u>	<u>20,974.47</u>

<u>General Society Expenses</u>	2012 £	2011 £
Meeting Expenses	137.80	265.20
General Postages & Stationery	907.43	930.98
Secretary's Honorarium	2,500.00	2,420.00
Treasurer's Honorarium	750.00	735.00
Repairs & Sundry Expenses	28.25	40.99
TOTAL	<u>4,323.48</u>	<u>4,392.17</u>

- 9 AUG 2013



ADMIN & LEGAL

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>JOHN BUCHAN HERITAGE MUSEUM TRUST</p> <p>At The Chambers Institution High Street Peebles</p> <p>The Trust is a SCIO (incorporated in 2011) SC 042519</p>
<p>Address to which payment should be made:</p>	<p>The Old Manse, Drumelzier, Biggar, ML12 6JD Tel 01899 830319</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>A completely new Exhibition has been set up in Peebles to promote interest in the life and work of John Buchan and his family. The Museum has drawn many of its artefacts from the former Buchan Centre in Broughton.</p> <p>The Museum will encourage tourism to the area and there are plans to develop links with local schools.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>The Museum is staffed entirely by volunteers. With opening hours in Peebles being longer than was the case in Broughton there is a need to have a Museum Coordinator who will supervise training, organise the Volunteer Rota, control banking and assist the Management Committee.</p>
<p>When will the donation be required:</p>	<p>Early 2014 in advance of the 2014 season (Easter to October)</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>	<p>NO. The request is for ongoing support on an annual basis.</p> <p>An Appeal for £300,000 was launched in 2011 to provide funds for the cost of the move from Broughton and setting up the new exhibition (approx £90,000 including fees) and to provide an Endowment Fund producing an income to support annual running costs. The appeal has received wide support and to date over £280,000 has been raised.</p>

<p><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:</p>	<p>John Buchan (1875 – 1940) had many links with Peebles and spoke at events in the Chambers Institution. His brother Walter Buchan was Town Clerk of Peebles for over 30 years. His sister Anna Buchan, who wrote books under the name of O Douglas, lived with her brother Walter in Bank House, High Street, Peebles.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: Julian Birchall</p> <p>Position Held: Trustee</p> <p>Date: 8th August 2013</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to the Legal and Licensing Services Manager, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825002</p>	

* Insert name of Fund.



The John Buchan Heritage Museum Trust

Scottish Charitable Incorporated Organisation No SC042519

Patron: His Excellency the Right Honourable David Johnston
Governor General of Canada
President: The Lord Tweedsmuir
Chairman: John Scott Moncrieff
Vice Chairman: Kenneth Hillier

Legal and Licensing Services Manager
Scottish Borders Council
Newtown St Boswells, TD6 0SA

30th July 2013

Peebles Common Good Fund

Dear Sir/Madam

I am writing as a trustee of the above charity to seek a contribution from the Peebles Common Good Fund towards the cost of employing a Museum Coordinator.

The new Museum in Peebles, called the John Buchan Story, opened at Easter this year and will be open every weekday 10.00 to 4.30 and Sundays 1.00 to 4.30 until October.

I have not been able to send this application earlier as we have only just received the audited Accounts for our first financial year. This new Trust, incorporated as a SCIO in August 2011, took over the assets of the former Buchan Centre in Broughton which had operated for the previous 30 years as a subunit of the Biggar Museums Trust.

The accounts give a misleading picture as Income for the year includes the proceeds to date of a £300,000 appeal. This was designed to raise £100,000 towards the cost of the move from Broughton and setting up the new exhibition in Peebles, and £200,000 to form an Endowment Fund to provide income to support annual running costs. I therefore also enclose our Budget for the current financial year which is more meaningful than the accounts for last year. You will note that the Museum is self-funding and receives no grants from SBC or elsewhere.

The new trustees felt that the move to Peebles was desirable in order to present the John Buchan Story to a wider public and to access a larger pool of volunteers. They also felt that the new exhibition, on the ground floor of the Chambers Institution in Peebles High Street, would be a significant additional attraction for tourism in Peebles.

The Museum is staffed entirely by a pool of some 50 volunteers. The Coordinator is currently paid an Honorarium of £500 per year but with the extra workload of longer hours the trustees would like to increase this to £5000. In addition to organising the rota, training volunteers and certain secretarial duties we plan to develop links with local schools and promote special events linked with the Arts Festival and Eastgate. We are therefore seeking help from the Common Good Fund towards this appointment.

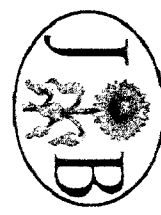
Yours sincerely

Julian Birchall

www.johnbuchanstory.co.uk

please reply to: Julian Birchall, The Old Manse, Drumelzier, Biggar ML12 6JD

CORPORATE RESOURCES
- 1 AUG 2013
ADMIN & LEGAL



Annual Income & Expenditure Budget

John Buchan Heritage Museum Trust

Balanced Budget Year to 31 December, 2013, first full year

Number of weeks open Apr - October 31

Admission £ 2.00

Revenue

Paying visitor numbers annual av. per week

Admission charges

Net income from sale of books, postcards etc

Less: Purchase of new stock

Annual donations from friends of JBHMT & JB Soc

Income from investments (balance)

Expenditure

Cleaning 3 hrs per week
£7.20 per hour
40 weeks per annum

Manager's honorarium

Volunteers' travel expenses 30 miles per day
45 p per mile

Insurance

Rent paid to Chambers Institution

Service charges

Business rates Exempt

Heat & light (to extent not in service charge)

Alarm maintenance

Telephone, broadband, printing, postage & stationery

Other

Required endowment fund yielding 4.75% p.a. [tax free]

	Visitors	Visitors	Visitors
	2000	3000	4000
	65	97	129
	£4,000	£6,000	£8,000
	£1,000	£1,000	£1,000
	-£150	-£150	-£150
	£1,000	£1,000	£1,000
	£9,317	£7,317	£5,317
	<u>£15,167</u>	<u>£15,167</u>	<u>£15,167</u>
	£864	£864	£864
	£500	£500	£500
	£2,093	£2,093	£2,093
	£1,110	£1,110	£1,110
	£4,950	£4,950	£4,950
	£4,500	£4,500	£4,500
	£0	£0	£0
	£0	£0	£0
	£150	£150	£150
	£500	£500	£500
	£500	£500	£500
	<u>£15,167</u>	<u>£15,167</u>	<u>£15,167</u>
	£196,137	£164,032	£111,926

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE PERIOD
16 AUGUST 2011 TO 30 NOVEMBER 2012
FOR
JOHN BUCHAN HERITAGE MUSEUM TRUST**

SCOTTISH CHARITABLE INCORPORATED ORGANISATION

REGISTERED CHARITY NUMBER: SC042519

JOHN BUCHAN HERITAGE MUSEUM TRUST

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 11

JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

The trustees of the Charity present their report with the financial statements of the charity for the period ended 30 November 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
SC042519

Principal office
Broughton Green
Broughton
Biggar
ML12 6HQ

Trustees

John Scott Moncrieff
Kenneth Hillier
Julian Birchall
Hon. Edward Buchan
Ian Buckingham
Alasdair Hutton
Glennis McClemon
Leslie W Reid
Lady Stewartby
Dr. Peter Worthington

Chairman
Vice Chairman

Subsequent to 30 November 2012, Neil Calvert was appointed as a Trustee on 19 April 2013.

Bankers

Royal Bank of Scotland Plc
Peebles Branch
4 Eastgate
Peebles
EH45 8SL

Independent Examiner

A. Lyall Millar
Member of the Institute of Chartered Accountants of Scotland
Galbraith Pritchards
Chartered Accountants
20 Barns Street
Ayr
South Ayrshire
KA7 1XA

JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a Scottish Charitable Incorporated Organisation (SCIO), incorporated on 16 August 2011 and governed by its Constitution of the same date. The SCIO is recognised by the HM Revenue and Customs as a Scottish Charity under number SC042519. In the event of the Trust being wound up any surplus assets must be used for purposes by another body with similar objectives to the Trust.

Recruitment and Appointment of Trustees

The individuals who signed the charity trustee declaration forms, which accompanied the application for incorporation of the organisation, shall be deemed to be the charity's first trustees.

The trustees will initially be appointed for a five year term and at the end of that they may be reappointed for a second five year term. In special circumstances, it may be appropriate for trustees to serve for further terms and this is specifically acknowledged on the Constitution.

The trustees will be appointed with regard to the skills needed to manage an organisation of this nature and will include at least one direct descendent of John Buchan.

The trustees will seek to arrange a rota for retiral in order to ensure continuity in the management of the organisation.

Induction and Training of New Trainees

New trustees undergo an appropriate induction programme to brief them on their obligations under charity law and the financial performance of the company.

Organisational structure

The charity trustees have delegated day to day management of the museum to a management committee, chaired by trustee Ian Buckingham.

Related parties

Details of transactions with related parties are set out in note 15 of the financial statements.

Risk management

The trustees have assessed the major risks to which the charity is exposed in particular those relating to the operations and finances of the company and are satisfied that systems are in place to mitigate our exposure to the major risks.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

- a) To promote as widely as possible interest in the life and work of John Buchan, author, politician, diplomat and statesman and of his family.
- b) To achieve this aim by operating a Museum with displays of objects relating to his life and photographs of his many achievements, and to make available copies of his books both new and second hand.
- c) To maintain an archive of documents relating to John Buchan and to make it available to academic researchers and other interested parties.

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

ACHIEVEMENT AND PERFORMANCE

The Trustees are proud to report that in this period they have found a home for, equipped, fitted out, and opened a new Museum. Of the £300,000 required to establish and equip the Museum and create an endowment to secure its future, around £42,000 remains to be raised at the period end. The Museum was opened in November 2012 by the High Commissioner for Canada, on behalf of our Patron, His Excellency the Right Honourable David Johnston, Governor General of Canada. It was opened for its first full season at Easter 2013.

HON. TREASURER'S REPORT

During the period, since the inception of the Trust to 30 November 2012, donations and gifts totalling £166,616 from various corporate bodies, trusts and individuals have been received together with a further recovery of gift aid tax amounting to £14,586. Since the period end further generous donations have been received and the Trustees are still actively seeking donations to reach the target of £300,000 to fully fund the Museum.

With the Museum now fully in operation, revenue from entrance fees and sale of merchandise are now forming part of the ongoing financing costs of the Museum.

As at 30 November 2012, unrestricted funds amounted to £98,367.

Our aim is to establish sufficient reserves to secure the future of the Museum.

REVIEW AND FUTURE DEVELOPMENT

It is too early to predict accurately the potential shortfall in funding but much effort is being put into marketing and publicity. At a time of economic contraction the trustees feel developing the Museum as a visitor attraction for the town of Peebles can only be of benefit to the town.

The Museum is run by volunteers and much work is being done to make the experience of volunteering a rewarding experience with training, talks and social events. Our first school party had a most enjoyable visit and others are planned from adult groups also. The arrangements for access and inclusivity are proving satisfactory.

For future development we will be extending the scope and interest of our website and social networks, and, when funds permit, developing an Archive Room so that scholars and fans alike can access the huge amount of material available on-line and in hard copy world-wide and have access to all John Buchan's works.

In conclusion, I would like to thank my fellow Trustees for bringing this Herculean task to fruition in the face of considerable obstacles.

ON BEHALF OF THE BOARD OF TRUSTEES:

John Scott Moncrieff - Chairman

20 June 2013

The notes form part of these financial statements

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
JOHN BUCHAN HERITAGE MUSEUM TRUST**

REGISTERED CHARITY NUMBER: SC042519

I report on the accounts for the period 16 August 2011 to 30 November 2012 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records have not been kept in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Charities Accounts (Scotland) Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A. Lyall Millar
Member of the Institute of Chartered Accountants of Scotland
Galbraith Pritchards
Chartered Accountants
20 Barns Street
Ayr
South Ayrshire
KA7 1XA

26 June 2013

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

		30/11/12 Unrestricted Funds £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income	2	181,202
Activities for generating funds	3	25,038
Investment income	4	<u>12</u>
Total incoming resources		<u>206,252</u>
 RESOURCES EXPENDED		
Charitable expenditure		
Costs of generating funds	5	3,355
Peebles Museum establishment costs	6	78,663
Museum operating costs	7	22,514
Administration costs	8	<u>3,353</u>
Total resources expended		<u>107,885</u>
NET INCOMING RESOURCES		98,367
 RECONCILIATION OF FUNDS		
Total funds brought forward		-
 TOTAL FUNDS CARRIED FORWARD		 <u><u>98,367</u></u>

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

**BALANCE SHEET
AS AT 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

		30/11/12 Unrestricted Funds £
CURRENT ASSETS	Notes	
Stock	10	30
Debtors	11	1,665
Cash at bank and in hand		<u>103,179</u>
		104,874
 CREDITORS		
Amounts falling due within one year	12	(6,507)
		<u>98,367</u>
 NET CURRENT ASSETS		
		<u>98,367</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		 98,367
		<u>98,367</u>
 NET ASSETS		
		<u>98,367</u>
 FUNDS	13	
Unrestricted funds		<u>98,367</u>
 TOTAL FUNDS		<u>98,367</u>

The financial statements were approved by the Board of Trustees on ²⁶20 June 2013 and were signed on its behalf by:

John Scott Moncrieff (Trustee)

Leslie W Reid -Trustee

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

1. ACCOUNTING POLICIES

Accounting Convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities and Trustee Investment (Scotland) Act 2005 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Income is recognised in the period in which the company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Both revenue and capital donations are credited to the Revenue Account in the year to which they relate.

Resources expended

Resources expended are accounted for on an accrual basis and are allocated to the particular activity where the cost relates directly to that activity. Certain shared costs are apportioned to activities in furtherance of the objects of the charity.

“Charitable expenditure compares those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

“Governance costs include those costs associated with meeting the constituted and statutory requirements of the charity and include any accounting fees and costs linked to the strategic management of the charity.

“All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource.

JOHN BUCHAN HERITAGE MUSEUM TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from income tax on its charitable activities. The company is not registered for Value Added Tax and, accordingly, any such irrecoverable tax is included in the expenditure concerned.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

2. INCOMING RESOURCES

	30/11/12
	£
Donations and gifts	166,616
Gift Aid tax recovery	<u>14,586</u>
	<u>181,202</u>

3. ACTIVITIES FOR GENERATING FUNDS

	30/11/12
	£
39 Steps reception	17,911
London reception	6,780
Entrance monies	166
Sale of merchandise	<u>181</u>
	<u>25,038</u>

4. INVESTMENT INCOME

	30/11/12
	£
Bank interest received	<u>12</u>

5. COST OF GENERATING FUNDS

	30/11/12
	£
39 Steps Reception	<u>3,355</u>

6. PEBBLES MUSEUM ESTABLISHMENT COSTS

	30/11/12
	£
Cost of design and establishing Peebles Museum	<u>78,663</u>

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

7. MUSEUM OPERATING COSTS

	30/11/12
	£
Consultancy fees for new museum	8,100
Rent	3,632
Rates and water	3,302
Legal fees	5,737
Insurance	192
Travel expenses	543
Repairs & renewals	389
Sundry expenses	<u>619</u>
	<u><u>22,514</u></u>

8. ADMINISTRATION EXPENSES

	30/11/12
	£
Secretarial expenses	2,912
Printing and stationery	<u>441</u>
	<u><u>3,353</u></u>

9. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to any trustee during the period to 30 November 2012.

Four trustees received re-imbusement of travel and general expenses in the period totalling £4,353.

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

10. STOCK

	30/11/12
	£
Stock for resale	<u>30</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/11/12
	£
Trade debtors	117
Income tax recovery (gift aid)	585
Prepayments	<u>963</u>
	<u>1,665</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/11/12
	£
Trade creditors	5,763
Other creditors	<u>744</u>
	<u>6,507</u>

13. MOVEMENT IN FUNDS

	At 16/08/11	Net movement in funds	At 30/11/12
	£	£	£
Unrestricted funds			
General fund	-	98,367	98,367
	<u>-</u>	<u>98,367</u>	<u>98,367</u>
TOTAL FUNDS	<u>-</u>	<u>98,367</u>	<u>98,367</u>

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

14. OTHER FINANCIAL COMMITMENTS

John Buchan Heritage Museum Trust has a lease on its premises at The Chambers Institution, Peebles for a 10 year period until 5 March 2022 but is entitled to terminate the lease at end of the third, sixth and ninth years, at which rent reviews will take place. The current annual rent is £4,950. In addition to this, an annual service charge of £4,500 is currently paid.

15. RELATED PARTY DISCLOSURES

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered by the trust during the period other than as follows:

John Scott Moncrieff had an interest in the legal work of the Trust through his professional practice Murray Beith Murray. During the period a total expense of £3,790 was incurred.

Leslie W Reid CA, a Trustee and Hon. Treasurer of the John Buchan Heritage Museum Trust is also a partner in the Lanark Office of Galbraith Pritchards Chartered Accountants, the current external independent examiners. The trustees are aware of this relationship professionally and have minuted their agreement to Lyall Millar of the Ayr Office of Galbraith Pritchards performing the task as external independent examiner. No charge is made for this work.

16. ULTIMATE CONTROLLING PARTY

In the opinion of the trustees, there is no ultimate controlling party.