

SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held in the Council Chamber, Council Offices,
Rosetta Road Peebles on Wednesday 27
November 2013 at 5.45 p.m.

Present:- Councillors W. Archibald (Chairman), K. Cockburn, G. Garvie, G. Logan.

Apologies:- Councillors S. Bell, C. Bhatia.

In Attendance:- Legal and Licensing Services Manager, Senior Financial Analyst (A. Mitchell), Democratic Services Officer (K. Mason).

Members of the Public:- 0.

MINUTE

1. The Minute of Meeting of Peebles Common Good Fund Sub-Committee of 11 September 2013 had been circulated.

**DECISION
NOTED.**

MONITORING REPORT FOR 6 MONTHS TO END SEPTEMBER 2013

2. There had been circulated copies of a report by the Chief Financial Officer. The report explained that on 29 August 2013 the Council approved the formation of an Investment Fund in accordance with the approved Single Investment Strategy for Common Good and Trust Funds. Common Good Sub-Committees now had to determine the level of funding which they wished to transfer into this new Investment Fund. The investment fund was most suitable for funds to be held on a medium to long term basis so sufficient funds should be retained in the SBC Loans Fund for immediate use. Appendix 7 to the report set out the funds which were available for investment and the funds which the Sub-Committee might consider need to be retained for current activities in the short term.
3. It had been agreed that expenditure on the division of the ground floor of the Old Corn Exchange and the donation to the Dovecot Court Sheltered Housing would be funded by a transfer from Revenue Reserve. When the budget was set no provision was made for any rental income from the Old Corn Exchange, which had now been let. No budget was set for income from sale of land but it was agreed that this income should be used to supplement the Capital Reserve.
4. Taking the above factors into account it was projected that there would be a surplus of £16,524 available to return to Revenue Reserves or to be used to boost other budgets in the current year eg Grants & Donations, which was already fully committed. This compared to an initial budget deficit of £701.
5. The report set out details of transactions for the 6 months to 30 September 2013, the projections of the annual outturn with variances from the current budget, virement to address required budget changes and the projected effect on Revenue and Capital Reserves at 31 March 2014. The report also provided information to enable the Sub-Committee to recommend a level of funding to transfer into the New Investment Fund. The Senior Financial Analyst answered Members' questions relating to incoming rental and dividend income and the access to funding in the new Investment Fund. After discussion it was agreed to maximise the funds available for transfer to the new Investment Fund.

6. Councillor Garvie referred to the lack of a strategy for the administration of spending Common Good Funding. The Legal and Licensing Services Manager advised that Officers were currently exploring this and referred to the importance of the management of funds being open and accountable.
7. The Senior Financial Analyst was thanked for his careful analysis contained within the report.

DECISION

(a) AGREED

- (i) to approve the financial performance for 2013/14 as shown in Appendix 2 to the report;
- (ii) to approve the virements detailed in Appendix 6 to the report; and
- (iii) that a report on strategy for the administration of Common Good Funds be considered at a future meeting.

(b) NOTED

- (i) the key figures shown in Appendix 1 to the report;
- (ii) the Grants Analysis provided in Appendix 3 to the report;
- (iii) the projected balances on Revenue and Capital Reserves as shown in Appendix 4 to the report; and
- (iv) the performance of the Property Portfolio as shown in Appendix 5 to the report.

- * (c) **AGREED to RECOMMEND that the sum of £350,000 be transferred from Reserves to the Council's new Investment Fund for Common Good and Trust Funds.**

MILLENNIUM FOUNTAIN

8. With reference to paragraph 2 of the Minute of 11 September 2013, the Chairman advised that a new larger holding chamber was in place within the Millennium Fountain and a replacement pump was in storage. The pump would be fitted and the Fountain refilled before Easter after which it should be back in operation. The Fountain was now drained down for the winter months in accordance with the annual procedure. In the meantime, the Chairman would make the necessary arrangements for the litter lying in the Fountain to be removed.

DECISION

NOTED the position.

The meeting concluded at 6.10 p.m.

Monitoring Report for 9 Months to end December 2013

Report by the Chief Financial Officer

Peebles Common Good Working Group

5 MARCH 2014

1 PURPOSE AND SUMMARY

- 1.1 **This report sets out details of transactions for the 9 months to 31 December 2013, the projections of the annual outturn with variances from the current budget, virement to address required budget changes and the projected effect on Revenue and Capital Reserves at 31 March 2014.**
- 1.2 It has been agreed that expenditure on the division of the ground floor of the Old Corn Exchange and the donation to the Dovecot Court sheltered Housing would be funded by a transfer from Revenue Reserve. When the budget was set no provision was made for any rental income from the Old Corn Exchange, which has now been let. No budget was set for income from sale of land but it was agreed that this income should be used to supplement the Capital Reserve.
- 1.3 It is projected that there will be a budget saving on the division of the shop and this can cover the small projected overspends on Haylodge toilet provision and Donations & Grants. The remaining saving on the shop division budget together with the unbudgeted rental income now charged will contribute to creating a projected excess of income over expenditure of £17,407, which could either return to Revenue Reserves or to be used to boost other budgets in the current year eg Grants & Donations, which is already over committed. This compares to an initial budget deficit of £701.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Common Good Working Group approves:-**
- (a) the financial performance for 2013/14 as shown in Appendix 2**
 - (b) the virements detailed in Appendix 6**
- and notes:-**
- (c) the key figures shown in Appendix 1**
 - (d) the Grants Analysis provided in Appendix 3**
 - (e) the projected balances on Revenue and Capital Reserves as shown in Appendix 4**
 - (f) the performance of the Property Portfolio as shown in Appendix 5**

3 PROJECTED OUTTURN 2013/14

- 3.1 Appendix 1 brings together key financial data on the Revenue performance and Balance Sheet situation for 2013/14.
- 3.2 Appendices 2 to 5 provide details on the Revenue budget, Grants paid and payable, Revenue and Capital reserves and the performance of the Property Portfolio.
- 3.3 Appendix 6 shows the requested virements to adjust the approved budgets for the year.
- 3.4 The expenditure for the provision of the toilets in Haylodge Park is projected to be £100 greater than budget and the support of the annual Remembrance Day Service in Peebles, which is charged to the Donations and Grants budget, has caused that budget to overspend by £295. Both of these budget shortfalls can be more than met from a budget reduction of £1,211 on the division of the shop budget.
- 3.5 With the completion of the division of the shop a tenant has been found and rent invoices issued for both the shop and Youth Centre. An increase of £17,292 can now be made to the rental income budget.
- 3.6 Projected income from interest on balances invested in the Council's Loan Fund is not credited until the end of the year. It should however be remembered that the final outturn is dependent on interest rates over the remainder of the year. No account has been taken of any changes which could happen to investment income following transfers of funds into the approved investment fund under the Common Good & Trust Fund Single Investment Strategy.
- 3.7 Taking all of the above into consideration the Common Good Fund is projecting total expenditure of £93,179 and income of £68,618 supplemented by a draw down of £21,648 from the Revaluation Reserve and the approved transfer from Revenue Reserve of £20,320 resulting in an outturn net income available to transfer to Revenue Reserves of £17,407 which is £18,108 greater than the budget of £701 to be transferred out of Reserves to fund an excess of expenditure over income.

4 REVENUE & CAPITAL RESERVES

- 4.1 Appendix 4 shows the effect on accumulated reserves of the transfer to and from Reserves and the projected outturn for 2013/14.
- 4.2 When the budget for the year was set out it was agreed that the Revenue Reserve would fund the cost of the works to divide the ground floor of the Old Corn Exchange. Since, at the end of March 2013, the funds received from Scottish Gas for project funding at Dovecot Court Sheltered Housing had not been expended and accordingly added to the Revenue Reserve, it was also agreed that the Revenue Reserve would fund the donation in 2013/14. Accordingly at the start of the year it was agreed that £20,320 would be transferred out of the Revenue Reserve to assist to fund the current year's budget.

- 4.3 The Capital reserve has been increased by the addition of the funds received on the sale of land for £7,500.

5 INVESTMENTS

- 5.1 Following the Council's approval on 12th December 2013 of the Peebles Common Good Sub Committee's proposal to invest £350,000 in the Newton Fund, the transfer of funding was made. In the future, quarterly monitoring reports upon the investment performance will be included in the Finance Monitoring reports currently regularly provided to the Peebles Common Good Sub Committee.

6 IMPLICATIONS

6.1 Financial

There are no financial implications, other than those explained above in Sections 3, 4 and 5.

6.2 Risk and Mitigations

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

6.3 Equalities

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

6.4 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 quality of community life and improvements in local amenities.

6.5 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.

7 CONSULTATION

- 7.1 The Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, the HR Manager 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 5974

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 5974 Fax: 01835 825011, email: amitchell@scotborders.gov.uk

**Scottish Borders Council
Peebles Common Good**

Appendix 1

**Key
Figures**

2013/14

Based upon data to 31.12.13

£

£

Projected Outturn:			
Property	Rental Income		54,392
	Less Expenditure on property		-8,000
	Net Income		46,392
Income from other sources:-			
	Interest on Capital & Revenue Loans Funds with SBC	4,000	
	Land Sale	7,500	
	Cash collected from Fountain	20	
			11,520
			57,912
Less Expenditure on running costs:-			
	Cost of Haylodge Toilets	-6,600	
	Net Central Support Service Costs	-5,121	
			-11,721
Excess of Income over running costs			46,191
Less Expenditure other than running costs:-			
	Alterations to Shop at Old Corn Exchange	-13,809	
	Net Grants & Donations made to local bodies	-27,795	
			-41,604
			4,587
Transfer from Revenue Reserve agreed at start of year			20,320
			24,907
Less transfer to Capital Reserve			-7,500
Projected Funds available to return to Revenue Reserve at end of year			17,407

Revenue Reserve			
	Revenue Reserve at start of year		54,823
	Less transfer to Revenue Budget at start of year		-20,320
			34,503
	Repayment of loan by Tweed Green		3,000
			37,503
	Add Projected funding available from net Revenue income above		17,407
Projected Revenue Reserve at end of year			54,910

Grants & Donations			
	Approved budget for Grants		27,500
Less approved expenditure:-			
	Prior Year Grants to be paid this year	-5,000	
	Grant to be made as condition of Donation received	-2,500	
	Grants approved in 2013/14 to date	-20,295	
			-27,795
Budget over committed			295

Investments & Loans	
External Investment - Newton Fund	350,000
Funds on Interest Free Loan to Tweedgreen until 31.3.13	3,000
Less repaid	(3,000)
	0
Revenue in SBC Loans Funds	
Funds invested in SBC Revenue Loans Fund at start of current year	45,528
Projected year end transfer in	17,407
	62,935
Transfer to external investment	(26,250)
	36,685
Capital in SBC Loans Funds	
Funds invested in SBC Capital Loans Fund at start of current year	316,250
Projected year end transfer in	7,500
	323,750
Transfer to external investment	(323,750)

**SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND
REVENUE BUDGET MONITORING 2013/14**

Appendix 2

Description	Current Approved Annual Budget	Actual Transaction for 9 months to 31/12/13	Over / (Under) spend to date against full year budget	Projected Outturn for the year	Projected Over / (under) spend for year against full year budget
	(1)	(2)	(2)-(1) (3)	(4)	(4)-(1) (5)
	£	£	£	£	£
Expenditure					
Donations and contributions					
Material for Gardens at Dovecot Court Sheltered Housing	2,500	0	(2,500)	2,500	0
Approved prior to 31.3.13	5,000	5,000	0	5,000	0
For approval in 2013/14	20,000	295	(19,705)	20,295	295
	27,500	5,295	(22,205)	27,795	295
Property costs	8,000	5,003	(2,997)	8,000	0
Shop Division	15,020	13,809	(1,211)	13,809	(1,211)
Haylodge Toilet Provision	6,500	6,571	71	6,600	100
Central support recharges	7,827	0	(7,827)	7,827	0
Depreciation	21,648	0	(21,648)	21,648	0
Transfer to Capital Reserve	7,500			7,500	0
	93,995	30,678	(55,817)	93,179	(816)
Income					
Donations from Fountain	(20)	0	20	(20)	0
Sale of Land	(7,500)	(7,500)	15,000	(7,500)	0
Rents etc	(37,100)	(69,512)	(32,412)	(54,392)	(17,292)
Interest received	(4,000)	0	4,000	(4,000)	0
Central Support Recharges Grant	(2,706)	0	2,706	(2,706)	0
	(51,326)	(77,012)	(10,686)	(68,618)	(17,292)
Funding from Fixed Asset Restatement Reserve	(21,648)	0	21,648	(21,648)	0
Funding from reserves for Shop Division & Grant re DCSH funded in 2012/13	(20,320)		20,320	(20,320)	0
Net (Income) / Expenditure	701	(46,334)	(24,535)	(17,407)	(18,108)

SCOTTISH BORDERS COUNCIL

PEEBLES COMMON GOOD FUND

Appendix 3

DONATIONS AND CONTRIBUTIONS PAID AND APPROVED 2013/14

	Date Approved	£	£	£
Approved budget for 2013/14				27500
Paid as at 31 December 2013				
<u>Approved prior to 31.3.13</u>				
Eastgate Theatre Upgraded IT and integrated Box-office for online booking	6.3.13	5,000		
		-----	5,000	
<u>Approved in Current Year</u>				
Remembrance Sunday PA system		205		
Remembrance Sunday booklets		90		
		-----	295	
Total paid as at 31 December 2013			<u>5,295</u>	
Approved but not yet paid as at 31 December 2013				
<u>Approved in Current Year</u>				
Peebles Rugby Football Club - Drainage & Lighting		20,000		
		-----	20,000	
<u>To be made as part of income condition from Scottish Gas Network Donation</u>				
Materials for Gardens at Dovecot Court Sheltered Housing			2,500	

Total approved but not yet paid as at 31 December 2013			<u>22,500</u>	
Total paid and approved as at 31 December 2013				<u>27,795</u>
Budget over committed				295

SCOTTISH BORDERS COUNCIL

PEEBLES COMMON GOOD FUND

Appendix 4

PROJECTED RESERVES AT 31 MARCH 2014

Revenue Reserve

£

Balance as at 31 March 2013	(54,823)
Less Transfer to supplement revenue budget	<u>20,320</u>
	(34,503)
Projected net income for 2013/14	(17,407)
Tweedgreen Loan repaid	<u>(3,000)</u>
Projected balance at 31 March 2014	<u>(54,910)</u>

Capital Reserve

Balance as at 31 March 2013	(366,045)
Projected movement during 2013/14	(7,500)
Projected balance at 31 March 2014	<u>(373,545)</u>

SCOTTISH BORDERS COUNCIL

Appendix 5

Peebles Common Good

Details of Assets, Rent Generated & Property Costs. 2013/14

	Net Book Value at 31.3.13	Annual Rental Budget	Projected Rental Outturn at 31.3.14	Property Revenue Costs to 31.12.13	Fencing	Roof repairs	Water & Rates	Electrical Works	New Tank & Pump system	Insurance	Joinery	Estates & Property team recharge
	£	£	£	£	£	£	£	£	£	£	£	£
Jedderfield Farm & Farmhouse	83,567	2,100	2,100									
Neidpath Grazings	11,750	300	300	2,945	2,945							
New Kingsland P S Site	60,000	3,500	3,500									
Kingsland Sub Station site	0											
Old Corn Exchange	31,160	0	11,200									
Old Corn Exchange - Band Hall		450	225	798			798					
Old Corn Exchange - Shop	145,920	110	6,415	-56			-76				20	
Peebles Golf Course	142,000	15,290	15,290									
Connor Ridge Monitoring Station	0											
Eliot's Park Grazings	100,000											
Kirklands Garages (8)		600	600									
Tweed Green	0											
Tweed Green - Garage 1	2,500		0									
Tweed Green - Garage 2	1,740		0									
Tweed Green - Garage 3	1,400		0									
Tweed Green Car Park site	0											
Greenside Car Park site	0											
Kingsmeadows Car Park site	0											
Kingsmeadow Rd Toilets site	800											
Gas Governor Site	750											
Haylodge Depot	36,846	8,150	8,150									
Land at site of 2 Haylodge Cottages	10,200											
Haylodge Park (Rent is for Pavilion site)	0	150	150									
Haylodge Park Play Area	0											
Haylodge Park Toilets - Site only	300			161				161				
Ninians Haugh Park Play Area	0											
Ninians Haugh Park	0											
Tweed Fishings	0											
Fotheringham Bridge	0											

Details of Assets, Rent Generated & Property Costs. 2013/14

	Net Book Value at 31.3.13	Annual Rental Budget	Projected Rental Outturn at 31.3.14	Property Revenue Costs to 31.12.13	Fencing	Roof repairs	Water & Rates	Electrical Works	New Tank & Pump system	Insurance	Joinery	Estates & Property team recharge
	£	£	£	£	£	£	£	£	£	£	£	£
Victoria Park Area 1 & 2	0											
Victoria Park Amenity Fues	0											
Victoria Park Tennis Courts	18,399											
Victoria Park Construction Store	0											
Cuddy Green	0											
Old Town Green	0											
Old Town Wall	0											
Land at March Street	0											
Walkershaugh ACF Site	3,900	400	412									
Walkershaugh Store	28,880	6,050	6,050	85		85						
Walkershaugh Bowling Green	400											
Railway Site, Walkershaugh	0											
Railway Embankments Walkershaugh	0											
Venlaw Amenity Ground	0											
Venlaw Quarry - stone rights only	0											
Venlaw Wood	9,500											
The Gytes - former mill lade land only	0											
George Meikle Kemp Monument	0											
Fountain outside Eastgate				566					566			
Sundries effecting more than one property												
Property Insurances				182						182		
Property Services Time recharge				322								322
	690,012	37,100	54,392	5,003	2,945	85	722	161	566	182	20	322

PEEBLES COMMON GOOD

Budget Virement Requirement

1 Virement is required from

Department	Peebles Common Good	2013/14	2014/15	2015/16
Service		£	£	£
Budget Head	Shop division	(395)		
Total		(395)	0	0

To

Department	Peebles Common Good	2013/14	2014/15	2015/16
Service		£	£	£
Budget Head	Donations & Grants	295		
	Haylodge Toilet Provision	100		
Total		395	0	0

Because

To use part of under spending on Property division upon the toilet provision in Haylodge Park and the costs of supporting the Remembrance Day Service charged to Donations & Grants

2 Virement is required from

Department	Peebles Common Good	2013/14	2014/15	2015/16
Service		£	£	£
Budget Head	Shop Division	(816)		
	Rental income	(17,292)		
Total		(18,108)	0	0

To

Department	Peebles Common Good	2013/14	2014/15	2015/16
Service		£	£	£
Budget Head	Transfer to Revenue Reserve	18,108		
Total		18,108	0	0

Because

To provide additional income budget for rental income and utilise the balance of the under spend on the shop division to increase the transfer to Revenue Reserve projected for the year end.

CORPORATE RESOURCES
28 JAN 2014
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>Venlaw Community Woodland, per Mr. Douglas Wright Convener & Hon. Secretary Reivers Lodge, 16 Drovers Way, Peebles EH45 9BN</p> <p>01721 720791</p>
<p>Address to which payment should be made:</p>	<p>Mrs. Carol Woolliams, Hon Treasurer, Venlaw Community Woodland, Broomfields, 17 Crossland Crescent, Peebles EH45 8LF</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>Venlaw Community Woodland Management Committee (VCW) under an agreement with Borders Forest Trust (BFT) manages Venlaw Woodland. This is to conserve the Woodland area to ensure its continuity as a valued woodland amenity; to preserve public access to Venlaw and the Common Good Woodland area; to involve the community in the important task of maintaining an urban green area; and to enhance the value of the Woodland area for Nature Conservation. We have planted wildflower seeds & bulbs to attract bees & cross-pollenating insects; created and maintain a Tree Trail; plus undertake litter picking and general maintenance. School groups and Guides/Scouts also benefit from access to this local amenity.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£1,000 to assist the group in financing required annual Woodland inspections & written survey reports; cost of tree surgery arising from survey reports; annual contribution (now £100) to BFT towards insurance cover; costs of any required tree surgery for unforeseen ad hoc problems with trees that affect access or public safety, etc. To assist with other necessary ongoing running costs / equipment to maintain this valued, local Woodland amenity.</p>
<p>When will the donation be required:</p>	<p>As soon as possible.</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>Not a one-off project. The VCW Management Committee considers it prudent and appropriate for its forward planning and continued future existence, to seek this financial support. This would enable the Committee to feel secure and confident that it should be in a financial position to manage this Common Good asset to a suitable standard for the benefit of the local public and of visitors to our area, and to preserve this local Woodland amenity in terms of nature conservation, education, access, and the necessary public safety.</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:

Venlaw Community Woodland previously sought financial assistance from Peebles Common Good Fund in February 2012, to cover a five year period. In April 2012, VCW received a Common Good Fund Grant of £1000 and was advised to submit annual applications for assistance, (as opposed to a block grant for 5 years).

We receive a certain amount of practical assistance and support from Borders Forest Trust Community Woodland Officer and some trainees & volunteers with thinning out in the Woodland, and cutting back the significant annual overgrowth adjacent to Venlaw High Road and Venlaw Quarry Road.

We normally seek tenders from tree surgery firms for undertaking annual Woodland tree inspection & written Survey Report, and quote for undertaking any identified work. The inspection & report quote costs vary between £120 and £175. The cost of professional Tree Surgery work required varies according to the work identified. Such identified Tree Surgery costs in recent years have been, - 2010 - £825; 2011 - £465; 2012 quoted cost - £225, actual cost £185, (only covers trees adjacent to footpaths and trees close to houses). 2013 quoted cost - £645, actual cost £645. 2012-13 year therefore: Survey £120, Tree Surgery £645, = £765; plus BFT Insurance £100 & BFT Membership £50, - Total £915.

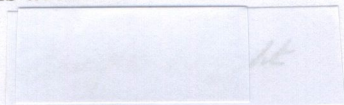
The annual works described and included above do not cover any other work arising from weather damage or other problems with trees in the Woodland, and for which contingency allowance should be made.

We are due now [December 2013] to seek a contractor to quote to undertake our annual Tree Inspection and Written Survey Report for early 2014.

Declaration

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

Signed:



Position Held: Convener and Hon. Secretary

Date: 29 November 2013

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

VENLAW COMMUNITY WOODLAND

INCOME & EXPENDITURE ACCOUNT YEAR TO 31 OCTOBER 2013

	Year to 31 October 2013		Year to 31 October 2012	
	£	£	£	£
Income				
Memberships		146.00		127.00
Donations		63.00		11.50
Peebles Common Good Fund		—		1,000.00
DD Over-60s Exercise Class ^[1]		—		200.00
Plant Sale		—		84.00
CSV Action Earth Grant		—		50.00
		209.00		1,472.50
Expenditure				
AGM Expenses	38.54		39.18	
BFT Membership	50.00		35.00	
Insurance ^[2]	100.00		164.50	
The Bridge Membership	10.00		10.00	
Printing of Newsletter	9.00		8.00	
Postages	7.20		—	
Tree Inspection	120.00		120.00	
Tree Surgery	645.00		180.00	
Flower Seeds and Bulbs	—		67.50	
Treasurer's Costs ^[3]	3.42		—	
	983.16		624.18	
Surplus/Deficit for Year	- 774.16		848.32	

BALANCE SHEET AT 31 OCTOBER 2013

Balance B/F	1,342.38	494.06
Surplus/Deficit for Year	- 774.16	848.32
Balance C/F	568.22	1,342.38
Represented by:		
Bank as at 31 October 2013	568.22	1,340.38
Cash	—	2.00
	568.22	1,342.38

NOTES

- [1] Dorothy Dobson's Over-60's Exercise Class
 [2] £50 for 17/05/11 to 16/05/12; £14.50 for 17/05/12 to 08/07/12; and £100 for 09/07/12 to 08/07/13
 [3] Membership cards (£1.05), envelopes (£1.40), photocopying of bank forms (£0.97)

Carol Woolliams, Hon. Treasurer

INDEPENDENT EXAMINER'S REPORT

I have examined the above accounts for the period to 31 October 2013, and can confirm that they are in accordance with the books, records and information submitted to me.

Leonard Bell

22nd November 2013
Date:

Venlaw Community Woodland

The Legal and Licensing Services Manager
Scottish Borders Council
Council Headquarters
Newtown St. Boswells
TD6 0SA

CORPORATE RESOURCES

26 January 2014

28 JAN 2014

ADMIN & LEGAL

Dear Sir / Madam

Peebles Common Good Fund: Grant Application – Venlaw Community Woodland, Peebles

Please find enclosed a completed application from Venlaw Community Woodland for financial assistance from Peebles Common Good Fund for managing and maintaining the Venlaw Community Woodland area at Peebles. Venlaw Woodland is a Peebles Common Good asset and the Amenity Land at Venlaw west of the Woodland is also a Peebles Common Good asset.

I have also enclosed as required, a copy of our group's latest accounts, for our financial year ending 31.10.2013, together with the accounts for the financial year ending 31.10.2012, which would have been applicable had this application been submitted in the early months of 2013, - when originally intended. The Accounts were prepared by our Hon. Treasurer, Mrs. Carol Woolliams, and were independently examined by Mr. Leonard Bell, 40 The Meadows, Peebles, - a former employee of SBC. Mr. Bell has no connection with our Community Woodland, and has been our Independent Examiner for some years now.

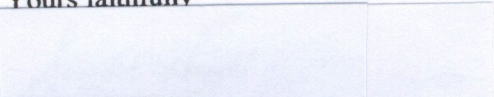
Arising from our application in 2012 for financial assistance from Peebles Common Good Fund to cover a five year period, we were awarded a reduced grant (from that claimed), and were advised the Working Group had asked that the Community Woodland submit a funding request annually over the next four years. [SBC letter 27.03.12 Ref. AI/KCM from the Legal and Licensing Services Manager refers.]

In accordance with the foregoing, this application should have been submitted Feb – May 2013, but preparation of the claim was delayed. I had subsequently been led to understand that the Common Good Fund Trustees had disbursed available funds early in the financial year, and that no other grants would be made. On that basis I had not submitted this claim, - which may have been an erroneous decision on my part. Later in the year I was subsequently instructed by the Management Committee to submit a claim for financial assistance, on the basis that the Woodland is a Common Good asset which must be suitably maintained, and that such a claim would be in accord with the Working Party's decision.

I had emailed an advance copy of this claim, dated 29 November 2013, to Scottish Borders Council, (Kathleen Mason), to signal submission of the grant application and at that time awaited a copy of the independently examined accounts for the year ending 31.10.2013.

I am particularly keen for this application to be dealt with at an early meeting of Peebles Common Good Fund Trustees. The only quotation received to date for our annual Woodland inspection is considerably higher than previous years, and we will not have the finances to authorise any necessary works arising.

Yours faithfully


Douglas Wright
Convener and Hon. Secretary
Encs.