

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.

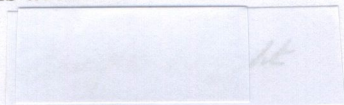
The annual works described and included above do not cover any other work arising from weather damage or other problems with trees in the Woodland, and for which contingency allowance should be made.

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

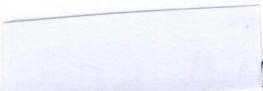
NOTES

- [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

28 JAN 2014

ADMIN & LEGAL

26 January 2014

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.

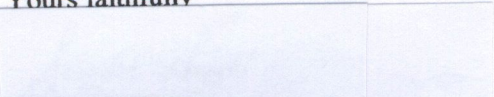
Arising from our application in 2012 for financial assistance from Peebles Common Good Fund to cover a five year period, we were awarded a reduced grant (from that claimed), and were advised the Working Group had asked that the Community Woodland submit a funding request annually over the next four years. [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.