

SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held in the Members' Room, Council Offices,
Rosetta Road, Peebles Wednesday 25 June
2014 at 5.30 p.m.

Present:- Councillors G. Logan (Chairman), S. Bhatia, K. Cockburn, G. Garvie.
Community Councillor A. Kubie.
Apologies:- Councillors W. Archibald, S. Bell
In Attendance:- Legal and Licensing Services Manager, Estates Surveyor (J. Morison),
Democratic Services Officer (K. Mason).

Members of the Public:- 1.

CHAIRMAN

1. In the absence of Councillor Archibald, the meeting was chaired by Councillor Logan.

MINUTE

2. The Minute of Meeting of Peebles Common Good Fund Sub-Committee of 7 May 2014 had been circulated.

**DECISION
NOTED.**

ELIOT'S PARK GRAZINGS – ASSET VALUATION

3. With reference to paragraph 3 of the Minute of Meeting of 7 May 2014, the Estates Officer advised that he had discussed the Sub-Committee's decision to carry out a feasibility report in relation to a proposal to lodge an application for outline planning permission for the provision of social housing at land at Eliot's Park Grazings, Peebles. He had been advised by the Council's Architectural Section that a feasibility study would cost no more than £1,000.

DECISION

AGREED that the Estates Officer authorise a feasibility study by the Council's Architectural Section up to the value of £1,000 in respect of the area at Eliot's Park Grazings, Peebles.

APPLICATION FOR FINANCIAL ASSISTANCE – FRIENDS OF DOVECOT

4. There had been circulated copies of an application for financial assistance from Friends of Dovecot in the sum of £2,500 towards arranging and organising social activities and events to be held in the communal social areas of Dovecot Court for the benefit of tenants at Dovecot Court, Peebles. Although sympathetic to the application, Members considered that it would be more appropriate for Friends of Dovecot to apply for funding from the Council's Community Grant Scheme.

AGREED that

- (a) **the application for financial assistance from Friends of Dovecot be refused and Friends of Dovecot be asked to apply for funding from the Council's Community Grant Scheme; and**
- (b) **the Council's Funding and Project Officer be advised of the position.**

URGENT BUSINESS

5. 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 make an early decision.

PUBLIC ART

6. Councillor Garvie referred to Peebles as being recognised as a “creative place”, and made reference to public works of art in Hawick. He suggested that Peebles Common Good Fund Sub-Committee explore the possibility of commissioning but not necessarily funding a piece of public art for Peebles. He had been given some advice by Caroline Adam, General Manager, Eastgate Theatre and Arts Centre. He asked that the Sub-Committee give his suggestion careful consideration. A suggestion was made that the artwork should be a reflection of the 21st Century and it needed to be imaginative and tactile. Specialist advice would be required on how to progress.

DECISION

AGREED in principle to the commissioning of a piece of public artwork for Peebles and that a business plan be drawn up take matters forward.

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 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

1. **Minute**
The Sub-Committee noted the private section of the Minute of Meeting of 7 May 2014.
2. **Council and Common Good Funding for Hay Lodge Park, Peebles**
The Sub-Committee received an update from the Legal and Licensing Services Manager relating to Common Good Funding for Hay Lodge Park, Peebles.

The meeting concluded at 5.55 p.m.

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

<u>Applicant Details</u>	
Name and Address of Applicant/Organisation:	Interest Link Tweeddale Volunteer Resource Centre, School Brae, High Street, Peebles EH45 8AL
Telephone No:	(Andrew Findlay, Project Co-ordinator)
E-mail address:	marymouat@ or andrewfindlay@
Address to which payment should be made:	Interest Link Borders, Platform One, Station Road, Duns, Berwickshire TD11 3HS (Parent organisation)
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	<ul style="list-style-type: none"> • People with learning disabilities have a lifelong condition that affects their development and means they need help to understand information, learn skills and live independently. Cerebral Palsy, Downs Syndrome and autism are common causes. • Most children, young people and adults with learning disabilities are socially isolated but want to find friends, pursue interests, make choices, gain skills and develop independence. Interest Link aims to achieve this through volunteer befriending, and we have been very successful in the 12 years we have been working in Peebles. • We currently have 32 people living in Peebles who use our service, 24 of whom are currently in 1:1 befriending links and/or our 3 youth groups. Each group has around 5 people with learning disabilities and at least as many volunteers of the same age (we recruit a large number from Peebles High School each year). • The 1:1 links and groups meet fortnightly throughout the year and do social & leisure activities and personal development projects. • We have consistently found that befriending improves people's happiness, confidence, self-esteem, life skills and physical wellbeing, and this is clearly shown in the recent Impact Report attached. The report covers all our services throughout the Borders, and the benefits reported by those living in Peebles were the same as the average. (86% of service users reporting benefits). • The report also shows that our service provides high quality respite for carers and makes family life more sustainable: many carers of people with learning disabilities have to care well into their old age, and supporting them in this role is vital. Carers value our respite particularly highly because they know their children are with friends and are enjoying themselves. "If we know she's happy, we're happy too" is a common feedback quote. • There are wider community benefits too: <ul style="list-style-type: none"> ❖ Volunteering greatly increases volunteers' confidence in

	<p>forming relationships with people with learning disabilities. 43 of our volunteers live in Peebles, (28 aged under 25) and this is a lifeskill that will stay with them for ever.</p> <ul style="list-style-type: none"> ❖ People with learning disabilities are seen doing activities in the community, and this breaks down barriers between them and the general public.
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Up to £1,500, which will be used for the travel and activity costs of befriending groups and 1:1 befriending links for children, young people and adults with learning disabilities who live in Peebles.</p>
<p>When will the donation be required:</p>	<p>By September 2014</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>We provide a continuous service, but we raise our funding on a year-by-year basis. The details below are re service user and volunteer travel and activity costs in Peebles only.</p> <p>September 2014-August 2015</p> <p>£6,000: Total activity & travel expenses re 24 service users who live in Peebles and are in befriending links</p> <p>RS MacDonald Trust: £2,500 Big Lottery Fund Young Start: £500 Better Breaks Fund: £1,000</p> <p>Fundraising events: £500</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>	<ul style="list-style-type: none"> • We receive some core funding (about 10% of the total) from Scottish Borders Council for salaries and office costs. We raise the remainder from trusts, foundations and the Big Lottery Fund, and have fully exhausted all these sources before applying to the Common Good Fund. • We hold the Approved Provider Standard for Befriending Services and Queen's Award for Voluntary Service. • The Tweeddale committee comprises service users, family carers, volunteers and representatives of local service providers. It assists and advises the Branch Co-ordinator, who identifies and registers service users, recruits, trains and supports volunteers and makes & supports the befriending links. The Project Co-ordinator deals with planning and fundraising. • Our services give people with learning disabilities their only chance to be in mainstream youth group or 1:1 relationships with non-disabled peers who can act as role models, broaden their horizons and explore the choices open to them. Our volunteers are often the only people in a service user's life who are there purely by choice and this makes a huge impact on their quality of life and outlook. • The Fund previously made us a kind grant of £1,800 in 2011 for similar purposes.
<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: _____</p> <p>Position Held: Project Co-ordinator</p> <p>Date: 10th July 2014</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 Kathleen Mason, Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

* Insert name of Fund.

Registered Company number SC297772
Registered Charity number SC030132

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31st March 2013
for**

INTEREST LINK BORDERS
(A charitable company limited by guarantee)

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

Report of the Trustees
for the year ended 31st March 2013

The trustees who are also directors of the charity for the purpose of the Companies Act 2006 present their report and the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 (2nd edition – May 2008).

The company does not trade for profit and is prohibited from making distributions to its members.

Reference and administrative information

The Trustees who served during the year are as stated below:

		Body represented
Craig Douglas	Convenor	Family carer
Charmian Ledsham	Vice-convenor	Brothers of Charity
Sally Scott Aiton	Treasurer	Volunteer
Lizi Irvine (Berwickshire Branch representative)		Volunteer
Jim McLaren (Central Borders Branch representative)		Volunteer
Kenneth Wood (Appointed 04/03/13)		Volunteer

Donna Allen, Shirley Gray and Julie Seymour were directors during the year until their resignations on 25/10/2012.

All the current directors will retire at the forthcoming Annual General Meeting and, being eligible, are available for re-election.

Secretary	Andrew Findlay
Registered Company Number	SC297772 (Scotland)
Registered Charity Number	SC030132
Registered Office & Business Address	Platform One, Station Road, Duns, Berwickshire, TD11 3HS
Independent Examiner	Lesley Mark FCA DChA, Douglas Home & Co Ltd 47-49 The Square, Kelso, Roxburghshire, TD5 7HW
Bankers	Royal Bank of Scotland, 12 Market Square, Duns TD11 3DA Bank of Scotland, 600 Gorgie Road, Edinburgh EH11 3XP

Principal activities

The principal activity of the company during the year under review was to relieve the suffering and distress and promote the welfare of people with learning disabilities by the provision of befriending services.

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

**Report of the Trustees
for the year ended 31st March 2013**

History and Management

- Interest Link is the only service of its kind in the Scottish Borders and one of only a few nationally. Our service was established in Berwickshire in 1990 by carers and grew to cover the whole of the Borders in 2002 through 4 branches (Berwickshire, Buddies Central Borders, Roxburgh and Tweeddale).
- A central Board of Directors and Project Co-ordinator handles planning, monitoring and evaluation, fundraising, financial administration, policy and service development.
- This leaves the four branches, each with its own Co-ordinator and Committee, free to concentrate on delivering the service in their local areas: registering service users, liaising with their carers, recruiting, checking, training and supporting volunteers and making and supporting links.
- We hold the Approved Provider Standard for Befriending Services and the Queen's Award for Voluntary Service.

Achievements and performance

Service delivery

- At 31st March 2013, the services had 304 registered users. There are around 630 children, young people and adults with learning disabilities who could come within the scope of the service.
- In 2012-13, a total of 254 befriending links operated (152 1:1 links and 102 in befriending groups)
 - ❖ 44 links operated involving children with learning disabilities aged 8-15 (18 1:1 links and 26 in groups)
 - ❖ 67 links ran for young people with learning disabilities aged 16-25 (25 1:1 links and 42 in groups).
 - ❖ 143 adult 1:1 links operated (109 1:1 links and 34 in groups).
 - ❖ Across the service, the numbers involved in befriending groups rose sharply from 77 in 2011-12 to 102. 1:1 links reduced slightly from 155 to 152.

Voluntary help and gifts in kind

The directors are extremely grateful for the continued support given by unpaid volunteers in the various branches of Interest Link. It is estimated that around 16,029 hours of volunteer time were given. At the UK national average wage of £14.56 per hour, this values volunteer time at around £233,389. This does not include the added value created by the special nature of the befriending relationship.

Plans for future periods

In 2013-14, no major changes to the size and nature of the service are planned.

FINANCIAL REVIEW

Reserves policy

The charity recognises the need to have reserves to meet commitments in the event of income sources being lost or its activities terminated.

The charity has a policy of retaining unrestricted reserves that are adequate to:

- Sustain the charity for a period of 3 months if all other funding sources are terminated.
- Pay any costs incurred if the charity were to cease operating.

The charity will take reasonable steps to ensure this level of reserves is achieved and maintained but its ability to do so will inevitably be limited by the sources of unrestricted funding available to it.

General reserves have risen this year to £14,178 (2012 - £8,252) and the charity will continue to try and strengthen this over the coming years.

Financial position

For the befriending service in 2012-13, Interest Link Borders received total funding of £234,527 (2012 - £277,055) as detailed on Page 11.

In addition general funding of £8,193 (2012 - £3,297) was raised from voluntary donations, local fundraising, sponsorship, bank interest and miscellaneous sources.

The accounts show net outgoing resources for the year, per page 6, of £2,479 (2012 incoming £66,707) which, when added to total funds brought forward at 31st March 2012, gives total funds of £117,154 as at 31st March 2013, comprising £14,178 on the General Fund and £102,976 on the Restricted Fund, details of which are included at note 12 on page 11 of these accounts.

**Independent Examiner's Report to the Trustees of
Interest Link Borders
(A charitable company limited by guarantee)**

I report on the accounts for the year ended 31st March 2013 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's 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 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 Accounts Regulations

have 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.

Lesley Mark FCA, DChA
Douglas Home & Co Ltd
Chartered Accountants
47-49 The Square
Kelso
Roxburghshire
TD5 7HW

Date: ...3 September... 2013

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

Balance Sheet as at 31st March 2013

	Note	2013		2012	
		£	£	£	£
Tangible Fixed Assets	8		6		7
Current Assets					
Bank & Cash		125,390		133,008	
Debtors	9	<u>-</u>		<u>-</u>	
		125,390		133,008	
Creditors: amounts falling due within 1 year	10	<u>8,242</u>		<u>13,382</u>	
Net Current Assets			<u>117,148</u>		<u>119,626</u>
Total Assets less Current Liabilities			<u><u>117,154</u></u>		<u><u>119,633</u></u>
Funds					
Unrestricted Funds	12	14,178		8,252	
Restricted Funds	12	<u>102,976</u>		<u>111,381</u>	
			<u><u>117,154</u></u>		<u><u>119,633</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 3/9/13 and were signed on their behalf by:

Sally Scott Aiton
Trustee

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

	Unrestricted Funds	Restricted Funds	2013 Total	2012 Total
	£	£	£	£
2. Costs of generating funds				
Salaries & NIC	-	8,720	8,720	8,084
Accommodation costs	-	276	276	299
General office costs	-	1,327	1,327	855
Staff travel costs	-	287	287	301
Fundraising event costs	459	-	459	203
Total	<u>459</u>	<u>10,610</u>	<u>11,069</u>	<u>9,742</u>
3. Costs of activities in furtherance of objects of the charity				
Salaries & NIC	-	144,146	144,146	134,533
Staff travel	-	8,884	8,884	8,226
Staff training	-	2,164	2,164	612
Volunteer recruitment, advertising & publicity	-	369	369	3,503
Volunteer training	-	1,329	1,329	1,527
Volunteer activity costs	1,098	25,184	26,282	16,352
Volunteer travel expenses	407	22,882	23,289	15,083
Accommodation costs	-	6,658	6,658	5,812
General office costs	302	10,451	10,753	7,568
Producing materials/copying	-	532	532	798
Subscriptions	-	525	525	400
Insurance	-	1,474	1,474	1,399
Payroll administration	-	600	600	912
Evaluation	-	1,200	1,200	-
Loss on disposal of fixed assets	1	-	1	-
Depreciation	-	-	-	847
Total	<u>1,808</u>	<u>226,398</u>	<u>228,206</u>	<u>197,572</u>
4. Governance				
Salaries & NIC	-	1,744	1,744	1,617
Committee Honoraria and Travel & Meeting Expenses	-	1,665	1,641	1,641
Independent examination	-	2,473	2,473	1,991
Grants repaid	-	-	-	1,072
Bank charges	-	42	42	10
Total	<u>-</u>	<u>5,924</u>	<u>5,924</u>	<u>6,331</u>
5. Net incoming/(outgoing) resources for the year			<u>2013</u>	<u>2012</u>
This is stated after charging:			£	£
Depreciation and loss on disposals			<u>1</u>	<u>847</u>
6. Staff numbers & costs			<u>2013</u>	<u>2012</u>
			£	£
Wages & salaries			143,506	137,859
Social security costs			<u>11,104</u>	<u>10,750</u>
Total			<u>154,610</u>	<u>148,609</u>
			<u>2013</u>	<u>2012</u>
The average weekly number of employees, calculated as full time equivalents, during the year was:			<u>6</u>	<u>6</u>

No employee received remuneration of more than £60,000.

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

12. Unrestricted funds

The general fund comprises those funds which the trustees are free to use in accordance with the charitable objects of Interest Link Borders.

Restricted funds

Grants are received for specific areas of the Befriending Service which is Interest Link Borders' sole service. It is principally funded by grants from the Big Lottery Fund, Scottish Borders Council and Grant-making Trusts. Each grant, the restrictions on it and any unspent balances carried forward are detailed below:

	Balances as at 1st April 2012	Income received	Expenditure	Transfers	Balances as at 31st March 2013
	£	£	£	£	£
<u>RESTRICTED FUNDS</u>					
Bank of Scotland Foundation: Befriending project costs	9,014	-	9,014	-	-
Big Lottery Fund: Befriending project costs	18,678	20,593	39,271	-	-
BVCCF: Staff SVQ Training costs	500	-	500	-	-
Children in Need: Children's Befriending Service	-	23,022	23,022	-	-
Co - operative Membership Community Fund: Adult Service Volunteer Costs	53	-	53	-	-
Esmee Fairbairn Foundation: Adult Befriending Service	-	23,969	10,694	-	13,275
Four Acre Trust: Volunteer costs	-	5,000	5,000	-	-
Gannochy Trust: Young People's Befriending Service	5,481	7,500	12,548	-	433
Gunter Charitable Trust: Befriending Service	164	1,000	1,164	-	-
Hugh Fraser Foundation: Adult Befriending Service	3,000	-	3,000	-	-
Lloyds TSB Foundation for Scotland: Befriending Service	-	4,500	4,500	-	-
NHS Borders: Health improvement grants	250	-	250	-	-
Paul Hamlyn Foundation: Young People's Befriending Service	24,843	40,844	41,520	-	24,167
Peebles Common Good Fund: Volunteer costs	1,281	-	1,281	-	-
RS MacDonald Charitable trust: Adult befriending service	-	15,000	11,728	-	3,272
Scottish Borders Council: Grant under Service Agreement for Short Break respite and alternative day service provision	24,902	21,996	13,415	-	33,483
Scottish Borders Council: Grant under Service Agreement for Children's Service	10,222	-	3,063	-	7,159
Short Breaks Fund: Children's Befriending Service	8,905	-	8,905	-	-
Better Breaks Fund: Children's Befriending Service	-	18,438	18,438	-	-
Creative Breaks: Adult Befriending Service	-	13,865	6,526	-	7,339
Bursary	-	1,500	1,500	-	-
The Henry Smith Charity: Adult Befriending Service	-	25,300	14,696	-	10,604
The Robertson Trust: Berwickshire Branch Co-ordinator Costs	3,088	12,000	11,844	-	3,244
The Souter Foundation: Volunteer costs	1,000	-	1,000	-	-
	111,381	234,527	242,932	-	102,976
<u>UNRESTRICTED FUNDS</u>					
General fund	8,252	8,193	2,267	-	14,178
TOTAL FUNDS MOVEMENT FOR YEAR	119,633	242,720	245,199	-	117,154

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: E-mail address:</p>	<p>Music in Peebles 16 Edderston Road Peebles Scottish Borders EH45 9DT</p> <p style="text-align: right; transform: rotate(-45deg);">CORPORATE RESOURCES 11 AUG 2014 ADMIN & LEGAL</p>
<p>Address to which payment should be made:</p>	<p>16 Edderston Road Peebles Scottish Borders EH45 9DT</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>Music in Peebles promotes an annual series of 7 or 8 chamber music concerts between October and April, with an additional concert in August as part of Peebles Arts Festival. The concerts, which are open to all, are held in the Eastgate Theatre, Peebles, and feature professional musicians of the very highest quality, including world-famous names as well as emerging young artists.</p> <p>The cultural life of the community is enhanced by the opportunity to experience the finest music played live by top class musicians. Music in Peebles is also placing increasing emphasis on outreach work, to make the benefits of live music available across the whole community. To this end, music workshops are planned in local schools each year, delivered by visiting musicians; these have been a great success with staff and pupils alike and have given many local children the chance to hear live music for the first time.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Music in Peebles requests the sum of £600.00</p> <p>As an extension of the outreach work of Music in Peebles, it is planned that a visiting ensemble will perform to local care home / sheltered housing residents who may not have the opportunity, or be able, to attend regular concerts. The ensemble selected is The Maxwell Quartet, a young Scottish string quartet (whose leader hails from Peebles) and who, in addition to winning many awards for their excellent playing, also have experience of, and a passion for, making music more widely accessible. The requested sum will pay the fees for them to devise, rehearse and deliver a programme of music tailored for this purpose.</p>

When will the donation be required:	The donation will be required on or before 23 March 2015.
<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>31 March 2015</p> <p>£1,600</p> <p>The total cost of the project includes a public concert in the Eastgate Theatre at 19.30 and a performance for local care home / sheltered housing residents earlier in the day. Music in Peebles will raise £1,000 from the following sources:</p> <ul style="list-style-type: none"> • sale of tickets for the evening concert • a proportion of subscription income from members • a grant from Enterprise Music Scotland
<p><u>Other information</u></p> <p>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>Over recent years, Music in Peebles has developed strong relationships with local schools at primary and secondary level and, by working with school staff, has helped to introduce many local children to music that they may not otherwise have the opportunity to hear. Thus far, there have been no similar initiatives aimed at bringing music to more elderly, and perhaps less physically mobile, members of our community. This project is designed to remedy this and it is hoped that, as with school workshops, will give rise to similar events in future years.</p> <p>Music in Peebles is a registered Scottish charity (SC006906).</p>
<p><u>Declaration</u></p> <p>I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held: President, Music in Peebles</p> <p>Date: 8th August 2014</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 Kathleen Mason Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 826772</p>	

Year Ended 31 March 2014	NOTES	Unrestricted £	Restricted £	Total £	2012/13 £
RECEIPTS					
Donations	A	285.70	0.00	285.70	62.50
Grants	B	2,700.00	0.00	2,700.00	2,400.00
Receipts from Fundraising Activities	C	643.30	0.00	643.30	614.60
Membership subscriptions		6,081.00	0.00	6,081.00	5,807.00
Ticket sales		3,519.00	0.00	3,519.00	3,544.00
Programme sales		512.00	0.00	512.00	402.00
Gross Trading Receipts		10,112.00	0.00	10,112.00	9,753.00
Income from Investments (other than land and buildings)	D	3.48	87.69	91.17	76.92
Piano hire		175.00	0.00	175.00	155.00
Schools' contributions for Music Workshops		75.00	0.00	75.00	150.00
Gross Receipts from Other Charitable Activities		250.00	0.00	250.00	305.00
TOTAL RECEIPTS		13,994.48	87.69	14,082.17	13,212.02
PAYMENTS					
Strawberry Tea Costs		105.92	0.00	105.92	141.85
Expenses for fundraising activities		105.92	0.00	105.92	141.85
Performances					
Performers' Fees		7,700.00	0.00	7,700.00	8,015.66
Performers' Travel		496.25	0.00	496.25	
Venue					
Hire Charges		1,930.00	0.00	1,930.00	1,862.40
Event Support		192.00	0.00	192.00	
Performers' Hospitality		121.80	0.00	121.80	
Piano tuning		135.00	0.00	135.00	135.00
Piano insurance		51.48	0.00	51.48	55.60
Piano repair & maintenance		230.00	0.00	230.00	0.00
Marketing/Publicity					
Printed Materials		221.01	0.00	221.01	489.54
Online marketing		50.09	0.00	50.09	
Programme Printing		180.51	0.00	180.51	
Other		215.00	0.00	215.00	
PRS charges		215.41	0.00	215.41	128.15
Gross trading payments		11,738.55	0.00	11,738.55	10,686.35
Payments relating directly to charitable activities	E	250.00	0.00	250.00	200.00
Postage & Telephone		46.60	0.00	46.60	138.57
Printing & Stationery		87.01	0.00	87.01	
Meeting / Social Evening Costs		249.20	0.00	249.20	340.14
Membership of Other Organisations	F	10.00	0.00	10.00	10.00
Governance costs		392.81	0.00	392.81	488.71
TOTAL PAYMENTS		12,487.28	0.00	12,487.28	11,516.91
SURPLUS / (DEFICIT) FOR YEAR		1,507.20	87.69	1,594.89	1,695.11

Notes

- A includes £70.70 Gift Aid reclaimed from HMRC for 2012/13 and 2013/14
B grant received from Enterprise Music Scotland
C receipts from Strawberry Tea and Tombola
D bank interest
E payments to Enterprise Music Scotland for music workshops in schools
F membership of 'The Bridge'

As at 31 March 2014	Unrestricted funds £	Restricted funds £	Total 31/03/2014 £	Total 31/03/2013 £
Bank and cash in hand				
Cash and bank balances at start of year	2,168.79	8,335.95	10,504.74	8,809.63
Surplus/(deficit) shown on Receipts & Payments Account	1,507.20	87.69	1,594.89	1,695.11
Cash and bank balances at end of year	3,675.99	8,423.64	12,099.63	10,504.74
Reserves				
General funds (Bank current and deposit accounts)			3,675.99	2,168.79
Restricted fund (Piano account)*			8,423.64	8,335.95
Closing balances			12,099.63	10,504.74

* Piano fund is for piano replacement

Approved by the Trustees and signed on their behalf

29th April 2014

John Fox, President

Date

OSCr

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

v2

Report to the trustees/members of

Charity name
Music in Peebles

Registered charity number

SC006906

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	04	2013	to	31	03	2014

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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 independent examiner's statement

My examination is 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 seeks explanations from the 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 accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention ~~{other than that disclosed on the attached page*}~~

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records 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 comply with Regulation 9 of the 2006 Accounts Regulations
 have 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.

Signed:

Date:

27.4.14

Name: Linda Nguyen

Relevant professional qualification(s) or body (if any):

Associate Member, Institute of Certified Bookkeepers

Address:

18 Kirklands
Innerleithen
EH44 6NA

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: E-mail address:</p>	<p>Peebles Strictly Seniors Dance Group C/O Amanda Renwick</p>
<p>Address to which payment should be made:</p>	<p>Amanda Renwick c/o Peebles Strictly Seniors Dance Group Traquair Knowe Innerleithen Peeblesshire EH44 6PH</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 dance class was set up by Scottish Borders Council community Capacity worker Amanda Renwick who is in a year long project looking at assisting with setting up community groups for older adults. Up until now, the class has been funded by this project which is due to finish in December this year. The dance class meets weekly in Peebles and is aimed at the older community. The idea behind the class was to allow older adults to come along and enjoy exercise through dance, re-live memories of traditional dancing and most importantly socialise and have fun.</p> <p>There is an increasing ageing population in the Borders- increases of almost 50% in the 65-74 year olds and 100% in the over 75s projected by 2035. It is therefore important to reduce the incidences of social isolation and loneliness and try to encourage people to be both more socially connected and more mobile.</p> <p>The class at present has an average of 15 attending each week, with potential to grow and become a Hub for the older community to meet each week.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Any funds would be gratefully received to help cover costs of instructor fees which are £30 per week and also Hall hire which for the 2 hours weekly is £20. Additional costs are refreshments each week which are around £6.</p> <p>We do have a shortfall each month. We would be grateful of the sum of £2500 to assist with covering costs for 1 year. We would ask for help to support the group for a year to enable us to get fundraising and gain the confidence/knowledge to apply to other funding sources. As the Community Capacity Building Project prepares to withdraw from this group, we will make a small donation to assist with bridging any gap until the group can fundraise itself/attract other funding in.</p>
<p>When will the donation be required:</p>	<p>October 2014</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>N/A as project is on going</p> <p>The community Capacity Project will give the class £100 and they are going to hold an annual coffee morning to help raise money too.</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:

We feel this is a great community project for older people who can benefit people both physically and socially.

People often comment that when they are dancing they are exercising without realising and socially people can come along to meet new people or to have a break from caring for a relative.

This group is newly constituted and therefore does not have any audited accounts.

Declaration

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

Signed:

Position Held: *Dance group Organiser*

Date: *22 08 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 Kathleen Mason Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 826772

