



CORPORATION

27 SEP 2012

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>T R. Combe Scott's Selkirk Association 68 Back Row Selkirk TD7 4AG</p> <p>01750-720921</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 purpose of the group is to promote and stage an annual event during the first weekend in December. The event includes drama, musical, entertainment, Christmas Market, 'Ba' game re-enactment, courtroom dramas, fireworks etc. The event promotes the town, its shops and visitor attractions and reverts to the days of Sir Walter Scott, celebrating his life and work.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,747.19</p> <p>We initially purchased 10 market stalls back in 1999 to accommodate the sale of local produce, crafts etc. Over the years we have required to hire or borrow market stalls to accommodate increasing numbers at a cost to the Committee.</p> <p>In order to meet growing demand we would like to purchase 20 new pop up stalls which can accommodate the growing traders who take part in the event and which are easier to store, erect and dismantle. We would also like to purchase 2 large tunnel tents to protect from the elements as the event takes place during the month of December when the weather can be severe.</p> <p>The provision of more equipment will reduce the need for hire and enable more exhibitors to take part in the event.</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 –  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>£12,747.19</p> <p>Awards for All - £10,000 (in progress)</p>
<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>Scott's Selkirk was a millennium project which took place for the first time in 2000 and was so popular it turned into an annual event for our town. The event has continued to grow over the past 12 years, attracting not only the local community but also visitors from all over the country.</p> <p>It relies totally on help from volunteers, many of whom are elderly and retired, and we try to ensure that the work involved with the erection of the main equipment is as safe and easy as possible.</p> <p>Entry is free, with income being generated from the hire of market stalls, donations, and sale of refreshments.</p> <p>The new equipment will enable us to meet the growing need of core equipment for the increasing number of traders who wish to take part in the event, as well as providing more user friendly equipment to be erected and dismantled by our volunteers.</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: <i>CHMIR</i></p> <p>Date: <i>25/9/12</i></p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></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.

## **SCOTT'S SELKIRK ASSOCIATION CONSTITUTION**

### **1. Title**

The Association shall be known as: The Scott's Selkirk Association.

### **2. Object**

The object of this Association shall be:

To advance and promote the arts in the Royal and Ancient Burgh of Selkirk amongst its population and the general public through associating with voluntary organisations, local authorities and other bodies of whatever status together with individuals by increasing the knowledge, the popular perception and to celebrate and interpret the life, works and historical context of Sir Walter Scott, and in particular his association with the Royal and Ancient Burgh of Selkirk, by means of an annual fair to be known as SCOTT'S SELKIRK.

### **3. Powers**

In order to promote these objects, the Association may:

- a) employ staff to supervise, organise and carry out the work of the Association, and to make reasonable provisions for the payment of pensions / superannuation where possible;
- b) engage and pay fees to professional and technical advisers/consultants to assist in the work of the Association;
- c) enter into agreement with performers, artists, writers and all other persons, firms, agents, institutions, societies and companies, public and local authorities, whose services are necessary or desirable for the carrying out of the objects of the Association;
- d) present, promote organise and manage such events, fairs, festivals, exhibitions, competitions and other literary, musical, dramatic and artistic performances as shall further the objects of the Association;
- e) cause to be prepared and printed or otherwise reproduced and circulated publications, other documents or recordings as shall further the objects of the Association;
- f) take out membership of organisations whose activities and interests would be beneficial and compatible with the objects of the Association;

- g) purchase, take on lease or exchange, hire or otherwise acquire any moveable property and any rights and privileges necessary for the promotion of the said aims of the Association;
- h) take on lease or hire any heritable property necessary for the promotion of the said aims of the Association and make regulations for the management of any such property;
- i) sell, let, grant securities over or dispose of all or any of the property or assets of the Association;
- j) raise money for the Association's aims and accept gifts on such terms as shall be deemed necessary;
- k) invest the monies of the Association not immediately required as may be thought fit, subject to conditions (if any) as may be imposed or acquired by law and do all such other lawful things incidental or conducive to the attainment of the objects of the Association.

#### **4. Membership**

- a) The membership will be open to all individuals, over the age of 16, in the Royal Burgh of Selkirk and its landward area who wish to further the objects of the organisation, on application to the Secretary.
- b) Honorary Members may be elected at the discretion of the Management Committee.
- c) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned shall have the right to be heard by the Management Committee before a final decision is taken.
- d) The Secretary will maintain a register of full membership.
- e) Members shall pay a nominal annual subscription to be determined at the Annual General Meeting.

#### **5. Officers**

- a) The Association shall elect from its membership at the Annual General Meeting, a Management Committee from whom a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, and any other officers as the Association consider necessary shall be elected
- b) The officers of the Association shall hold office until the conclusion of the Annual General Meeting following their election but shall be eligible for re-election.
- c) The Chairperson, Vice Chairperson, Secretary and Treasurer may execute legal documents on behalf of the Association. Any two of the Association office bearers shall sign such documents.

**6. Committee**

- a) The Officers, together with other individuals the Association Membership may elect at the Annual General Meeting, shall be known as the Association Management Committee. The Committee shall comprise of a minimum of 5 members including the Officers.
- b) The members of the Committee shall serve until the conclusion of the Annual General Meeting following their election but shall be eligible for re-election.
- c) Any member of the Management Committee who fails to attend three consecutive Management Committee meetings, without proper noted apologies will deem to have resigned.
- d) The Committee shall meet not less than six times per calendar year. Minutes shall be kept of all Committee Meetings.
- e) The proceedings of the Management Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- f) The Management Committee may appoint sub-committees as necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-committees shall be reported back to the Management Committee as soon as possible.
- g) All members of the Management Committee shall serve on at least one sub-committee.

**7. General Meetings**

- a) The Management Committee shall hold an Annual General Meeting of the Membership in March of each calendar year and shall give a minimum of 21 days notice in writing to the Membership. The following procedures will be conducted: the presentation of the report and accounts for the previous financial year, the election of members of the Management Committee, the appointment of a suitably qualified independent examiner for the Association's accounts.
- b) The Chairperson may at his/her discretion call a Special General Meeting of the Association membership. The Secretary will notify the Membership of any such meeting, giving 21 days notice, and giving the reasons for the meeting.

**8. Rules of Procedure at all Meetings**

**a) Quorum**

The quorum at a meeting of the Association shall be one third of the total membership of the Association, Management Committee or Committee as the case

may be or such other number as the Association in general meeting from time to time determine;

b) **Voting**

Unless it is otherwise specified in this constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. The Management Committee may make arrangements for proxy voting. No person shall exercise more than one vote even if he or she may have been appointed to represent two or more interests, but in the case of an equality of votes the Chair at the meeting shall have the casting vote when appropriate. Such casting votes shall be second votes and shall be final.

c) **Minutes**

The minutes of meetings of the Association, the Management Committee and Committees, and Sub-committees shall contain a record of all proceedings, resolutions and decisions. Minutes of Management Committee meetings shall be circulated to all members of that committee within one week of the next meeting. The minutes of each Annual General Meeting shall be circulated at the subsequent Annual General Meeting.

9. **Financial Authority**

- a) All monies raised by or on behalf of the Association shall be applied to further the aims and objects of the Association, and for no other purpose, excepting the payment of proper remuneration under sections 3 (a-c).
- b) No payment shall be made to members of the Management Committee or of any Committee or Sub-committee other than reasonable out of pocket expenses or as payment for professional services commissioned by the Management Committee in accordance with 9(a). In such cases, the members shall be commissioned on the basis of their suitability to provide the required services at the going rate for the job.
- c) The accounts shall be examined at least once a year by the independent examiner or examiners appointed at the Annual General Meeting.
- d) If the independent examiner appointed at the Annual General Meeting ceases to hold that appointment during the period between Annual General Meetings, the Management Committee shall have power to appoint a suitably qualified replacement to hold the appointment until the next Annual General Meeting.
- e) An independently examined statement of the Accounts for the last financial year shall be submitted by the Management Committee at the Annual General Meeting.

- f) A bank/building society account shall be opened in the name of the Association, as the Management Committee shall decide. The Management Committee shall authorise in writing, four members of the Management Committee, one of whom shall be the Treasurer to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.
- g) The Treasurer shall keep proper accounting records and shall prepare proper accounts annually and at other such intervals as the Management Committee may direct.

#### 10. Alterations to the Constitution

Any alteration of this constitution shall require the agreement of not less than two thirds of the members of the Association present and voting at a General Meeting whether Annual or Special providing that notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration has to be proposed. Notice in writing of such a meeting setting forth the terms of the alteration, shall be sent by the Secretary to each member of the Association provided that no alteration shall be made which would have the effect of causing the Association to cease to be recognised by the Inland Revenue as a Charity.

#### 11. Dissolution

If the Management Committee by a simple majority decide at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting of the Association, of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be given.

If the decision is confirmed by a two-thirds majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable organisation or organisations having aims or objectives similar to those of the present Association as the committee may determine.

Chairman

Vice Chair

1/10/2004

**Scott's Selkirk**

**2011 - 2012 Accounts**

**Income and Expenditure Account for period from 1 March 2011 to 29 February 2012**

	29/02/2012	28/02/2011		29/02/2012	28/02/2011
	£	£	Expenditure	£	£
<b>Income</b>					
Shop & Collecting Tins	20,909.62	21,367.36	Rent/Storage	1,300.12	1,299.96
Stalls	2,185.00	60.00	Administration	3,934.48	1,964.12
Costume & Equipment Hires	443.00	370.00	Shop stock	5,183.56	3,719.27
Donations & Sponsors	1,831.66	1,467.72	Christmas trees	0.00	600.00
Miscellaneous	0.00	8.19	Shirra Book/Christmas cards	550.00	200.00
Rent received	650.00	650.00	Marketing	3,240.70	1,838.33
Outside events & Coffee Morning	319.56	619.18	Meg Dods'	0.00	532.64
Storage & Insurance refunds	0.00	2,563.33	Costumes & Props	0.00	1,060.00
Interest net	4.16	7.90	Entertainment Costs	4,045.00	0.00
Net Proceeds - Meg Dods' Kitchen	1,686.45	0.00	Equipment Hire/Purchase	5,818.23	1,174.57
Net Proceeds - Ceilidh/Concert	808.00	0.00	Donation to Hammermen	0.00	200.00
			Shop expenses	4,934.06	6,573.96
			Annual	172.00	597.50
			Repairs	47.98	485.11
Surplus/deficit for year	26,837.45	27,113.68	Misc		
	-388.67	6,868.22			
	<b>29,226.12</b>	<b>20,245.46</b>			
				<b>29,226.12</b>	<b>20,245.46</b>
<b>Unrestricted Funds</b>					
Bank Balance as at 1st March 2011	14,259.60	7,391.38			
Surplus/Deficit for Current Year	-388.67	6,868.22			
Bank & Cash as at 29 February 2012	<b>13,870.93</b>	<b>14,259.60</b>			
<b>Restricted Funds</b>					
Unrestricted Funds	0.00	0.00			
Unrestricted Funds	<b>13,870.93</b>	<b>14,259.60</b>			

**Treasurer**



**Expenditure Analysis**

Administration		Equipment Hire/Purchase		Marketing	
29/02/2012	28/02/2011	29/02/2012	28/02/2011	29/02/2012	28/02/2011
65.00	65.00	2,649.25	Stage & tables	153.60	86.95
1,395.00	1,025.00	700.00	1st Class	622.00	622.00
234.75	260.55	420.00	Van & bus hire	739.32	865.00
403.20	Red Cross	100.00	Carriage	270.00	264.38
156.40	Wreath & flowers	129.60	Keddies	1,449.00	Johnston Press
104.99	Diesel	555.00	Big Sky	6.78	Misc
400.00	Security		486.41		
334.54	Misc admin	215.40	Lights & electrical		
	375.00		Advanced Signs		
200.00	0.00		10.00		
500.00	Bobby & Rip	180.00	Bordaloo		
130.60	Fireworks	148.98	Skip		
10.00	Ba Game costs	660.00	Misc		
	Drinks licence	60.00	Repair of minibus		
			Fire extinguishers		
<b>3,934.48</b>	<b>1,964.12</b>	<b>5,818.23</b>	<b>1,174.57</b>	<b>3240.70</b>	<b>1,838.33</b>