

SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND SUB COMMITTEE

MINUTE of MEETING of the SELKIRK COMMON GOOD FUND SUB COMMITTEE held in the Committee Room, Victoria Hall, Selkirk on Friday 4 September 2013 at 3.00 p.m.

Present: Councillors G. Edgar (Chairman), M. Ballantyne, V. Davidson.
Community Councillor T. Combe.

In attendance: Legal & Licensing Services Manager, Estates Surveyor (J. Morison), Senior Financial Analyst (A. Mitchell), Democratic Services Officer (F. Walling).

Member of the Public – Dr Lindsay Neil (to paragraph 4).

ORDER OF BUSINESS

1. The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

MINUTE

2. There had been circulated copies of the Minute of 19 June 2013. Attention was brought to the fact that Councillor Davidson's attendance should have been recorded.

DECISION

APPROVED the minute, as amended, for signature by the Chairman.

FINANCIAL MONITORING

3. There had been circulated, for information, a paper giving key figures relating to the outturn 2012/13 and proposed budget summary for 2013/14. The Senior Financial Analyst, Andrew Mitchell, highlighted the main points for Members. In 2012/13 there had been an excess of income over running costs of £49,801. Expenditure on the new shed of £36,257 and grants and donations totalling £17,997 left an excess of expenditure over income for the year of £4,453 which was deducted from the revenue reserves. The paper went on to list donations and contributions approved and paid in 2012/13 and those approved in principle from the 2013/14 budget, the total commitment to date for the current financial year being £11,590. The net assets of Selkirk Common Good Fund as at 31 March 2013 totalled £2,335,758. Mr Mitchell answered Members' questions on the list of property valuations provided. He advised that current funds were invested in accordance with the Council's policy. It was noted that Council had recently approved a Common Good and Trust Fund Investment Strategy which included a pooled investment fund to obtain a better earning base. Dr Neil asked why the assets within the Courtroom were not included in the list of moveable assets. The Legal and Licensing Manager, Anne Isles, explained that these items were listed under the museum list in 2007; there was no agreement with Scottish Borders Council that they were part of the Common Good.

DECISION

NOTED the key figures, revenue outturn 2012/13 and proposed budget 2013/14 as shown in the briefing paper.

APPLICATIONS FOR FINANCIAL ASSISTANCE

4. With reference to paragraph 3 of the Minute of 19 June 2013, Mrs Isles advised the Sub Committee that she had been working on a paper, in consultation with the External Funding Consultant, to set out criteria against which to assess applications for financial assistance to the Common Good Fund. However, as this would have probable application for other Common Good Funds and for other cases where funding was provided by the Council, there needed to be further informal discussion with Members to carefully address all aspects and implications,

including issues of equality. Once the approach and detail had been agreed a report would be brought to the Sub Committee for formal approval.

**DECISION
NOTED**

Selkirk Silver Band

5. There had been circulated copies of a request from the treasurer of Selkirk Silver Band for a grant of £400 to help fund the annual Slow Melody Contest on 6 October 2013. The annual contest was hosted for children and adults from all over the Scottish Borders. According to the information given it had become increasingly difficult for the band to fund this contest alone. Various fundraising events throughout the year went towards general running costs of the band. Although Members recognised the value to the town of both the band and the annual contest, opinion was divided as to whether the event would not be able to go ahead without the grant. This was in view of the fact that the accounts showed a small surplus over the last two years. However the significant cost of running the band was also recognised as was the effort made by the organisation to raise funds to support itself. Councillor Davidson, seconded by Councillor Edgar, moved that the grant be approved. Councillor Ballantyne opposed the motion, although in doing so she stressed that the value of the band to the town was not in question.

**DECISION
DECIDED to grant £400 to Selkirk Silver Band.**

Selkirk Hill Management Group

6. With reference to paragraph 9 of the Minute of 19 June 2013, there had been circulated copies of an application for financial assistance from the Selkirk Hill Management Group. Selkirk Common Good had, since 1995, contributed to the costs of carrying out maintenance and repairs to the Hill and its access routes, these being in the ownership of the Common Good. In 2012 Selkirk Common Good had contributed £10,000 towards the maintenance costs. In order to give a measure of security for the group it was agreed to meet the request for a management payment of £10,000 per annum for the next five years, to allow the group to put in place a management plan to maintain the area for the use and enjoyment of the people of Selkirk.

**DECISION
AGREED to pay to Selkirk Hill Management Group a management fee of £10,000 per annum, for the next five years, for the maintenance of Selkirk Hill, subject to the availability of funds, and subject to the submission to the Sub Committee of the Management Plan and subsequent Annual Reports.**

PROPERTY UPDATE

7. The Estates Surveyor, James Morison, gave a verbal update relating to Common Good property and raised several issues. Quotes had been requested for the replacement of windows at Linglie Farmhouse. Should grants be available for the work consideration would be given to also replacing windows in the cottages at Linglie. At Smedeugh Farm Mr Morison had confirmed with the tenant that the house was occupied by an employee. Grants had been received for new fencing with an invoice for the balance of £5,900 having been received. There were one or two other fences needing repair at an estimated cost of £2-3k. The total cost of the new fencing, including grants, was approximately £25k. The tenant had raised a question about improvement of an existing shed at Smedheugh, which was not fit for purpose due to a missing roof ridge which allowed water to enter. It was agreed this would be discussed on the visit to the farm. The date agreed for the Members' tour of Selkirk Common Good property was Wednesday 18 September, meeting at the Victoria Hall at 2 pm.

MEMBER

Councillor Davidson left the meeting.

8. Discussion continued about the Green Shed. This was rented by Scotts Selkirk and was used to store their own equipment as well as equipment from other organisations including the Opera,

and the Association of Selkirk Clubs and Societies. The Chairman had requested that all the groups contribute to the rent and maintenance of the building. The shed would be included in the tour of property inspection. Mr Morison went on to advise that the shooting leases had come to an end at South Common and Lingle. The syndicate who had South Common wished to continue but the syndicate at Lingle would not, although interest in this had been expressed by the contact for the South Common shoot.

DECISION

NOTED the property update.

URGENT BUSINESS

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 keep Members informed.

CHRISTMAS LIGHTS

9. Community Councillor Combe raised the issue of the Selkirk Christmas lights, which had also been discussed with David Richardson from Environment and Infrastructure. Investment was needed for work which would include the installation of 5 power points in the town. The Chairman advised that, in the first instance, an application should be made to the Community Grant Fund to fund the project

DECISION

NOTED

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

SUMMARY OF PRIVATE BUSINESS

PHONE MAST SITE – LINGLIE FARM

1. Members approved the granting of a new lease to Everything Everywhere (formally Orange) for the existing phone mast site at Lingle Farm.

The meeting concluded at 4.50 pm

Monitoring Report for 6 Months to end September 2013

Report by the Chief Financial Officer

Selkirk Common Good Sub Committee

23 October 2013

1 PURPOSE AND SUMMARY

- 1.1 This report sets 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 a required budget change and the projected effect on Revenue and Capital Reserves at 31 March 2014. It also provides information to enable the Sub Committee to recommend a level of funding to transfer into the New Investment Fund .**
- 1.2 Total expenditure is projected to be in line with the approved budget for 2013/14, whilst income is projected to be less than budgeted by £127 due, in the main, to minor adjustments to rent and interest outturn projections.
- 1.3 The agreement at the last meeting of this Sub Committee to enter into a five year management agreement with the Selkirk Hill Management Group, instead of considering annual grants to them, requires the creation of a definitive annual budget of £10,000 for this activity out of the funds budgeted for Grants and Donations. To this end a budget virement is proposed as set out in appendix 6.
- 1.4 On 29th August 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 have to determine the level of funding which they wish to transfer into this new Investment Fund.
- 1.5 The investment fund is 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 sets out the funds which are available for investment and the funds which the Sub Committee may consider need to be retained for current activities in the short term.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Common Good Sub Committee approves:-**
- (a) the financial performance for 2013/14 as shown in Appendix 2**

notes:-

- (b) the key figures shown in Appendix 1**
- (c) the Grants Analysis provided in Appendix 3**
- (d) the projected balances on Revenue and Capital Reserves as shown in Appendix 4**
- (e) the performance of the Property Portfolio as shown in Appendix 5.**
- (f) the virement proposed in Appendix 6
and determines :-**
- (g) the level of funding to transfer to the New Investment Fund following consideration of the content of Appendix 7.**

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 in an extended format, Grants paid and payable, Revenue and Capital reserves and the performance of the Property Portfolio.
- 3.3 Appendix 6 sets out a virement request to create a budget for the approved fee to the Selkirk Hill Management Group out of the budget approved for Grants & Donations.
- 3.4 Projected income from interest on balances invested in the Council's Loan Fund is projected to be £100 less than the budget since currently the capital advanced to SBC Loans Fund is only earning half of the interest rate used to set the budget. No account has been taken of any changes which could happen to investment income following any transfers of funds into the approved investment fund under the Common Good & Trust Fund Single Investment Strategy. Interest is not credited until the end of the year and therefore the amount is dependent on interest rates over the remainder of the year.
- 3.5 Projected rental income is £77 below the budget level due to changes in the rent now agreed for shooting rights.
- 3.7 A donation from the fishing club of £50 has been received but had not been budgeted for.
- 3.8 Taking all of the above into consideration the Common Good Fund is projecting total expenditure of £114,666 and income of £67,478 supplemented by a draw down of £54,564 from the Revaluation Reserve, resulting in an outturn net income of £7,376 being £127 lower than the budget.

4 REVENUE & CAPITAL RESERVES

- 4.1 Appendix 4 shows the effect on accumulated reserves of the projected outturn for 2013/14.

5

- 5.1 Following on from the Council's approval of the setting up of a new investment fund in line with the approved Single Investment Strategy for Common Good and Trust Funds, the next step is for each Common Good Sub Committee to consider and determine how much of its funds it wishes to place in the new investment fund, which is best used for medium and

long term fund holding to obtain the desired returns. It is anticipated that the income generated by the new investment fund will be significantly greater than that currently available from the funds held in SBC Loans Funds. At this stage there has been no account taken of this potential additional income in the current years monitoring statements.

- 5.2 Appendix 7 sets out the total level of funds available and identifies a level of retention of funds for short term use and the level of funds which could be considered available for medium and long term investment.

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 economy through protection of employment, positive impacts upon the quality of community life, improvements in local amenities and nurturing of local talent. The potential improvement in levels of income through the use of the new investment fund will act to make the Common Good Fund more sustainable in the future.

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, Corporate Finance. 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, Corporate Finance, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Extn 5974
Fax: 01835 825011, email: amitchell@scotborders.gov.uk

**Scottish Borders Council
Selkirk Common Good**

Appendix 1

Key Figures 2013/14

£ £

Projected Outturn			
Property	Rental Income		62,576
	Less Expenditure on property		-15,000
	Net Income		47,576
Add Other income sources:-			
	Interest on Capital & Revenue Loans Funds with SBC	900	
	Donations - Fishing Club annual donation	50	
			950
			48,526
Less Expenditure on running costs:-			
	Expenditure on Selkirk Hill management agreement	-10,000	
	Net Central Support Service Costs	-11,150	
			-21,150
Excess of income over running costs			27,376
Less Expenditure other than running costs			
	Grants & Donations made to local bodies	-20,000	
			-20,000
Projected Surplus available to increase Reserves			7,376

Revenue Reserve			
Revenue Reserve at start of year			128,641
	Add Excess of income over expenditure for year from above		7,376
Projected Revenue Reserve at end of year			136,017

Grants & Donations			
-	Total Grants budget for the year		20,000
-	Less Prior year grants approved to be paid in 2013/14	-11,590	
-	Less Grants approved in 2013/14 to date	-400	
-			-11,990
-	Remaining available budget		8,010

Investments & Loans			
Investments externally managed			0
Revenue in SBC Loans Funds			
	Funds invested in SBC Revenue Loans Fund at start of current year		127,440
Capital in SBC Loans Funds			
	Funds invested in SBC Capital Loans Fund at start of current year		48,606
	Movement in this fund in the year to date		0

Effect of inflation on the value of the Funds invested in the SBC Capital Loans Fund			
	RPI March 2012 to March 2013	3.28%	
	Transfer from revenue required to retain buying power of this investment		1,594

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

Appendix 2

Description	Current Budget for the year to 31.3.14	Actual Transactions to 30.9.13	Over spend to date against full year budget	Under spend to date against full year budget	Projected Outturn for year to 31.3.14	Projected over spend for year against full year budget	Projected under spend for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£	£	£	£	£
Expenditure							
Property costs	15,000	4,692		10,308	15,000	0	0
Selkirk Hill Management Agreement		0		0	10,000	10,000	0
Central Support Services recharges	15,102	0		15,102	15,102	0	0
Administration	0	0		0	0	0	0
Depreciation/Impairment	54,564	0		54,564	54,564	0	0
Donations and contributions	30,000	8,700		21,300	20,000	0	10,000
Total Expenditure	114,666	13,392	0	101,274	114,666	10,000	10,000

Description	Current Budget for the year to 31.3.14	Actual Transactions to 30.9.13	Under generation of income to date against full year budget	Over generation of income to date against full year budget	Projected Outturn for year to 31.3.14	Projected under generation of income for year against full year budget	Projected over generation of income for year against full year budget
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	£	£	£	£	£	£	£
Income							
Rents etc	62,653	44,846	17,807		62,576	77	0
Donation	0	50		50	50	0	50
Interest received	1,000	0	1,000		900	100	0
Central Support Services support grant	3,952	0	3,952		3,952	0	0
	67,605	44,896	22,759	50	67,478	177	50
Funding from Fixed Asset Restatement Reserve	54,564	0	54,564		54,564	0	0
Total Income	122,169	44,896	77,323	50	122,042	177	50

Net Income Totals	7,503	31,504			7,376		
Net expenditure over spend & under generation of Income						127	
Net expenditure under spend & income over generation				24,001			

**SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND
DONATIONS AND CONTRIBUTIONS PAID AND APPROVED
2013/14**

Appendix 3

	Date Approved	£	£	£
Approved 2013/14 Budget				30,000
Less virement requested to fund Selkirk Hill management agreement				<u>10,000</u>
				20,000
Paid as at 30 September 2013				
Flodden 500- Interpretation boards & benches for memorial garden	31/10/2012	3,000		
Selkirk Rhinos P7 Mini Rugby Tour to Dublin	01/03/2013	700		
Selkirk Football Club Stand	01/03/2013	5,000		
			<u>8,700</u>	
Total paid as at 30 September 2013			8,700	
Approved but not paid as at 30 September 2013				
Selkirk Chamber of Commerce- Improve prospects for retailing in town	31/10/2012	2,890		
Selkirk Silver Band Slow Melody Contest	04/09/2012	400		
			<u>3,290</u>	
Total approved but not paid as at 30 September 2013			3,290	
Total paid and approved as at 30 September 2013			<u>11,990</u>	
Remaining available 2013/14 budget				<u><u>8,010</u></u>

SCOTTISH BORDERS COUNCIL

Appendix 4

SELKIRK COMMON GOOD FUND

RESERVES AT 31 MARCH 2014

Revenue Reserve

£

Balance as at 31 March 2013

128,641

Add Projected Net Surplus for 2013/14

7,376

Projected balance at 31 March 2014

136,017

Capital Reserve

£

Balance as at 31 March 2013

48,606

Movement during 2013/14

0

Balance at 31 March 2014

48,606

**SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND
Property Portfolio Performance**

Appendix 5

2013/14

	1.4.13 Book Value	Rental Income		Expenditure to 30 September 2013								
		Current Budget	Projected Outturn	Plumbing / Central Heating	Insurance	Painting	Roof	General repairs	Dykes Fencing & Drains	Common Riding related	Estates & Property Service	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Linglie Farm Farmouse & Cottages	353,029	7,500	7,500		392				1,886		9	2,287
Linglie Farm Shootings	7,500	750	600									0
Linglie Mast Site	68,500	10,832	10,832									0
Linglie Plantation	10,000											0
Pant Well	0											0
Pringle Park	0											0
Pringle Park Play Area	0											0
Shawburn Rd Amenity Ground	0											0
Shawburn Toll Embankment	0											0
Bog Park Recreation Ground	0											0
Rosebank Quarry	0											0
Rosebank Quarry Play Area	0											0
River Ettrick Salmon Fishing	700											0
Selkirk Golf Course	69,000											0
Selkirk Shooting Range	0	11	11									0
Selkirk Hill	20,500	410	410									0
Selkirk Town Hall Clock	0											0
Selkirk Town Hall	122,240				127						0	127

1.4.13 Book Value	Rental Income		Expenditure to 30 September 2013								
	Current Budget	Projected Outturn	Plumbing / Central Heating	Insurance	Painting	Roof	General repairs	Dykes Fencing & Drains	Common Riding related	Estates & Property Service	Total
£	£	£	£	£	£	£	£	£	£	£	£
Selkirk Town Hall Shops	0				0	0	465				465
Shop - 26 Market Place	22,776	4,125	4,160								0
Shop - 28 Market Place	31,160	5,600	5,600								0
Smedheugh Farm Shooting	1,750	175	194								0
South Common Farm Shootings	1,750	175	194								0
Smedheugh Farm & Farmhouse	293,867	23,500	23,500	479	416						894
Smedheugh Plantation	5,600										0
South Common Farm Farmhouse & Cottages	304,600	8,400	8,400		370						370
South Common Plantation Selkirk	2,400										0
Riverside Amenity Site land	75,000										0
The Green Hut	20,167	1,175	1,175								0
Shawpark Rd Development Site	37,500										0
Victoria Hall & Caretakers Flat	707,224								532		532
Victoria Park & Caravan Park	0										0
Victoria Park Pavilion site General	1,750				1					17	17
2,157,013	62,653	62,576	479	1,304	0	0	465	1,886	532	26	4,692

**Scottish Borders Council
Selkirk Common Good**

Appendix 6

Budget Virement Requirement

1 Virement is required from

Department	Selkirk Common Good	2013/14	2014/15	2015/16
Service	Selkirk Common Good General	£	£	£
Budget Head	Grants	(10,000)	0	0
		(10,000)	0	0

To

Department	Selkirk Common Good	2013/14	2014/15	2015/16
Service	Selkirk Hill	£	£	£
Budget Head	Management Fee	10,000	0	0
		10,000	0	0

Because

To provide budget for the 5 year agreement started in 2013/14 for the management of Selkirk Hill by the Selkirk Hill Management Group

**SCOTTISH BORDERS COUNCIL
SELKIRK COMMON GOOD FUND**

Appendix 7

Determination of levels for transfer of funds to New Investment Fund

	£	£
<u>Funds available for investment</u>		
External Investments at 1.4.13		0
Funds held in SBC Loans Funds at 1.4.13		
Revenue	127,440	
Capital	48,606	
	<hr/>	176,046
		<hr/>
		176,046
Projected surplus for year to 31.3.14		<hr/>
		7,376
Funds available for short & long term holding		<hr/>
		183,422
<u>Projected funding requirements</u>		
Projected Running Costs for a year	21,150	
Projected Grants for a year	20,000	
Projected one off costs in next 3 years	0	
	<hr/>	
Proposed short term fund holding level in SBC Loans Fund		<hr/>
		41,150
Funding available for New Investment Fund		<hr/>
		142,272
<u>Fund Transfer proposals</u>		
Transfer of all deposits of external investments	0	
Transfer of all funds held on SBC Loans funds (Capital)	48,606	
Transfer from funds held on SBC Loans Funds (Revenue)	93,666	
	<hr/>	
		<hr/>
		142,272
		<hr/>
		<hr/>

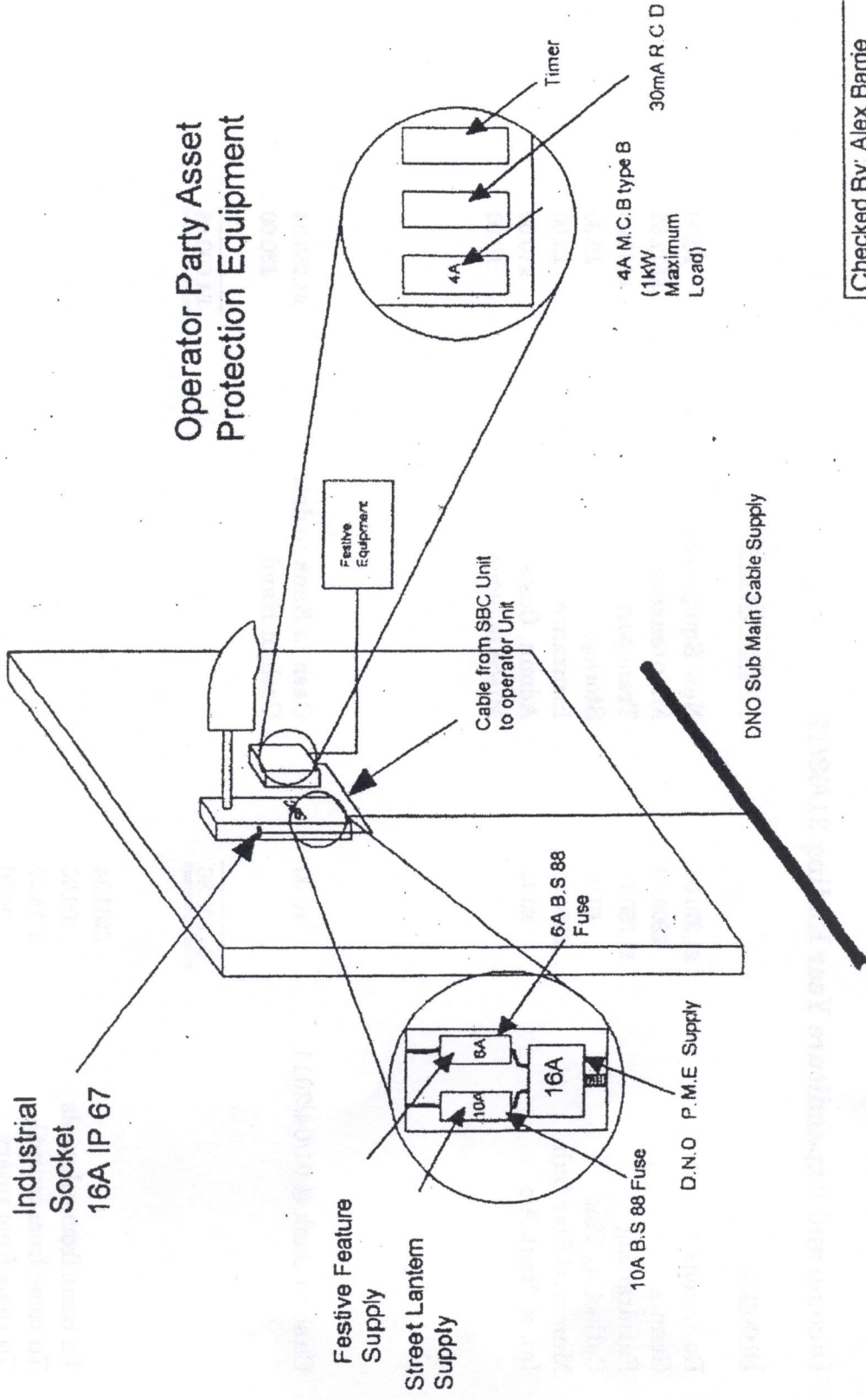


* SELKIRK COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>ELAINE MOWED SECRETARY SELKIRK CHRISTMAS ILLUMINATIONS GROUP LYNFIELD KINDERM SELKIRK, TD7 4QW</p>
<p>Address to which payments 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>SINCE FORMING THE GROUP IN APRIL 2011 WE HAVE BEEN LUCKY ENOUGH TO IMPROVE THE LOOK OF THE TOWN OVER THE FESTIVE SEASON, AND GIVE THE PEOPLE OF THE TOWN A SENSE OF PRIDE WHEN THEY DRIVE THRU THE TOWN.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>VIA SCE SCOTTISH POWER ARE INSTALLING NEW POWER POINTS AROUND THE TOWN - FIVE IN ALL, AT THE COST OF £750.00 EACH £1000 - £1500 WOULD BE APPRECIATED.</p>
<p>When will the donation be required:</p>	<p>AS SOON AS POSSIBLE PLEASE.</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>OCTOBER / NOVEMBER 2013</p> <p>£3500.00</p> <p>SELKIRK ASSOCIATION £250.00 QUIZ NIGHT £260.00 COFFEE MORNING £300.00</p>

<p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>APPLICATIONS TO COMMUNITY GRANT SCHEME, AWARDS FOR ALL; HOPEFULLY ANOTHER COFFEE MORNING, AND A BRETLE DRIVE.</p>
<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>THANKS TO THE CREATION OF THESE POWER-POINTS WE WILL BE ABLE TO WIRING IN ALL OUR NEW LED ENERGY EFFICIENT LIGHTS WITH RELIABLE TIMERS. WHICH MEANS WE NO LONGER HAVE TO BEG AND BORROW POWER FROM SHOPS AND INDIVIDUALS AROUND THE SQUARE AND HIGH STREET.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held: SECRETARY</p> <p>Date: 16 - 10 - 2013</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to the 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.



Checked By: Alex Barrie
 Signature: *Alex Barrie*

Project No. 2/3/17
 Drawing No. SBC/RL/FL07/11-59
 Date: 14/09/2011 Rev A

Proposed Festive Lighting Intergrated Wall Box
 Electrical Arrangement - SBC Supply

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Subject: Selkirk Festive Lighting
From: Richardson, David (DRichardson@scotborders.gov.uk)
To: tomcombe@sky.com
Cc: AYoung1@scotborders.gov.uk
Date: Tuesday, 3 September 2013, 10:44

Good Morning Tom

Thanks to you and Edith for meeting with Alex and I yesterday morning to look at the power supplies within Selkirk Town Centre for the community festive lighting needs and I hope you both found the meeting to be worthwhile.

At our meeting we discussed two main topics. The first was looking at existing supplies that were coming from the council's adopted street lighting system, and secondly was the possible installation of additional dedicated power supplies to allow the replacement of current arrangements, from private shops or residents, or to allow the extension of the current festive lighting displays.

The Council's festive lighting project was always intended to allow the council to upgrade and alter existing power supply arrangements where these were coming from our adopted street lighting system. However, as the project has progressed we have been able to assist and support communities in installing additional dedicated power supplies for their sole use in providing festive lighting, although there must be a commitment from the community to contribute financially in installing these supplies.

With regards to existing supplies from the council's adopted system, Selkirk only has one such supply. This is situated on the right hand side at the bottom of The Loan next to the bakers shop. As discussed with you yesterday this existing supply will be upgraded as per the standard detail drawing provided to you, (further copy attached). Scottish Borders Council will cover all costs associated with this upgrade although your community must engage your own electrical contractor to install your wall mounted box which will contain the isolation equipment shown on the drawing, i.e. 4A MCB; 30mA RCD and an appropriate timer. This arrangement will allow the community a power supply of 4A or 1kW maximum load from this supply. As confirmed yesterday SBC will now carry out its upgarding works on this supply and you will need to obtain a quotation from your contractor to carry out the community's part of the upgrade. When you have this quotation please forward to me and I will raise an official order to allow the works to proceed. If your electrician is unsure about anything regarding the installation, Alex or I are quite happy to meet with him to discuss.

We also discussed the installation of new supplies which you felt would be helpful for supplying new features or replacing existing supply arrangements. In all we looked at five locations for new supplies and Alex will now look at these and determine if there is existing underground supply cable to meet your requirements. From this Alex will produce a plan showing the locations which will need your agreement before we proceed any further. These supplies will be totally independent of any council adopted system and once completed will be the responsibility of the local community. This has to be clearly stated as should anything happen in connection with these supplies due to the festive lighting system connected to it, it will be for the community to engage with Scottish Power regarding any repair or call out, and for the community to deal with any resulting costs. However, the up side of these supplies is that as there are independant of any council system you will get between 2 and 3 kW from each supply rather than the 1kW from the supply attached to the council's adopted system. As stated previously it was never intended for SBC to become involved with installing additional supplies but as the project developed it became obvious that there was a need for these in some communities. We have therefore developed an arrangement where SBC will arrange for the supplies to be installed by Scottish Power into a wall mounted box at the pre-agreed location(s). The community will again engage a electrical contractor to provide and erect a community box with the required isolation equipment, i.e. MCB; RCD and timer. In total your community will contribute £700 per supply, with SBC covering all other associated costs including your electrical contractor work.


Finally, I would confirm that should you wish to proceed with the installation of any new supplies, I think it very unlikely that we will be able to have these in place for this festive season. We can try, but when dealing with Scottish Power it can be unpredictable and I want to make you aware of this based on previous experiences.

I'm sorry for the length of this e-mail but wanted to confirm everything that we discussed at our meeting. Should you require any clarification regarding any of the above or any other matter, please do not hesitate to contact me.

Regards

David

David Richardson
Asset Manager
Engineering and Infrastructure
Environment & Infrastructure
Tel 01835 825117 Ext 6584
E-mail: drichardson@scotborders.gov.uk

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