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HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 18TH AUGUST, 2015

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the
LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 18 AUGUST 2015 at 4.00 pm

J. J. WILKINSON,
Clerk to the Council,

11 August 2015

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declaration of Interest.	
4.	Minute. (Pages 1 - 4) Consider Minute of meeting held on 26 May 2015 (copy attached).	2 mins
5.	Financial Assistance (Pages 5 - 10) Consider applications for financial assistance from:- (i) Mr D Robertson (Copy attached). (ii) Burnfoot Community Council (Copy attached).	5 mins
6.	Monitoring Report for 3 months to 30 June 2015 (Pages 11 - 20) Consider report by Chief Financial Officer. (Copy attached).	10 mins
7.	Property Update Consider verbal report by Property Officer and Estates Officer on:- (a) Market site lease (b) Common Haugh (c) Moor race course (d) Pilmuir Silage pit (e) Williestruther Loch.	30 mins
8.	Any Other Items Previously Circulated	

9.	Any Other Items which the Chairman Decides are Urgent	
10.	<p>Items Likely To Be Taken In Private</p> <p>Before proceeding with the private business, the following motion should be approved:- “That under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 7A to the aforementioned Act.”</p>	
11.	<p>Minute (Pages 21 - 22)</p> <p>Consider the private section of the Minute of the meeting held on 26 May 2015. (Copy attached).</p>	2 mins
12.	Lease of Williestruther Cottage (Pages 23 - 42)	15 mins
13.	<p>Date and Venue of Next Meeting</p> <p>Tuesday, 17 November 2015 in the Lesser Hall, Town Hall, Hawick.</p>	

NOTES

1. **Timings given above are only indicative and not intended to inhibit Members' discussions.**
2. **Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

Membership of Sub-Committee:- Councillors G Turnbull (Chairman), A Cranston, S Marshall, W McAteer, D Paterson and R Smith

Mrs A Knight, Burnfoot Community Council
Mr J Little, Hawick Community Council

Please direct any enquiries to Judith Turnbull Tel No. 01835 826556
Email: judith.turnbull@scotborders.gov.uk

SCOTTISH BORDERS COUNCIL
HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Lesser Hall, Town Hall, Hawick on
Tuesday, 26th May, 2015 at 4.00 pm

Present:- Councillors G Turnbull (Chairman), A Cranston, W McAteer, D Paterson,
R Smith, Mrs A Knight and Mr J Little.
Apologies:- Councillors S Marshall.
In attendance: Corporate Finance Manager (L Mirley), Solicitor with Legal Services (R Kirk)
Estates Officer (J Morrison), Property Officer (F Scott), Democratic Services
Officer (J Turnbull).

1. **MINUTE**
There had been circulated copies of the Minute of the Meeting held on 13 May 2015.

DECISION
APPROVED the Minute for signature by the Chairman.

2. **FINANCIAL ASSISTANCE**
There had been circulated copies of an application from Hawick Honorary Provost Council requesting financial assistance of £2,000.00 to ensure the running costs of the Honorary Provost's Council. The Corporate Finance Manager suggested the grant should be reduced to £1,000.00 payable each year. Members considered the alternative proposal, however; as the amount requested depended on the events taking place, agreed to grant £2,000.00 as requested.

DECISION
AGREED to award a grant of £2,000.00 to Hawick Honorary Provost's Council for their running costs.

3. **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2015**
There had been circulated a report by the Chief Financial Officer providing the year end out-turn for the Hawick Common Good Fund for the year 2014/15 including balance sheet values at 31 March 2015 and proposed budget for 2015/16. The Corporate Finance Manager, Ms Mirley, was in attendance and circulated, at the meeting, an amended Appendix 1 and 2. Appendix 1 provided the actual income and expenditure for 2014/15. This showed a surplus of £6,172 for 2014/15 and projected deficit of £40,305 for 2015/16. Appendix 2 provided the balance sheet value to 31 March 2015. This showed an increase in Reserves of £1,165,115, due to the revaluation of properties and the unrealised gain of the Newton Fund investment. Appendix 3 provided a breakdown of the property portfolio showing actual income and expenditure and effect of revaluation. Appendix 4 showed the value of the Newton Fund to 31 March 2015 was £18,320.00 which showed a positive return on the investment. Ms Mirley advised that the proposed budget for 2015/16 would include funds to complete the silage pit work at Pilmuir. Heritable assets were not revalued each year as they had no market value.

DECISION
(a) AGREED the proposed budget for 2015/16 as shown in Appendix 1 circulated at the Meeting.

- (b) **NOTED:**
- (i) **The actual income and expenditure position for 2014/15 shown in Appendix 1, circulated at the Meeting;**
 - (ii) **The final balance sheet value to 31 March 2015 shown in Appendix 2, circulated at the Meeting;**
 - (iii) **The summary of the proposed portfolio in Appendix 3 of the report; and**
 - (iv) **The current position of the investment in the Newton Fund in Appendix 4 of the report.**

4. **MAINTENANCE OF COMMON HAUGH**

With reference to paragraph 11 of the Minute of 17 February 2015, there had been circulated with the Agenda a draft Memorandum of Understanding and associated plan for the maintenance of the Common Haugh, Hawick. Mr Richardson, Asset Manager, was in attendance and advised that Scottish Borders Council (SBC) would be responsible for maintenance of the car park surface, drainage gullies, street lighting and white lines. Maintenance to the Common Haugh would be carried out on a prioritisation basis, to similar standards applied across SBC's entire adopted road network. If the Sub-Committee required works carried out to a higher standard, then they would be able to fund the additional or enhanced works from Hawick Common Good Fund, or alternative funding sources. Mr Richardson confirmed that exit and entry signage was included and the agreement would be amended accordingly; information signage was not included. The footpaths were not included in the agreement as they were part of the adopted footpath network. Mr Richardson noted the request for a directional sign, to be erected in the centre of the car park and confirmed that he would follow up, with Neighbourhood Services, the cutting back and pruning of trees and bushes.

DECISION

AGREED the Memorandum of Understanding with the addition of the following:-

- (a) **To add in clause 2.1 "directional signage", in relation to the car park;**
- (b) **To include a clause whereby any repairs proposed by SBC, but which the Sub-Committee required carried out to a higher standard, the improved works only, be funded by Hawick Common Good Fund, or other funding sources.**

5. **MOVEABLE ASSETS INVENTORY**

With reference to paragraph 13 of the Minute of 17 February 2015, there had been circulated a report by the Cultural Services Manager which detailed the work to establish items in Hawick Museum and Town Hall that could be termed 'Common Good'. Mr Brown, Cultural Services Manager and Ms Shona Sinclair Curator (Hawick and Jedburgh) were in attendance. Mr Brown advised that they had made some progress and had identified a few items that were thought to be Common Good or might qualify as Common Good, but further work was still required. Mr Brown referred to the flowchart circulated with the report and explained that the museum service had began the process by ascertaining if there was a written record of the Item and if the gift was for community benefit. e.g. a letter, council minute, local newspapers. Mr Brown advised that it would assist their research process if any Member had knowledge, with written evidence, of any of the items. Four works from the fine art collection were almost certainly Common Good: Tom Scott – Deuchar Hill, Yarrow; Andrew Richardson – Hawick from Crumhaughhill; John McNairn – Hawick from Wester Braid Road and Andrew Kennedy – Hawick Common Riding. Approximately 13 other items had been identified that could also be Common Good, but further research was required. Mr Brown clarified that there

was no documentation indicating the basis on which Common Riding flags had been given to the museum, discussion would be held with the organisations. With regard to identifying paintings that had an artistry or monetary value, this would be addressed in the final report along with recommendations regarding valuations, insurance requirements and how the items should be cared for. Mr Brown concluded by stating that over the winter they would continue the classification of works and bring a report back to the May 2016 Sub-Committee meeting, with formal recommendations.

DECISION

AGREED to request a report back to the May 2016 Hawick Common Good Fund Sub-Committee.

6. PROPERTY UPDATE

(a) Willestruther Loch Footpath

The Estates Officer advised that the footpath and car park works had been completed, signage would be erected and hopefully the project would be finalised in the next few weeks.

(b) Pilmuir Cottage & St Leonards Farm

The Estates Officer reported that a section of the ditch at Pilmuir leading into Acreknowe Reservoir had become choked and was impacting on the surrounding land. A drainage contractor had inspected the works and estimated that repair works would be completed in one day. SRDP grants were available again through the Scottish Government for maintenance works to dykes and fences, the closing date for applications was 15 June 2015, the grant should cover all costs of the works. A report on the outcome of the application for grant assistance would be brought to the next meeting.

(c) Woodlots

With reference to paragraph 12 of the Minute of 17 February 2015, the Estates Officer advised that discussion was still ongoing with the Woodlot Association. There would be an update report at the next meeting.

(d) Common Haugh

The Estates Officer advised that the owner of an electric vehicle had been unable to access the electric charging point. The Fun Fair operator had allowed access, on this occasion. To avoid confusion it was noted that signage advising closure of the car park for the Fun Fair, should include date and times, and be displayed at the appropriate time.

(e) Silage Pit at Pilmuir Farm

With reference to paragraph 3 of the Private Minute of 17 February 2015, the Property Officer, advised that the silage pit scheme was still being considered by SEPA, planning permission might also be required.

DECISION

NOTED the reports.

7. 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 the Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

SUMMARY OF PRIVATE BUSINESS

1. **MINUTE**
Members approved the private section of the Minute of 13 May 2015.
2. **PROPERTY UPDATE**
The Sub-Committee considered a verbal report by the Estates Officer and Property Officer.
3. **FUN FAIR SITE, COMMON HAUGH, HAWICK**
The Sub-Committee considered a report by the Service Director Commercial Services.
4. **DATE AND VENUE OF NEXT MEETING**
DECISION
AGREED that the next meeting be held on Tuesday, 18 August 2015 at 4.00 pm.

The meeting concluded at 5.00 pm

10 AUG 2015



Democratic Services

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>DEREK ROBERTSON</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>I AM INVOLVED IN RESEARCHING, COLLATING & AMASSING INFORMATION ON THE MEN & WOMEN OF HAWICK & DISTRICT WHO WERE INVOLVED IN THE GREAT WAR 1914-1918. THE BENEFITS ARE TO BRING THEIR STORY TO FUTURE GENERATIONS OF HAWICK PEOPLE</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£600. THE MAIN PURPOSE WILL BE TO SEARCH PAY-PER-VIEW ONLINE RECORDS VIA 'SCOTLAND'S PEOPLE'. THE MONEY WOULD BE STRICTLY FOR RESEARCH PURPOSES</p>
<p>When will the donation be required:</p>	<p>NOVEMBER 2015</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>TO PUBLISH A BRAND NEW HISTORY OF HAWICK & DISTRICT DURING WW1, FOR PUBLICATION IN NOVEMBER 2018. ESTIMATED COST @ £5000. I HAVE SPENT APPROX £1400 OF MY OWN MONEY ON RESEARCH ETC. HAWICK ARCHAEOLOGICAL SOCIETY ARE COMMITTED TO PAYING THE PUBLICATION COSTS OF THIS PROJECT, POSSIBLY WITH HELP FROM THE HERITAGE LOTTERY FUND TO MAKE THE FINISHED ARTICLE AS GOOD AS IT CAN BE.</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:

THE BOOK TO COMMEMORATE THOSE OF HAWICK AFFECTED BY THE GREAT WAR. THIS WILL BE THE CULMINATION OF TAKING HAWICK TOURS TO FRANCE, BELGIUM & RECENTLY GALI POLI. AND IT WILL HELP PULL TOGETHER MY RESEARCH FEATURED ON "HAWICK & THE GREAT WAR" AND "HAWICK REMEMBERING" ON FACEBOOK AND TWITTER.

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

Signed:

Position Held:

Date: 4/8/15

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 Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

Chief Executive

06 AUG 2015



Democratic Services **HAWICK COMMON GOOD FUND**
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p>	<p>GAMLE BASTEN ON BEHALF OF BURRFOOT COMMUNITY COUNCIL</p>
<p>Telephone No:</p>	
<p>Address to which payment should be made:</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>ANNUAL CORNET'S NIGHT, ANNUAL CARNIVAL BOTH EVENTS BRING A HUGE BENEFIT TO OUR COMMUNITY SARIE'S VISIT 24TH DECEMBER</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£5,000 FINANCIAL HELP TOWARDS THE REMEMBRANCE GARDEN IN THE WILTON CEMETARY.</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>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>THE REMEMBRANCE GARDEN IN THE WILTON CEMETARY IS A ONE-OFF PROJECT 2013 - TO DATE - UNTIL FINISHED</p> <p>£16,000 - HAVE ESTIMATES FOR THE WORK</p> <p>£3,000</p> <p>WILL BE SENDING OUT LETTERS TO BUSINESSES / BUSSINESSMEN ASKING FOR A DONASTION</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:

THE REMEMBRANCE GARDEN PROJECT IS BEING CARRIED OUT IN CONJUNCTION WITH BAWBICK COMMUNITY COUNCIL (CAMERON ROAD) HAVE MORE LETTERS OF SUPPORT FROM THE TOWN'S FUNERAL DIRECTORS, CHURCH LEADERS AND THE SALVATION ARMY. HAVE IN THE PAST ASKED FOR FINANCIAL ASSISTANCE TOWARDS OUR CARNIVAL. THIS IS DIFFERENT TO THE REMEMBRANCE GARDEN IS FOR THE WHOLE COMMUNITY

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

Signed:

Position Held: *Vice Chairman / Treasurer*
 Date: *Bawbick Community Council*
5/8/15

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 Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

BURNFOOT COMMUNITY COUNCIL
Receipts & Payments
For the year ended 31st March 2014

	Cash	Bank	Total 2014	2013
Receipts				
Grants				
Scottish Borders Council		990.00	990.00	990
Common Good Fund			0.00	3000
Other Activity				
CCTV			0.00	0
Newsletter			0.00	0
Fund Raising				
Cornets Night			0.00	
Carnival		1802.35	1802.35	335
Transfer in Funds		140.00	140.00	2222
			0.00	0
	0.00	2932.35	2932.35	6547
Payments				
Function Expenses				
Carnival Expenses		5032.80	5032.80	4722
Cornets Night		338.54	338.54	329
Santa Costs		100.00	100.00	100
Christmas Lights (Electric Costs)			0.00	87
Lotteries Licence		20.00	20.00	20
Repairs & Costs				
CCTV Cameras (Electric Costs)		74.40	74.40	13
Administration Costs				
Advertisements		0.00	0.00	0
Wreaths		75.00	75.00	73
Stationery		3.45	3.45	24
Committee Costs				
Secretaries Expenses			0.00	39
Treasurers Expenses		143.25	143.25	116
Association of Community Councils			0.00	0
Independent Examination of Accounts		25.00	25.00	25
	0.00	5812.44	5812.44	5548
Net Receipts/(Payments)	0.00	-2880.09	-2880.09	
Transfer Between Funds	0.00	0.00	0.00	
Opening Balance	4.62	3816.01	3820.63	
Closing Balance	4.62	935.92	940.54	

Wrong way round
A.G.S.B.B.

Correct
A.G.S.B.B.

Independently examined 13th September 2014 from the books and records provided by the Community Council Treasurer
No audit has been undertaken.

S Bennett, 21 Dounehill Jedburgh
(ACIE & Dip Business & Finance)

Dated: 13/9/14

Signed: *Vice Chairman Treasurer*
on behalf of Burnfoot Community Council

Monitoring Report for 3 Months to 30 June 2015

Report by the Chief Financial Officer

Hawick Common Good Sub Committee

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the 3 months to 30 June 2015 and full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016**
- 1.2 Appendix 1 provides a projected Income and Expenditure position. This shows a projected deficit of £40,660 for the year.
- 1.3 Appendix 2 provides a projected Balance Sheet to 31 March 2016. It shows a projected decrease in the reserves of £83,454.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing actual Income and Expenditure to 30 June 2015.
- 1.5 Appendix 4 shows the value of the Newton Fund to 30 June 2015.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Common Good Sub Committee:**
 - (a) Agrees the projected Income and Expenditure for 2015/16 in Appendix 1.**
 - (b) Notes the projected Balance Sheet value to 31 March 2016 in Appendix 2.**
 - (c) Notes the summary of the property portfolio in Appendix 3.**
 - (d) Notes the current position of the investment in the Newton Fund in Appendix 4.**

3 BACKGROUND

3.1 This report provides the Committee with financial information for the period to 30 June 2015 and projections to 31 March 16. The report also contains a projected balance sheet for the Common Good Fund to 31 March 2016.

4 FINANCIAL POSITION 2014/15

4.1 Appendix 1 provides detail on income and expenditure for the 2015/16 financial year. The projected net position for the year is a deficit of £40,660, assuming full expenditure of the grants and donations budget of which £18,000 remains to be allocated.

4.2 Income & Expenditure – Rental Income

Rental income for 2015/16 is shown on Appendices 1 & 3, with Appendix 3 detailing the projected annual rental income by individual property. The proposed budget has been reduced to reflect the uncertainty around the Common Haugh Market. This will be reviewed once a new tenancy is awarded.

4.3 Income & Expenditure – Non-Property Related Income

The projected out-turn includes an estimate for the interest receivable on cash deposited with the Council. This, however, does not show as an actual income until the end of the financial year as amount is dependent on interest rates and the average cash revenue balance invested with the Council over the full financial year. The annual rate of interest applied to the cash deposits is expected to be around 0.4%.

4.4 The capital reserve is invested in the Newton Fund and distributions are made twice a year in September and February. The proposed budget for 2015/16 is based on a distribution of 2.5% which will be subject to the overall performance of the fund.

4.5 Income & Expenditure – Property Expenditure

The property expenditure to 30 June 2015 is detailed in Appendix 3 by property. The proposed Budget for 2015/16 includes £71,000 to complete silage pit work at Pilmuir, £8,700 for Williestruther Path, offset by balance of income received from Community Council in 2014/15 and £6,480 for the Rates bill for Common Haugh which was previously paid for by Spook Erections. A new tenant is currently being sought for the site and it is hoped that a replacement will be in place shortly.

4.6 Income & Expenditure – Grants & Other Donations

The grants and other donations distributed to 31 March 2015 are shown below. There are currently no other outstanding commitments.

Grant Recipients	Approved	£
Approved and Paid to 30 June 2015		
Hawick Honorary Provost Running Costs	26/05/15	2,000
Total Paid to 30 June 2015		2,000
2015/16 Budget		20,000
Budget Remaining		18,000
Approved but not yet paid		0
Total Approved but not yet paid		0
Unallocated Budget Remaining		18,000

4.7 **Income & Expenditure – Depreciation Charge**

The depreciation charge is projected to be £42,792 based on the revaluation of the properties at 1 April 2014. This is not a cash transaction.

4.8 Appendix 2 provides the balance sheet value to 31 March 2015, the projected movement in year and a projected balance at 31 March 2016.

4.9 **Balance Sheet – Fixed Assets**

All fixed assets of the Common Good Fund are revalued every 5 years as part of the Council's rolling programme. The fixed assets were revalued at 1 April 2014. Appendix 3 shows the values of the individual properties at 31 March 2015, projected depreciation charges 2015/16 and projected value at 31 March 2016.

4.10 **Balance Sheet – Newton Investment**

- a) With the current uncertainties in financial markets worldwide caused by the Greek debt crises, speculation over possible interest rate rises in the US and the downturn in the growth rate of the Chinese economy, Global markets have proven to be very volatile in the second quarter of 2015.
- b) This has resulted in a downturn across financial markets, which has averaged 5%. Against this background, information from Newton shows an overall performance reduction of 2.76% indicating a reduction in assets value but a lower level of relative performance reduction compared to the wider market over the quarter. The Newton Fund due to its remit of "capital preservation" has therefore been impacted by market fluctuations to a lesser extent than other funds. It should again be noted that these investments are long term investments and individual quartile performance should not be taken in isolation but must be viewed over the longer term. Newton's have action plans in place and as at the end July recovered 0.8% of the second quarter reduction. They believe the overall objective of the fund to return LIBOR+4% over a 5 year average is still achievable and there is no reason to change the strategy adopted at this point.
- c) The projections include an unrealised profit of £7,595 for the Newton Fund Investment as at 30 June 2015. Appendix 4 shows the performance of the fund since inception.

4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £93,744, an in year projected decrease of £40,660. The projected cash movement for 2015/16 is as follows:

Cash Balance	£
Opening Balance at 1 April 2015	134,404
Transfer to Newton Fund	0
Projected Deficit for year from Income & Expenditure Statement	40,660
Net cash movement in Debtors/Creditors	0
Projected Closing Balance at 31 March 2016	93,744

4.12 Balance Sheet – Capital Reserve

The projections for the Capital Reserves include the unrealised profits for the Newton Fund as at 30 June 2015.

5 IMPLICATIONS

5.1 Financial

There are no further financial implications other than those explained above in Section 4.

5.2 Risk and Mitigations

There is a risk that investments in the Newton Fund may reduce in value due to market or investment performance. This risk cannot be fully mitigated, however it is being managed by the selection of a Fund Manager with a clear objective of preserving capital values while aiming to produce returns in line with the benchmark

5.3 Equalities

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

5.4 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 and 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.

5.5 Carbon Management

There are no effects on carbon emissions arising from the proposals contained in this report.

5.6 Rural Proofing

There are no effects on rural proofing arising from the proposals contained in this report.

5.7 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.

6 CONSULTATION

6.1 The Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit and Risk, the Chief Officer HR 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)

Kirsty Robb	Capital and Investments Manager Tel: 01835 825249
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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. We can also give information on other language translations as well as providing additional copies.

Contact us at Corporate Finance, Council Headquarters, Newtown St Boswells,
Melrose, TD6 0SA.
Tel: 01835 824000
Fax: 01835 825011
Email: treasuryteam@scotborders.gov.uk

HAWICK COMMON GOOD FUND

INCOME AND EXPENDITURE 2015/16

	Actuals at 30/06/15	Full Year Approved Budget 2015/16	Full Year Projected Out-turn	Full Year Projected Over/ (Under) Spend	Para Ref	Commentary
	£	£	£	£		
Property Income						
Rentals Receivable	(84,059)	(94,690)	(92,220)	2,470	4.2	Common Haugh
Non-Property Related Income						
Interest on Cash deposited with Council	0	(300)	(300)	0	4.3	Calculated at 0.4%
Newton Fund Investment – Dividends Rec'd	0	(8,979)	(8,979)	0	4.4	Calculated at 2.5%
Other Income	(10,186)	(8,700)	(10,186)	(1,486)	4.5	Contribution from CC and balance of Grant for Squirrel Control
Total Income	(94,245)	(112,669)	(111,685)	984		
Property Expenditure						
Property Costs – General	23,338	49,423	49,423	0	4.5	Williestruther Path & Common Haugh Rates
Property Costs – Pilmuir	5,903	72,225	72,225	0	4.5	Pilmuir Silage Pit
Property Costs – St Leonards	929	5,532	5,532			
Total Property Expenditure	30,171	127,180	127,180	0		
Grants & Other Donations	2,000	20,000	20,000	0	4.6	
Running Costs						
Central Support Service Charge	0	10,841	10,841	0		
SBC Grant towards Service Charge	0	(5,676)	(5,676)	0		
Net Running Costs	0	5,165	5,165	0		
Depreciation						
Depreciation Charge	0	42,792	42,792	0		
Contribution from Revaluation Reserve	0	(42,792)	(42,792)	0		
Net impact of Depreciation on Rev Res	0	0	0	0		
Total Net (Surplus)/Deficit for year	(62,074)	39,676	40,660	(984)		

HAWICK COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AS AT 30 June 2016

	Opening Balance at 01/04/15 £	Projected Movement in Year £	Projected Balances at 31/03/16 £
Fixed Assets			
Land & Buildings ¹	3,674,859	(42,792)	3,632,006
Heritable Assets	3,000	0	3,000
Feu Duties	18	0	18
Total Fixed Assets	3,677,877	(42,792)	3,635,084
Capital in Newton Investment Fund			
Investment in Newton Fund	359,171	0	359,171
Unrealised Gains/(Loss)	18,320	0	18,320
Market Value²	377,491	0	377,491
Current Assets			
Debtors	6,812	0	6,812
Cash deposited with SBC	134,404	(40,660)	93,744
Total Current Assets	141,216	(40,660)	100,556
Current Liabilities			
Creditors	(21,472)	0	(21,472)
Receipts in Advance	(19,197)	0	(19,197)
Total Current Liabilities	(40,668)	0	(40,670)
Net Assets	4,155,916	(83,454)	4,072,462
Funded by:			
Reserves			
Revenue Reserve ³	(100,547)	40,660	(59,887)
Capital Reserve ³	(513,326)	0	(513,326)
Revaluation Reserve	(3,542,043)	42,792	(3,499,251)
Total Reserves	(4,155,916)	83,454	(4,072,464)

¹ Net Book Value of Land & Buildings are broken down on Appendix 3

² The Dividend Income on the Newton Fund is reflected in the Income and Expenditure Statement on Appendix 1

³ Opening Capital and Revenue Reserve Balances have been aligned to net asset values

HAWICK COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2015/16
(Actual Income and Expenditure to 30 June 2015)

Fixed Assets	Net Book Value at 31/03/15	Projected Depn Charge 2015/16	Projected Net Book Value at 31/03/16	Projected Rental Income 2015/16	Actual Property Expenditure at 30/06/15				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
General									
Moat Park	0	0	0	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0	0	0	0
Hawick Golf Course	73,000	0	73,000	0	0	0	0	0	0
Acreknowe Reservoir (Part)	0	0	0	0	206	0	0	0	206
Williestruther Loch	4,500	0	4,500	375	342	0	0	0	342
Williestruther Cottage	175,371	4,629	170,742	4,875	692	0	60	0	752
Lothian Street Store	17,537	463	17,074	2,550	0	6,550	83	0	83
Common Haugh Car Park	82,000	0	82,000	5,200	80	0	0	0	6,630
Underhaugh	0	0	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	33,760	1,240	32,500	700	3,021	0	1,477	0	4,498
Hawick Moor Shootings	4,000	0	4,000	200	0	0	0	0	0
Woodend Grazings (West)	1,500	0	1,500	75	0	0	0	0	0
Millpath Stables	21,940	560	21,380	0	23	0	2	0	25
Ca'Knowe Monument	0	0	0	0	0	0	0	0	0
Volunteer Park & Stand	325,067	14,933	310,134	1,750	0	0	152	356	508
Hawick Burgh Woodlands	99,000	0	99,000	0	0	0	0	0	0
Woodend Grazings (East)	1,000	0	1,000	80	0	0	0	0	0
Hawick Golf Club Sub Stn Site	750	0	750	75	0	0	0	0	0
Common Riding	0	0	0	0	1,186	0	0	0	1,186
Haggis Ha/Burnflat Wall	0	0	0	0	1,005	0	0	0	1,005
Williestruther Path	0	0	0	0	7,951	0	0	0	7,951
100 Stairs and Adjacent Land	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	103	-39	0	64
General Sub Total	839,425	21,825	817,600	15,880	14,504	6,653	1,735	356	23,248

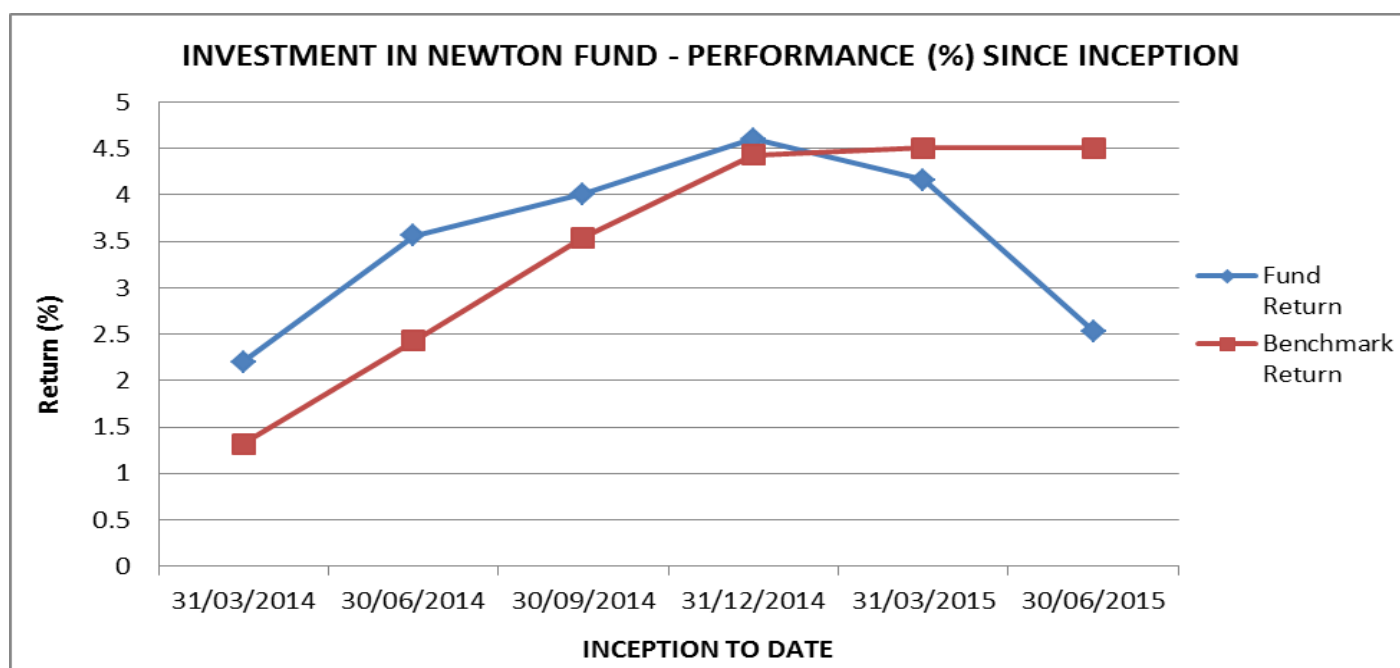
Fixed Assets	Net Book Value at 31/03/15 £	Projected Depn Charge 2015/16 £	Projected Net Book Value at 31/03/16 £	Projected Rental Income 2015/16 £	Actual Property Expenditure at 30/06/15				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
Pilmuir									
Pilmuir Farm	1,796,251	3,749	1,792,502	45,000	4,678	0	1,225	0	5,903
Pilmuir Farm Cottage	156,400	3,600	152,800	7,200	0	0	0	0	0
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0	0	0	0
Pilmuir Farm Shootings	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
Pilmuir Sub Total	1,952,651	7,349	1,945,302	52,200	4,678	0	1,225	0	5,903
St Leonards									
St Leonards Farmhouse Buildings	251,111	4,889	246,222	9,600	315	0	454	0	769
St Leonards Cottage & Park	209,471	5,529	203,942	5,400	0	0	78	0	78
St Leonards Hut	3,200	3,200	0	0	0	0	31	0	172
St Leonards Grazings (Lot 1)	135,000	0	135,000	1,349	141	0	0	0	0
St Leonards Horse Gallop	17,000	0	17,000	600	0	0	0	0	0
St Leonards Grazings (Lot 2)	267,000	0	267,000	7,191	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
St Leonards Sub Total	882,782	13,618	869,164	24,140	456	0	563	0	1,019
Total	3,674,858	42,792	3,632,066	92,220	19,638	6,653	3,524	356	30,171

HAWICK COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED IN NEWTON REAL RETURN FUND

Cost of Investment	Units	£
13 December 2013	102,901	192,394
17 January 2014	30,010	56,884
24 January 2014	29,680	56,036
3 February 2014	28,602	53,857
Total Invested to 30 June 2015	191,193	359,171

Value of Investment	£
31 March 2015	377,491
30 June 2015	366,766
30 September 2015	
31 December 2015	
31 March 2016	
Increase/(Decrease) from Total Cash Invested	7,595



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