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PEEBLES COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 4TH MARCH, 2015

A MEETING of the PEEBLES COMMON GOOD FUND SUB-COMMITTEE will be held in the COUNCIL OFFICES, ROSETTA ROAD, PEEBLES on WEDNESDAY, 4TH MARCH, 2015 at 5.00 PM

J. J. WILKINSON,
Clerk to the Council,

25 February 2015

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declarations of Interest	
4.	<p>Minute. (Pages 1 - 4)</p> <p>Minute. Minute of Meeting of Peebles Common Good Fund Sub-Committee held on 3 December 2014 for noting. (Copy attached.)</p>	1 mins
5.	<p>Monitoring Report for 9 Months to 31 December 2014. (Pages 5 - 18)</p> <p>Consider report by the Chief Financial Officer setting out details of transactions on the Peebles Common Good Fund for the 9 months to 31 December 2014 and projects full year revenue income and expenditure for 2014/15 and balance sheet values at 31 March 2015. (Copy attached.)</p>	
6.	<p>Applications for Financial Assistance.</p> <p>Consider the following applications:</p>	
	<p>(a) Peebles Burgh Silver Band (Pages 19 - 50)</p> <p>(Copy attached.)</p>	
	<p>(b) Tweedale Archers (Pages 51 - 58)</p> <p>(Copy attached.)</p>	
	<p>(c) Tweeddale Rovers (Pages 59 - 64)</p> <p>(Copy attached.)</p>	
	<p>(d) The Treefest Partnership (Pages 65 -</p>	

	(Copy attached.)	66)	
	(e) TweedLove Trails (Copy attached.)	(Pages 67 - 74)	
7.	Any Other Items Previously Circulated.		
8.	Any Other Items Which The Chairman Decides Are Urgent.		

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 Committee:- Councillors W. Archibald (Chairman), S. Bell, C. Bhatia, K. Cockburn, G. H. T. Garvie and G. Logan.
Community Councillor A. Kubie.

Please direct any enquiries to Kathleen Mason 01835 826772
Email:- kmason@scotborders.gov.uk

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 on 3 December 2014
at 5.00 p.m.

Present:- Councillors W. Archibald (Chairman), S. Bell, C. Bhatia, K. Cockburn, G. Garvie, G. Logan.
Community Councillor A. Kubie.

In Attendance:- Chief Financial Officer, Legal and Licensing Services Manager, Estates Manager, Democratic Services Officer (K. Mason).

Members of the Public:- 1.

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. The Minute of Meeting of Peebles Common Good Fund Sub-Committee of 3 September 2014 had been circulated.

**DECISION
NOTED.**

OUTTURN FOR 2013/14, BUDGET SETTING 2014/15 AND MONITORING REPORT FOR 6 MONTHS TO END SEPTEMBER 2014

3. There had been circulated copies of a report by the Chief Financial Officer setting out the outturn for 2013/14, variances from the final budget and the effect on revenue and capital reserves at 31 March 2014. It also set out a budget for the year to 31 March 2015 for which approval was sought, together with details of transactions for the 6 months to 30 September 2014 and their projected impact upon reserves at 31 March 2015. The Chief Financial Officer highlighted the key figures for 2013/14 and projections for 2014/15 on Revenue and Capital Reserves, as shown in Appendices to the report. During the discussions which took place, the Chief Financial Officer agreed to develop a risk register for the fund and it was noted that future financial reports would be provided in a different format making them simpler to understand.

DECISION

- (a) **APPROVED** the budget for 2014/15 as shown in Appendix 6 to the report.
- (b) **NOTED**
 - (i) **the key outturn figures for 2013/14 shown in Appendix 1 to the report;**
 - (ii) **the financial performance for 2013/12 as shown in Appendix 2 to the report;**
 - (iii) **the grants analysis provided in Appendix 3 to the report;**
 - (iv) **the balances on revenue and capital reserves at 31 March 2014 as shown in Appendix 4 to the report;**
 - (v) **the key figures for 2014/15 shown in Appendix 5 to the report;**
 - (vi) **the financial monitoring report for 2014/12 as shown in Appendix 6 to the report;**

- (vii) the grants analysis for 2014/15 provided in Appendix 7 to the report;
- (viii) the projected balances on revenue and capital reserves at 31/3/15 as shown in Appendix 8 to the report (as amended);
- (ix) the review of the property portfolio provided in appendix 9 to the report;
- (x) that the Chief Financial Officer would prepare a risk register for the Peebles Common Good Fund; and
- (xi) that future reports would be provided in a different format making them easier to read.

HAYLODGE PARK PUBLIC TOILETS

4. With reference to paragraph 7 of the Minute of Meeting held on 9 February 2012, there had been circulated copies of a report by the Service Director Regulatory Services requesting consideration of the future arrangements for the opening of the public toilets sited in Haylodge Park, Peebles for the period 2015 going forward.
5. The report explained that since 2012 the Common Good Fund had met the costs of opening the Public Toilets in the Haylodge Park, the park being a common good asset maintained and operated by the Council. The Council had reviewed the provision of public toilets provision in the area in 2011 and resolved not to continue to meet the costs of this facility from the Council General Fund but Members of the then Common Good Fund Working Group decided that the inhabitants of Peebles would benefit for the service being provided by the Fund and advertised for a contractor to carry out the service. A three year award of contract for service was given and this terminated in September 2014. There was no extension provision in that original contract.
6. Members considered whether they wished to continue to fund this service from the Common Good Fund.

DECISION AGREED

- (a) to continue to fund the provision of public toilets in Haylodge Park, Peebles from the Common Good Fund;
- (b) that the service contract should be procured on a three year contact with an opportunity to extend to a five year contract;
- (c) that invitations to tender be advertised in the "Peeblesshire News"; and
- (d) that Officers be instructed to take the necessary steps to put the above in place.

PROPOSED LAND DEVELOPMENT ELIOT'S PARK GRAZINGS

7. With reference to paragraph 3 of the Minute of 7 May 2014, there had been circulated copies of an Assessment Report in relation to the suitability of land development at Eliot's Park Grazings, Peebles for planning application purposes for social housing. The Estates Manager advised that (a) the land at Eliot's Park Grazings was of a sufficient size to allow the construction of a number of houses; (b) the restricted access arrangements and the natural topography of the site, including the presence of a water course, would make any such development disproportionately expensive, especially for social housing; (c) it was considered that any application for Planning Consent would be challenged on the same grounds as were identified during the preparation of the Local Plan and that the findings of the Reporter would be given due prominence in the assessment process. The conclusion of such an application was, however, not yet tested and it might be that the gap of a number of years since the Local Plan inquiry might permit an alternative conclusion to be drawn; and (e) provision should be made for higher than normal professional fee allocation by the Sub-Committee, if it wished to instruct the submission of a formal application, to reflect the abnormal issues identified above and the time that would be required to develop a suitable submission. In relation to a question raised about the disposal of the land the Legal and Licensing Services Manager advised that no question would arise regarding such alienation

of the land as the land was not of the nature in respect of which a question as to the right to alienate arose.

DECISION

AGREED that the Estates Manager draft a planning application for housing and or mixed use of the land at Eliot's Park Grazings taking into cognisance the difficulty of such a development in order to assess value for money.

REMEMBRANCE SUNDAY

8. With reference to paragraph 4 of the Minute of 27 September 2004, the Democratic Services Officer advised that Members of the then Common Good Fund Working Group had agreed to contribute annually towards the printing of orders of service, the public address system and reasonable financial assistance towards provision of refreshments for the annual Remembrance Sunday in Peebles. No refreshments had been provided after the service for some time and it was anticipated that this would be reinstated in future years. She requested authorisation from the Sub-Committee for the provision of light refreshments from a local hotel.

DECISION

AGREED that the Peebles Common Good Fund would reimburse the costs of providing light refreshments in the Burgh Hall, Peebles after the annual Remembrance Day Service up to the sum of £300.00.

DECLARATION OF INTEREST

9. Councillor Garvie declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion.

PEEBLES GOLF CLUB

10. With reference to paragraph 4 of the Minute of 25 August 2014 there had been recirculated copies of a letter dated 25 August 2014 from Peebles Golf Club asking for assistance from the Common Good Fund to allow the Club to invest and secure their future. The Club wished to commit to a five to ten year plan to improve the course, clubhouse, member and visitor experience which would require an investment of c. £400k. It was noted that Members were not in receipt of an executive summary from the Golf Club in relation to the application and the Democratic Services Officer undertook to issue them with the summary. Mr Alan Boocock (Captain) and Mr Jim Dickson (Greens Convenor) were present and Mr Dickson gave an overview of the Club which included information relating to the finances of the Club, investment proposal, financial forecast etc. Members discussed the proposals and the Chief Financial Officer advised on the options available and Members agreed to meet with the Chief Financial Officer to progress matters after which a meeting would be held with Golf Club Officials.

DECISION

(a) **NOTED the options available.**

(b) **AGREED**

- (i) **that the Democratic Services Officer would circulate a copy of the Golf Club's executive summary;**
- (ii) **Members would meet with the Chief Financial Officer to progress matters and discuss the options available.**

SUMMARY OF PRIVATE BUSINESS

1. Minute

The Sub-Committee approved the private section of the Minute of Meeting of 3 September 2014.

The meeting concluded at 6.00 p.m.

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Monitoring Report for 9 Months to 31 December 2014

Report by the Chief Financial Officer

Peebles Common Good Sub Committee**4 March 2015**

1 PURPOSE AND SUMMARY

- 1.1 **This report sets out details of transactions on the Peebles Common Good Fund for the 9 months to 31 December 2014 and projects full year revenue income and expenditure for 2014/15 and balance sheet values at 31 March 2015. It also includes a risk register for the Peebles Common Good Fund.**
- 1.2 Appendix 1 provides a projected Income and Expenditure position. This shows a projected surplus of £5,874 for the year.
- 1.3 Appendix 2 provides a projected Balance Sheet to 31 March 2015. It shows a projected increase in the Capital Reserve of £880, based on unrealised movement on the Newton Fund investment to 31 December 2014.
- 1.4 Appendix 5 shows the Risk Register for Peebles Common Good Fund.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Common Good Sub Committee:**
 - (a) **Agrees the projected out-turn for 2014/15 in Appendix 1;**
 - (b) **Notes the projected Balance Sheet as detailed in Appendix 2;**
 - (c) **Notes the summary of the property portfolio in Appendix 3;**
and
 - (d) **Notes the current position of the investment in the Newton Fund as detailed in Appendix 4.**
 - (e) **Considers the Risk Register for the Peebles Common Good Fund in Appendix 5.**

3 BACKGROUND

- 3.1 This report provides the Committee with financial information for the period to 31 December 2014 and projections to 31 March 2015. The report also contains a projected balance sheet for the Common Good Fund to 31 March 2015.

4 FINANCIAL POSITION 2014/15

- 4.1 Appendix 1 provides detail on income and expenditure for the 2014/15 financial year. The projected net position for the year is a surplus of £5,874, assuming full expenditure of the grants budget, of which £13,030 remains to be allocated.

Income & Expenditure - Rental Income

- 4.2 Projected rental income for 2014/15 is shown on Appendices 1 and 3, with Appendix 3 detailing the projected annual rental income by individual property. There is no change to the rental income projections from the previously reported estimate.

Income & Expenditure - Non-Property Related Income

- 4.3 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, however, expected to be around 0.4%.
- 4.4 The Common Good Fund is invested in the Newton Fund and distributions are made from this investment twice a year in September and February. A dividend of £6,118 was received by the Peebles Common Good Fund at 30 September 2014. The Newton Fund is currently anticipated to fully return the projected annual budgeted income of £8,800.

Income & Expenditure - Property Expenditure

- 4.5 The Property Expenditure to date is detailed in Appendix 3 by property.

Income & Expenditure - Grants and Other Donations

- 4.6 The Grants and Other Donations distributed to and committed at 31 December 2014 are shown below.

Grant Recipients	Approved	£
Approved and paid		
Peebles Rugby Football Club – Drainage & Lighting	Prior yr	12,700
Peebles Art Festival – programme & distribution	7.5.14	2,000
Venlaw Community Woodland – Grant towards annual inspections & survey costs	7.5.14	1,000
Interest Link Tweeddale – Befriending Groups grant	3.9.14	1,500
Music in Peebles – Fund visiting music ensemble for care home residents	3.9.14	600
Total Paid to 31 December 2014		17,800
Approved but not yet paid		
Peebles Mural Project – Prep of wall if awards for all funding in place	7.5.14	1,870
Condition of funding from Scottish Gas Network Donation – Materials for Gardens at Dovecot Court Sheltered Housing		2,500
Total - Approved but not yet paid		4,370
Projected Out-Turn		35,200
Remaining Unallocated Budget		13,030

Balance Sheet

- 4.7 Appendix 2 provides the balance sheet position at 31 March 2014, the projected movement in year and a projected final balance sheet position for 31 March 2015.
- 4.8 All fixed assets of the Common Good Fund are revalued every five years as part of the Council's rolling program. The fixed assets currently shown on the Balance Sheet are due for revaluation from 1 April 2014. The Council's Estates Section is currently finalising these and the final year-end balance sheet will be adjusted to reflect these revaluations.

Cash Balance

- 4.9 The cash held by the fund is projected to be £49,929, an in-year projected increase of £5,874. The projected cash movement for 2014/15 is as follows:

Projected Usable Cash Reserve balance		£
Opening Balance at 1.4.14		44,055
Projected surplus for year from Income & Expenditure Statement		5,874
Projected Closing Balance at 31.3.15		49,929

Capital Reserve

- 4.10 The projections for the Capital Reserve include the unrealised profits for the Newton Fund as at 31 December 2014.

5 IMPLICATIONS

5.1 Financial

There are no further financial implications other than those explained above in Section 3.

5.2 Risk and Mitigations

- (a) 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 through 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
- (b) Members, at the December meeting of the Common Good Working Group, requested that a Risk Register be developed for the Common Good Fund. The initial Risk Register is appended to this report and members are requested to review this document for completeness. Members may feel they would wish to undertake a separate workshop with officers in order to fully populate the initial Risk Register.

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, 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 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)

Name	Designation and Contact Number
Neil Campbell	Senior Finance Officer – Capital & Investments Tel 01835 824000 (Ext 5495)

Background Papers: None

Previous Minute Reference: Peebles Common Good Sub-Committee, 2 December 2014; Peebles Common Good Sub-Committee, 4 September 2013

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 825166

Email: treasuryteam@scotborders.gov.uk

PEEBLES COMMON GOOD FUND

PROJECTED INCOME AND EXPENDITURE 2014/15

	ACTUAL TO 31/12/14	FULL YEAR APPROVED BUDGET	FULL YEAR PROJECTED OUTTURN	PROJECTED OVER/(UNDER) SPEND	Para Ref	COMMENTARY
	£	£	£	£		
Property Income						
Rentals Receivable	(46,649)	(54,320)	(54,320)	-	4.2	Refer to Appendix 3
Non-Property Related Income						
Interest on cash deposited with Council	-	(200)	(200)	-	4.3	
Newton Fund investment - Dividends receivable	(6,118)	(8,800)	(8,800)	-	4.4	Second dividend to be received in Feb 2015
Other income – Donations from fountain	-	(20)	(20)	-		
Total Income	(52,767)	(63,340)	(63,340)	-		
Property Expenditure						
Property Costs	1,902	8,000	8,000	-	4.5	Refer to Appendix 3
Haylodge Toilets – Cleaning etc	5,543	7,000	7,000	-		
Shop Division	2,199	2,199	2,199	-		
Total Property Expenditure	9,644	17,199	17,199	-		
Grants & Donations to Local Bodies	17,800	35,200	35,200	-	4.6	
Running Costs						
Central Support Service Charge	-	7,827	7,827	-		
SBC Grant towards Service Charge	-	(2,760)	(2,760)	-		
Net Running Costs	-	5,067	5,067	-		
Depreciation						
Depreciation charge	-	21,809	21,809	-		Estimate based on current Net Book Values
Contribution from Revaluation Reserve	-	(21,809)	(21,809)	-		
Net impact of depreciation on the revenue reserve	-	-	-	-		
Total Net (Surplus)/Deficit for the year	(25,323)	(5,874)	(5,874)	-		

PEEBLES COMMON GOOD FUND

ESTIMATED SUMMARY BALANCE SHEET POSITION AT 31 MARCH 2015

	Opening Balance at 31 March 2014 £	Projected Movements in year £	Projected Balances at 31 March 2015 £
Fixed Assets			
Land & Buildings ¹	676,029	(21,809)	654,220
Feu Duties	1,619	-	1,619
Total Fixed Assets	677,648	(21,809)	655,839
Capital in Newton Investment Fund Market Value as at 31.12.14²	356,851	880	357,731
Current Assets			
Debtors	3,443	-	3,443
Cash deposited with SBC	44,055	5,874	49,929
Current Liabilities			
Creditors	(180)	-	(180)
Net Assets	1,081,817	(15,055)	1,066,762
Funded by: Reserves			
Revenue Reserve ³	(47,318)	(5,874)	(53,192)
Capital Reserve ³	(406,646)	(880)	(407,526)
Revaluation Reserve	(627,853)	21,809	(606,044)
Total Reserves	(1,081,817)	15,055	(1,066,762)

¹ Projected book values of Land and Buildings as at 31 March 2015 broken down on Appendix 3.

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

³ Opening capital and revenue reserve balances have been aligned to reflect net asset values.

PEEBLES COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2014/15
(ACTUAL EXPENDITURE TO END DECEMBER 2014)

Fixed Assets - Land & Buildings	FIXED ASSETS Projected Book value at 31.3.15	RENTAL INCOME Projected Outturn for 2014/15	ACTUAL PROPERTY COSTS TO 31.12.14			
			Repairs	Ins, Rates	Other	Total
	£	£	£	£	£	£
Jedderfield Farm & Farmhouse	82,584	(2,100)				
Neidpath Grazings	4,087	(300)	65			65
New Kingsland P S Site	60,000	(3,500)				
Kingsland Sub Station site						
Old Corn Exchange	28,700	(3,000)	236			236
Old Corn Exchange - Band Hall		(450)		88		88
Old Corn Exchange - Shop	127,917	(13,750)	120			120
Peebles Golf Course	142,000	(15,290)				
Connor Ridge Monitoring Station						
Eliot's Park Grazings	100,000					
Kirklands Garages (8)		(680)				
Tweed Green						
Tweed Green - Garage 1	2,150					
Tweed Green - Garage 2	1,500					
Tweed Green - Garage 3	1,200					
Tweed Green Car Park site						
Greenside Car Park site						
Kingsmeadows Car Park site						
Kingsmeadow Rd Toilets site	800					
Gas Governor Site	750					
Haylodge Depot	33,933	(8,150)				
Land at site of 2 Haylodge Cottages	10,200					
Haylodge Park (Rent is for Pavilion site)		(150)				
Haylodge Park Play Area						
Haylodge Park Toilets - Site only	300					
Ninians Haugh Park Play Area						
Ninians Haugh Park						
Tweed Fishings						
Fotheringham Bridge						
Victoria Park Area 1 & 2						
Victoria Park Amenity Fues						
Victoria Park Tennis Courts	17,699					
Victoria Park Construction Store						
Cuddy Green						
Old Town Green						
Old Town Wall						
Land at March Street						
Walkershaugh ACF Site	3,900	(450)				
Walkershaugh Store	26,600	(6,500)				
Walkershaugh Bowling Green	400					
Railway Site, Walkershaugh						
Railway Embankments Walkershaugh						
Venlaw Amenity Ground						

Venlaw Quarry - stone rights only						
Venlaw Wood	9,500					
The Gytes - former mill lade land only						
George Meikle Kemp Monument						
Fountain outside Eastgate			80			80
Sundries affecting more than one property					103	103
Property Insurances				360		360
Property Services Time recharge					850	850
Total	654,220	(54,320)	501	448	953	1,902

PEEBLES COMMON GOOD FUND

INVESTMENTS

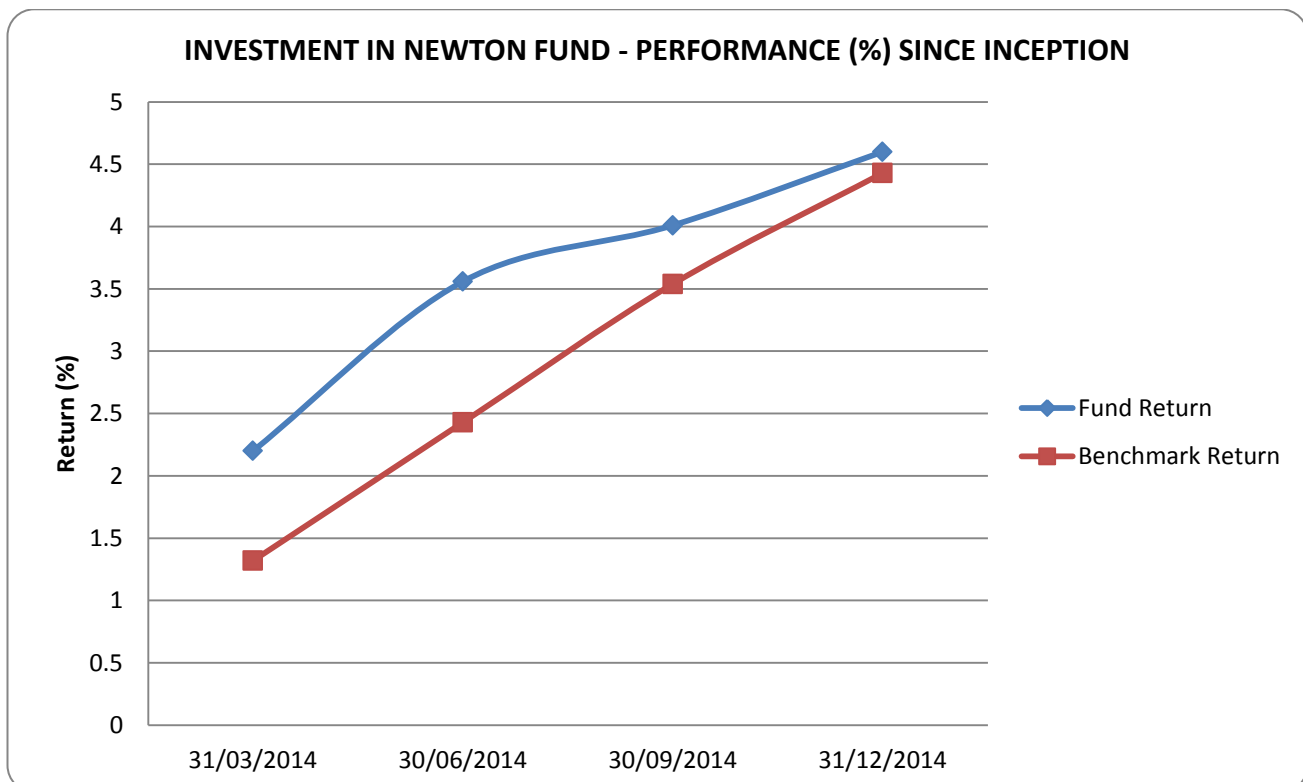
£

Investments

Investments externally managed in Newton Real Return Fund:

	£
Cost of Investment	350,000
Value at 31.3.14	356,851
Value at 31.12.14	357,731

Since inception the capital value of the investment has increased from £350,000 to £357,731. A dividend of £6,118 was received on 30 September 2014 and will be used to fund in year expenditure as part of the £8,800 investment income projected balance for 2014/15. A further dividend is expected to be received at the end of February 2015.



Risk Register: Peebles Common Good Fund 2015/16

APPENDIX 1

No.	Risk Category	RISK <i>Threat to achievement of business objective</i>	Scope/potential consequences of risk	Assessment of Risk (likelihood x impact) <i>Assume No Controls in Place</i>			Risk Control Measures in Place	Are all Controls Operational? Y / N / Partial	Potential Financial Risk £	Assessment of Residual Risk (likelihood x impact) With Control Measures		
				Likelihood	Impact	Risk Score				Likelihood	Impact	Risk Score
1	Economy and Funding	Global economic downturn - negative growth	Poor/ reduced investment returns due to adverse economic conditions - affecting income available to fund common good property upkeep and priorities.	4	3	12	Investment of capital balances with high quality counterparty. Regular review of investment performance as part of quarterly common good monitoring	Yes		2	3	6

Risk Register: Peebles Common Good Fund 2015/16

APPENDIX 1

No.	Risk Category	RISK <i>Threat to achievement of business objective</i>	Scope/potential consequences of risk	Assessment of Risk (likelihood x impact) <i>Assume No Controls in Place</i>			Risk Control Measures in Place	Are all Controls Operational?	Potential Financial Risk £	Assessment of Residual Risk (likelihood x impact) With Control Measures		
				Likelihood	Impact	Risk Score				Likelihood	Impact	Risk Score
							Y / N / Partial					
2	Property and Assets	Property Upkeep	Risk of damage to Common Good property caused by significant or prolonged bad weather - e.g. water ingress or flooding	3	3	9	Regular review of condition and maintenance requirements of common good assets by property staff. Insurance arrangements in place to cover for destruction by fire, lightening or aircraft impact. Element of self insurance necessary.	Yes		2	2	4
3	Property and Assets	Impact on Costs and Income	Council withdrawal from common good property	2	4	8	Regular review of Councils property requirements. Leasing agreements in place to ensure Common good are not left with Surplus assets	Yes		1	4	4
4	Property and Assets	Loss of Assets	Impact on overall value of common good assets	3	3	9	Assets recorded in Common Good Asset register and subject to regular revaluation. NO inventory of all common good heritable and moveable assets	Partial		3	3	9
5	Economy and Funding	Contractors / suppliers going out of business	Loss of valued local service e.g. hay lodge park Toilets	2	2	4	Alternative provider could be sought. Regular reviews of quality of services provided to common good under contracts established by Legal Services. Risks Mitigated as far as possible	Yes		2	2	4
6	Economy and Funding	Bad Debts	Funds owed by debtors are deemed irrecoverable	3	3	9	Regular review of all loans and debtors as part of the quarterly financial monitoring process	Yes		3	2	6

Risk Register: Peebles Common Good Fund 2015/16

APPENDIX 1

No.	Risk Category	RISK <i>Threat to achievement of business objective</i>	Scope/potential consequences of risk	Assessment of Risk (likelihood x impact) <i>Assume No Controls in Place</i>			Risk Control Measures in Place	Are all Controls Operational? Y / N / Partial	Potential Financial Risk £	Assessment of Residual Risk (likelihood x impact) With Control Measures		
				Likelihood	Impact	Risk Score				Likelihood	Impact	Risk Score
7	Budget Control	Failure of budgetary control processes (increased likelihood as budgets are stretched).	Unexpected overspends in common good budgets. Over commitment of annual resources impacting upon long term viability of the common good fund.	4	3	12	Monitoring processes, undertaken on a quarterly basis for common good fund. statement of income and expenditure including financial projections. Establishment of a risk register to underpin financial management. maintenance of appropriate capita balances to ensure long term viability of the Fund. Quarterly reporting to CGWG and production of annual audited accounts .	Yes		3	3	9

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AWARDS FOR ALL SCOTLAND



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Accessibility

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Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

Our mission

Helping communities and people most in need.

Our values

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence.

You can find out more about us, our values and our funding programmes by visiting our website www.biglotteryfund.org.uk

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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Part one: Important information to check before you start your application

a) How to make sure this application form works correctly

- ▶ **You must use the latest version of Adobe Reader.** Follow this link to get the latest version of [Adobe Reader](#), which is free to install and use. Anyone you send the form to check or answer any questions also needs to use the latest version of Adobe Reader.
- ▶ Don't use an earlier version of Adobe Reader or other software as we may not be able to read your form.
- ▶ If you have a Mac or use Windows 8 your computer may automatically default to Mac Preview or Windows Reader when you open the form, but these programmes can stop the form working properly even though they allow you to complete it (for example Mac Preview will not save any changes you make). So please double check that you are using Adobe Reader.
- ▶ Save a copy of the form to your own computer.
- ▶ Type directly into this form. Don't copy and paste from another document as it may cause formatting problems which you might not notice. For example, it could cause you to go over the character limit for a question without realising it.

b) Before you start to fill in the form

- ▶ Make sure you've read the Programme summary in Part two of the form. This describes who can apply to Awards for All, what we will pay for and how we will assess your application.

c) Completing the form

- ▶ Make sure you've answered every question and read your application before you send it to us. Email your completed form to scotlandapplications@awardsforall.org.uk putting the name of your organisation from question 1 into the email subject line.
 - We prefer to receive application forms by email, however if you don't have access to email please post your application to:
Awards for All Scotland applications, Big Lottery Fund, 4th Floor, 1 Atlantic Quay,
1 Robertson Street, Glasgow, G2 8JB.

d) Deadline for applications

There are no closing dates for Awards for All. Applications can be made at any time, however, you must submit your application at least four months before you want your project to start to give us time to assess it, tell you our decision and pay the grant if you are successful.

e) Help with your application

If you have any questions about Awards for All Scotland or completing this application form, or if you need it in a different format (for example large print), please contact our Big Advice Team Scotland by email at enquiries.scotland@biglotteryfund.org.uk by phone on 0300 123 7110, or by text relay on 18001 plus 0300 123 7110.

Our website (www.biglotteryfund.org.uk/awardsforallscotland) has further information, advice and tips to help you complete your application. It also provides information on sources of local support that give advice on funding.

Part two: Programme summary

a) What's it all about?

Awards for All Scotland aims to help communities and people most in need.

It's a small grants programme run by the Big Lottery Fund and sportscotland, two of the organisations that distribute money raised by the National Lottery for good causes.

b) What are we looking for?

The difference your project should make

To get funding you must have an idea for a project that will do at least one of the following:

- ▶ Strengthen how your community works together. For example, by bringing local people together to do something that benefits their community, such as putting on an event that helps people get to know each other or creating a network of people that can look out for isolated older members of your community.
- ▶ Increase people's skills and life chances. For example, by helping people learn or experience new things that they can put to good use, such as languages, music or culture.
- ▶ Improve your local area for people to enjoy. For example, by getting people together to improve local spaces or facilities, such as helping to refurbish a village hall or developing a community garden.
- ▶ Get people more active and healthier. For example, by giving people opportunities to exercise and eat well, such as walking or cookery clubs.

Awards for All priorities

We are particularly interested in funding the following organisations, which are more likely to be successful:

- organisations which have not received funding from Awards for All Scotland in the last three years
- organisations with an annual income of less than £250,000, state schools and nurseries.

From time to time we may also prioritise our funding of particular types of projects. We'll advertise these on our website at www.biglotteryfund.org.uk/awardsforallscotland

Your project doesn't have to meet one of these priorities to be funded, but you are more likely to get funding if it does. Make sure you check our website before you apply.

Making sure people can get involved in your project

It's important that a wide range of people are able to get involved in the projects we fund. You should consider:

- ▶ How people will know about your project. For example, how and where will you advertise so that anyone can find out about it.
- ▶ What you will do to address any barriers to different people benefiting from or helping to run your project. For example, people with different backgrounds, traditions and ages may need different support to get involved.
- ▶ Whether your organisation's membership policies will restrict who can benefit from your project. For example, if you have high membership fees or membership systems that may not be open to everyone (such as new members needing to be proposed and seconded by existing members) we won't be able to fund your project.

Part two: Programme summary

For more information on how to make sure that everyone who could benefit from your project can get involved, see our guide Equality Matters at www.biglotteryfund.org.uk/equality_matters

If you plan to restrict who can benefit from your project, you must be able to explain why this is the best way to meet your beneficiaries' needs. For example, we would expect a girls only sports project to be able to explain how the needs of girls are different to boys, and why they should be met separately.

c) Who can apply?

You can apply if your organisation is a:

- voluntary or community organisation (including if you are a registered charity or company, or a social enterprise) with a written governing document and at least three unrelated people on your governing body
- school
- community council or
- statutory body.

We won't accept applications from:

- organisations (or council directorates) that have received a grant from Awards for All Scotland in the previous 12 months
- organisations (or council directorates) that are yet to provide a satisfactory monitoring report for a project we have previously funded through Awards for All Scotland
- organisations (or council directorates) that are waiting for a decision on an Awards for All Scotland application sent to us previously
- individuals and sole traders
- profit making organisations (including partnerships)
- organisations based outside the UK
- non-departmental public bodies
- branches where you don't control how you're run and how your money is spent
- applications made by one organisation on behalf of another.

Some businesses promote their services by telling potential customers about Awards for All. They may offer consultancy services, imply that they are acting on our behalf, or fill in the application form for you for a charge. We don't endorse this as our application process is free and we don't think paid help is necessary, so we won't pay any costs associated with this. You must complete the form yourself and the named contacts must understand the need for and aim of the project and how it will be delivered.

Although you may get help with your application, for example from a funding advisor or support organisation, you need to have ownership of the project.

If you are a sports club you should discuss your application with sportscotland and your appropriate recognised sport's governing body before applying. This is to make sure that you've received all necessary guidance for sports clubs, such as checking you have the correct sport's governing body affiliation and meeting your sport's key priorities. Your

Part two: Programme summary

application is less likely to be funded if you have not made the relevant contacts before you apply. You can find sportscotland contact details at www.sportscotland.org.uk

d) How much can you ask for?

You can ask for between £500 and £10,000. You must be able to spend this within 12 months of being awarded any funds.

e) What can you apply for?

We'll pay for some or all of your project costs for up to 12 months, for a new or existing project. This includes activities that form part of a larger project, including feasibility studies and development costs. You can apply to Awards for All and another Lottery funding programme for the same project as long as you don't ask for the same activities to be funded in both applications.

There are some things we can't pay for and these include:

- activities that are statutory obligations or will replace statutory funding, including activities on the curriculum in schools or that take place during curriculum hours. Projects should take place outside of school hours, unless you can provide us with a good reason in your application why this is not possible. Where applications are to fund extra-curricular projects or items (including equipment and internal building or facility improvement) that we consider could also be used for curricular activity, we will only fund 75 per cent of the total project costs.
- anything you start, spend money on or agree to spend money on before we confirm our funding
- building, refurbishment or landscaping work where the total cost of the capital project is more than £75,000 (including VAT)
- building, refurbishment or landscaping work where you don't own the land or building or have a lease that cannot be brought to an end by the landlord for at least five years
- work on land or a building that requires planning permission where this isn't in place
- items that only benefit one person
- items/activities that benefit people living outside of Scotland
- trips outside the UK
- loans, interest payments, general appeals, endowments or activities to raise funds for your organisation
- new staff posts or existing staff costs that are already being funded (we can pay for sessional staff to deliver short term activities and existing staff to carry out project related activities additional to their current role, where they are the most appropriate people to deliver these)
- projects, activities or staff costs that do not represent good value for money
- registration or affiliation fees for existing clubs

Part two: Programme summary

- religious or political activities
- routine repairs and maintenance
- organisational overheads (for example, utility bills, council tax, rent and insurance) unless this is for a new organisation which has been running for less than 12 months
- used vehicles
- VAT you can recover.

Due to safety and child protection issues we'll only fund some sports activities if they are delivered by an organisation which is affiliated to the relevant national governing body. For example we won't fund a youth group to purchase archery or canoeing equipment, but we will fund them to take part in activities delivered by an affiliated archery or canoeing organisation which has qualified instructors and the relevant insurance in place. It is the responsibility of the organisation applying [you] to make sure that the organisation delivering the activity is appropriately qualified and insured. sportscotland provide information on sports governing bodies at www.sportscotland.org.uk/sport-a-z/recognised-governing-bodies-for-scotland-and-the-uk

f) How will we assess your application?

When we assess your application we'll consider:

- the need for your project and any evidence you've told us about to support this
- how your project will make a difference to people or communities most in need (including whether it meets any of our priorities).

g) What happens when?

You can apply at any time but we need to receive your application at least four months before you'd like to start your project, to give us time to assess it, tell you our decision and start your grant if you are successful.



We'll let you know our decision within 10 weeks of receiving a complete application.



If we offer you funding we'll send your legally responsible contact a conditional grant offer in the post, to the address you provide at Question 3, which has to be signed and returned to us within 28 days of the date of the letter.



We'll also need you to return a copy of your organisation's governing document, constitution or set of rules, unless you are a school, statutory body, community council, registered charity or company limited by guarantee (or a registered charity that is also a company limited by guarantee).



We'll also email you a bank details form to provide the details of the account you want any funding paid into, which you should email back to us. Voluntary and community organisations and schools which have their own bank account also need to provide a copy of a bank statement for the account.



When we've got everything back from you and checked it's all OK, we'll let you know when you'll receive our funding and you can start your project.



You must keep all original receipts or invoices relating to your project as we may ask to see them at any time. We may also visit you to check how the grant has been spent.



When you're coming to the end of your project we'll send you a short form to complete to tell us what you've achieved. If you don't return the form this is a breach of the terms and conditions of the grant and we're unlikely to fund organisations that have had a previous grant from us which has not been managed satisfactorily.

If you don't return everything requested by our deadline, or there is a problem with what you send us which we can't resolve with you, we may withdraw our conditional grant offer.

If your application is unsuccessful we'll tell you why. You should only apply again for the same project if you can make a much stronger case. If you send us the same application again our experience is that it's unlikely to be successful.

Part three: Awards for All application checklist

It's important that you complete this checklist before you start the application form. You shouldn't apply to us unless you can confidently answer yes to all of these questions.

The checklist will help you decide if this funding is right for your project and organisation, before you go to the time and effort of submitting an application. It also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give out more money in grants.

	Yes	No
a) Is your organisation a:		
● voluntary or community organisation (including if you are a registered charity or company, or a social enterprise) or	<input type="checkbox"/>	<input type="checkbox"/>
● school or	<input type="checkbox"/>	<input type="checkbox"/>
● community council or	<input type="checkbox"/>	<input type="checkbox"/>
● statutory body?	<input type="checkbox"/>	<input type="checkbox"/>
b) Does your governing document allow you to carry out the activities you are applying for funding for?	<input type="checkbox"/>	<input type="checkbox"/>
c) Does your organisation have its own UK based bank or building society account in the legal name of the organisation applying (unless you are school), which requires at least two unrelated people (who are not family members or partners) to authorise all cheques and any withdrawals?	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you have at least three unrelated people on the board or committee that runs your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
e) Is your application for between £500 and £10,000?	<input type="checkbox"/>	<input type="checkbox"/>
f) Is your project start date at least four months from the date you will send us this application?	<input type="checkbox"/>	<input type="checkbox"/>
g) Will your project be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer no to any of the above then you're not eligible to apply to Awards for All at this time.

Part four: Your organisation and contact details

1. What is the full legal name of your organisation, as shown on your governing document?

Please check this - if the full legal name is incorrect it may delay your application.

2. Does your organisation use a different name in your day to day work?

Yes No

If yes, what other name do you use?

3. What is the main or registered address, including postcode for your organisation?

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

	Postcode:
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Phone number one

Phone number two

At least one of the numbers must be a landline.

4. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

5. Does your organisation have a website?

Yes No

If yes, what is its address?

6. What type of organisation are you?

Select your organisation type from at least one of these categories. You can select from more than one category if relevant.

Charity	<input type="checkbox"/> Registered charity	<input type="checkbox"/> Charity (Royal Charter or Act of Parliament)
	<input type="checkbox"/> Scottish Charitable Incorporated Organisation	<input type="checkbox"/> Charitable trust
	<input type="checkbox"/> Charitable incorporated organisation	
	<input type="checkbox"/> Charitable unincorporated association	
Company or mutual society	<input type="checkbox"/> Company – limited by shares	<input type="checkbox"/> Community Interest Company – limited by guarantee
	<input type="checkbox"/> Company – limited by guarantee	<input type="checkbox"/> Industrial and provident society
	<input type="checkbox"/> Community Interest Company – limited by shares	<input type="checkbox"/> Co-operative
Public sector	<input type="checkbox"/> Local authority	<input type="checkbox"/> Fire Service
	<input type="checkbox"/> Community Council	<input type="checkbox"/> Health Authority
	<input type="checkbox"/> Police Authority	<input type="checkbox"/> Other
School	<input type="checkbox"/> State school	<input type="checkbox"/> Independent school
Other	<input type="checkbox"/> Faith organisation	<input type="checkbox"/> University
	<input type="checkbox"/> Non-charitable unincorporated organisation	<input type="checkbox"/> Other
	<input type="checkbox"/> Further or higher education	

7. Give any reference or registration numbers you have.

Charity Commission for England and Wales

Charity Commission for Northern Ireland

Office of the Scottish Charity Regulator

Companies House

Financial Conduct Authority

Health Authority Number

School reference number

Other reference number (please specify)

8. When was your organisation set up?

Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month please give us an approximate date.

Day Month Year

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9. What is your VAT status?

For more information on VAT see [HM Revenue & Customs](#) website.

VAT registered Not VAT registered

If you are VAT registered, what is your VAT registration number?

Your VAT number should be between 9 and 12 numbers long and have no spaces.

10. Is your organisation independent or a branch of a larger organisation?

Independent

An independent organisation will have its own governing document and can manage its own funds and staff.

Branch

To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation's governing document), produce its own annual accounts (which may be included in its parent organisation's accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent.

If you are a branch, what is the name and address of the larger organisation, including postcode?

Postcode:

If we offer a branch a grant we will ask the larger organisation to accept overall responsibility for it. For branches where there is insufficient local control, the parent organisation will need to apply.

If you are a branch but are not sure if you can apply, please contact us for advice.

11. What is your organisation's current financial position?

As part of our assessment, we may ask you to send us a copy of your organisation's latest annual accounts or financial projections. Select one option and fill in the amounts from your accounts or projection:

Information from the latest accounts approved by your organisation.

12 month projection because you've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

All organisations, including schools and statutory organisations, need to provide this information.

Accounting year ending:

Day Month Year

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Total income for the year £

Total expenditure for the year £

Surplus or deficit at the year end £

Total savings or reserves at the year end £

Have your accounts been independently audited?

Not all organisations are required to get their accounts audited (by a registered auditor who gives an opinion on the accounts) and some get them independently examined instead (a less rigorous external review carried out by an independent person with relevant skills and experience). If your accounts are independently examined and not audited, select No.

Yes

No

Contacts

We need the date of birth and home address for all of your contacts. This includes a previous address if they've not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more in our Good Governance Guide (available by searching 'good governance' on our website or by contacting our Big Advice Team Scotland) and the Data Protection policy at the end of this form.

12. Primary contact

Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation.

Title: Mr Mrs Ms Miss

Forenames (in full)

Surname

Position or job title

Date of Birth

Home address, including postcode

Postcode:

Have they lived at this address for the last three years?

Yes No

If no, give their previous home address, including postcode.

Postcode:

Phone number one

Phone number two

At least one of the numbers must be a landline.

Email

The email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Tell us about any particular communication needs this contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

13. Legally responsible contact

Who in your organisation will be legally responsible for the funding?

This cannot be the same person as the primary contact.

The legally responsible contact must be over 18 years old and is responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form and that the funded organisation meets our monitoring requirements.

Title: Mr Mrs Ms Miss

Forenames (in full)

Surname

Position or job title

Date of Birth

The legally responsible contact must hold one of the following positions. Please tick one box.

Organisation type

Legally responsible contact

Company

director or

company secretary

School

head teacher

Local authority or health body

chief executive or

director

Community councils

chair

All other types of organisations

chair or

vice chair or

treasurer

Please tick to confirm the primary and legally responsible contacts are different people

Home address, including postcode

Postcode:

Have they lived at this address for the last three years?

Yes

No

If no, give their previous home address, including postcode.

Postcode:

Phone number one

Phone number two

At least one of the numbers must be a landline.

Email

The email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Tell us about any particular communication needs this contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

Part five: What will your project do?

14. When are you planning to start and finish your project?

Your start date must be at least four months after you send us your application and you must complete your project within 12 months.

Is your start date:

fixed (for example, a one off event which has to happen on or by a certain date) or

flexible (for example, an ongoing activity which can be delivered at any time)?

Project start date

Day Month Year

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Project finish date

Day Month Year

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If your start date is flexible put the earliest date you'd like your project to start.

15. What would you like to call your project?

Give your project a short title that captures what you want to do, something we can use to publicise your project on our website if you are successful. For example: "Growing the community one allotment at a time".

You can write up to 70 characters including spaces.

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16. What does your project involve?

By 'project' we mean the event or activities you plan to carry out using our funding. Be specific about what you will do, how you will do it and who will benefit.

You can write up to 3,200 characters (about 500 words).

17. Why is your project a good idea?

Tell us why you want to do this project – what does it aim to address? It's important that you refer to any evidence you have to show why your project is needed and describe what backing or support you have from the people, communities or organisations who will benefit.

You can write up to 3,200 characters (about 500 words).

18. How will people benefit from your project?

Tell us which one of the following best describes the difference your project will make to the people, communities or organisations who will benefit from it. We describe these in more detail under Part two: Programme summary, b) What are we looking for?

More than one may apply to your project, but tick the one it fits best.

Will the project:

- Strengthen how your community works together.
- Increase people's skills and life chances.
- Improve your local area for people to enjoy.
- Get people more active and healthier.

19. How much will your project cost and how much would you like from us?

- ▶ Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- ▶ Check which costs you can apply for under Part two: Programme summary, e) What can you apply for?
- ▶ Under the heading Costs give us details of the supplier you plan to use for each item and for products the brand you will purchase (for example, the computer make and model, and the shop you intend to buy from). If you don't know this level of detail now, just give us a general description (for example, 3 laptop computers).
- ▶ Be as detailed as you can, using clear headings followed by a short description (for example: 'Furniture - 5 tables and 30 chairs').
- ▶ Use a different row for each heading.
- ▶ Only include VAT if you can't recover it from HM Revenue and Customs.
- ▶ If you are asking us for all the costs make sure the total cost and amount from us is the same.

Costs	Total cost (£)	Amount from us (£)
Example: IT equipment: 1 Dell laptop, 1 i-pad. PC world.	£670	£670
Totals		

20. Where will your project take place?

Give the main local authority area where the people or organisations who will benefit live or are based.

Local authority name

Also give the location of the places where your project will happen. This helps us understand where our money is being spent.

- ▶ If your project will take place at (or be run from) a single location, for example a community centre, enter its postcode, put 100 per cent and select it as the main location.
- ▶ If your project will take place at (or be run from) a number of locations, for example different community sports venues, enter a row for each and estimate a percentage for each one. Then select one postcode as the main location. The total percentage for all rows should add up to 100 per cent.
- ▶ If you have not identified exactly where the project will be delivered yet, for example it will be delivered in a range of community settings which are still to be identified, or if it's for a trip, please enter the project's correspondence address and select this as the main location.
- ▶ If your project location doesn't have a postcode, use one for a nearby building.

You can enter up to five locations in the table. If there are more than this select the top five.

Building name (or number) and street	Postcode	% per location	Main location
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
		Total	

21. Will your project involve work on land or a building?

Yes No

- ▶ If your project involves work on land or a building, you must own it or hold a lease that cannot be brought to an end by the landlord for at least five years.
- ▶ If you need planning permission, then you must have this before you apply to us.

We may ask to see evidence of any ownership, lease or planning permission as part of our assessment.

Do you currently meet these requirements?

Yes No – you should not apply to us until you do

22. Will your project involve working with children, young people or vulnerable adults?

Yes No

If yes, we expect you to be able to meet the following minimum requirements:

- have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment and secure extra insurance, if appropriate.

We may ask to see evidence of these policies as part of our assessment.

Do you currently meet these requirements?

Yes No – you should not apply to us until you do

NSPCC provides a range of child safeguarding advice and information services for the whole of the UK which can be accessed by visiting www.nspcc.org.uk, emailing help@nspcc.org.uk or by calling 0808 800 5000.

23. Will you need insurance, qualifications or affiliations to a governing body to carry out your project?

Depending on what you want to do you may need public liability insurance, qualified leaders or instructors, or you may need to be affiliated to a specific governing body. For example:

- Public liability insurance is required for any public events.
- If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

Do you need insurance, qualifications or affiliations to a governing body?

Yes No

If yes, do you currently have the appropriate insurance, qualifications or affiliations in place?

We may ask to see evidence of this as part of our assessment.

Yes No – you should not apply to us until you do

Part six: Beneficiary monitoring

There are no model answers to these questions. Your answers help us understand who benefits from our funding but we don't use them to decide if we will fund your project.

24a. Will your project mainly benefit people from a particular ethnic background?

Yes No

If yes, which ethnic background? You can select up to three.

White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other white background

Asian, Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Mixed/Multiple ethnic groups

Mixed ethnic background (this refers to people whose parents are of a different ethnic background to each other)

Black / African / Caribbean / Black UK

- Caribbean
- African
- Any other Black/African/Caribbean background

Other ethnic group

- Arab
- Any other

24b. Will your project mainly benefit people of a particular gender?

Yes No

If yes, which gender? Male Female

24c. Will your project mainly benefit people from a particular age group?

Yes No

If yes, which age group? You can select up to two.

0-24 years 25-64 years 65+ years

24d. Will your project mainly benefit disabled people?

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.

Yes No

24e. Will your project mainly benefit people of a particular religion or belief?

Yes No

If yes, which religion or belief? You can select one.

Buddhist Christian Hindu Jewish Muslim Sikh Other

24f. Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

Yes No

Part seven: Your declaration

Data protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used from Customer Services, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

Tick the box below to confirm that:

- the legally responsible contact named in question 13 is aware of this application
- the organisation named in Part four completed the application form and will deliver the project
- the information you have given is accurate and true, including the checklist in Part three
- your application has been authorised by the governing body of your organisation (the board or committee that runs your organisation)
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and your organisation will be liable to repay any money you have received
- you will be able to meet our Standard Terms and Conditions of grant, a draft copy of which are available on our website
- you agree we can use the information you have provided for the purposes described under Data Protection above
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy.

I agree

Title Forenames (in full) Surname

We would like to send information about the Big Lottery Fund and other Lottery good causes to your named primary contact. If you would rather not consent to receive this information please tick the box.

We would be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys or product testing. If you would rather not consent to take part in these activities, please tick the box otherwise we may pass your details on to organisations who do this work for us.

Make sure you've answered all of the questions in the form before sending it to us. If your application is incomplete we'll need to get in touch with you and it will take longer to process.

Applications should be emailed to: scotlandapplications@awardsforall.org.uk

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

CORPORATE RESOURCES

ADMIN & LEGAL

- 4 FEB 2015

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Peebles Burgh Silver Band c/o Martin Brown, Treasurer 1 Pikes Knowe Court Cardrona Peebles EH45 9LP 01896 831436</p> <p>treasurerpbsb@btinternet.com</p>
<p>Address to which payment should be made:</p>	<p>Martin Brown, Treasurer 1 Pikes Knowe Court, Cardrona Peebles, EH45 9LP</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>Peebles Burgh Silver Band has been in existence since 1834 and is very much a community organisation, greatly appreciated by the townsfolk of Peebles. Membership of the Band is free and open to all, regardless of age, sex, ethnicity, etc. We provide instruments and music tuition, free of charge, to all who join – this covers all ages – from 6 to 60 and beyond. Our youth section is currently 25 strong with a similar number in our Senior Band. We play at all local festivals/events in and around Peebles and add to the fabric of the local community.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are applying for a grant of £7,000 to assist with the refurbishment of the Band Hall on Peebles High Street.</p>
<p>When will the donation be required:</p>	<p>1st May, 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>Our project is called "Bringing the Band Hall into the 21st Century". From 1st May, 2015 until the year end we hope to refurbish the Band Hall fully by</p> <ol style="list-style-type: none"> 1. Repainting the whole interior from top to bottom 2. installing a suspended ceiling with acoustic tiles (to help the long term playing ability of all members and other music groups using the hall) 3. installing new LED lighting within the suspended ceiling 4. replacing 2 metal frame windows (in toilet & storage room) and installing a new Fire Door and additional shelving 5. replacing existing toilet and wash basin, and 6. installing new Tambour Filing Cabinets to house our extensive music library, new flooring in Toilet/Sink area and curtains in main hall

	<p>Total Cost has been estimated at c. £17,000 and on 27th January, 2015 we were offered a Conditional Grant of £10,000 from the Big Lottery Fund.</p> <p>We raise c. £14/16,000 each year from our own money raising events but need this to meet our normal running costs, which include subsidising those youngsters within the Band who wish to attend a week long residential music school under the auspices of the National Youth Brass Band of Scotland.</p> <p>As such we are seeking the balance of £7,000 from the Peebles Common Good Fund towards this project.</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>The Band has had free occupation of the Band Hall for over 100 years but committed to a formal 25-year lease on 1st October, 2013 paying an annual rent of £450 to the Peebles Common Good Fund.</p> <p>The Band Hall is an asset of the Peebles Common Good Fund and the proposed work will undoubtedly “Bring the Band Hall into the 21st Century”.</p> <p>As well as lowering on-going heating and lighting costs, the hall will provide a far better environment for all those learning to read music and play an instrument in a group environment.</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 style="text-align: right;">Martin Brown</p> <p>Position Held: Treasurer</p> <p>Date: 2nd February, 2015</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>	

Peebles Burgh Silver Band

Summary of Income and Expenditure – Year to 30th September, 2014

Income	2012/2013	2013/2014	2012/13	2013/2014
Bank Interest	3.95	3.88		
Christmas Carols etc	302.71	646.19	2,232.20	165.00
Coffee Mornings - see "A" attached	1,312.46	1,353.84	173.00	133.23
Concerts - see "A" attached	4,119.89	2,920.00	746.12	749.04
Contests	45.00	0.00	5,175.00	4,000.00
Donations/Patrons/Sponsorship - See "B" attached	1,100.00	1,957.34	798.00	800.00
Duck Race	1,075.00	665.50	1,091.06	2,025.89
Engagements	3,250.00	1,875.00	33.00	0.00
Junior Band - see "C" attached	7,056.54	2,287.50	190.00	175.00
Quiz Night	642.00	0.00	434.98	501.53
Sponsored Walk	323.97	781.30	4,372.78	3,191.69
Street Collections	18.08	679.36	317.95	320.38
Website - Easy Fund Raising	77.75	58.12	5,601.41	2,885.18
Miscellaneous Income	1,033.00	1,025.00	631.23	454.17
BP Foundation - match funding via Ian Hamilton	2,725.00	80.00	200.00	225.00
Sale of Instruments	80.00		163.74	350.87
Cheque not presented and subsequently cancelled			60.00	0.00
			217.46	2,930.98
			303.60	727.67
				222.30
	£23,165.35	£14,412.03	£22,741.53	£20,307.93
			£423.82	
	£23,165.35	£5,895.90	£23,165.35	£20,307.93

Balance of Cash & Bank Accounts

Brought Forward	01/10/12	01/10/13	30/09/13	30/09/14
Balance of Cash in hand	1.37	35.60	35.60	61.76
Balance of Bank Account	6,535.91	6,925.50	6,925.50	1,003.44
	£6,537.28	£6,961.10	£6,961.10	£1,065.20
Plus Excess Income in Year to 30/9/2013	423.82			
Less Excess Expenditure in Year to 30/9/2014		£5,895.90		
	£6,961.10	£1,065.20	£6,961.10	£1,065.20

17/10/14

Martin Brown
Treasurer

Robert B. Stewart, MCIBS
External Examiner

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Tweeddale Archers c/o Ian Gray 24 Damcroft Peebles EH45 8EF</p> <p>01721 729101 or 07881 518854</p> <p>ian@spinningfish.net</p>
<p>Address to which payment should be made:</p>	<p>“Tweeddale Archers” 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>Tweeddale Archers is a newly formed archery club for Peebles and the surrounding area. We will provide facilities, coaching and equipment for adults, children (over 9) and disabled people to learn and develop in the sport of Field Archery. We will be meeting on a weekly basis (although that is likely to increase to twice-weekly in the future).</p> <p>Archery is one of the most accessible and egalitarian sports available, with young and old, male and female, novices and experts, able-bodied and disabled all able to shoot together. It is also both a very sociable sport, and an extremely safe and well-regulated one. Field Archery is of course an Olympic discipline.</p> <p>Peebles itself has an ancient history of Archery, although there are currently no clubs/facilities available in the area.</p> <p>Although Archery does not demand great physical strength (which makes it very accessible to people who would not otherwise be "sporty"), it offers significant health benefits: archery works the core muscles, builds upper body strength, balance and co-ordination, increases flexibility, and also helps improve mental focus, patience and attention skills. It teaches the importance of safety (for obvious reasons, safety is a prime focus), and actively encourages people to develop skills in quantifiable ways. Club archery is also great for helping people to develop social confidence across different age/gender groups. Teaching/coaching and leaderships skills are taught, as individuals progress through formal training to become qualified coaches themselves.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3,500 (out of £6,000 total required). We need to provide a full range of equipment - both personal equipment (beginners' bows, arrows, safety guards etc) for those learning the sport, and communal equipment (target bosses and stands, backstop netting etc). Without this, we simply cannot operate!</p> <p>We will be using the local sports centre as an indoor venue, and they have offered to provide storage for equipment. All kit will therefore be kept there, and personal kit will be assigned on a loan basis to those people who do not yet have their own bows etc. Equipment will not normally leave club/venue premises.</p>
<p>When will the donation be required:</p>	<p>As soon as possible</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>Purchase of equipment as soon as possible</p> <p>£6,000</p> <p>-</p> <p>£2,000 applied for from Asda Carrier Bag Community Fund (response expected in March) £500 will be applied for from Club Sport Tweeddale Revenue Fund – no information yet as to timescales</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>There has been huge interest in this club starting up, and as we develop experienced archers and put people through formal coaching classes it is likely that we will continue to grow substantially. To put this in context, the nearest archery club (Penicuik) is one of the largest in Scotland, and has proved so popular that there is a 2 year waiting list to join.</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: Chairperson, Tweeddale Archers</p> <p>Date: 10.02.2015</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>	

Tweeddale Archers

Income/Expenditure Projection for 2015

Income		Qty	Each	Total
Club membership fees				
	Senior	20	60 £	1,200.00
	Junior	15	30 £	450.00
	Disabled	5	30 £	150.00
	Associate members	5	60	
AGB/SAA affiliation fees				
	Senior	15	68 £	1,020.00
	Junior contrib	15	20 £	300.00
	Disabled contrib	5	20 £	100.00
Shooting fees		1250	2 £	2,500.00
Grant funding			£	6,000.00
			£	11,720.00

Expenditure

AGB/SAA affiliation fees				
	Senior	20	68 £	1,360.00
	Junior (en-bloc)		£	105.00
	Disabled (en bloc)		£	49.00
Venue hire		1250	2.5 £	3,125.00
Clubsport Tweeddale membership			£	20.00
Target equipment			£	1,900.00
Archer's equipment			£	2,600.00
Safety equipment			£	1,100.00
Repairs & spares			£	300.00
Publicity			£	200.00
Website			£	100.00
Coaching expenses		20	40 £	800.00
			£	11,659.00

N.B. These are reasonably conservative projections based on the number of people who have already expressed an interest in the Club.

Equipment costs shown are one-off, not annual, costs

Tweeddale Archers

Income/Expenditure Projection for 2015

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N.B. These are reasonably conservative projections based on the number of people who have already expressed an interest in the Club.

Equipment costs shown are one-off, not annual, costs

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

ADMIN & LEGAL

17 FEB 2015

CORPORATE RESOURCES

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>TNEEDDALE ROVERS AFC KEIRFIELD PARK INNERLEITHAN ROAD PEEBLES</p> <p>None 01721740294 07974892681</p> <p>caverhill@btinternet.com</p>
<p>Address to which payment should be made:</p>	<p>CAVERHILL KIRKTON MANOR PEEBLES EH45 9JL</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>We are a local amateur football club, we play in the Border amateur league, which 99% of our players are local and have come up through the youth set up. The benefit it brings to the local community is to give young players the chance to continue to play football when they are finished at youth level.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We plan to renew the roof of our pavilion which at present is leaking badly and has caused some internal damage. The sum would be £8000.</p>
<p>When will the donation be required:</p>	<p>Our plan would be to start the work as soon as possible.</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>This is a continuous work to keep the pavilion in a good state of repair.</p> <p>ASP.</p> <p>£10000.</p> <p>Around £2000.</p> <p>We have an ongoing weekly draw which would help towards some of the work and hopefully a coffee morning or similar fundraiser.</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:

Please see attached letter.
We also hope to get some
Voluntary work.

Declaration

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

Signed:

Position Held: *Manager*

Date: *15/2/2015*

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

THE HISTORY OF KERFIELD PAVILION

On Sunday March 19th 1961 a gang of enthusiastic local volunteers gathered at Kerfield Park and began excavating the foundations of what became known as the Tweeddale Rovers Pavilion. Initially it was hoped the project would be completed for the beginning of the 1962-63 season but little did the group know that it would take nearly four and a half years of hard graft, interrupted with intermittent delays due to financial difficulties, before this project would be completed. The 10th September 1965 edition of the Peeblesshire News recorded this historic milestone as follows, 'we gladly report that the Kerfield Pavilion is now complete in every way and that all accounts in respect of the building have been paid'.

This story is a remarkable example of sheer commitment and dedication by a collection of local football followers and is one which needs to be recorded and so here the tale begins.

The pavilion was first advocated in 1959 by the now defunct Peeblesshire Amateur Football Association. However, it would be a full two years before work could start as there were many issues to overcome. Plans were drawn up by local architect Mr Shannon and his assistant Mr Crosbie which were received with great public enthusiasm and also met with the approval of the Local Authorities. Once the go ahead was given the early work forged ahead at a steady pace. There were many willing volunteers such as J. Millar, J. Stewart, R. Scott, J. Alexander, T. Adam, R. Hewitt, J. Hailstones, F. Caunt, T. French, C. Millar, N. Kilner, A. Brown, W. Todd, W. Williamson, D. McDonald, C. Patterson, I. Hamilton and A. McGill but Jimmy Raeburn, Tommy Connor and Jimmy Nisbet deserve special mention for their committed efforts and without whom the pavilion might never have been finished.

The financial donations at this time were also plenty including one from the children at Castlecraig Residential School for just under £2 and from Peeblesshire Amateur League club Broughton United. As with any type of project of this nature the initial enthusiasm disappeared and the number of volunteers reduced resulting in the inevitable slowing up of progress. To add to the difficulties the Peeblesshire Amateur League folded shortly after the start of the work and then ex- councillor Kenny Scott who was a mainstay of the project from the very beginning emigrated to Canada.

Throughout these testing times Jimmy Grant the Tweeddale Rovers stalwart came to the fore. Although Jimmy always shunned the limelight and was quite happy to remain in the background he was a driving force in pushing on the pavilion to completion. He was the only remaining official of the PAL who took part in the original planning in 1959 and it was he who enlisted voluntary labour and raised the financial issues resulting in donations to pay for the project. Indeed, an example of this was the extremely generous donation from Misses Ramsay Smith, and £8 4s from Tweeddale Rovers. Two anonymous gentlemen also donated £70 between them and these all contributed to covering the balance required.

After completion the pavilion was officially handed over to the Town Council for safe keeping at a small ceremony at the council chambers prior to the monthly council meeting. The Peeblesshire News reported, 'The pavilion fills a much needed want in the park and provides suitable changing accommodation for the numerous amateur teams using the park. Although the officials of Tweeddale Rovers Football Club will look after the pavilion on behalf of the council, it will be available to all teams playing in the park.'

There is no doubt the pavilion stands as an example of what can be achieved by community spirit and it is a fitting tribute to all the original volunteers that nearly 50 years later the Kerfield Pavilion facilities are still the envy of many football clubs in the Borders.

Tweeddale Rovers Balance Sheet

	2012/2013	2013/2014
Balance B/F From Last Year		
INCOME		
BOOK SALES	0	162.5
Trumps Tote	5074	4501
Tots (use of pavillion)	650	0
Fund Raising	1834	2078
Sevens Profit	1026	0
Bank Interest	0	0
Donations	1320	2200
EXTRAS	0	140
TOTAL	9904	9081.5
TOTAL Bank Bal + Income	21994.68	21713.71
 EXPENDITURE		
Trumps Pay-Outs	2050	1900
ASSOCIATION FEES	180	185
presentation nite	180.6	0
WASH STRIPS	700	640
REF/BORDER	720	600
PLANS/DRAWINGS	120	1594
SCOTTISH POWER	195	320
SCOTTISH GAS	436.37	404.03
BOOK PRINTING	571.41	0
Kit & Equipment	2335.67	1909.75
LEASE	100	366
BUILDING INSURANCE	445.5	559.59
BUILDING WORK	85.39	177
Medical	124.86	86.76
Trophies	121.95	55
Postage, Advertising & staionery	152	69
Donations	0	100
BORDER PUBLIC LIABILTY INSURANCE	105	105
TOTAL EXPENDITURE	8623.75	9071.13
 TOTAL INCOME		
PROFIT/LOSS	1280.25	10.73
 PROFIT + BANK BALANCE	13370.93	12642.94
 Balance at 9th June 2014	13271.41	
CASH IN HAND	110	47
Total at 9th June 2013	13381.41	12689.94

- (-£75)

TRAVIS
PERKINS
NOT PAID.

Tweeddale Rovers Football Club

Income and Expenditure Account for the year ended 9 June 2014

	2013/2014	2012/2013
INCOME		
Trumps Tote	4,492	5,074
Donations	1,184	1,320
Book sales	163	-
Fund raising	1,921	1,834
Sevens Profit	-	1,026
Tots (use of pavillion)	-	650
TOTAL ACTUAL MONTHLY INCOME	7,759	9,904
EXPENDITURE		
Trump Pay-Outs	1,900	2,050
Association Fees	185	180
Presentation night	-	181
Wash Strips	660	700
Ref/Border	650	720
Plans/drawings	1,594	120
Scottish Power	320	195
Scottish Gas	404	436
Book printing	-	571
Kit and equipment	1,410	2,336
Lease	366	100
Building Insurance	560	446
Building work	-	85
Medical	87	125
Trophies	-	122
Printing, Postage, advertising and stationery	105	152
Donations	-	-
Border Public Liability Insurance	105	105
Memberships	100	-
TOTAL ACTUAL MONTHLY EXPENDITURE	8,445	8,624
BANK BALANCE	12,585	13,271

Independent Examiners Report

I confirm that the above Income and Expenditure Account reflects the position of the Tweeddale Rovers Football Club for the year to 9 June 2014. I confirm that the above agrees to the records provided by the Club.


 Karen J Graham B.A C.A


 Date



BRAIDWOOD

Chartered Accountants
& Registered Auditors

Tweeddale Rovers Football Club

BG/ 2418
2 March 2015

£

Fee for:

Independent Examination of Accounts to 9 June 2014;

110.00



This invoice is payable on presentation

ACS Payments to:

Sort Code 80-22-60

Account No 06394289

One Cherry Court

Cavalry Park

Peebles

EH45 9BU

Total Net Amount 110.00

Total VAT at 20 % 22.00

Invoice Total 132.00

t: 01721 729346

e: enquiries@braidwoodgraham.co.uk

w: www.braidwoodgraham.com

Registered to carry out audit work by The Institute of Chartered Accountants of Scotland.



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>The Treefest Partnership c/o Chris Sawers The Glack Farmhouse KirktonManor Peebles</p> <p>01721 740260 07801 308991</p> <p>chris@borderpests.fsnet.co.uk</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>Treefest Partnership aims are to</p> <ul style="list-style-type: none"> • raise people's awareness of the range, nature, history, uses and benefits of Scotland's trees, woods and forest; and both timber and non-timber products • increase people's use, knowledge, understanding, appreciation and enjoyment of Scotland's trees, woods and forests <p>Our main event is the Tweed Valley Forest Festival – 10 years old this year. This is a 10 day festival 27 October – 1 November 2015.</p> <p>The focus of this in Peebles is the 2 day Wood Market in the Community Centre and on Tweed Green. In past years, the Peebles Food Festival has come on board to make a larger event.</p> <p>We work with local schools and communities and support local businesses and craftspeople. An SBC assessment of the 2013 event calculated an economic impact of over £85,000.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Owing to the demand from stand holders and other participants, we need more / larger marquees and associated facilities eg portaloos. These will be used for the Wood/ Food Market demonstrations and other associated activities eg Community Pizza Oven. £1,850.</p>
<p>When will the donation be required:</p>	<p>May – to secure the marquee booking</p>
<p>If this is a one-off project then please give the</p>	<p>We have raised funds from Forestry Commission Scotland, are in discussion with the Woodland Trust re sponsorship, and am currently</p>

<p>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>drafting an Awards for All application. However, we would still require this amount of money for the plans we hope to implement this year.</p> <p>The budget for the whole TVFF project this year is £24,700.</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>We have not applied previously.</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: C A Sawers</p> <p>Position Held: Treefest Co-ordinator</p> <p>Date: 19th February 2015</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>	



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>TweedLove Trails 12 Kingsmeadows Road Peebles EH45 9EN</p> <p>07796 173939</p> <p>neil@hillsideoutside.com</p>
<p>Address to which payment should be made:</p>	<p>12 Kingsmeadows Road Peebles EH45 9EN</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>TweedLove Trails is a voluntary organisation of local people in the Tweed Valley, working to promote cycling and mountain biking in the area.</p> <p>It is a non-profit-distributing voluntary association which aims to:</p> <ul style="list-style-type: none"> a) promote the Tweed Valley as the best bike-riding destination in the UK. b) promote cycling-related tourism as social enterprise and a major part of Tweed Valley life. c) recognise importance of cycling identity tourism and educate local businesses to the benefits of this. d) further establish and encourage the community's unique 'bike-centric' identity and deliver the community based element of Tweedlove. e) develop regular community based local rideouts that are free to the general public. f) actively increase the number, quality and waymarking of mountain bike trails, and road cycling routes in the area. g) encourage more people to take part in cycling. h) create and manage a network of local volunteers to help achieve the above. i) support a cycling festival and events which achieve the above. <p>Many residents have expressed a belief that TweedLove has made a significant contribution towards making the area a far better, happier and more prosperous place to live. It has also led to full and part-time employment, hundreds of volunteer opportunities, a local team spirit, free qualification training and assessments and a more active, healthier population.</p> <p>In conjunction with Hillside Outside Ltd, TweedLove Trails has worked to bring a round of the Enduro World Series (a major international mountain biking event) to Peebles. This happened in</p>

	2014 for the first time and as a result of the success of the event, the event will return to Peebles for 2015.
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	£3,500 event first aid, provided by Tweed Valley Mountain Rescue £4,000 event staff and volunteer event expenses, it requires a large amount of volunteers to deliver the event and this would cover any expenses required and additional staff costs. £2,500 event insurance and security. These are necessary for the event to run safely.
When will the donation be required:	May 2015
If this is a one-off project then please give the following details – Date (s): Estimated total cost: Funds already raised by applicant's own efforts: Funds raised or expected to be raised from other sources (please state sources):	The TweedLove Bike Festival is an annual event and we hope that the inclusion of an international event in the festival will also become an annual occurrence. By providing additional support to the event this will ensure the successful delivery of the event and the opportunity for Peebles to be recognised as a major international mountain biking destination. Event budget attached.

<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>TweedLove Bike Festival started through community enthusiasm for cycling and has grown in a few years to providing an annual event that is well recognised within the community. With cycling becoming ever more popular in the UK and within our region in particular, a large number of residents are now being encouraged to take part in an activity which not only benefits their health directly, but also allows all the family to take part together. There is significant local pride in the fact that the festival has now been offered the opportunity to host one of the world's most prestigious mountain bike events, the Enduro World Series, for the second year running. A significant outcome of our group's activity is a visible increase in the number of people who are now active in cycling in the area. With good organisation we can run the World Series event in a way which allows over 100 local people to take part in the company of the world's best athletes, and the work we do will leave a legacy of more places to ride and improved access.</p> <p>This event is also of major benefit to the local economy, with all accommodation in Peebles booked, restaurants cafes and shops experiencing a large increase in trade.</p> <p>Funding like this will make a huge difference to what kind of production we can deliver, as it will allow many people to volunteer for and benefit from event work tasks which they would otherwise be unable to do. Major events like this cannot happen without a great deal of community support both in-kind and financial.</p> <p>While it is well recognised that this event is of significant economic benefit to the area, the difficulty and down side is that it runs at a loss for the organisers.</p>
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<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: NEIL DALGLEISH</p> <p>Position Held: SECRETARY</p> <p>Date: 24 February 2015</p>

Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts
Audited accounts for 2012 and 2013 enclosed
2014 provisional attached

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

TWEEDLOVE FESTIVAL**PROFIT AND LOSS****TO 12/1/2012**

NARRATIVE	INCOME	EXPENDITURE
Event Scotland	£12,500.00	
SBC	£2,500.00	
CGS	£2,500.00	
Tweed Valley Tourist Consortium	£500.00	
Sponsorships & Concessions	£3,935.00	
Glentress Seven	£8,598.00	
Cinema night	£973.67	
Website & E Marketing		£3,000.00
Posters/leaflets, Print & Design		£2,477.76
Brochure Print & Design		£2,130.98
Print Distribution		£248.95
Event Branding		£2,307.25
Video Viral		£1,500.00
Photography		£1,760.00
Advertising		£200.00
PR Campaign		£2,500.00
Road & Event signage print production		£150.00
Portaloos		£408.00
PA, Generator & Fuel for races		£250.00
Number boards & Flags		£900.00
Tents & Marquees		£1,600.00
Course marketing		£500.00
Timing		£800.00
First Aid		£650.00
Radios		£426.00
Branded Safety & Staff Clothing		£1,400.00
Hall Hire		£220.00
Site Hire & Parking Field		£550.00
Film Hire		£400.00
Event Site & Facilities		£1,000.00
FC Fees		£100.00
Stewards & Helpers		£250.00
Administration		£2,041.95
Insurance		£700.00
Prizes		£500.00
Misc		£46.80
Balance in hand		£2,488.98
	£31,506.67	£31,506.67

SIGNED

NEIL DALGLEISH (CHAIR)

DAVID RUTHERFORD (ACCOUNTANT)

DATE

9/4/12

PREPARED BY JEANEVE CLINCH

TWEEDLOVE TRAILS
Report of the Independent Examiner
For the Period 21/01/2011 – 12/01/2012

Independent Examiner's Report to the Director of Tweedlove Trails

I report on the accounts of the period 21 January 2011 to 12 January 2012 which is attached.

Basis of independent examiner's statement

My examination is carried out in accordance with the 2006 Accounts Regulations. An examination includes a review of the accounting records kept 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 directors 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 the course of my examination, no matter came 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
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave 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.

David Rutherford

Cowan & Partners
60 Constitution Street
Leith
Edinburgh
EH6 6RR

Date: 25/04/2012

TWEEDLOVE TRAILS

PROFIT & LOSS ACCOUNT

PERIOD ENDED 31 MARCH 2013

	Income £	Expenditure £
Awards For All	10,000.00	
Edinburgh Council	1,000.00	
Scottish Borders Council	912.00	
Bring & Buy Sale	561.19	
Misc. Income	200.00	
Bank Interest	3.48	
Marketing		2,360.80
First Aid		650.00
Venue Hire		200.00
Accounts		160.00
Plant Hire		504.00
Trail Work		2,696.00
Stewards & Helpers		580.00
Administration		748.47
Training		1,750.00
Film Hire		300.00
Misc. Expenditure		44.91
Opening Balance In Hand	2,488.98	
Closing Balance In Hand		5,171.47
	<u>15,165.65</u>	<u>15,165.65</u>

SIGNED

NEIL DALGLEISH (CHAIR)

DAVID RUTHERFORD (ACCOUNTANT)

DATE

05 November 2013

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