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JEDBURGH COMMON GOOD SUB-COMMITTEE WEDNESDAY, 16TH SEPTEMBER, 2015

A MEETING of the JEDBURGH COMMON GOOD SUB-COMMITTEE will be held in the CLASSROOM 33, JEDBURGH GRAMMAR SCHOOL, JEDBURGH on WEDNESDAY, 16TH SEPTEMBER, 2015 at 4.30 PM

J. J. WILKINSON,
Clerk to the Council,
9 September 2015

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declaration of Interests.	
4.	Minute. (Pages 1 - 4) Minute of Meeting of 3 June 2015 to be agreed and signed. (Copy attached.)	2 mins
5.	Monitoring Report for 3 months to 30 June 2015 Consider report by Chief Financial Officer. (Copy attached.)	15 mins
6.	Any Other Items Previously Circulated.	
7.	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 J. Brown (Chairman), S. Scott, R. Stewart and Wight

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SCOTTISH BORDERS COUNCIL
JEDBURGH COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the JEDBURGH
COMMON GOOD FUND SUB-COMMITTEE
held in the Assembly Room, Jedburgh
Grammar School, on 3 June 2015 at 4.30 p.m.

Present:- Councillors J. Brown, S. Scott, R. Stewart, Community Councillor Mr. H. Wight.
In Attendance:- Capital and Investment Manager, Solicitor (Graham Nelson), Solicitor (Karen Scrymgeour), Estates Manager, Democratic Services Officer (F. Henderson).
Members of the Public:- 0.

MINUTE

1. There had been circulated copies of the Minute of the Meeting held on 4 February 2015.

With reference to last sentence of paragraph 3, Councillor Stewart sought an amendment as follows - £2,500 grant to payback loan contingent asset to clarify the terms of the grant.

**DECISION
NOTED.**

MATTERS ARISING

2. With reference to paragraphs 4 and 5 of the Minute of 4 February 2015, Community Councillor Wight requested information on the number of units which had been purchased with the £50k.

DECISION

AGREED that this information be provided by the Capital and Investment Manager directly to the Members of the Sub-Committee.

3. With reference to paragraph 6 of the Minute of 4 February 2015, Councillor Scott requested that in relation to the grant paid to Jedforest Instrumental Band, this be reviewed in 6 months to monitor progress.

**DECISION
NOTED.**

MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2015

4. There had been circulated copies of a report by the Chief Financial Officer which provided the year end out-turn for the Jedburgh Common Good Fund for the year 2014/15 including balance sheet values at 31 March 2015 and proposed budget for 2015/16. Appendix 1 provided the actual income and expenditure for 2014/15. This showed a deficit of £11,248 and projected deficit of £6,615 for 2015/16. Appendix 2 provided the balance sheet value to 31 March 2015 and showed an increase in Reserves of £94,734, due to the revaluation of properties and the unrealised gain of the Newton Fund investment. Appendix 3 provided a breakdown of the property portfolio showing the effect of revaluation. Appendix 4 detailed the value of the Newton Fund to 31 March 2015. With reference to the table contained in paragraph 4.6 it was highlighted that the payments of grants to Jedburgh Border Games and Jedburgh Walking Festival were in financial years 2012/13. Community Councillor Wight raised concern that the potential interest on the previous fund had been 3% and only 2.5% was being received from the Newton Fund. The Capital and Investment Manager advised that it was difficult to compare the funds as the previous Fund had been a specialist fund and there was no evidence of what might have been. The Newton Fund carried less risk and had performed well for most Common Good Funds. In relation to the Provost Room within the

Corn Exchange, Jedburgh, the Estates Manager advised that further investigation had revealed that there was no indication from the titles that the Provost Room was a common Good Asset. Mr Nelson advised that advice had been obtained from a Common Good Expert that given the asset was listed on the Common Good Register, that despite the title position, it would be appropriate that should the whole property be sold the Common Good should receive a % of the sale, proportionate to the % that the Provost Room is of the whole property. The Sub-Committee thanked the Capital and Investment Manager and her team for the excellent work and clear understandable report.

DECISION

(a) AGREED the proposed budget for 2015/16 as shown in Appendix 1 to the report.

(b) NOTED:-

- (i) the actual income and expenditure position for 2014/15 in Appendix 1 to the report ;**
- (ii) the final balance sheet value to 31 March 2015 in Appendix 2 to the report ;**
- (iii) the summary of the property portfolio in Appendix 3 to the report; and**
- (iv) the current position of the investment in the Newton Fund in Appendix 4.**

DECLARATION OF INTEREST

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

APPLICATIONS FOR FINANCIAL ASSISTANCE

Jethart Callant's Festival

5. There had been circulated copies of an Application for Financial Assistance from the Jethart Callant's Festival for a grant of £5,000 towards the costs of the 2015 Festival. The application, which was submitted on an annual basis advised that the festival covered a 3 week period of horse rideouts, ceremonial events and public entertainment for all ages – dances, family days, swimming gala, bike run etc. It was acknowledged that the Festival brought the townspeople together and generated considerable income for the town trades while attracting visitors to the town. Following general discussion, the Sub-Committee agreed to award the grant of £5,000

DECISION

AGREED to award a grant of £5,000 to the Jethart Callant's Festival for 2015.

United Roxburghshire and Jedburgh Horticultural Society

6. There had been circulated copies of an Application for Financial Assistance from the United Roxburghshire and Jedburgh Horticultural Society for a grant of £2,142.00 to be used as match funding for a larger project. The application explained that the Society had been founded nearly 200 years ago and was held to be the oldest regional horticultural society in Scotland. It aimed to promote horticultural excellence and encouraged the growing of fine examples of fruit, vegetables and flowers through friendly competition. The society also worked in partnership with Primary Schools, to nurture gardeners of the future by providing potted plants for the children to grow and enter in the an Annual Flower Show which was held annually in September. The proposed project estimated to cost £9,142.00 would support the Bi-centenary celebration of the Jedburgh Horticultural Society which was to be held in September 2015 to coincide with the Annual Show. The Primary Schools were participating in a competition to design posters for the event and 500 starter pack had already been distributed to pupils. The Society had already raised £1,730.00 and it was anticipated that funding for £5,000 could be raised from other funding sources. Following discussion the Sub-Committee agreed to award £2,142.00 to the United Roxburghshire and Jedburgh Horticultural Society to be used to as match funding for a larger Bi – Centenary Project.

DECISION

AGREED to award a grant of £2,142.00 to the United Roxburghshire and Jedburgh Horticultural Society to be used to as match funding for a larger Bi – Centenary Project.

The meeting closed at 5.20 p.m.

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Monitoring Report for 3 Months to 30 June 2015

Report by the Chief Financial Officer

Jedburgh Common Good Sub Committee

16 September 2015

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Jedburgh Common Good Fund for the 3 months to 30 June 2015 and full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016.**
- 1.2 Appendix 1 provides a projected Income and Expenditure position. This shows a projected deficit of £6,615 for the year.
- 1.3 Appendix 2 provides a projected Balance Sheet to 31 March 2016. It shows a projected decrease in the reserves of £18,215.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing actual Income and Expenditure to 30 June 2015.
- 1.5 Appendix 4 shows the value of the Newton Fund to 30 June 2015.

2 RECOMMENDATIONS

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

3 BACKGROUND

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

4 FINANCIAL POSITION 2015/16

4.1 Appendix 1 provides detail on income and expenditure for the 2015/16 financial year. The projected net position for the year is a deficit of £6,615, assuming full expenditure of the grants and donations budget of which £22,858 remains to be allocated.

4.2 **Income & Expenditure – Rental Income**

There is no Rental Income due from the Jedburgh Common Good properties.

4.3 **Income & Expenditure – Non-Property Related Income**

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

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

4.5 **Income & Expenditure – Property Expenditure**

There are no Property Expenses on the Jedburgh Common Good properties.

4.6 **Income & Expenditure – Grants & Other Donations**

The grants and other donations distributed to 30 June 2015 are shown below.

Grant Recipients	Approved	£
Jethart Callant Festival	03/06/15	5,000
Jed Horticultural Society	03/06/15	2,142
Total Paid to 30 June 2015		7,142
2015/16 Budget		30,000
Budget Remaining		22,858
Approved but not yet paid		0
Total Approved but not yet paid		0
Unallocated Budget Remaining		22,858

4.7 **Income & Expenditure – Depreciation Charge**

The depreciation charge is projected to be £11,600 based on the revaluation of the properties at 1 April 2014. This is not a cash transaction.

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

4.9 **Balance Sheet – Fixed Assets**

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

4.10 **Balance Sheet – Newton Investment**

a) With the current uncertainties in financial markets worldwide caused by the Greek debt crises, speculation over possible interest rate rises in the US and the downturn in the growth rate of the Chinese economy, Global markets have proven to be very volatile in the second quarter of 2015.

b) This has resulted in a downturn across financial markets, which has averaged 5%. Against this background, information from Newton shows an overall performance reduction of 2.76% indicating a reduction in assets value but a lower level of relative performance reduction compared to the wider market over the quarter. The Newton Fund due to its remit of "capital preservation" has therefore been impacted by market fluctuations to a lesser extent than other funds. It should again be noted that these investments are long term investments and individual quartile performance should not be taken in isolation but must be viewed over the longer term. Newton's have action plans in place and as at the end July recovered 0.8% of the second quarter reduction. They believe the overall objective of the fund to return LIBOR+4% over a 5 year average is still achievable and there is no reason to change the strategy adopted at this point.

c) The projections include an unrealised profit of £12,972 for the Newton Fund Investment as at 30 June 2015. Appendix 4 shows the performance of the fund since inception.

4.11 **Balance Sheet – Cash Balance**

The cash held by the fund is projected to be £29,614, an in year projected increase of £975. The projected cash movement for 2015/16 is as follows:

Cash Balance	£	£
Opening Balance at 1 April 2015		28,639
<i>Repayment of Principal (Long Term Debtors)</i>		
Jedburgh Bowling Club Loan	5,590	
Jedburgh Golf Club Loan	1,000	
Jedburgh Community Trust Loan	1,000	7,590
Projected Deficit for year from Income & Expenditure Statement		(6,615)
Projected Closing Balance at 31 March 2016		29,614

4.12 Balance Sheet – Capital Reserve

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

4.13 Contingent Asset – Jedburgh Golf Club

The final accounts will also include a Contingent Asset of £25,000 for the remaining balance of the secured grant given to Jedburgh Golf Club in January 2005 for the purchase of two additional fields. This position will be reviewed on an annual basis to assess the likelihood of the Golf Club disposing of the fields.

5 IMPLICATIONS

5.1 Financial

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

5.2 Risk and Mitigations

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

5.3 Equalities

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

5.4 Acting Sustainably

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life and improvements in local amenities and nurturing of local talent. The potential improvement in levels of income through the use of the new investment fund will act to make the Common Good Fund more sustainable in the future.

5.5 Carbon Management

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

5.6 Rural Proofing

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

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Scheme of Administration or Scheme of Delegation arising from the proposals contained in this report.

6 CONSULTATION

- 6.1 The Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and their appropriate comments have been incorporated into this report.

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Kirsty Robb	Capital and Investments Manager Tel: 01835 82549
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Background Papers:

Previous Minute Reference:

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. We can also give information on other language translations as well as providing additional copies.

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JEDBURGH COMMON GOOD FUND

INCOME AND EXPENDITURE 2015/16

	Actuals at 30/06/15	Full Year Approved Budget 2015/16	Full Year Projected Out-turn 2015/16	Full Year Projected Over/ (Under) Spend £	Para Ref	Commentary
	£	£	£	£		
Property Income						
Rentals Receivable	0	0	0	0		
Non-Property Related Income						
Interest Receivable from Loans to – Jedburgh Bowling Club	0	(1,265)	(1,265)	0		
Jedburgh Golf Club	0	(224)	(224)	0		
Interest on Cash deposited with Council	0	(225)	(225)	0	4.3	Calculated at 0.4%
Newton Fund Investment – Dividends Rec'd	0	(23,900)	(23,900)	0	4.4	Calculated at 2.5%
Total Income	0	(25,614)	(25,614)	0		
Property Expenditure						
Property Costs – General	0	0	0	0		
Total Property Expenditure	0	0	0	0		
Grants & Other Donations	7,142	30,000	30,000	0	4.6	£22,858 Unallocated
Running Costs						
Central Support Service Charge	0	3,621	3,621	0		
SBC Grant towards Service Charge	0	(1,392)	(1,392)	0		
Net Running Costs	0	2,229	2,229	0		
Depreciation						
Depreciation Charge	0	11,600	11,600	0		
Contribution from Revaluation Reserve	0	(11,600)	(11,600)	0		
Net impact of Depreciation on Rev Res	0	0	0	0		
Total Net (Surplus)/Deficit for year	7,142	6,615	6,615	0		

JEDBURGH COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2016

	Opening Balance at 01/04/15 £	Projected Movement in Year £	Projected Balances at 31/03/16 £
Fixed Assets			
Land & Buildings ¹	488,400	(11,600)	476,800
Feu Duties	0	0	0
Total Fixed Assets	488,400	(11,600)	476,800
Capital in Newton Investment Fund			
Investment in Newton Fund	915,174	0	915,174
Unrealised Gains/(Loss)	40,115	0	40,115
Market Value	955,289	0	955,289
Long Term Debtors			
Loan to Jedburgh Bowling Club	49,000	(5,590)	43,410
Loan to Jedburgh Golf Club	4,500	(1,000)	3,500
Loan to Jedburgh Comm Trust	4,833	(1,000)	3,833
	58,333	(7,590)	50,743
Current Assets			
Debtors	0	0	0
Cash deposited with SBC	28,639	975	29,614
	28,639	975	29,614
Current Liabilities			
Creditors	(6,000)	0	(6,000)
Receipts in Advance	0	0	0
	(6,000)	0	(6,000)
Net Assets	1,524,661	(18,215)	1,506,446
Funded by:			
Reserves			
Revenue Reserve	(80,972)	6,615	(74,357)
Capital Reserve	(957,962)	0	(957,962)
Revaluation Reserve	(485,727)	11,600	(474,127)
Total Reserves	(1,524,661)	18,215	(1,506,446)

JEDBURGH COMMON GOOD FUND

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

Fixed Assets	Net Book Value at 31/03/15 £	Projected Depn Charge 2015/16 £	Projected Net Book Value at 31/03/16 £	Projected Rental Income 2015/16 £	Actual Property Expenditure at 30/06/15				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
Jedburgh Provosts Room	0	0	0	0	0	0	0	0	0
Jedburgh Castle Jail	0	0	0	0	0	0	0	0	0
Mary Queen of Scots House	488,400	11,600	476,800	0	0	0	0	0	0
Murray's Green Park	0	0	0	0	0	0	0	0	0
Dunehill (Dunshill)	0	0	0	0	0	0	0	0	0
Repairs	0	0	0	0	0	0	0	0	0
Market Cross	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	0	0	0	0	0	0	0	0	0
Total	488,400	11,600	476,800	0	0	0	0	0	0

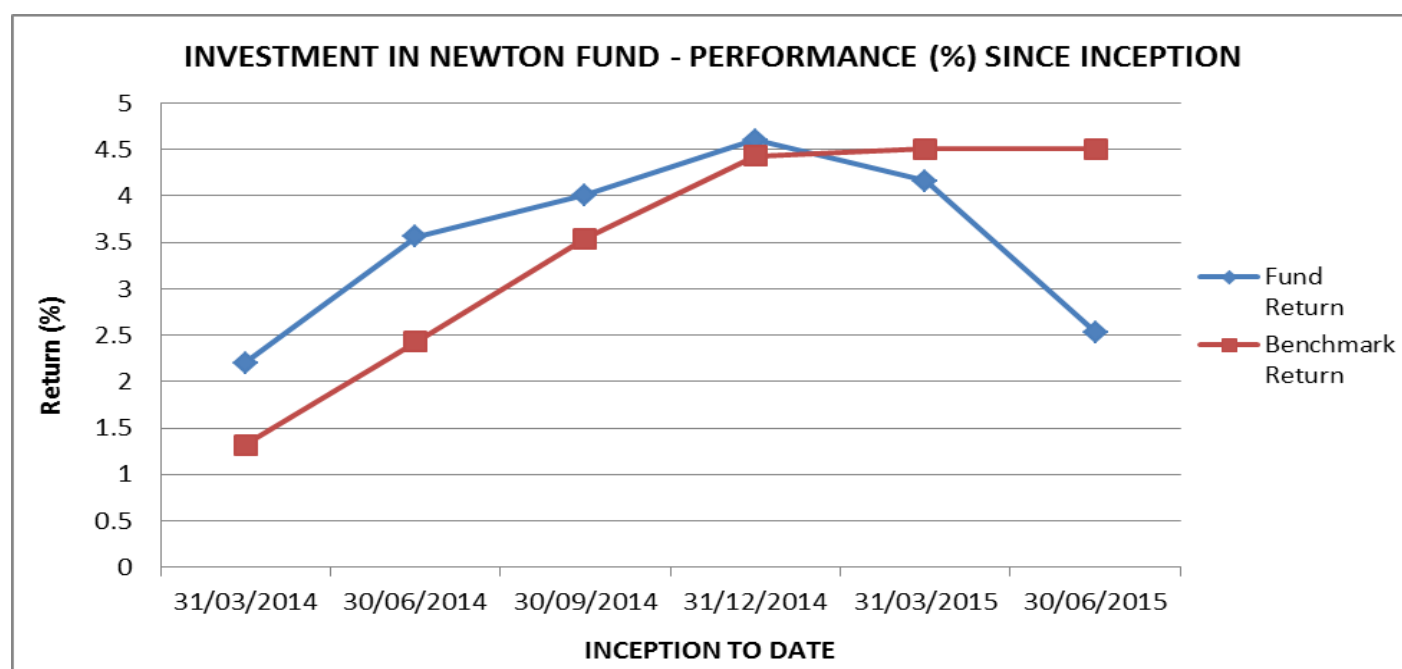
JEDBURGH COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED IN NEWTON REAL RETURN FUND

Cost of Investment	Units	£
13 December 2013	23,377	43,708
17 January 2014	147,816	280,185
24 January 2014	146,191	276,008
3 February 2014	140,878	265,273
5 March 2015	25,576	50,000
Total Invested to 31 March 2015	483,838	915,174

Value of Investment	£
31 March 2015	955,289
30 June 2015	928,146
30 September 2015	
31 December 2015	
31 March 2016	
Increase/(Decrease) from Total Cash Invested	12,972

Dividends are due to be paid out in September 2015 & February 2016.



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