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HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 16TH AUGUST, 2016

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the
LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 16 AUGUST 2016 at 4.00 pm

J. J. WILKINSON,
Clerk to the Council,

9 August 2016

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interest	
4.	Minute (Pages 1 - 2) Consider Minute of meeting held on 29 June 2016. (Copy attached).	2 mins
5.	Applications for Hawick Common Good Grant. (Pages 3 - 24) To consider briefing note. (Copy attached).	15 mins
6.	Monitoring Report for three months to 30 June 2016 (Pages 25 - 34) Consider report by Chief Financial Officer. (Copy attached).	10 mins
7.	Hornshole To consider verbal report from Managing Solicitor.	5 mins
8.	Common Haugh (Pages 35 - 36) To consider briefing note by the Estates Strategy Surveyor. (Copy attached).	10 mins
9.	Property Update Consider verbal report from Estates Strategy Surveyor.	5 mins
10.	Any Other Items Previously Circulated	
11.	Dates of Future Meetings Tuesday, 15 November 2016 at 4.00 pm in the Lesser Hall, Town Hall,	2 mins

	Hawick. Tuesday, 21 February 2017 at 4.00 pm in the Lesser Hall, Town Hall, Hawick Tuesday, 20 June 2017 at 4.00 pm in the Lesser Hall, Town Hall, Hawick	
12.	Items Likely to be Taking in Private Before proceeding with the private business, the following motion should be approved:- “That under section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information ad defined in paragraph 9 of Par 1 of Schedule 7A to the aforementioned Act”.	
13.	Private Minute (Pages 37 - 38) Consider the private section of the Minute of the meeting held on 28 June 2016. (Copy attached).	2 mins
14.	Hawick Moor (Pages 39 - 44) Consider briefing note by Property Officer (Copy attached)	
15.	Pilmuir Farm (Pages 45 - 50) To consider private briefing report by Estates Strategy Surveyor. (Copy attached).	15 mins

NOTES

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

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

Mr J Little, Hawick Community Council

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

**SCOTTISH BORDERS COUNCIL
HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Committee Room 4, Council
Headquarters on Wednesday, 29 June, 2016
at 9.00 am

Present:- Councillors G Turnbull (Chairman), S Marshall, W McAteer, D Paterson,
R Smith.
Apologies:- Councillors Mrs A Knight and Mr J Little
In attendance:- Managing Solicitor (R Kirk), Estates Manager (N Hastie), Estates Surveyor (J
Morison), Democratic Services Officer (J Turnbull).

Members of
Public:- 1

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 17 May 2016.

DECISION

APPROVED the Minute for signature by the Chairman.

2. **MATTERS ARISING FROM THE MINUTE**

With reference to paragraph 6.9 of the Minute, Members requested that the Common Haugh car parking space, next to the market container, be hatched to deter cars from parking in this area.

DECISION

AGREED to request the car parking space next to the market container be hatched, to ensure no car parking in this area.

3. **FINANCIAL ASSISTANCE**

3.1 There had been circulated copies of an application from Hawick Summer Festival requesting financial assistance of £2,000 towards their Children's Day to be held at Teviotdale Leisure Centre. The Chairman advised the Sub-Committee of Common Good funding previously provided to the Festival Committee, which amounted to £13k since 2003/04. The Organising Secretary of the Festival was in attendance and advised that they had achieved a £15k surplus between 2005 – 2013. However, their following two events had been affected by bad weather and had reduced their surplus to £6k. The event was now held indoors at Teviotdale Leisure Centre. This year's event would take place on Saturday, 20 August and would attract over 200 primary school children and visitors to the town. As well as this event, the Festival organised a music night which approximately 500 people attended. They also held three separate walking festivals which attracted 40 – 50 walkers.

3.2 Members discussed the application and agreed that the Festival should be encouraged and supported. However, they requested a draft framework be presented to the next meeting for consideration. This should outline the criteria for grant funding and assist their consideration of future applications for Common Good funding.

DECISION

AGREED:-

- (a) **To award a grant of £2,000.00 to Hawick Summer Festival towards the Children's Day to be held at Teviotdale Leisure Centre on 20 August 2016; and**
- (b) **To request a draft framework for Members to consider at the August meeting of the Sub-Committee outlining the criteria for grant funding.**

4. **PRIVATE BUSINESS**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to the Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

PRIVATE BUSINESS

5. **MINUTE**

Members approved the private section of the Minute of 17 May 2016.

6. **PILMUIR FARM**

To consider a private verbal report by the Estates Surveyor.

7. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, to keep Members informed.

8. **HAWICK MARKET**

It was reported that there was a problem with litter at the Common Haugh following Hawick Market on Saturday, 25 June. The Estates Surveyor would investigate with Geraud Markets.

DECISION

NOTED.

The meeting concluded at 9.40 am

HAWICK COMMON GOOD FUND SUB-COMMITTEE - 16 AUGUST 2016

HAWICK COMMON GOOD FUND APPLICATIONS FOR FINANCIAL ASSISTANCE

With reference to paragraph 3.2 of the minute of 29 June, Members requested a draft framework be presented at the next meeting for consideration, showing the criteria for Common Good grant funding. Scottish Borders Council's Scheme of Administration states the functions of the Common Good Fund Sub-Committee includes:-

1. The routine administration of the Common Good Fund
2. Award of grant or loans of up to £20,000.
3. Make recommendations to Council in respect of grants or loans or major items of expenditure above £20,000.

Historically, the only criteria relating to the awarding of grants was not to assist with activities relating to the school curriculum. It is also accepted that grants should be awarded for the benefit of the community. The Sub-Committee might therefore wish to consider other exceptions which could be incorporated into a draft framework, or, whether they wish to continue to make decisions on each application. A copy of the Common Good Fund application form is attached to this briefing note at Appendix A.

When a financial application to Hawick Common Good is received it is referred to the Grants Co-ordinator. If other funding is available to the applicant, the Sub-Committee is informed and this assists with the decision on the application. A copy of the Community Grant scheme application and guidance notes is attached for information at Appendix B. Equalities is a standard question in all small grant applications nationally and the Sub-Committee might wish to consider incorporating paragraph 13 into the Common Good application form.

The Sub-Committee might also wish to consider issuing an evaluation form to be completed following the project/event; a draft form is attached at Appendix C.

Judith Turnbull
Democratic Services Officer
Scottish Borders Council

9 August 2016

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	
<p>Address to which payment should be made:</p>	
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	
<p>When will the donation be required:</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><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><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:</p> <p>Date:</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 Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556</p>	

SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY ‘SEE ATTACHED’

You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

2. Where is your group based?

3. Name of main contact

Name	
Position in Group	
Home Address	
Post Code	
Telephone Number	
Email Address	

4. When did your group start?

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

- 5. How many committee members are involved in running your group?
- 6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
- Company limited by guarantee
- Company limited by shares
- Trust
- Charity recognised by OSCR (Charity Number SC0)
- Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

9. Tell us your bank account details

Account Name	
Bank/Building Society Name	
Address of Bank/Building Society	
Post Code	
Sort Code	
Account Number/Roll Number	

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

How many people are required to sign each cheque or withdrawal from this account?

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position

10. Tell us what your total savings/cash or investments are (all accounts)

£

The name on the bank account and annual accounts **should be the same** as the name on your Constitution.

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title

Bank accounts require a minimum of two signatories. Grants will not be paid into an individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

15. Tell us about your project, what it will do and how the grant will be spent

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

17. Tell us the expected results of your project and the difference it will make to your community

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

19. When is your project due to start?

20. If your project involves work to a building or land who is the owner?

Do you have the following? (please tick relevant)

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

Your project should meet one of the listed outcomes

- A lease agreement (Date of lease and duration years)
- Written permission of owner
- Planning Permission (Reference No)

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Totals		

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

Name of Funding Body	Amount	Progress

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

Requests of £500 and over require a minimum of 10% match-funding. 'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

How much will your group contribute to the project?

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)

PART 3 (SUPPORT GRANTS)

Support Grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual support payments.**

23. Tell us clearly why you need a support grant this year?

24. Based on the actual needs of your group, how much support grant do you need?

Support grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual**

£

support payments.

25. Tell us what the support grant will actually pay for?

Item of Expenditure	Cost

This should be the minimum amount required to cover your group's temporary financial difficulty

26. Tell us what plans you intend to put in place to overcome this shortfall in the future?

Please note the scheme cannot give grants for activities/expenditure which has already taken place. Please refer to the guidance notes to ensure that the costs you are applying for are eligible for assistance

27. If you have received a support grant before what changes did your group put in place to address the shortfall (ie. revised fundraising plans)

28. Tell us what difference this support grant will make to your community

29. Tell us if you have applied to any other funding sources for this support (including any other Scottish Borders Council Departments) and the outcome of these applications

The scheme aims to support voluntary and community groups to become self-sustaining for the future, please detail what measures you have taken to overcome the previous temporary financial difficulty and how successful you have been in achieving this

Explain to us how this support grant will benefit the needs of your local community ie. does your group deliver a unique service in your area, provide activities which improve health or increase physical fitness, address the needs of a minority group of people etc

If your group is already in receipt of funding for running costs from another Council Department you are unlikely to receive a grant.

If your group is in the process of negotiating funding from another Council Department this must be disclosed.
Failure to do so will result in the application being automatically withdrawn.

Now go to Part 4 to complete your application for support funding
PART 4. Completing your application

30. We wish to apply for a grant from the Scottish Borders Council Community Grants Scheme and have fully examined all other sources of external funding. The answers to the questions in this form accurately reflect our group, its finances and our grant request. We will co-operate with the monitoring of any grant made to us and comply with the terms and conditions of the scheme.

To be signed by the main contact listed in Part 1

Signed:

Position in group:

Date:

To be signed by an office bearer of the group. (this must be a different person from the one above)

Signed:

Position in group:

Date:

IMPORTANT

Your application can only be considered if all the questions on this form are completed and the appropriate people have signed the form. You must also provide the documents listed in the following checklist. Failure to enclose the requested documentation will result in the application being returned.

- A copy of your constitution or rules, dated and signed.
- An **original** bank statement less than three months old. (Photocopies will not be accepted)
- Copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of quotations/estimates for the project work. **(project grants only)**

Please Note: Constitutions, bank statements, annual accounts must all be in the same name.

This completed form and attachments should be submitted to:-

**Grants Co-ordinator, Scottish Borders Council, Strategic Policy Unit,
Newtown St. Boswells, Melrose TD6 0SA. Tel: 01835-826659, Fax: 01835-
825059, Email: lcornwall@scotborders.gov.uk**

You can get this document on tape, in Braille, large print and various computer formats by contacting the address above

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SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME

GUIDANCE NOTES



PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

What is the Scottish Borders Council Community Grant Scheme?

The Scottish Borders Council Community Grant Scheme has been designed to provide limited support to voluntary and community groups that are active within their communities, and to assist communities or interest groups with the development of community based projects.

The scheme is provided by Scottish Borders Council and is divided up annually between each of the 5 Area Forums (Berwickshire, Cheviot, Eildon, Teviot & Liddesdale and Tweeddale), with an amount set aside for Borders-wide and non Borders-based groups. The amounts provided are subject to periodic review by Scottish Borders Council.

Who can apply?

You can apply for a grant if:-

- you are a voluntary or community group based in the Borders
- you are a non-Borders based voluntary or community group who can demonstrate direct benefits for identified groups in the Borders
- you have a constitution or set of rules or equivalent
- you have a bank or building society account
- you have independently approved annual accounts which are less than 15 months old (new organisations must be able to provide a 12 month estimate of income and expenditure)
- your activities benefit the well-being of the Borders people
- you are committed to equality for all and equality of opportunity
- your project meets one of the outcomes of the scheme (the outcomes are the changes or differences our funding will make):-
 - **Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)** – for example improvements to community buildings, development of community events, enabling more people to take part in arts and sporting activities
 - **Communities have more access to a better quality environment (including the built environment)** – for example by increasing access to the countryside, development of community gardens, improving open spaces, development of floral displays
 - **Communities have more pride in their community** – for example development of Christmas Lighting projects, participation in celebratory events
 - **Communities have more access to better quality advice and information** – for example provision of public noticeboards, promotional leaflets, development of websites
 - **More local groups or services are better supported to recover from financial difficulty**

Note: Constitutions, annual accounts and bank accounts must all be in the same name

Who cannot apply?

- individuals
- organisations involved in party political activities
- companies who aim to make a profit
- statutory bodies
- religious organisations (excluding uniformed youth groups)

What kind of grants are available?

The Scottish Borders Council Community Grants Scheme is the Council's main provider of financial support to voluntary and community groups. It combines the former Community Support Fund with a range of other small Council grants schemes including support for Town Twinning, Christmas Lights, Guides, Scouts, uniformed youth groups, youth clubs, pipe bands and brass bands. It is an application based grant scheme, based on need. It will mainly fund defined projects but will, in certain circumstances, be able to provide one-off support grants to help sustain groups themselves.

Note: Support grants are intended to help groups that are experiencing temporary financial difficulties. They are not intended to be annual payments.

What cannot be funded?

Grants cannot pay for:-

- ordering or spending which has taken place prior to approval
- wages, salaries, or fees of sessional workers,
- alterations and improvements to licensed serving areas
- electricity costs for Christmas Lighting
- upkeep of hanging baskets
- trips abroad
- maintenance of private roadways
- used vehicles

How will projects be assessed?

Grants will be assessed using the following criteria:-

- if you have received a grant before
- how you have made use of previous grants
- how your group is set up and managed
- your finances and the financial need for funding (see note below)
- what need/demand there is for your project/activity
- benefits to be gained and how well your project meets the outcomes of the scheme
- support and involvement of wider community
- efforts to secure other sources of funding
- your group's commitment to promoting equality for all and equality of opportunity

Note : If your group has more savings than the income your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular a grant is unlikely to be awarded

Decisions on grants from £501 to £5,000 will be considered by the Chief Executive, subject to agreement of officer recommendations by at least 50% of Members in the relevant Ward areas . Decisions on grants of up to £500 will be delegated to relevant officers of the Council depending

on the outcome of the project. Decisions on grants from Borders-wide and non-Borders based groups will be made by the Executive Committee.

How much is available?

The Scheme can offer grants to a maximum of £5000. A maximum of £5,000 can be awarded to any single project with a maximum of £5,000 awarded to any single group in any one financial year. Applications of £500 and over will require 10% match-funding in cash or 'in-kind' support (ie this might take the form of volunteer's time or local skills that are a direct input to your project). Grants of up to £499 can be funded up to 100%. The grant requested should be the minimum required to enable the project to go ahead.

Because of the limited amount of money within the Scheme **it is essential that applicants can demonstrate that they have checked other sources of funding before applying to the scheme.** Applicants should note that they may be asked to apply to other funding sources. To meet this condition it is important that potential applicants contact the Council's Grants Co-ordinator, The Bridge or Berwickshire Council of Voluntary Service in the first instance - see contact details below.

- Grants Co-ordinator, Strategic Policy Unit, Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 01835-826659
- The Bridge, Newby Court, High Street, Peebles EH45 8AL. Tel: 01721-723123
- The Bridge, 6 Roxburgh Street, Galashiels TD1 1PF. Tel: 01896-755370
- The Bridge, Veitch's Close, Castlegate, Jedburgh TD8 6AY. Tel: 01835-863554
- Berwickshire Association of Voluntary Service, Platform 1, Station Road, Duns TD11 3HS. Tel: 01361-883137

What happens if I get a grant?

Grants can only be used for the purpose applied for. Projects receiving a grant will be expected to be realistic and achievable and **must be completed within 12 months from the date of acceptance of the grant.** A Grant Evaluation Form must be completed and receipts provided to show that the amount given has been used for the purpose intended. The conditions of any offer of grant, along with the project outcomes, will be closely monitored. Any amount not used must be repaid in full. **Failure to comply with any conditions attached to a grant may result in the grant being repaid to Scottish Borders Council or affect future grant awards.**

What is the time-scale for grants?

Applications may be submitted at any time. **Applications for Christmas Lighting should normally be submitted by the end of September each year.** In general, you should receive a letter within 8 weeks from receipt of a fully completed application letting you know the result of the decision (incomplete applications may cause delays). If you have been successful you will receive a grant offer letter in duplicate specifying the terms and conditions. You must sign and return one full copy to us within 3 weeks. **Grants will not be paid until we have received a signed grant offer letter.** Following receipt of the signed grant offer letter and acceptance of the terms and conditions, grants will be paid directly into your bank or building society account.

Application Forms for Scottish Borders Community Grant Scheme can be downloaded from our website and are also available from:-

**Grants Co-ordinator
Scottish Borders Council
Strategic Policy Unit
Newtown St. Boswells
Melrose TD6 0SA
Tel: 01835-826659
Fax: 01835-825059
Email: lcornwall@scotborders.gov.uk
www.scotborders.gov.uk**

Completed application forms should be returned to the above address.

You can get this document on tape, in Braille, large print and various computer formats by contacting the above address

HAWICK COMMON GOOD FUND SUB-COMMITTEE
APPLICATION FOR FINANCIAL ASSISTANCE

Organisation:

Please return this form when your project/period of support is complete.

Section 1: Spending your grant

Please give details below of the items or activities funded by this grant

Item/activity	Cost (corresponding evidence of spending attached)
Total amount spent by the organisation/group	£

Section 2: The benefits of your grant

Please give examples of the ways in which the grant has been of benefit to the Hawick community and/or to the work of your group.

How many people benefited from the grant? _____

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the grant, for at

least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited to inspect our records.

Name: _____

Position in organisation: _____

Contact telephone number: _____

Signature: _____ Date: _____

If you require any advice or assistance in completion this form please contact our Democratic Services Officer on 01835 826556

Email – Judith.turnbull@scotborders@gov.uk

Monitoring Report for 3 Months to 30 June 2016

Report by the Chief Financial Officer

Hawick Common Good Sub Committee

16 August 2016

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the three months to 30 June 2016 and full year projected out-turn for 2016/17 and projected balance sheet values as at 31 March 2017.**
- 1.2 Appendix 1 provides the projected income and expenditure position. This shows a projected surplus of £39,504 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2017. It shows a projected decrease in the reserves of £89.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing projected rental income for 2016/17 and actual property expenditure to 30 June 2016.
- 1.5 Appendix 4 shows the value of the Newton Fund to 30 June 2016.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Common Good Sub Committee:**
 - (a) Agrees the projected income and expenditure for 2016/17 in Appendix 1 as the revised budget for 2016/17;**
 - (b) Notes the projected balance sheet value as at 31 March 2017 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 in Appendix 4.**

3 BACKGROUND

3.1 This report provides the Committee with financial information for the period to 30 June 2016 and projections to 31 March 2017. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2017.

4 FINANCIAL POSITION 2016/17

4.1 Appendix 1 provides detail on income and expenditure for the 2016/17 financial year. The projected net position for the year is a surplus of £39,504. The variance to original projected surplus is due to the Hawick Golf Club Notional Rent/Grant, see para 4.6.

4.2 Income & Expenditure – Rental Income

Rental income for 2016/17 is shown in Appendices 1 & 3 with Appendix 3 detailing the projected annual rental income by individual property.

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 the amount is dependent on interest rates and the average cash revenue balance invested with the Council over the full financial year. The annual rate of interest applied to the cash deposits is expected to be around 0.36%. An amount of £296 has also been projected for income received from Pay & Display.

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 2016/17 is based on a distribution of 2.0% which will be subject to the overall performance of the fund.

4.5 Income & Expenditure – Property Expenditure

(a) The property expenditure to 30 June is detailed in Appendix 3 by property.

(b) The proposed Budget for 2016/17 includes general repair figures of £5,000 for St Leonard's, £10,000 for Pilmuir and £35,000 for the other Hawick properties. Further budget may be required for specific projects which will be reported and requested throughout the year once more detailed costs are established.

4.6 Income & Expenditure – Grants & Other Donations

The grants and other donations distributed to 30 June 2016 are shown over. Due to the high level of grants already approved for 2016/17 and the notional grant to Hawick Golf Club for their rent of £9,200 for 2016/17 the grants budget has been fully utilised and is currently overallocated by £4,200. It is therefore proposed to increase the 2016/17 budget by £10,000 to £23,500 to allow a further £5,800 for any further grant applications during 2016/17.

Grant Recipients	Approved	£
Approved and Paid to 30 June 2016		
Hawick Welcome Initiative – 20 th Ann Celebrations	17/05/16	1,300
Escape Youth Café	17/05/16	5,000
Hawick Golf Club Notional Rent Contribution	17/05/16	9,200
Total Paid to 30 June 2016		15,500
Approved but not yet paid		
Salvation Army Hire of Hall – 2016/17 Xmas Service	18/11/14	200
Hawick Summer Festival	29/06/16	2,000
Total Grants Approved		17,700
2016/17 Budget		13,500
Unallocated/(Overallocated) Budget		(4,200)

4.7 **Income & Expenditure – Depreciation Charge**

The depreciation charge is projected to be £39,592. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation Reserve at the end of the financial year.

4.8 Appendix 2 provides the balance sheet value as at 31 March 2016, the projected movement in year and a projected balance as at 31 March 2017.

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 2016, projected depreciation charges for 2016/17 and projected value at 31 March 2017.

4.10 **Balance Sheet – Newton Investment**

- (a) During Quarter 1 the Fund generated a positive absolute return, ahead of its return objective. The Fund performed well in the volatility following the Brexit Vote, due to being very cautiously positioned ahead of the Referendum. The contribution of the stabilising aspects of the Funds strategy, such as the holdings in US Treasuries, the underweight position in Sterling versus our £ Libor target and the holdings of physical gold added positively to the overall return.
- (b) Going forward, the overriding emphasis is for the Fund to retain a cautious bias and it is not thought that there will be any major change to in the stability of the returns that the Fund has produced so far this year.
- (c) The market value of Hawick Common Good investments at 30 June 2016 has yielded an 8% unrealised gain on the total invested to date.

4.11 **Balance Sheet – Cash Balance**

The cash held by the fund is projected to be £173,541, an in year projected increase of £39,504. The projected cash movement for 2016/17 is as follows:

Cash Balance	£
Opening Balance at 1 April 2016	134,037
Transfer to Newton Fund	0
Projected Surplus for year from Income & Expenditure Statement	39,504
Projected Net cash movement in Debtors/Creditors	0
Projected Closing Balance at 30 March 2017	173,540

4.12 **Balance Sheet – Capital Reserve**

The projections for the Capital Reserves include the unrealised gain for the Newton Fund as at 31 March 2017 but due to the nature of the markets no estimate has been made for the current years' movement.

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 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 John Yallop	Capital and Investments Manager Tel: 01835 825249 Senior Finance Officer – Treasury & Investments Tel: 01835 824000 Extn 5933
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Background Papers:

Previous Minute Reference: Hawick Common Good Committee 17 May 2016

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

HAWICK COMMON GOOD FUND

PROJECTED INCOME AND EXPENDITURE 2016/17

	Actuals at 30/06/16 £	Full Year Approved Budget 2016/17 £	Full Year Projected Out-turn 2016/17 £	Full Year Projected Over/ (Under) Spend £	Para Ref	Commentary
Property Income						
Rentals Receivable	(88,908)	(109,850)	(109,850)	0	4.2	
Non-Property Related Income						
Interest on Cash deposited with Council	0	(584)	(584)	0	4.3	
Newton Fund Investment – Dividends Rec'd	0	(7,439)	(7,439)	0	4.4	
Other Income	0	(296)	(296)	0	4.3	
Total Income	(88,908)	(118,169)	(118,169)	0		
Property Expenditure						
Property Costs – General	7,143	35,000	35,000	0	4.5	
Property Costs – Pilmuir	242	10,000	10,000	0	4.5	
Property Costs – St Leonards	108	5,000	5,000	0	4.5	
Total Property Expenditure	7,493	50,000	50,000	0		
Grants & Other Donations	15,500	13,500	23,500	10,000	4.6	
Running Costs						
Central Support Service Charge	10,841	10,841	10,841	0		
SBC Grant towards Service Charge	(5,676)	(5,676)	(5,676)	0		
Net Running Costs	5,165	5,165	5,165	0		
Depreciation						
Depreciation Charge	0	39,592	39,592	0	4.7	
Contribution from Revaluation Reserve	0	(39,592)	(39,592)	0	4.7	
Net impact of Depreciation on Rev Res	0	0	0	0		
Total Net (Surplus)/Deficit for year	(60,751)	(49,504)	(39,504)	10,000		

HAWICK COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AS AT 30 JUNE 2016

	Opening Balance at 01/04/16 £	Projected Movement in Year £	Projected Balances at 31/03/17 £
Fixed Assets			
Land & Buildings	3,635,268	(39,592)	3,595,676
Heritable Assets	0	0	0
Feu Duties	3,000	0	3,000
Total Fixed Assets	18	0	18
	3,638,287	(39,592)	3,598,695
Capital in Newton Investment Fund			
Investment in Newton Fund	359,171	0	359,171
Unrealised Gains/(Loss)	12,795	0	12,795
Market Value	371,966	0	371,966
Current Assets			
Debtors	4,656	0	4,656
Cash deposited with SBC	134,037	39,504	173,540
Total Current Assets	138,693	39,504	178,196
Current Liabilities			
Creditors	(5,549)	0	(5,549)
Receipts in Advance	(5,278)	0	(5,278)
Total Current Liabilities	(10,827)	0	(10,827)
Net Assets	4,138,119	(89)	4,138,031
Funded by:			
Reserves			
Revenue Reserve	(127,867)	(39,504)	(167,369)
Capital Reserve	(507,801)	0	(507,801)
Revaluation Reserve	(3,502,452)	39,592	(3,462,860)
Total Reserves	(4,138,119)	89	(4,138,031)

HAWICK COMMON GOOD FUND

**PROPERTY PORTFOLIO PERFORMANCE FOR 2016/17
(Projected Income and Expenditure to 30 June 2016)**

Fixed Assets	Net Book Value at 31/03/16	Projected Deprec'n Charge 2016/17	Projected Net Book Value at 31/03/17	Projected Rental Income 2016/17	Actual Property Expenditure at 30/06/16				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
General									
Moat Park	0	0	0	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0	0	0	0
Hawick Golf Course	73,000	0	73,000	9,200	0	0	0	0	0
Acreknowe Reservoir (Part)	0	0	0	0	0	0	0	0	0
Williestruther Loch	4,500	0	4,500	400	419	0	0	0	419
Williestruther Cottage	170,742	4,629	166,113	6,500	142	0	0	0	142
Lochian Street Store	17,074	463	16,611	2,550	0	0	(46)	0	(46)
Common Haugh Car Park	82,000	0	82,000	11,700	140	0	0	0	140
Underhaugh	0	0	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	32,520	1,240	31,280	875	2,284	0	0	0	2,284
Hawick Moor Shootings	4,000	0	4,000	300	0	0	0	0	0
Woodend Grazings (West)	1,500	0	1,500	80	0	0	0	0	0
Millpath Stables	21,380	560	20,820	0	3,710	0	0	0	3,710
Ca'Knowe Monument	0	0	0	0	0	0	0	0	0
Volunteer Park & Stand	310,135	14,933	295,202	1,750	0	0	0	0	0
Hawick Burgh Woodlands	99,000	0	99,000	0	0	0	0	0	0
Woodend Grazings (East)	1,000	0	1,000	80	0	0	0	0	0
Hawick Golf Club Sub Stn Site	750	0	750	75	0	0	0	0	0
Common Riding	0	0	0	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0	0	0	0
Williestruther Path	0	0	0	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	435	59	0	0	494
General Sub Total	817,601	21,825	795,776	33,510	7,130	59	(46)	0	7,143

Fixed Assets	Net Book Value at 31/03/15	Deprec'n Charge 2015/16	Net Book Value at 31/03/16	Actual Rental Income 2015/16	Actual Property Expenditure at 31/03/16				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
Pilmuir									
Pilmuir Farm	1,792,503	3,749	1,788,754	45,000	242	0	0	0	242
Pilmuir Farm Cottage	152,800	3,600	149,200	7,200	0	0	0	0	0
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
Pilmuir Sub Total	1,945,303	7,349	1,937,954	52,200	242	0	0	0	242
St Leonards									
St Leonards Farmhouse Buildings	246,222	4,889	241,333	9,600	0	0	0	0	0
St Leonards Cottage & Park	203,942	5,529	198,413	5,400	63	0	0	0	63
St Leonards Hut	3,200	0	3,200	0	45	0	0	0	45
St Leonards Grazings (Lot 1)	135,000	0	135,000	1,349	0	0	0	0	0
St Leonards Horse Gallop	17,000	0	17,000	600	0	0	0	0	0
St Leonards Grazings (Lot 2)	267,000	0	267,000	7,191	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
St Leonards Sub Total	872,364	10,418	861,946	24,140	108	0	0	0	108
Total	3,635,268	39,592	3,595,676	109,850	7,480	59	(46)	0	7,493

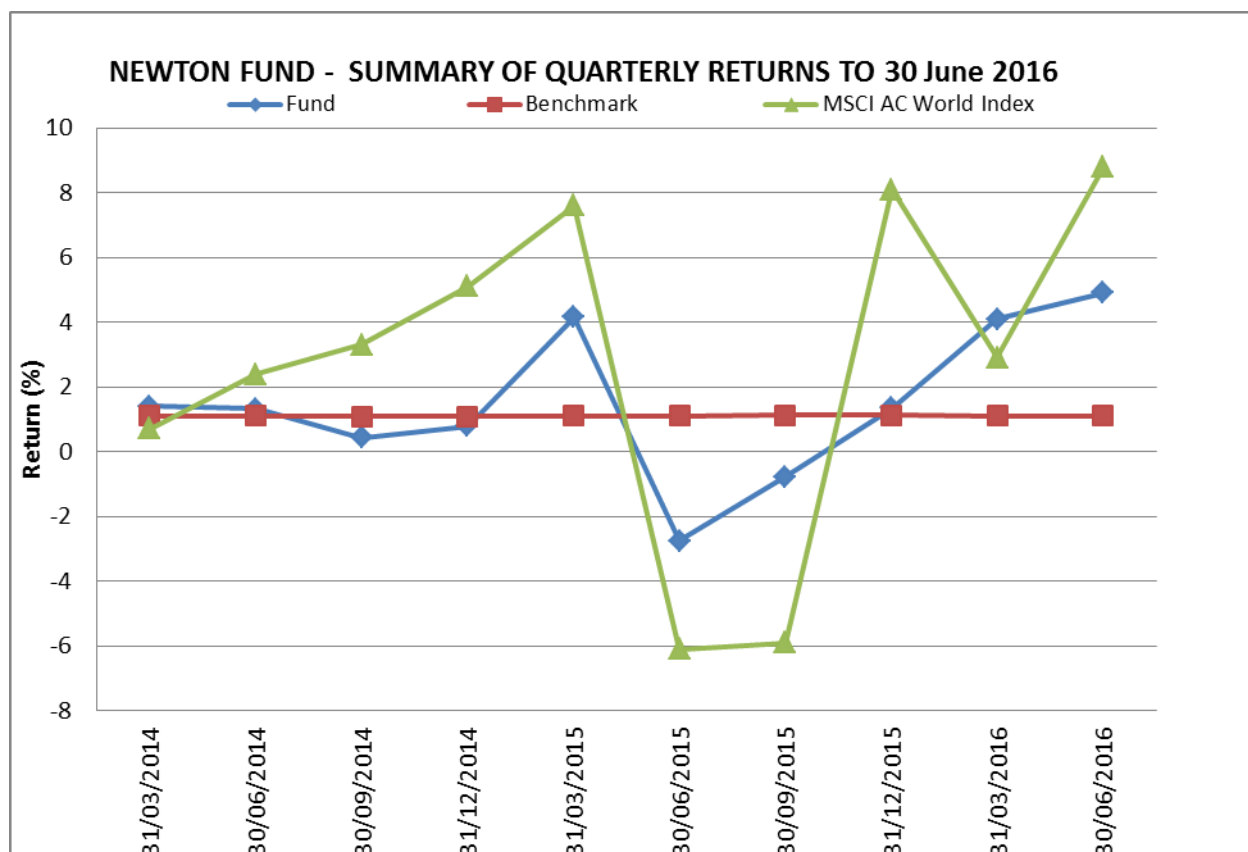
HAWICK COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED IN NEWTON REAL RETURN FUND

Cost of Investment	Units	£
13 December 2013	102,901	192,394
17 January 2014	30,010	56,884
24 January 2014	29,680	56,036
3 February 2014	28,602	53,857
Total Invested to 30 June 2016	191,193	359,171

Value of Investment	£
31 March 2016	371,966
30 June 2016	387,434
30 September 2016	
31 December 2016	
31 March 2017	
Increase/(Decrease) from Total Cash Invested	28,263

The following chart shows the Newton Funds quarterly return performance against the Benchmark and against an equity performance index (MSCI AC World Index).



HAWICK COMMON GOOD FUND SUB-COMMITTEE - 16 AUGUST 2016

Common Haugh Car Park

As part of the flood protection scheme the project have asked if they can section off part of the car park to create a storage and works compound from 29 August 2016 to the 23 September 2016. The area required is shown edged red on the photograph below.

This will result in the temporary loss of the Camper Van spaces, general spaces and two or three disabled spaces.

The works need to be done prior to the end of September to avoid the fish season.



The assistant Project Manager for the flood protection scheme is available to attend the meeting and answer any questions.

Norrie Curtis
Estates Strategy Surveyor
08 August 2016

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