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HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 21 FEBRUARY 2017

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 21 FEBRUARY 2017 at 4.00 PM

J. J. WILKINSON,
Clerk to the Council,

14 February 2017

BUSINESS			
1.	Apologies for Absence		
2.	Order of Business		
3.	Declaration of Interest		
4.	Minute (Pages 1 - 6) Consider Minute of meeting held on 15 November 2016 (copy attached),		2 mins
5.	Financial Assistance Consider applications for financial assistance from:-		
	(a) Heads Together Copy attached.	(Pages 7 - 18)	5 mins
	(b) Hawick Congregational Community Church - Reaching Out Project Copy attached.	(Pages 19 - 34)	5 mins
	(c) Nature Unlimited Copy attached.	(Pages 35 - 72)	5 mins
	(d) Hawick Community Pump Track Copy attached.	(Pages 73 - 92)	5 mins
	(e) Hawick Scout Pipe Band Copy attached.	(Pages 93 - 98)	5 mins
6.	Monitoring Report for nine months to 31 December 2016 (Pages 99 - 110)		10 mins

	Consider report by Chief Financial Officer. (Copy attached).	
7.	Governance and Financial Arrangements Ms Nuala McKinlay, Chief Legal Officer and Mr David Robertson, Chief Financial Officer to advise.	10 mins
8.	Hawick Woodlot Verbal update from Estates Surveyor.	5 mins
9.	Property Update Verbal update from Property Officer and Estates Surveyor	5 mins
10.	Any Other Items Previously Circulated	
11.	Private Business Before proceeding with the private business, the following motion should be approved:- "That under section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 and paragraph 6 of Part 1 of Schedule 7A to the aforementioned Act".	1 mins
12.	Private Minute (Pages 111 - 114) Consider private minute of the meeting of 15 November 2016. (Copy attached).	
13.	Action Sheets (Pages 115 - 148) To note actions from minutes and private minutes of the Hawick Common Good Fund Sub-Committee and refer any outstanding items to the 2017/2018 Sub-Committee. (Copy attached).	5 mins
14.	Hawick Horse Racing Association (Pages 149 - 150) To consider letter from Hawick Horse Racing Association. (Copy attached).	5 mins
15.	Hawick Market Private briefing by Mr Jim Smith, Regional Operations Manager, Craig Taylor and John Cooke, Marketing Manager, Geraud Markets (UK) Ltd	20 mins
16.	Hornshole Private update from Managing Solicitor.	5 mins
17.	Property Update Private discussion led by Estates Surveyor	10 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 Committee:- Councillors G. Turnbull (Chairman), A. Cranston, S. Marshall, W. McAteer, D. Paterson, R. Smith, Mr J Little and Mrs A Knight

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

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

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Lesser Hall, Town Hall, Hawick on
Tuesday, 15 November 2016 at 4.00 pm

Present:- Councillors G Turnbull (Chairman), A Cranston, W McAteer, S Marshall, D Paterson, R Smith, Mr J Little.
Apologies: Councillor D Paterson, Estates Surveyor.
In Attendance:- Managing Solicitor (R Kirk), Estates Manager (N Hastie), Senior Finance Officer (J Yallop), Democratic Services Officer (J Turnbull).
Members of the Public 3

1. **ORDER OF BUSINESS**

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.

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 16 August 2016.

DECISION

APPROVED the Minute for signature by the Chairman.

3. **FINANCIAL ASSISTANCE**

The Sub-Committee considered applications for financial assistance from the following:-

3.1 **Hawick Honorary Provosts Council**

There had been circulated copies of an application for financial assistance from Hawick Honorary Provosts Council requesting £2,000 towards their running costs.

DECISION

AGREED to award a grant of £2,000 towards the running costs of Hawick Honorary Provosts Council.

3.2 **Hawick Reivers' Association**

There had been circulated copies of an application for financial assistance from Hawick Reivers' Association requesting £2,500 towards the overall running costs of the Festival. Ms Catherine Elliott, Hawick Reivers' Association Chairman, was in attendance. Ms Elliott acknowledged that the Association applied for funding every year and explained that they had secured £12k from other sources for the Festival. However, the difficulty was that such funding was given for a specific purpose and it was proving difficult to secure funding for the day to day running costs of the Festival. The Committee discussed the application and it was agreed to grant £2,500 towards the running costs of the Festival.

DECISION

AGREED to award a grant of £2,500 toward the overall running costs of the Festival.

3.3 **Hawick Royal Albert FC**

There had been circulated copies of an application for financial assistance from Hawick Royal Albert Football Club for £500.00. The grant would be used to off-set the cost of bus hire to Elgin to enable the Club to participate in the 3rd round of the Scottish Cup. Mr

Borthwick was in attendance representing the Football Club (FC). In answer to a question he confirmed that the FC were also receiving assistance from the Scottish Football Association towards transport costs. The Sub-Committee congratulated the Football Club on their achievement and wished them success in their match against Elgin.

DECISION

AGREED to award a grant of £500 to Hawick Royal Albert Football Club for transport costs to enable their participation in the 3rd round of the Scottish Cup.

3.4 The Heart of Hawick Children's Book Award

There had been circulated copies of an application for financial assistance from the Heart of Hawick Children's Book Award for the purchase of sets of books to donate to schools. The grant would also assist costs associated with the 10th Anniversary Awards Ceremony. Ms Scott, was in attendance and explained that although the initiative was based in schools, it was run by Heart of Hawick in collaboration with the library. The books chosen were not on the school curriculum, but chosen to stimulate the interest of reluctant readers and encourage reading for enjoyment. As well as providing schools with books, Heart of Hawick carried out workshops in schools. Ms Scott advised that they had carried out fundraising events and that many local businesses supported the initiative. The funding was important to ensure that they could plan for next year's event. In answer to a question, Ms Smith advised that with regard to the Awards Ceremony, they provided authors with funding for one night's accommodation in the town. After discussion, it was unanimously agreed to award the grant.

DECISION

AGREED to award a grant of £2,000 towards the cost of sets of books to donate to schools and assistance with the 10th Anniversary Award Ceremony.

3.5 Wilton Bowling Club

There had been circulated copies of an application for financial assistance from Wilton Bowling Club for the purchase of 11 sets of junior bowls. Mr McCartney was in attendance and advised that the previous year the Club had held a Super Bowl event throughout the Winter. Children had been encouraged to participate. However, they had to use adult bowls which were not suited for smaller hands. The funding would be used to purchase junior bowls which would encourage children to participate in the sport.

DECISION

AGREED to award £1,100 for the purchase of 11 sets of junior bowls.

4. COMMON HAUGH - APPLICATION FOR FAMILY FUN FAIR

With reference to paragraph 6 of the Minute of 17 November 2015, an application had been received by K Stuart, Family Fun Fair, requesting permission to lease part of the Common Haugh on two weekends, in March and April 2017 for a Fun Fair. Members discussed the application and Mr Stuart, Fairground Proprietor, who was in attendance, responded to questions. Members agreed the application and the early start time of 6.00 pm but refused the request for the Sunday opening.

DECISION

AGREED

To grant a lease of the Common Haugh, to K Stuart, Family Fun Fair, as follows:

(a)	Thursday	23 March 2017	6.00 pm to 9.30 pm
	Friday	24 March 2017	6.00 pm to 10.00 pm
	Saturday	25 March 2017	1.00 pm to 10.00 pm
(b)	Thursday	30 March 2017	6.00 pm to 9.30 pm
	Friday	31 March 2017	6.00 pm to 10.00 pm
	Saturday	1 April 2017	1.00 pm to 10.00 pm.

5. **MONITORING REPORT FOR SIX MONTHS TO 30 SEPTEMBER 2016**

5.1 With reference to paragraph 3 of the Minute of 16 August, there had been circulated a report by the Chief Financial Officer providing details of the income and expenditure for the Hawick Common Good Fund for the six months to 30 September 2016 and full year projected out-turn for 2016/17 and projected balance sheet values as at 31 March 2017. Appendix 1 to the report provided the actual income and expenditure. This showed a surplus of £18,504 for the year. Appendix 2 provided a balance sheet value to 31 March 2017. It showed a projected decrease in the reserves of £21,088. Appendix 3 provided a breakdown of the property portfolio showing projected rental for 2016/17 and actual property expenditure to 30 September 2016. Appendix 4 showed the value of the Newton Fund to 30 September 2016. Mr Yallop, Senior Finance Officer, was in attendance and advised that the £18,504 surplus was significantly less than anticipated due to increased spending at the Common Haugh and Pilmuir Farm. Correspondingly this had caused a decrease in the reserve to £21,088. Mr Yallop further advised that given the financial assistance awarded above, the budget allocated to grants was now overspent. He therefore suggested an increase of £5k to £10k to the grants budget to cover the shortfall and also provide some budget capacity for further grant awards for the remainder of 2016-17.

5.2 Councillor Smith, seconded by Councillor Turnbull, moved that the Grants & Other Donations budget be increased by £2,300 to cover the current budget shortfall.

5.3 Councillor McAteer, seconded by Councillor Marshall moved as amendment that the budget be increased by £5k.

VOTE

On a show of hands Members voted as follows

Motion - 2 votes
Amendment - 3 votes

The amendment was accordingly carried.

5.4 Mr Yallop further advised that the Newton Fund was performing well, despite the turmoil in the markets due to Brexit and the US Election. The cash reserve held by the Common Good was currently £152k; he suggested that an amount of the cash reserve could be further invested in the Newton Fund. The Committee discussed the proposal and it was agreed that an update would be provided by Mr Yallop containing a proposed further investment amount.

DECISION

(a) AGREED:-

- (i) The projected income and expenditure for 2016/17 as shown in Appendix 1 to the report;**
- (ii) To increase the Grants and Other Donations budget by £5,000;**
- (iii) To receive an update from the Senior Finance Officer in the form of a proposed amount for further investment in the Newton Fund.**

(b) NOTED:-

- (i) The actual projected balance sheet value as at 31 March 2017 in Appendix 2 to the report;**
- (ii) The summary of the property portfolio in Appendix 3 to the report; and**

(iii) The current position of the investment in the Newton Fund in Appendix 4

6. MOVEABLE ASSETS INVENTORY

With reference to paragraph 5 of the Minute of 25 May 2015, there had been circulated copies of a report summarising the potential Common Good ownership of heritage objects held in Hawick Museum and Hawick Town Hall. The report also updated Members as to research carried out over 2016 and made a number of recommendations where ownership should be reclassified to Hawick Common Good rather than Scottish Borders Council (SBC). Following concern that there were potential omissions in the Hawick Common Good Moveable Asset Register, the Council's (now Live Borders) Museum Service had agreed to undertake a review of heritage collections and some civic collections held by Scottish Borders Council to see if any items held in Hawick Museum and Hawick Town Hall should be reclassified as belonging to Hawick Common Good. The report listed the assumptions used and the collections reviewed. Based on evidence available the report concluded that there were 14 items in the fine art collection, one museum item and 22 items in the Town Hall which should be classified. Mr Ian Brown, Cultural Services Manager and Ms Shona Sinclair, Area Curator, Live Borders, were in attendance. The Sub-Committee thanked Mr Brown and Ms Sinclair for their work in preparing the Inventory. Following discussion, Councillor McAteer, seconded by Councillor Marshall proposed that the Moveable Assets Inventory should be shared with key local stakeholder organisations, to seek their agreement that the list reflected, to their best belief and understanding, the relevant assets belonging to Hawick Common Good. That upon agreement of the stakeholders this information be forwarded to the Sub-Committee to make a recommendation to Council to add the said removal items to the Hawick Common Good Moveable Asset Inventory. This was unanimously agreed by the Sub-Committee.

DECISION

(a) NOTED the suggested reclassification of those moveable items listed in the report and in Appendix 2 to the report, as assets belonging to Hawick Common Good.

(b) AGREED:-

(i) To consult with stakeholder organisations to seek their agreement that the Moveable Asset Inventory reflected, to their best belief and understanding, the relevant assets belonging to Hawick Common Good;

(ii) That upon agreement of the stakeholders, this information be presented to the Hawick Common Good Sub-Committee to make a recommendation to Council, to add the said removal items to the Hawick Common Good Moveable Asset Inventory; and

(iii) To commission a valuation report on the items so listed in the report.

7. DATE OF NEXT MEETING

The next meeting of Hawick Common Good Fund Sub-Committee was scheduled to take place on Tuesday, 21 February 2017.

8. 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.

SUMMARY OF PRIVATE BUSINESS

9. **PRIVATE MINUTE**
Members approved the private section of the Minute of 16 August 2016.
10. **PROPERTY UPDATE**
The Sub-Committee considered and approved verbal reports by the Property Officer.
11. **VOLUNTEER PARK, HAWICK**
The Sub-Committee considered and approved a report by Service Director Asset & Infrastructure
12. **URGENT ITEM**
Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed
13. **HORNSHOLE**
The Sub-Committee noted a verbal update from the Managing Solicitor.
14. **HAWICK MARKET**
The Sub-Committee discussed Hawick Market and agreed an update on progress at the February meeting.
15. **THE UPCOMING 250TH ANNIVERSARY OF THE LAST PERAMBULATION OF THE BOUNDARIES OF HAWICK'S FULL COMMON**
The Sub-Committee considered and agreed a verbal report from Property Officer.

The meeting concluded at 5.40 pm.

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Chief Executive

24 NOV 2016

Democratic Services

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Steven Turnbull/Heads Together 3 Dovemount place Hawick TD9 8AZ</p>
<p>Address to which payment should be made:</p>	<p>62 Allerley Crescent Jedburgh TD8 6JX</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 help people with severe brain injuries in the Borders many of which are from Hawick, we offer arts and crafts, day trips, speech therapy, support and respite at our superb wheelchair friendly static caravan sited at Berwick Upon Tweed. These people hardly get out the house without us, we are all volunteers and most of the committee have brain injuries to, i as chairman/founder had a Brain Haemorrhage in 2009 which left me disabled.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We need our own minibus, we have been using our own cars for the last 6 years but illness has caught us up, its no longer safe for us to do this so we need another way to get everyone to our rented centre in Hawick. We need our own minibus and have a quote for £37,000 including the electric tail lift, we are £10,000 short but any amount you could give us would get us closer.</p>
<p>When will the donation be required:</p>	<p>Spring 2017 we hope</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</p>	<p>March 2017</p> <p>£37,000</p> <p>£17,000</p> <p>£10,000</p>

sources (please state sources):	Awards for all
<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:	We sit at £27,000 raised
<u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the 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).	We help adults and have enhanced disclosures for all the volunteers/committee, we have both male and female service users. We help any adult with a brain injury and everyone is equal to us, any Nationality, Colour or Religion none of that matters we are all people and i would not allow it to make a difference in fact till recently we had a service user from Poland.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate Signed: Position Held: Chairman/Founder Date: 21/11/16	
Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.	
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	

REGISTERED CHARITY NUMBER: SC042775

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 6TH DECEMBER 2015
FOR
HEADS TOGETHER**

JRW
Riverside House
Ladhope Vale
Galashiels
Selkirkshire
TD1 1BT

HEADS TOGETHER

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 6TH DECEMBER 2015

The trustees present their report with the financial statements of the charity for the year ended 6th December 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC042775

Principal address

62 Allerley Crescent

Jedburgh

TD8 6JX

Trustees

S Turnbull

J Elliot

J Jolly

C Clarkson

Independent examiner

JRW

Riverside House

Ladhope Vale

Galashiels

Selkirkshire

TD1 1BT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Trustees are elected at the Annual General Meeting.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Heads Together support sufferers and the families of sufferers of traumatic head and brain injuries. The provision of recreational facilities, or the organisation of recreational activities, with the objective of improving the conditions of life for the persons for whom the facilities or activities are primarily intended. The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

Significant activities

Heads together support their clients and their families to help them have a better life despite their injuries and to advise them on the welfare benefits available to them.

HEADS TOGETHER

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 6TH DECEMBER 2015

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Heads Together have managed to get several people who would not have otherwise have left their home to socialise with other people, including with members of Heads Together association.

The charity provide 25 people every week with activities including arts and crafts, a choir, speech therapy and general advice.

Heads Together have organised a number of day trips and events for their clients and carers.

The charity continue to help disabled people from all over the uk with affordable respite at their fantastic wheelchair friendly caravan.

Heads Together have established office facilities which provide opportunities for their clients to participate in various arts and crafts activities and other musical events.

All workers at the charity are volunteers.

FINANCIAL REVIEW

Reserves policy

To retain positive reserves as reflected by its cash at bank and in hand.

Approved by order of the board of trustees on 14th March 2016 and signed on its behalf by:

S Turnbull - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADS TOGETHER**

I report on the accounts for the year ended 6th December 2015 set out on pages five to eight.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have 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.

J Robertson
BA FCCA
JRW
Riverside House
Ladhope Vale
Galashiels
Selkirkshire
TD1 1BT

14th March 2016

HEADS TOGETHER

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 6TH DECEMBER 2015**

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		979	-	979	367
Activities for generating funds	2	1,518	-	1,518	1,660
Incoming resources from charitable activities					
General		2,500	6,945	9,445	17,465
Total incoming resources		<u>4,997</u>	<u>6,945</u>	<u>11,942</u>	<u>19,492</u>
 RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		7,005	5,318	12,323	14,947
 NET INCOMING/(OUTGOING) RESOURCES					
		(2,008)	1,627	(381)	4,545
 RECONCILIATION OF FUNDS					
Total funds brought forward		11,903	12,513	24,416	19,871
 TOTAL FUNDS CARRIED FORWARD		<u><u>9,895</u></u>	<u><u>14,140</u></u>	<u><u>24,035</u></u>	<u><u>24,416</u></u>

The notes form part of these financial statements

HEADS TOGETHER
BALANCE SHEET
AT 6TH DECEMBER 2015

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
CURRENT ASSETS					
Cash at bank		9,895	14,140	24,035	24,416
NET CURRENT ASSETS		<u>9,895</u>	<u>14,140</u>	<u>24,035</u>	<u>24,416</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		9,895	14,140	24,035	24,416
NET ASSETS		<u>9,895</u>	<u>14,140</u>	<u>24,035</u>	<u>24,416</u>
FUNDS	4				
Unrestricted funds				9,895	11,903
Restricted funds				14,140	12,513
TOTAL FUNDS				<u>24,035</u>	<u>24,416</u>

The financial statements were approved by the Board of Trustees on 14th March 2016 and were signed on its behalf by:

S Turnbull -Trustee

The notes form part of these financial statements

HEADS TOGETHER

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 6TH DECEMBER 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Fundraising events	<u>1,518</u>	<u>1,660</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 6th December 2015 nor for the year ended 6th December 2014.

Trustees' expenses

During the year Trustees were paid expenses of £1,292.96 (2014: £586).

HEADS TOGETHER

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 6TH DECEMBER 2015**

4. MOVEMENT IN FUNDS

	At 7.12.14 £	Net movement in funds £	At 6.12.15 £
Unrestricted funds			
General fund	11,903	(2,008)	9,895
Restricted funds			
Restricted fund	12,513	1,627	14,140
TOTAL FUNDS	<u>24,416</u>	<u>(381)</u>	<u>24,035</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	4,997	(7,005)	(2,008)
Restricted funds			
Restricted fund	6,945	(5,318)	1,627
TOTAL FUNDS	<u>11,942</u>	<u>(12,323)</u>	<u>(381)</u>

HEADS TOGETHER

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 6TH DECEMBER 2015

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
Donations	979	367
Activities for generating funds		
Fundraising events	1,518	1,660
Incoming resources from charitable activities		
Hire of caravan	5,445	3,805
Grants	4,000	13,660
	9,445	17,465
Total incoming resources	11,942	19,492
 RESOURCES EXPENDED		
Costs of generating voluntary income		
Insurance	99	-
Light and heat	409	-
Telephone	57	-
Postage and stationery	137	-
Sundries	5,014	-
Caravan running costs	3,523	13,507
Rent	2,540	211
Arts and crafts	544	1,229
	12,323	14,947
Total resources expended	12,323	14,947
 Net (expenditure)/income	(381)	4,545

This page does not form part of the statutory financial statements



Chief Executive

31 JAN 2017

Democratic Services

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Hawick Congregational Community Church Reaching Out Community Project 26 Bourtree Place, Hawick Roxburghshire Scottish Borders</p> <p>01450 375391 (please note the office is not manned every day *please phone the Development Worker</p> <p><u>Reachingout7@google.com</u> *please reply to the Development worker direct at</p>
<p>Address to which payment should be made:</p>	<p>Hawick Congregational Community Church 26 Bourtree Place Hawick TD9 9HL</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>As an inclusive inter- generational project we welcome all the local community, particularly those experiencing disadvantage, poverty, disability including enduring mental illness, learning disability, chronic illness, older age, children and young families.</p> <p>Our activities have grown and developed as a result of grass roots need, and need is increasing, from 280 in 2013 we have an average of 350 people coming in each week</p> <p>Our flagship activity is our weekly volunteer led community Soupalunch.</p> <p>Our customer base is 65 but is increasing and can reach 80 or above. Volunteer opportunities for vulnerable volunteers have risen from 10 to 18.</p> <ul style="list-style-type: none"> • Soupalunch is supported by Morrison’s Reducing Food Waste Initiative and Bowhill Community Trust <p>The benefit to local community; reduces loneliness</p> <ul style="list-style-type: none"> • Dedicated local ‘key’ volunteers have been with us since 2008 giving kind support to those who are more vulnerable. <p>Helps participants to both give and receive, so important when you feel powerless; move forward and improves their quality of life.</p> <p><i>“it is so good to have a chance to work (volunteer) and be useful”</i></p> <p>Our volunteers support each other, sharing skills for shopping, cooking budgeting ; many involved have never had this chance before due to poor health, learning disability, literacy disability or life circumstances.</p>

Tackling literacy disability, improving skills; weekly knitting group encourages new friendships, new skills including reading; making decisions, for someone with learning disability to choose their wool and pattern after a lifetime of having others make their choices has a transformational impact and helps them in other areas of their life.

Singing, known aid to health; group welcomes carers, those who live alone, either by bereavement, partner in residential home, without extended family nearby, also early dementia participants.

Reducing loneliness of housebound or isolated through Community pastoral worker who reconnects folk with community links. Working closely with other local partner agencies, this worker meets 'gaps' for vulnerable people, including the elderly, and housebound.

Families Together; Our work with children and families;

Our work with local children and families is increasing;

Awareness of the importance of early years care on future life chances, health and well-being has increased considerably, through prevention and early intervention, "breaking the cycles of underachievement which often blight some of our most disadvantaged communities" (National guidance, Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families)

Toddlers Together Between 25 and 30 parents with their children enjoy safe structured play and support, with live music, specialist pre-school entertainment and fun which increases children's happiness and well-being and improves parents interactive play.

Bumps to babies - This informal peer support group is welcomed and supported by local NHS and SBC agencies and is piloting the needs of local expectant parents and those with newly born babies. It is known that attention at this time reduces loneliness, improves health and well-being, and helps to reduce depression both for Mothers and for children in later life.

Free family holiday activities, e.g. a seaside craft activity day in the summer holidays, with our Children and Families Worker. Our worker is also part of the Hawick High School Chaplaincy Team, and organises art events, also participating in local activities, such as the Christmas Parade, when we have our stunning walking floats, and involving all ages. The snowmen on our railings from recycled milk bottles cheered up many folk in Hawick, during last year's floods and were made by all the participants in our project. Art is known to raise self-confidence, improve literacy skills and reduce depression.

Additional activities thriving weekly Table tennis group weekly, Art group, sessional activities e.g. mindfulness, cookery; support groups.

Partnership working; statutory and voluntary, Scottish Borders Health and Social Care Partnership, including Hawick Social Care and Health Team, Older Adults and Adults with physical Disabilities;

	<p>Learning Disability Team; Community Learning and Development; NHS South Team Mental Health, Joint Health Improvement Team, NHS Healthy Living Network; Health Visitors, Midwives; Hawick Library, Hawick High School, local community groups, Councils of Voluntary Service, Volunteer Centre, Selkirk Open Door lunch club.</p> <p>We meet the number one objective set out by the Scottish Borders Health and Social Care Partnership is about making services more accessible and developing our communities.</p> <p>Reference from Alison Watkin, Social Worker SBC Hawick <i>We are currently undergoing changes to integrate health and social care in Scotland. I feel that the team give the Hawick community a head start in this objective in terms of community capacity and development. They are always evolving and developing their activities to meet the needs of the community to ensure that they are making a difference to each individual they support.</i></p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Sum Requested;</p> <p>We would like to ask for £2,624.38 incl VAT</p> <p>The purpose for which it will be used; to support our ongoing community project Reaching Out; especially to accommodate increasing numbers of customers attending our flagship volunteer led activity, Soupalunch.</p> <p>In addition the chairs will be used and enjoyed by local voluntary and community groups, who regularly use our facilities, e.g. charity coffee mornings, meetings, clubs, special requests such as birthday parties, so the chairs would benefit the whole community in a variety of ways.</p> <p>Our current stacking chairs are very old, heavy to move around, and uncomfortable. Lighter aluminium frame chairs with stacking trolleys will enable us to store and move the chairs more easily. We saw these chairs at the Selkirk lunch club and had a chance to see how effective they are.</p> <p>This quote is for 50 chairs and 2 stacking trolleys.</p>
<p><u>When will the donation be required:</u></p>	<p>March 2017 onwards</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>Our table tennis group were able to buy new tables from a previous Common Good grant.</p> <ul style="list-style-type: none"> • In 2013 we were one of three UK projects which won an award, for Making a Positive Difference in the Community https://www.youtube.com/watch?v=24XCQpiSd-s • Shortlisted for Loving our Volunteers awards Scottish Borders February 2017 <p>Reaching Out funders include local trusts; Weens House Trust Eventide Homes Hawick Bowhill Community Trust We are supported by Morrison's Food Waste Initiative</p> <p>Our part time staff posts are currently funded by Robertson Trust, (Development Worker) Cattanach Trust, (Toddlers) Big Lottery Communities and Families Fund, (Bumps to babies) Faiths in Scotland Community Action Fund (Community Pastoral Worker to reach out to those who are isolated, housebound or hospitalised) Congregational Federation; Children and Families worker</p> <p>We also apply a reserve of 6 month's salary costs to our current total salaries of those whom we employ.</p> <p>The church will require to carry out repairs and maintenance in 2017 which will be approximately £10,000 in cost.</p> <p>We share models of good practice;</p> <p>“Please pass on our thanks to your folk for giving us their time and sharing their expertise. It was good! Linda said she was "inspired" so that's what we need! “ (Selkirk Open Door Lunch Club)</p> <p>“Thank you so much for such a great insight into the fabulous work done ...for all those in need. It really is so valuable and inspiring. The team of volunteers are amazing” Ryan Telfer Business Connector – Scottish Business In The Community</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual</p>	<p>We have an active Equal Opportunities policy which is regularly reviewed, on an annual basis by our Board of Management.</p> <p>Our staff and volunteers, and participants all work to this policy.</p> <p>We have a Vulnerable Adult and Child Protection policy, disability access, and our services are available to all irrespective of race, gender, age, sexual orientation, religious or political beliefs. A Safeguarding Certificate from the Congregational Federation UK was issued in 2016, following an inspection by the safeguarding team.</p>

orientation, religious or political beliefs).

Declaration

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

Signed:

Position Held: Geraldine Strickland Development Worker

Date: 20th January 2017

Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.

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

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	01	2015		31	12	2015

Reference and administration details

Charity name	Hawick Congregational Community Church
Other names charity is known by	
Registered charity number	SC004211
Charity's principal address	10 Harden Place Hawick
	Postcode TD9 7BY

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Roy Millan	Chairperson/Trustee		
2	Marion Underhill	Treasurer/Trustee		
3	Margaret Millan	Secretary/Trustee		
4	Isabel Duncan	Trustee		
5	Mary Wing	Trustee		
6	Sylvia Ponsford	Trustee		
7	Heinz Melchert	Trustee		
8	Christine Nichols	Trustee		
9	Bill Miller	Trustee		
10	Jennifer Miller	Trustee		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document	The Hawick Congregational Community Church is governed by its Constitution. All details of governance and administration are found within it.
Trustee recruitment and appointment	The Hawick Congregational Community Church actively encourages and seeks new Trustees on all occasions.

Objectives and activities

Charitable purposes	<p>To advance the Christian faith (in accordance with the Statement of Beliefs);</p> <p>To relieve sickness and hardship and to promote and preserve good health, physical, mental or otherwise by the provision of funds, goods or services of any kind;</p> <p>To advance citizenship through social welfare and community development;</p> <p>To improve quality of life for people of all ages by enabling, supporting and promoting activities whether on an individual or group basis;</p> <p>To improve opportunities for people of all ages for individual and/or personal development, particularly those who are vulnerable or disadvantaged</p>
Summary of the main activities in relation to these objects	<p>The worship, community and social welfare aims of the church are fulfilled by a team of 2 supply Pastors, 2 Lay Preachers, a Community Development worker, a Children and Families worker, and 2 sessional posts of Family support worker and Play worker, alongside the Trustees and dedicated volunteers.</p> <p>Deacons provide Sunday worship together with pulpit supply from 2 retired Ministers and 2 Lay Preachers, Community Development Worker, Children and Families worker, and some of our Trustees. Funding for a new post of Community Pastoral Worker has been secured.</p> <p>We have a strong ministry team, concentrating on transformational work, alongside those who are vulnerable, suffer poverty in our area, through low pay, diminishing health, and disadvantage.</p> <p>The Children and Families Worker is a member of the Hawick High School Chaplaincy Team.</p> <p>The social ministry of the church is carried out under the umbrella of the community project of Reaching Out, welcoming all faiths and none, working to make a positive difference to the lives of those who feel themselves to be vulnerable or disadvantaged.</p> <p>Our charity provides an important safe, warm and vital base for these folk, particularly welcoming those who are excluded, due to retirement, physical, mental or other disability, long term unemployment, loneliness, poverty.</p>

Achievements and performance

<p>Summary of the main achievements of the charity during the financial period</p>	<p>Women's' Fellowship Also open to men! Events arranged included -</p> <p>Candlelight supper Representatives from other churches attended. Entertainment provided.</p> <p>Scots Night Annual event with haggis supper and Scottish entertainment.</p> <p>Christmas – a particularly lonely time for many isolated people in the community.</p> <p>Candlelit Christmas Eve service open to all</p> <p>Christmas Soupalunch. Supported by Morrisons and Bowhill Community Trust.</p> <p>Hawick Christmas parade: participation in community parade, help make our float. Refreshments and drop in on the day. Winners of the Best walking float.</p> <p>Hawick Christmas window : runner up with our display of eco snowmen.</p> <p>These winter community events were very important links to the activities of the community, which has suffered greatly from the loss of local jobs and flooding in the latter end of the year..</p> <p>Developed our Reaching Out activities - all the activities which Reaching Out undertakes are closely linked with health and well-being, inter-generational contact and an emphasis on providing safe and affordable activities which make a positive difference in people's lives.</p> <p>Our regular inclusive activities provided no or low cost community events, especially welcoming those who are most disadvantaged in our community, include</p> <p>Weekly Soupalunch, our flagship social project providing affordable social lunch, particularly welcoming those who find it difficult to access mainstream activities due to age, disability, including mental illness, long term unemployment, poverty. This is a lifeline also for those who are carers, or who have experienced bereavement or have partners in care homes, and experience isolation due to loneliness. Special happiness lunches to celebrate Burns, Christmas. There is a slight increase in regular customers weekly from 60 to 65, many of them regulars. 10 vulnerable volunteering placements, with additional opportunities such as shopping, washing up, gardening. Close connections with other voluntary groups, statutory services such as learning disability services, local mental health team, Health centres. On Soupalunch day we are a base to offer and signpost informal help for those struggling with practical issues such as benefits, housing, and occasionally a bridge for those who present homeless, in trouble, to listen and recommend next steps to gain help and support.</p> <p>Singing group weekly, growing steadily, now involving up to 20 people a week, some coming with their Carers, others experiencing for the first time, social inclusion in a group, and the chance to make friends. This is a lifeline for lonely people, it is also transformational for example a lady with very poor speech who couldn't read, has progressed to learning how to find hymns, made friends, and developed improved language and now lives in sheltered housing.</p> <p>Children and Families: Parents together:</p> <p>Toddlers Together has increased in numbers, moving to an arrangement which employs two sessional staff, funded by the Cattanach Trust. 50 parents, 9 babies and 50 children are currently involved. We have developed a rolling programme of activities for toddlers and their siblings up to 8 years old, to benefit the early development of babies, toddlers and their parents. This has alleviated loneliness and improved the confidence of parents. This year we have had an increase in the numbers of polish parents attending, and those with children who have special needs.</p> <p>Free Holiday Art and craft activities during summer and the October half term to encourage activity for children, especially those with low incomes. All our activities use eco materials which are re-cycled and our work is on display outside the church or in local venues.</p> <p>Working with the community: Our children and families worker connects with the community through schools and local voluntary groups, assisting with a variety of activities.</p> <p>During 2015 - in excess of 300 people regularly attended our Reaching Out activities, our average weekly footfall being in excess of 200 of all ages. Front line need is increasing.</p>
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<p>Summary of the main achievements of the charity during the financial period</p>	<p>Table Tennis - continues to draw many folk from the community of all ages, including 80 and 90, for a mixture of social doubles, with some competitive singles thrown in! Here to listen: 1,000 hours of counselling have been provided to 48 women and 26 men, 40 hours during 2015. Although front line need has risen this year, we have managed to make this time available for this one to one work which focuses on gaps. Art for All this group has been in transition due to a change of teacher and a high level of illness amongst the members. The class is building up again as a result of this change. Mindfulness drop in: pilot sessions have enabled people who suffer anxiety and depression to access a small and fully qualified class which enables them to find ways of coping.</p> <p>We continue to develop our own income generation. This is a challenge. This year in our community unemployment has risen, and there have been additional struggles due to flooding. There is rising poverty and as a result, available income in the town is very low.</p> <p>Soupalunch a volunteer-led social enterprise which promotes good inter-generational contact, as well as healthy living, with home cooked environmentally friendly food at affordable cost. At the end of 2015 we developed a community partnership with Morrisons.</p> <p>Knit 'n Natter has used a pop up shop to sell their goods which has given valuable experience in shop keeping, meeting the public and pride in selling hand made work.</p> <p>Hymnathon/Hymnalong - Part of the Hawick Summer Festival : an uplifting event of two hours playing of sponsored hymns by Jean Hogg, attended by more than 100 people. An important interactive activity supporting a summer community event. A visit from the Summer Festival Princess, and her attendants, all primary school, was welcomed.</p> <p>Jumble Sale : to provide good quality clothing and toys in a low income community. This was welcomed and we hope to repeat this event during 2016.</p> <p>Funders 2015 Robertson Trust, Cattanach Trust, Congregational Federation, Faiths in Scotland Community Action Fund, to whom we record our sincere thanks</p>
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Financial review

<p>Brief statement of the charity's policy on reserves</p>	<p>The Hawick Congregational Community Church sold its Manse a number of years ago; the proceeds were put into designated accounts. The amount now held, £26,000 is to cover the costs of upkeep, general fabric repairs and as a roof repair fund for the Church and its Hall. It is also the wish of the Trustees that a minimum of £15,000, approximately six months running costs of the Church, be held within the designated funds. Therefore the current Designated Funds (£41,000) are held for such circumstances.</p>
<p>Details of any deficit</p>	<p>There is a surplus in the accounts in this financial year to 31st December 2015, primarily arising from grants that have been awarded to fund projects during 2016..</p>
<p>Donated facilities and services (if any)</p>	<p>In kind voluntary time this year in excess of 3,000 hours. This includes Board of Management, volunteers, and additional unpaid hours by staff.</p>

Other optional information

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Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Margaret Millan	Marion Underhill
Position (e.g. Chair)	Secretary	Treasurer
Date	8/2/2016	8/2/2016

Hawick Congregational Community Church
Receipts & Payments Accounts

For the period

1st January 2015

to

31st December 2015

ACCOUNTS

	Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Permanent Endowment Funds	Total Funds Current Year	Total Funds Last Year
Receipts						
Donations	10481	0	0	0	10481	10410
Legacies	0	0	0	0	0	0
Grants	0	24500	0	0	24500	20530
Receipts from Fundraising Activities	1304	0	0	0	1304	6634
Bank Interest	20		473	0	493	593
Receipts from Other Charitable Activities	16650	0	0	0	16650	9569
Total Receipts	28455	24500	473	0	53428	47736

Payments

Expenses for Fundraising Activities	1519	0	0	0	1519	6771
Payments Relating to Charitable Activities	18962	22004	0	0	40966	32081
Grants & Donations	200	0	0	0	200	0
Governance Costs:	0	0	0	0	0	
Independent Examination	80	0	0	0	80	80
Account Transfer	0		0	0	0	
Total Payments	20761	22004	0	0	42765	38932

Net Receipts/(Payments)	7694	2496	473	0	10663	8804
Transfers to/ (from) Funds						0
Surplus/ (Deficit) for Year	7694	2496	473	0	10663	8804

STATEMENT OF BALANCES

Cash Funds	Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Permanent Endowment Funds	Total Funds Current Year	Total Funds Last Year
Opening Cash & Bank	24426	8048	31548		64022	55220
Surplus/(Deficit)	7694	2496	473	0	10663	8802
Closing Cash & Bank	32120	10544	32021	0	74685	64022

Investments

There are none held by the charity

Other Assets

	2014	Additions	Asset Value 2015
Main Church & Hall	1314600		1314600
Contents of Church & Hall	26789		26789
Contents of Kitchen	5000		5000
	<u>1346389</u>	<u>0</u>	<u>1346389</u>

Liabilities

There are none this year

Notes to the Accounts

All funds for the Hawick Congregational Community Church are un-restricted, except for the grants that were received at the end of 2014 and during 2015. These grants were awarded to contribute to payments for 4 part time staff who work with volunteers to run our projects. These grants are carried forward into 2016.
The expendable endowment funds are for the use of the Church and may be required for running costs during the financial forthcoming year.

Signed: _____ Secretary	Print Name: Margaret Millan
Signed: _____ (Treasurer)	Print Name: Marion Underhill
Date: 8.2.2016	

Break Down of Un-Restricted Funds

	Reaching Out	Church Funds		Total Funds Current Year	Total Funds Last Year
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Receipts

Donations	80	10401		10481	10410
Legacies	0	0		0	0
Grants	0	0		0	0
Receipts from Fundraising Activities	371	933		1304	6635
Bank Interest	2	18		20	15
Receipts other Charitable Activities	5635	11015		16650	9568
Total Receipts	6088	22367		28455	26628

Payments

Expenses for Fundraising Activities	278	1241		1519	6771
Relating to Other Charitable Activities	5706	13256		18962	14013
Grants & Donations	0	200		200	0
Governance Costs:					
Independent Examination		80		80	80
Other	0			0	
Total Payments	5984	14777	0	20761	20864

Net Receipts/(Payments)	104	7590	0	7694	5764
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Transfers to/ (from) Funds					0
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Surplus/ (Deficit) for Year	104	7590	0	7694	5764
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Nature & Purpose of Funds

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Break Down of Restricted Funds

	Reaching Out	Church Funds		Total Funds Current Year	Total Funds Last Year
Receipts					
Donations	0	0		0	0
Legacies	0	0		0	0
Grants	8500	16000		24500	20530
Receipts from Fundraising Activities				0	0
Bank Interest				0	0
Receipts of Other Charitable Activities				0	0
Total Receipts	8500	16000	0	24500	20530

Payments					
Expenses for Fundraising Activities	0	0		0	0
Relating Directly to Charitable Activities	2360	19644		22004	18068
Grants & Donations	0	0		0	0
Governance Costs:	0	0			0
Independent Examination	0	0		0	0
Account Transfer		0		0	0
Total Payments	2360	19644	0	22004	18068

Net Receipts/(Payments)	6140	-3644	0	2496	5586
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Transfers to/ (from) Funds					0
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Surplus/ (Deficit) for Year	6140	-3644	0	2496	5586
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Nature & Purpose of Funds					

SC004211

Hawick Congregational Community Church

Break Down of Endowment Funds

	Century 8	Century 5	RBS 60 Day	Total Funds Current Year	Total Funds Last Year
Receipts					
Donations	0	0	0	0	0
Legacies	0	0	0	0	0
Grants	0	0	0	0	0
Receipts from Fundraising Activities	0	0	0	0	0
Bank Interest	163	310	0	473	578
Receipts from Other Charitable Activities				0	0
Total Receipts	163	310	0	473	578

Payments

Expenses for Fundraising Activities				0	
Payments Relating to Charitable Activities				0	
Grants & Donations				0	
Governance Costs:					
Independent Examination				0	
Other				0	
Total Payments	0	0	0	0	0

Net Receipts/(Payments)	163	310	0	473	578
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Transfers to/ (from) Funds					0
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Surplus/ (Deficit) for Year	163	310	0	473	578
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Nature & Purpose of Funds

All funds held for Hawick Congregational Community Church are for use within the Church for whatever purpose the Trustees think Fit.

Independent Examiner's Report on the Accounts

Hawick Congregational Community Church

Report to the trustees/members of

Registered charity number

SC004211

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year	to	Day	Month	Year
01	01	2015		31	12	2015

Set out on pages

1-10

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity 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 trustees 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 accounts.

Independent examiner's statement

In the course of my examination, no matter has come 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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Signed:

Date:

Name:

Sue Bennett

Relevant professional qualification(s) or body:

ACIE & Diploma in Business & Finance

Address:



**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>Email:</p>	<p>Nature Unlimited</p> <p>1, Dunstane Farm Cottages Lilliesleaf Melrose TD6 9JA</p> <p>(Jan Barr, legally responsible Director) or 01721 (Ruth Noble, Director and applicant)</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>Nature Unlimited nurtures well-being, resilience and community through teamwork (den-building, games) and nature connection activities in woodlands. We support participants, at every stage of life, to grow and thrive, helping to reduce social and health inequalities. We run sessions in woodlands across the Scottish Borders, which range from long-term employability programmes, family and community projects, mental health & well-being sessions to one-off events such as team building days and taster sessions. We also offer training so that other organisations can gain the skills & confidence to get even more people outdoors.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£9375 This will cover the costs of sessional workers, basic equipment and volunteer expenses. We will run two programmes of 15 sessions based in beautiful local woodlands for groups of up to twelve teenage girls who have, or are at risk of developing mental health issues. One will take place in Spring/Summer and one in Autumn. There will be an overnight camp at the end of each programme. Our sessions are designed to build resilience and create a community for well-being by allowing participants to learn and develop at their own pace while pursuing their own interests and connecting with nature and each other. Participants will be introduced to a variety of nature connection activities ranging from creating natural art, cooperative team games, to chilling out in a hammock and everything in between. The choice of activities on offer will be determined by the needs of individuals and the group. An important part of the sessions will be cooking a healthy meal together on the campfire. Our high staff to participant ration will allow us to give one-to-one support where necessary and to facilitate a range of skills and personal development. Through involving the group in our Plan, Do, Review cycle, the young people will gain a sense of control and responsibility and by encouraging reflective practice they will learn to recognise and manage their emotions. Through collaborative and/or creative activities during repeated visits to the same site and interaction with the same team of people, they will develop a sense of belonging, both within the therapeutic woodland environment and within the safe community that we nurture.</p>
<p>When will the donation be required:</p>	<p>1/4/2017</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>End April to end June 2017; end August to end November 2017</p> <p>£9375</p> <p>We have surplus of approximately £4000 from last year but ideally we would prefer to keep this for staff and volunteer training to ensure the continued high standard of our service.</p> <p>We are also applying to Awards for All; if we are successful with both applications this would also enable us to offer the same service in the Galashiels area</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 decided to work with an all girls group so that they will feel safe to discuss a range of issues and emotions, including those related to sexuality. The Scottish Borders Joint Health Improvement Team are keen to see the results of this pilot project. The increase in mental health problems is a ticking time bomb for the community as a whole and we firmly believe that we can make a positive difference to young people's lives through this programme, by giving them the social and emotional skills to make positive lifestyle choices, to grow in confidence and to thrive. This testimonial from a guidance teacher demonstrates the impact of our work: "He spoke about his feelings which is very difficult for him. It was a pleasure to see him blossom... The forest became a place where confidence grew, a place to have fun, a place to learn skills and a place to achieve success. It has definitely had a positive effect on the group."</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the 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).</p>	<p>Nature Unlimited will ensure that all participants will receive support to fulfil their potential regardless of any social, economic, educational or physical inequalities and regardless of age, gender, ethnicity or religious beliefs. Nature Unlimited aims to achieve the outcomes set by Scottish Borders Council * to:</p> <ul style="list-style-type: none"> • eliminate discrimination and harassment • promote equality of opportunity and foster good relations. □* <p>http://www.scotborders.gov.uk/info/751/equality_diversity_and_citizenship/1266/reporting_on_equality [Accessed 24/4/16]</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: Director</p> <p>Date: 24/1/17</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.</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

Costing spreadsheet

Project Name **Wild about Welbeing** No. of sessions^ **30**

	Rate	Number	Total
FSL 1	£15.00	5	£75.00
FSL 2	£15.00	4	£60.00
Volunteer travel	£10.00	1	£10.00
Consumables*	£10.00	1	£10.00
Minibus travel!	£50.00	1	£50.00
		Subtotal	£205.00
	Core costs @ 25%		£51.25
	Cost per session		£256.25
			£38.30
	Total cost per session		£294.55
	Staff training		£500.00
	Total project cost per session	30	£9,374.80

* Consumables covers hot chocolate, clay, paracord, wool, string etc

** Equipment is anything which is required specifically for the project in question

^based on 9 half day plus 3 full day (incl one overnight)

Additional costs

	Cost/rate	Number	Total
Equipment**	£349.00	1	£349.00
Overnight accom	£200.00	1	£200.00
Meetings	£15.00	4	£60.00
Extra prep/planning	£15.00	6	£90.00
Food for overnight	£15.00	6	£90.00
S & S	£15.00	24	£360.00
			£1,149.00
Costs spread over all sessions		30	£38.30

8931.5 26794.5

Nature Unlimited C.I.C.

(A company limited by guarantee)

Directors' Report and Unaudited Financial Statements

for the Period from 14 September 2015 to 30 September 2016

Nature Unlimited C.I.C.
Contents

Company Information	1
Directors' Report	2
Accountants' Report	3
Profit and Loss Account	4
Balance Sheet	5
Notes to the Financial Statements	6

The following pages do not form part of the statutory financial statements:

Detailed Profit and Loss Account	7 to 8
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Nature Unlimited C.I.C.

Company Information

Directors	J E Barr E Cox G S Keita
Registered office	1 Dunstane Farm Cottage Lilliesleaf Melrose Roxburghshire TD6 9JA
Accountants	Deans Accountants And Business Advisors Ltd Chartered Accountants and Business Advisors 27 North Bridge Street Hawick Borders TD9 9BD

Nature Unlimited C.I.C.

Directors' Report for the Period from 14 September 2015 to 30 September 2016

The directors present their report and the unaudited financial statements for the period from 14 September 2015 to 30 September 2016.

Incorporation

The company was incorporated on 14 September 2015.

Directors of the company

The directors who held office during the period were as follows:

J E Barr (appointed 14 September 2015)

E Cox (appointed 9 December 2015)

W Patterson (appointed 14 September 2015 and retired 10 September 2016)

G S Keita (appointed 14 September 2015)

J Lawson (appointed 9 December 2015 and retired 5 September 2016)

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 6 December 2016 and signed on its behalf by:

.....
J E Barr
Director

**Chartered Accountants' Report to the Board of Directors on the Preparation of the
Unaudited Statutory Accounts of
Nature Unlimited C.I.C.
for the Period Ended 30 September 2016**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Nature Unlimited C.I.C. for the period ended 30 September 2016 set out on pages 4 to 6 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants of Scotland (ICAS), we are subject to its ethical and other professional requirements which are detailed at www.icas.org.uk.

This report is made solely to the Board of Directors of Nature Unlimited C.I.C., as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Nature Unlimited C.I.C. and state those matters that we have agreed to state to them, as a body, in this report in accordance with AAF 2/10 as detailed at www.icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Nature Unlimited C.I.C. and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Nature Unlimited C.I.C. has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Nature Unlimited C.I.C.. You consider that Nature Unlimited C.I.C. is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit or a review of the accounts of Nature Unlimited C.I.C.. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

.....
Deans Accountants And Business Advisors Ltd
Chartered Accountants and Business Advisors
27 North Bridge Street
Hawick
Borders
TD9 9BD

6 December 2016

Nature Unlimited C.I.C.

Profit and Loss Account for the Period from 14 September 2015 to 30 September 2016

	Note	14 September 2015 to 30 September 2016 £
Turnover		57,347
Administrative expenses		<u>(36,352)</u>
Operating profit		<u>20,995</u>
Profit on ordinary activities before taxation		<u>20,995</u>
Profit for the financial period	4	<u><u>20,995</u></u>

Nature Unlimited C.I.C.
(Registration number: SC515581)
Balance Sheet at 30 September 2016

	Note	30 September 2016 £
Current assets		
Cash at bank and in hand		21,245
Creditors: Amounts falling due within one year	2	<u>(250)</u>
Net assets		<u>20,995</u>
Capital and reserves		
Profit and loss account	4	<u>20,995</u>
Total funds		<u>20,995</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2015).

For the year ending 30 September 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved and authorised for issue by the Board on 6 December 2016 and signed on its behalf by:

.....
 J E Barr
 Director

.....
 G S Keita
 Director

Nature Unlimited C.I.C.

Notes to the Financial Statements for the Period from 14 September 2015 to 30 September 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Turnover

Turnover represents amounts chargeable in respect of the sale of goods and services to customers.

2 Creditors: Amounts falling due within one year

	30 September 2016 £
Other creditors	<u>250</u>

3 Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the company in the event of liquidation.

4 Reserves

	Profit and loss account £	Total £
Profit for the period	<u>20,995</u>	<u>20,995</u>
At 30 September 2016	<u>20,995</u>	<u>20,995</u>

Nature Unlimited C.I.C.

Detailed Profit and Loss Account for the Period from 14 September 2015 to 30 September 2016

	14 September 2015 to 30 September 2016	
	£	£
Turnover (analysed below)		<u>57,347</u>
Gross profit (%)		100.00%
Administrative expenses		
Employment costs (analysed below)	(33,536)	
General administrative expenses (analysed below)	<u>(2,816)</u>	
		<u>(36,352)</u>
Profit on ordinary activities before taxation		<u><u>20,995</u></u>

Nature Unlimited C.I.C.

Detailed Profit and Loss Account for the Period from 14 September 2015 to 30 September 2016

	30 September 2016 £
Turnover	
Sales, UK	9,516
Grants and subsidies	47,831
	<hr/> 57,347
Employment costs	
Wages and salaries	32,121
Staff training	550
Travelling	865
	<hr/> 33,536
General administrative expenses	
Activities and equipment	1,380
Printing, postage and stationery	76
Sundry expenses	13
Accountancy fees	250
Advertising	1,097
	<hr/> 2,816

Nature Unlimited C.I.C.

(A company limited by guarantee)

Directors' Report and Unaudited Financial Statements

for the Period from 14 September 2015 to 30 September 2016

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Approved by the Board on 6 December 2016 and signed on its behalf by:

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J E Barr
Director

Chartered Accountants' Report to the Board of Directors on the Preparation of the Unaudited Statutory Accounts of Nature Unlimited C.I.C. for the Period Ended 30 September 2016

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It is your duty to ensure that Nature Unlimited C.I.C. has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Nature Unlimited C.I.C.. You consider that Nature Unlimited C.I.C. is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit or a review of the accounts of Nature Unlimited C.I.C.. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

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Deans Accountants And Business Advisors Ltd
Chartered Accountants and Business Advisors
27 North Bridge Street
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Nature Unlimited C.I.C.

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Approved and authorised for issue by the Board on 6 December 2016 and signed on its behalf by:

.....
 J E Barr
 Director

.....
 G S Keita
 Director

Nature Unlimited C.I.C.

Notes to the Financial Statements for the Period from 14 September 2015 to 30 September 2016

1 Accounting policies

Basis of preparation

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Nature Unlimited C.I.C.

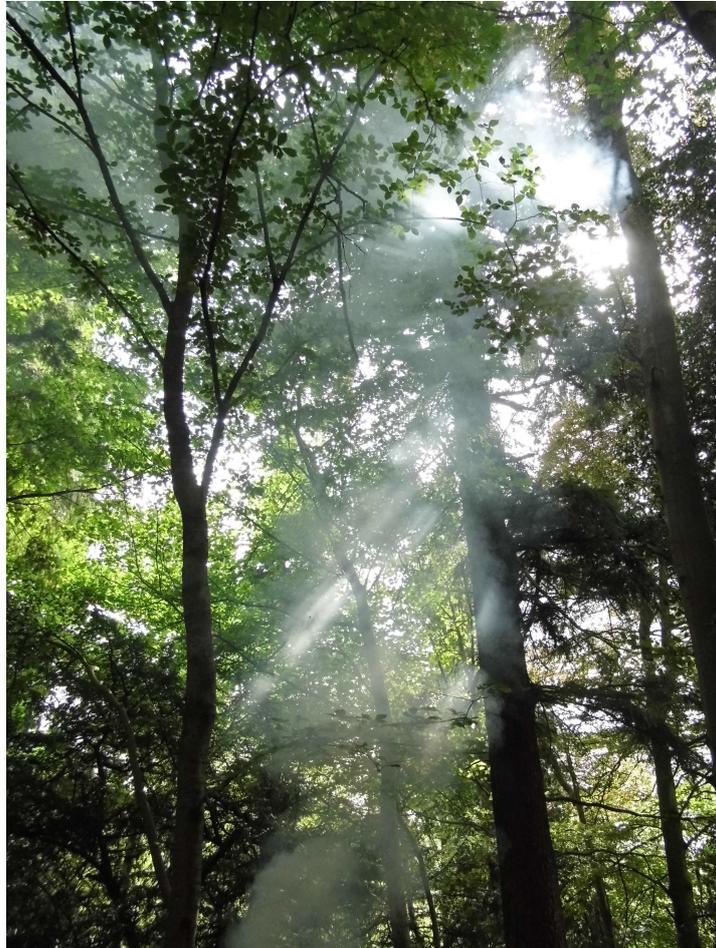
Detailed Profit and Loss Account for the Period from 14 September 2015 to 30 September 2016

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Nature Unlimited C.I.C.

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Accountancy fees	250
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	<hr/> 2,816 <hr/> <hr/>



Nurturing Wellbeing, Building Resilience, Creating Community

Business Plan

Introduction

Nature Unlimited runs sessions in woodlands across the Scottish Borders, ranging from employability programmes, school and community projects, to events such as team building & birthday parties. We nurture well-being, build resilience and create community through teamwork and nature connection activities using a Forest School approach. We encourage people to connect with nature, respect themselves and their environment and support them to improve their confidence, self-esteem and social skills.

While we specialise in working with marginalised young people in an effort to address issues of social inequality, our market includes people of all ages and from all walks of life. As more & more research shows the benefits to health and well-being of being outdoors and the detrimental effects, especially on children, of too much time spent indoors in front of a screen, we are uniquely positioned to provide a much needed service.

Overview of business (Year 1)

Nature Unlimited is a social enterprise (community interest company). Our board has a range of skills from finance to green woodworking and a wealth of experience in Forest School and Environmental Education. The business offers nature connection experiences to people of all ages and specialises in developing life skills to socially disadvantaged groups, through leadership & peer mentoring programmes based in the outdoors.

We run Forest School and John Muir Award programmes for schools as an intervention for children who are not thriving in mainstream education. They may have behavioural, social and/or emotional difficulties and/or be at risk of exclusion from or failure at school. By working and playing together in small nurture groups, participants become successful learners, confident individuals and responsible citizens. We expect to see growth in this sector because of the newly launched Pupil Equity Fund.

Our Wild Woodlanders weekend and holiday clubs run throughout the year. They are an antidote to screen time and give children the chance to get active, play wild, build dens, make friends, love nature and much more. Children learn about nature through games and activities and develop social skills through teamwork. The ratio of adults to children (usually 1:3) allows for a nurturing environment where children thrive.

We also offer one-off events such as woodland birthday parties, stag & hen parties, foraging workshops, Christmas wreath making etc. Adult team building days are a chance for work-place colleagues to get outdoors and connect with nature, break down barriers and do something to help the environment, whilst fulfilling their corporate social responsibility.

We offer training in leading outdoor sessions to teachers, youth workers, scout & guide leaders & other professionals. We also offer behaviour management training for outdoor settings. This supports schools and youth organisations to meet the Curriculum for Excellence Outdoor Learning requirements as well as to address the lack of time spent outdoors and the detrimental effect this is having on society as a whole but especially on children.

Our employability/volunteer development programme teaches woodland management and green woodworking techniques while focussing on developing life skills, such as communication and team work, and on improving prospects for participants. We are currently creating a nature trail in Langlee Woodland with some of our volunteers.

Plan for Years 2 and 3

The board's main challenge will be to grow our enterprise in these uncertain and difficult economic times. We need to generate work for the staff we have trained and to give our new volunteers experience and development opportunities. We need to find ways to overcome barriers to participation for the most marginalised groups. To this end, we have been actively looking for new sites to use in various locations so that travel is not an insurmountable issue. The majority of the people we work with need more than a short intervention. Our aim is to create a community for support and self-care that will become a model of good practice.

There is demand for our services across the age ranges and having built capacity over the last few months, we have staff ready and willing to work. As we take on more projects, through broadening our service user base, we will need to increase our pool of volunteers/staff. We will extend our in-house training programme to include certificated training in Forest School Leadership Level 1 this year and in the following two years, look to deliver Level 2 training in-house. This will enable some of our volunteers to qualify and work as assistant leaders and will contribute to a virtuous circle of growth and development.

Our medium- to long-term plan is to establish a permanent base in a woodland. This would enable us to have a workshop for green woodworking, storage and shelter. It would also function as a training venue and community hub, where intergenerational work around food growing and cooking could take place. We have several options of sites and a local trust who are considering how they can support us to develop this in the long term. However, we need to evidence the benefit that would bring.

Our volunteers and employability group shall be carrying out woodland management tasks at various sites across the Borders in order to develop their skills and to evidence the need for a permanent base. We plan to merge our Employability and Volunteer Development Programmes so that we can operate more effectively in terms of costs and time but more importantly to create a community consisting of diverse but equally valuable members.

The potential benefits of this project are huge. A community woodland can provide food and fuel but more than that, the sense of connection and belonging that it fosters will engender massive positive and lasting change to those involved.

We will continue to provide intervention programmes for schools and will develop a transition project for P7 and S1 children and their families.

We will run specific programmes for young people with mental health issues as we have directly observed the need for this in our work with schools to date.

Much of this work will need to be funded by grant making bodies, in the initial stages at least. Having successfully run grant-funded programmes in schools, we are now generating sales directly from schools and we hope to replicate this model with our new programmes. For example, after we run our Wild About Well-being Programme, we would hope that NHS Borders Joint Health Improvement Team would pay for future projects.

Other potential revenue streams include: development of school grounds, wildlife areas and community allotments; provision of Outdoor Learning as well as CPD training for teachers; extension of our one-off events programme; diversification into complementary area such as Music in the Outdoors.

Market & competitors

Our market includes:

- Parents of children, who will attend activity clubs, holiday clubs and residential. Parents are becoming increasingly aware of the detrimental effect that the “cotton wool” society and increased screen time is having on their kids. We offer something much more than child-care but at a comparable price with child-care providers and activity clubs.
- Businesses in Edinburgh and Scottish Borders for team building/staff away days.
- Nurseries, schools and youth groups - There is growing demand for schools and youth organisations to meet the Curriculum for Excellence Outdoor Learning requirements and there is a need both for delivery of sessions and for training to develop capacity within organisations.
- Hen and stag parties.
- Public bodies such as Scottish Borders Council, Edinburgh District Council and NHS Borders e.g. Health & well-being projects, family relationship building and readiness for school or transitions.

Our competitors include:

- Borders Forest Trust and Branching Out (Forest School Programmes)
- Mike’s Military Mayhem (birthday parties)
- Bowhill Rangers Service (Activity clubs)
- Instinctively Wild Services Ltd CIC (they work mainly with dementia patients and operate on a very part-time basis)
- Freelance Forest School Practitioners.
- Other providers of intervention programmes, such as Stable Life, who have similar aims but different ways of achieving them.

Our set-up as a Community Interest Company means that we are not exclusively relying on grant funding but are willing and able to generate our own income streams. We keep overheads to a minimum and offer excellent value in terms of outcomes. We are a strong team of committed staff and volunteers with a client focussed approach. Each of the directors bring diverse talents which enhance the service we provide; including a deep knowledge & love of nature and wildlife, backgrounds in teaching, youth and community work, green woodworking skills, environmental work and musical and artistic creativity. We constantly reflect on our practice and undertake regular CPD so that we can do our best to ensure good staff and volunteer retention. Woodland environments foster well-being and can be accessed freely, easily and independently by clients, even after their programme has ended.

As a large team with diverse skills, we are able to deliver a range of services, as detailed above, which are beyond the capacity of the majority of our competitors. The range and diversity of our knowledge and experience enables us to be flexible and responsive to the needs of clients and potential clients. We also have a network of skilled practitioners available to come in as sessional workers if and when they are required.

Marketing & Sales strategy

We target clients for Wild Woodlanders through social media, leafleting via schools, posters & our website. Our past experience has shown that word of mouth has generated extremely good growth in uptake of this service

Clients for team building/staff away days/one-off events will be targeted through our existing networks, direct sales – phone & email, and through our website. Local businesses will not only have an enjoyable & constructive staff day out, but will also fulfil their corporate social responsibility in working with us.

Schools and youth groups will be made aware of our services by post and via email and through Youth Borders ebulletin. Schools across Scotland have just received money from the Pupil Equity Fund and we will be promoting our intervention programmes as a way of spending some of that money.

Public bodies such as Scottish Borders Council and NHS Borders will be targeted using existing contacts, such as the Community Benefits Coordinator at Scottish Borders Council and via Public Contracts Scotland portal. We also attend Community Learning and Development partnership meetings in order to keep abreast of local priorities for addressing social inequality, which are great opportunities to network.

Our pricing is pitched competitively and, in terms of social impact, we believe that we offer extremely good value for money.

Team's skills

Jan Barr – Qualified Forest School Leader (level 3), Outdoor First Aider, Challenging Behaviour Management, former primary school teacher, experience in youth & community work. Experience in making successful funding applications.

Jan is the acting Chair of the Board of Directors and Project Coordinator of nature Unlimited. Her role includes budget management, purchasing, staff organisation, client communications etc. Her background in community work helped her to design the leadership/peer mentoring programme which the team runs for their 16+ group and her former job as a primary school teacher enables her to make curriculum links in the children's learning as required by schools. Jan undertakes regular CPD such as Dealing with Challenging Behaviour, Support & Supervision training, supporting workers with mental health issues and more. She is a member of the local Outdoor Woodland Learning Scotland group who are currently developing a strategy for outdoor learning across Scottish Borders and is always looking for opportunities to network.

Geraldine Keita – qualified Forest School Leader, Outdoor First Aider, African drumming teacher.

Geraldine is a project leader and, in her role as director, does the day to day accounting for Nature Unlimited. She organises our Wild Woodlander sessions and is also Events Co-ordinator. As a mother of 3 young boys, Geraldine is invaluable at maintaining a balanced approach to the dynamic of our various groups, which promotes the successful outcomes that we have achieved. She has also attended a 3 day accredited course on Dealing with Challenging Behaviour in the Outdoors. Her drumming skills give us a unique way of building skills, confidence and teamwork skills in the young people we work with and she is keen to develop this further, taking workshops into schools and creating musical instruments using natural materials as installations in various woodlands and also in school grounds.

Ruth Noble – Qualified in Environmental Education and Sustainability, Forest School Leadership, Map Reading and Outdoor First Aid

Ruth is our volunteer co-ordinator and is also a project leader. In her role as director she is minute secretary and undertakes some of the funding applications. Having led a sedentary lifestyle in linguistic publishing as her family grew up, Ruth now relishes the chance to get outside and engage in hands-on practical activities. Her Masters in Environmental Education (completed last year) gave her a wide experience of different teaching and learning styles, as well as tasters in subjects such as geology, ecology and navigation skills.

Wendy Patterson – Qualified Forest School Leader, Outdoor First Aider,

Wendy has featured on the television programme, Border Life and is often recognised in the local papers for her contribution to getting children outdoors and appreciating nature. She runs Newcastleton Wildlife Watch Club, which won runner-up for best new Wildlife Watch Club award in 2013 and runner-up for best club in the UK in 2014, (the only club awarded in Scotland).

Richard Barrie – qualified as a Forest School Assistant, Outdoor First Aider, volunteer assistant on projects.

Richard has had to overcome his own challenges as he progressed through school, similar to those faced by many of the children & young people with whom we work. He has an encyclopaedic knowledge of mini-beasts and ecosystems and is the go-to person when we are on bug hunts or carrying out environmental surveys.

Catriona Hamilton - qualified as a Forest School Assistant, Outdoor First Aider, volunteer and sometimes paid assistant on projects.

Carleton Blackwell - qualified as a Forest School Assistant, Outdoor First Aider, Bushcraft Leader, volunteer and sometimes paid assistant on projects.

Eoin Cox – director, green woodworker and teacher, furniture maker.

Sue Bennet – director and bookkeeper

Over the past year we have recruited more than twenty volunteers, some of whom were initially clients on our Employability Programme and some of whom will go on to do training in Forest School Leadership or Bushcraft Skills, as and when funding allows.

Operations

We run our groups in local public and private woodlands, mainly focussing in the central Borders – Galashiels, Selkirk & Hawick but also cover Kelso, Peebles other areas, including Edinburgh and the Lothians as required. We do not need an office and use our own cars, therefore keeping overheads low. The equipment we use is stored between us in our house or sheds and therefore we have no requirement to pay for storage for now.

Nature Unlimited is a Community Interest Company Registered in Scotland No. 515581

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Period	*update the months below to ensure forecast starts from the point of year you are forecasting from																															
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May
INCOME																																
Sales			250		2475	400	4275	1800	2010	3220	1900	4280	3880	1800	2000	1800	2300	4800	3300	5500	2000	2500	4000	5200	3900	2300	1900	2000	2500	4000		
Grants						998	2000	9425																								
Other Income																																
TOTAL	0	0	250	0	2475	1398	6275	11225	2010	3220	1900	4280	3880	1800	2000	1800	2300	4800	3300	5500	2000	2500	4000	5200	3900	2300	1900	2000	2500	4000	0	0
EXPENDITURE																																
Gross Salaries																																
Contract/Casual Staff Payments	3957	5065	1647	1200	3300	2400	2247	3790	3900	4450	1820	2970	2910	1590	1800	1740	1470	2880	2070	3390	1200	1590	2530	3300	2390	1490	1280	1290	1590	2580		
Rent	30	30	30	30	30	30	30	30	30	30	30	30	35	35	35	35	35	35	35	35	35	35	35	35	35	35	40	40	40	40	40	
Rates																																
General Expenses			17			25		19			30			15		20					25		30			35						
Utilities (Electricity/Gas/Water)																																
Repairs & Maintenance																																
Consumables/Materials	90	53	112	0	130	80	160	400	330	560	30	120	100	30	30	30	90	180	130	220	80	100	150	250	150	90	150	80	100	210		
Telephone & internet	40	40	40	40	40	40	40	40	40	40	40	40	40	50	50	50	50	50	50	50	50	50	50	50	50	55	55	55	55	55		
Travelling & Volunteer Expenses	83			20	40	50	40	400	400	390	30	50	50	30	30	20	60	90	120	200	80	80	120	220	120	80	100	80	80	160		
Advertising & Marketing			162							120							150								200							
Professional Fees		75	500	265	130									50				250														
Training		120			100						550			240	90	1200			960	1100												
Postage & Stationery	30						50					50					60					50					50					
Vehicle Insurance																																
Business Insurance	538												575												575							
Capital Expenditure -																																
Property																																
Fixtures & Fittings																																
Equipment	441	81	114		100			1068						250		400				200		150						180				
Vehicles																																
Other																																
TOTAL	5209	5464	2622	1555	3870	2625	2567	5728	4719	5590	2500	3290	3970	2025	2050	3475	1855	3565	3365	5195	1470	1855	3085	3885	3520	1755	1660	1775	1865	3085	0	0
Movement	-5209	-5464	-2372	-1555	-1395	-1227	3708	5497	-2709	-2370	-600	990	-90	-225	-50	-1675	445	1235	-65	305	530	645	915	1315	380	545	240	225	635	915	0	0
Opening Bank Balance	21245	16036	10572	8200	6645	5250	4023	7731	13228	10519	8149	7549	8539	8449	8224	8174	6499	6944	8179	8114	8419	8949	9594	10509	11824	12204	12749	12989	13214	13849	14764	14764
Closing Bank Balance	16036	10572	8200	6645	5250	4023	7731	13228	10519	8149	7549	8539	8449	8224	8174	6499	6944	8179	8114	8419	8949	9594	10509	11824	12204	12749	12989	13214	13849	14764	14764	14764

Key Assumptions
 The numbers in bold are confirmed income (October to April) Expenditure is accurately estimated
 The numbers from May to October are conservative estimates for income, expenditure is worked out proportionately

Month	Wild Woodlanders	Bushcraft Club	Edenside	Schools	Other
February Sales					
Wild Woodlanders	200				110
FSL1 training	1000				550
Kingsland Primary School	1275				960
2475					
March Sales					
Wild Woodlanders	400				
400					
April Sales					
Kingsland	1275				960
Wild Woodlanders	500				300
Edenside	2500				1600
4275					
May Awards for All grant	9718				
May Sales					
Wild Woodlanders	500	250			50
Bushcraft Club	500	250			50
Birthday Parties	400				200
Training	400				150
1800		850			100
June Sales					
Wild Woodlanders	360	150			
Bushcraft Club	300	150			30
Birthday Parties	200				100
Training	400				200
Schools	750	450			
2010		1050			30
July					
Wild Woodlanders	720	450			50
Penumbra	1500	1050			120
Bushcraft Club	600	400			50
Family Events	400	180			40
3220		2080			260
August					
School	1500	1050			60
Birthday Parties	400	200			
1900	0	1250			60
Sept					
NHS	3000	2100			120
Wild Woodlanders	480	400			
Bushcraft club	400	320			
Training	400	150			
4280	0	2970			120

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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>E-mail address:</p>	<p>Ben Wilson Secretary Hawick Community Pump Track</p> <p>.....</p> <p>hawickcommunitypumptrack@hotmail.com</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>Our group was set up in October 2015 to develop a pump track on an area of unused public land, transforming the space into a community resource which will be free of charge for all to use. The track will accommodate skateboards, scooters, inline skates and bikes. We have already secured a 20 year lease from Scottish Borders Council over the site and are in the initial stages of design and development.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£4,200</p>
<p>When will the donation be required:</p>	<p>September 2016</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>Our project will provide a much needed resource for all members of our local community. The money will be used to pay for full planning design and diagrams.</p> <p>September 2016</p> <p>£4,200</p> <p>£1083.00</p>

<p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>£</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 track will be constructed on the site of the former tennis courts at Wilton Lodge Park. The park has already secured major funding from Heritage Lottery to restore original park features and the creation of the pump track will develop an unused area within the park which has fallen into a state of disrepair. We require to secure funding to create the necessary design plans to enable consultation with the local community and progress forward with the overall project. Once completed, the project will provide a community resource which will encourage more people to take part in physical exercise and detract young people away from possible offending behaviours.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: _____</p> <p>Position Held: Secretary</p> <p>Date: 12/8/16</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

* Insert name of Fund.

INCOME & EXPENDITURE ESTIMATE FOR 2016 - 2017

Income		Expenditure	
Money raised from cycle events	£1,558	Annual rent	£100
Money raised from other events	£200	Insurance	£370.87
Donations	£350	Cash withdrawal	£50
		Event Costs	£504
Total	£2,108	Total	£1,025

Balance	£1,083
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Velosolutions UK
300 North Street
Bristol
BS3 1JU
UK

Ben Wilson

Dear Ben,

13th April 2016

RE: Fee Proposal for Pump Track Design Tasks at Wilton Lodge Park, Hawick

Thank you very much for inviting us to submit a fee proposal to design a mountain bike and BMX pump track at Wilton Lodge Park. Velosolutions take pride in creating the best pump tracks in the world and have pioneered the concept of full asphalt tracks in various countries and environments. As a Swiss-based company, Velosolutions have recently formed a partnership with UK based company Architrail Ltd. under the name of Velosolutions UK. Claudio Caluori, Velosolutions founder have experience of working with Architrail with experience going back over a decade working on UCI Mountain Bike World Cup track projects. Our partnership has been developing since 2014 and we constructed our first track in the UK in March 2016. We would really value the opportunity to work at Hawick and produce a world-class facility for the community.

We have provided three costs for the different levels of design detail that we can offer. We have experience of each level of detail meeting both funding and planning requirements, but we would recommend liaising with both the potential funder partners and the local planning authority to ascertain the level of detail required.

I trust this fee proposal is useful to you and look forward to hearing from you. If there is anything that you wish to discuss regarding this proposal, or the project in general, please do get in touch.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Edd Wright".

Edd Wright
Velosolutions UK

+44 7837956618
+44 117 2510003
edd.wright@velosolutions.ch

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 1.1 Layout Design 2
 1.2 2D CAD design..... 3
 1.3 3D CAD design..... 4
2.0 Company..... 5

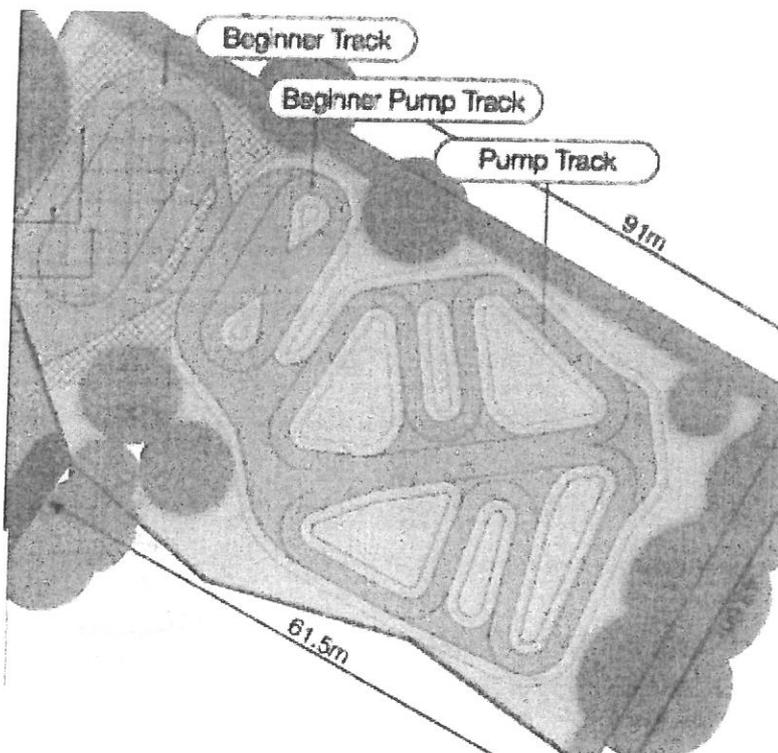


1.0 Fee Proposals

Please see below the costs of the different examples of the various levels of design for the proposed track. Please note that all costs are exclusive of VAT.

1.1 Layout Design

A bespoke 2D pumptrack layout design. Delivered in .dwg and .pdf format. Supported with photos and example cross section diagrams of similar projects.

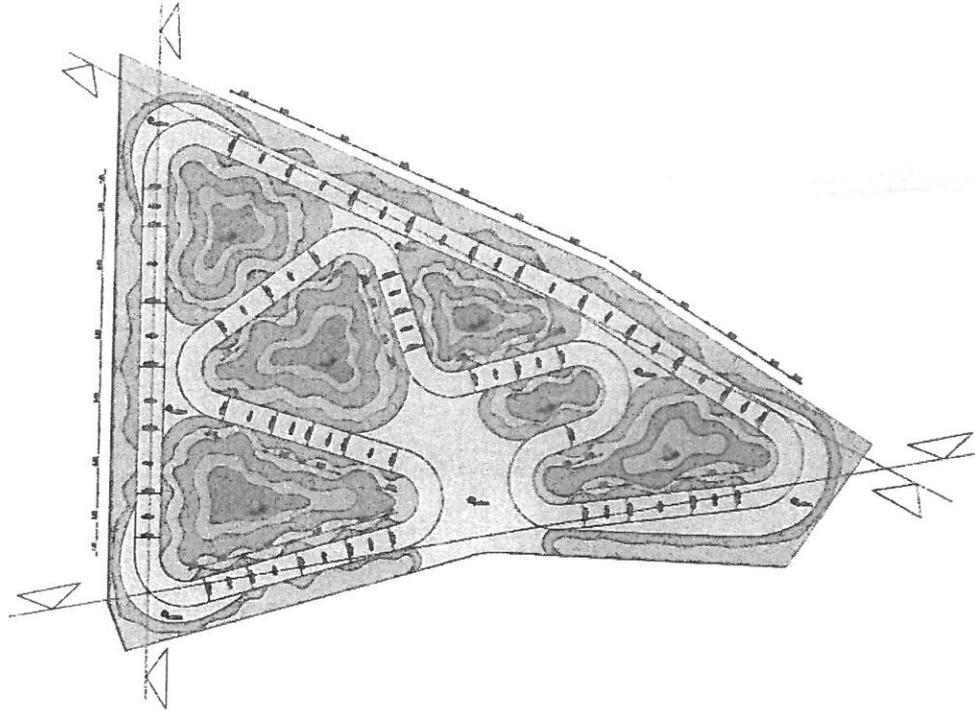


Example Layout Design

Cost £2,500

1.2 2D CAD design

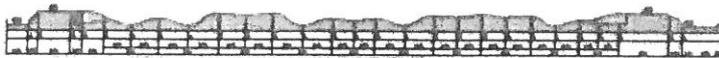
A bespoke 2D pumptrack layout design with feature heights and cross sections. Supported with photos of similar projects. Delivered in .dwg and .pdf format.



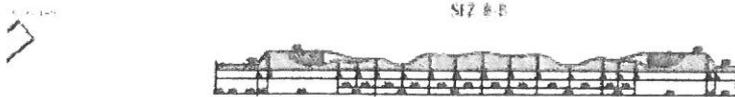
Example 2D CAD Layout Design

CROSS SECTIONS - 1:100

SEZ A-A



SEZ B-B



SEZ C-C

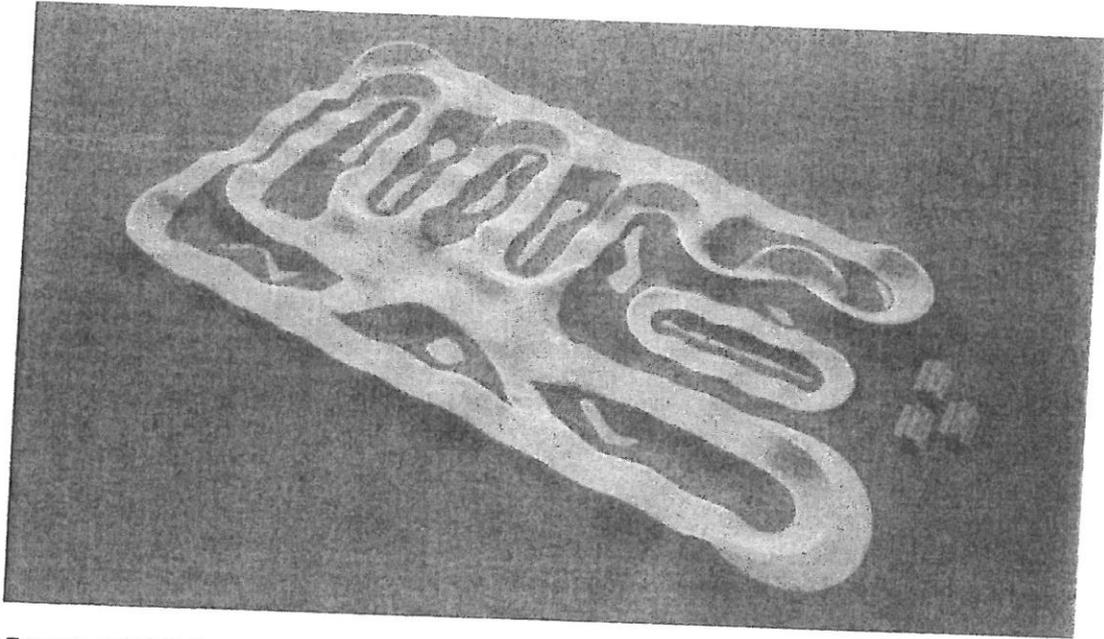


Example 2D CAD Cross Section

Cost £3,500

1.3 3D CAD design

A bespoke 2D pumptrack layout design with feature heights and cross sections. Supported with a 3D CAD rendering and photos of similar projects. Delivered in .dwg and .pdf format.



Example 3D CAD Design

Cost £6,000

2.0 Company

2.1 Company Profile

Our staff have been involved in the planning, development and construction of mountain bike trails and pump tracks for over 15 years. Our company profile is shown below.

Velosolutions UK



Velosolutions UK is formed through the partnership between Velosolutions GmbH and Architrail Ltd.

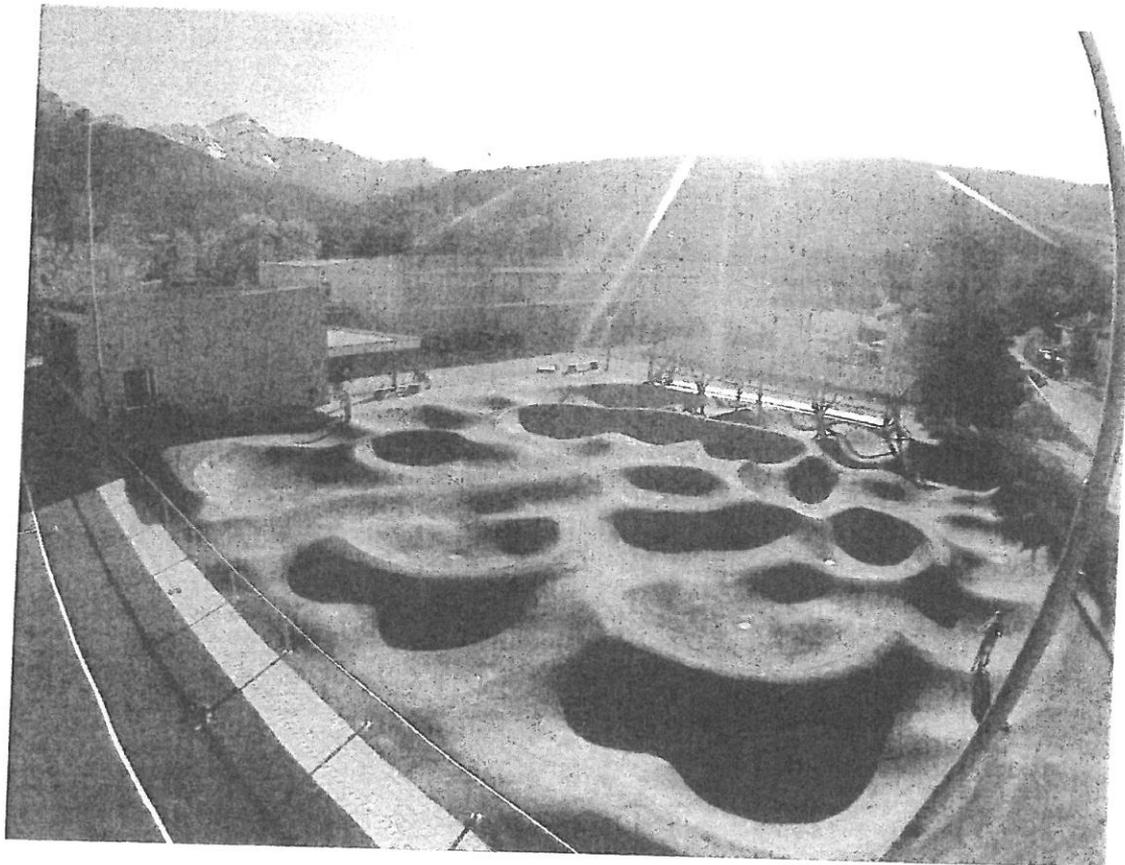
Velosolutions are a Swiss based trail services company producing cutting edge pump track designs. Lead by Claudio Caluori, Velosolutions have been involved in innovative projects across the globe and have gained a reputation for pioneering full asphalt pump tracks. Having completed some of the most impressive pump track designs in the world to date, Velosolutions aims to continue to evolve pump track design and construction.

Architrail has been designing and constructing mountain bike trails for over 15 years. Our team's combined experience and passion delivers unsurpassed attention to detail, accuracy of planning, construction excellence and project management. Extensive experience in working for both private and public sectors, we are used to dealing with not just the mechanics of course building, but also legal aspects and project scoping to ensure our tracks deliver a smooth all-round experience. Every member of the Architrail team is an experienced and passionate mountain biker and we aim to infuse this enthusiasm into every project undertaken, from small scale volunteer projects, through to major cycling hub construction or region wide scoping exercises. Through our work as global lead designer for the UCI MTB World Cup from 2002 until 2009, to development of trails for primary schools or UK bike parks, we have honed our creative skills and pride ourselves in developing cutting edge trail design and construction. As a company we are committed to going about our work in an environmentally sensitive and sustainable way. We aim to create facilities that allow riders to embrace and interact with the environment in a safe and mutually beneficial way, without detriment to the local ecology. Above all, we believe that all cycling facilities should be fun and we will always push boundaries to ensure that this is the case.

Architrail have a history of working with Claudio Caluori, Velosolutions founder, going back over a decade with various international projects. By pooling our knowledge and experience of working in a range of environments working to a range of briefs, we are able to offer an unmatched quality of design, professional construction process and, ultimately, an unparalleled track finish.

Website www.velosolutions.ch

Key Tasks – Site Survey, Design, Consultation, Construction



Velosolutions 2016

H C P T

SC046088

HAWICK COMMUNITY PUMP TRACK



Business Plan

INTRODUCTION

The Hawick Community Pump Track is a group of local Hawick bike enthusiasts and cycle advocates committed to creating an urban bike skills track in Wilton Lodge Park, Hawick. It is a non-profit group, governed by a board of six volunteer trustees, all of whom reside and work locally, with membership to the board (aged 16 and over) open to all sections of the community.

The group is a Scottish Charitable Incorporated Organisation registered with OSCR (Reg No SC046088). The group is not VAT registered.

The group has no paid employees.

The aim of the group is to provide, maintain, and operate a high quality pump track which will be available to locals and visitors alike, a new attractive facility for the Scottish Borders, an area which has a keen tradition of cycling sport.

The implementation of a pump track will have the following outcomes:-

- Promotion of cycling among children and young people
- Promotion of a healthy and active lifestyle
- Deterrence of anti-social behaviour
- Improvement and development of community assets
- Productive use of vacant park space

PROJECT

The pump track will be a circuit of rolling bumps (rollers) and corners (berms). It is designed to be ridden continuously without pedalling and is ideal for developing skills and improving techniques for all levels of rider.

The pump track will be constructed by specialist contractor dependant on quality and budget. An outline design and technical feasibility study in respect of construction has been carried out.

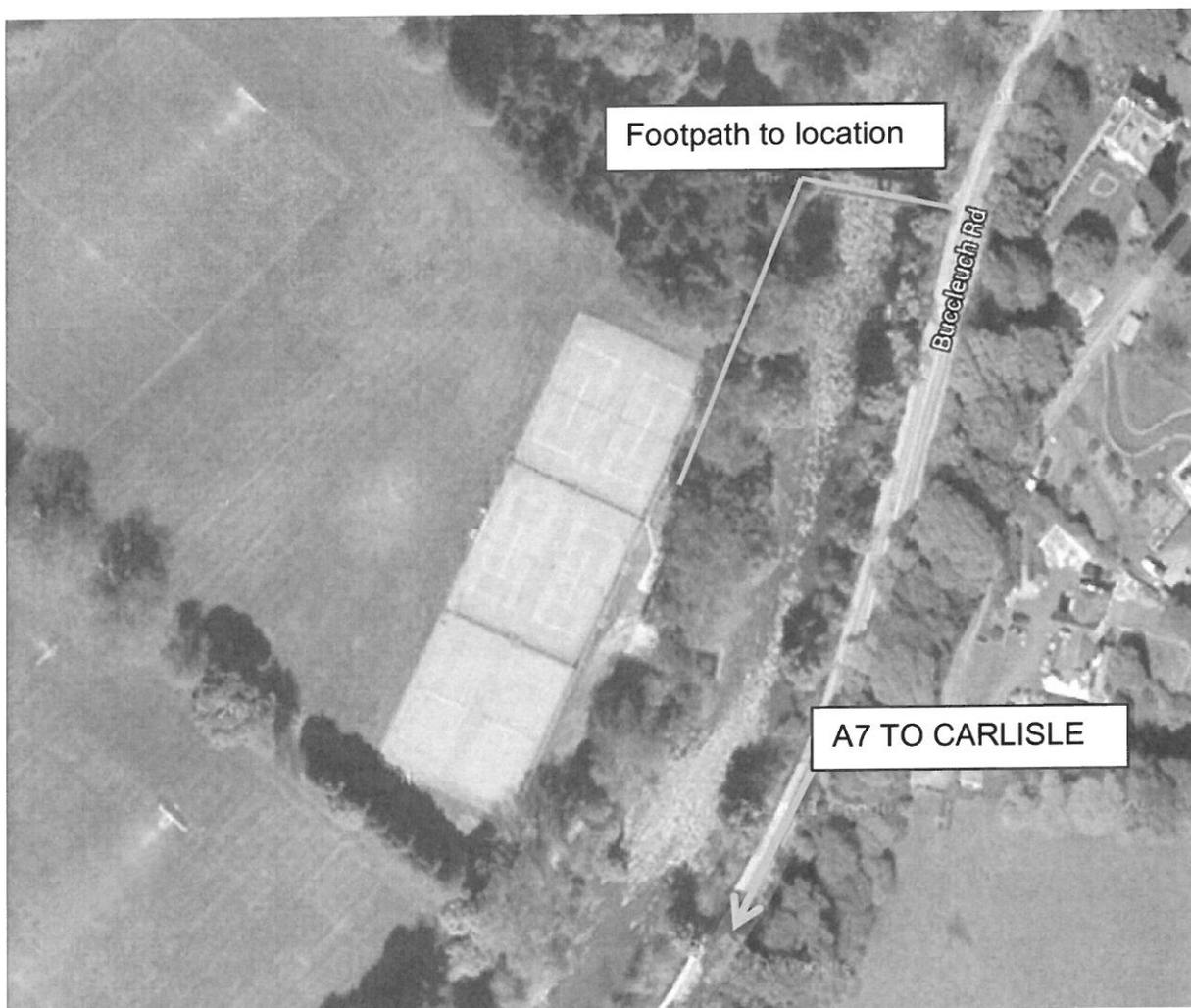
The pump track will operate on an open access basis for the public (individuals and groups) with modest charges being made for use of the

facility through events and coaching as an appropriate means of generating the income necessary to cover maintenance and running costs.

The Hawick Pump Track Community Group will be responsible for all aspects of project governance, including administration, marketing, and volunteers.

LOCATION

The pump track will be located on the site of the disused tennis courts in Wilton Lodge Park. Access to the track is easily gained by pedestrian footbridge from the A7 or through the Park. Vehicle parking is available close by in the Common Haugh and at the Volunteer Park.



RESEARCH METHODOLOGY

Qualitative and quantitative research methods were used to establish this business plan, including:-

- Stakeholder interviews
- Local Community Survey and Analysis
- Case studies
- Scottish Government Initiative

Evidence for the need for such a facility, including the willingness to pay for its use, emerged clearly from the various consultations.

PROJECT CAPITAL COSTS

Initial construction of the pump track will be grant funded. Capital costs will be met through a mixture of:-

- Grant funding
- In kind support from local stakeholders
- Donated services from local businesses
- Group fund-raising
- Volunteer labour

PROJECT REVENUE COSTS

Financial sustainability is based on an income stream through use of the facility from events and coaching, Group management of volunteers for routine maintenance.

STAKEHOLDER INTERVIEWS

- Derick Tait, Chairman, Future Hawick Regeneration Group.
In interview, Mr Tait said he believed that the project would give a boost to the town, both as a visitor attraction and facility for use by

the local community. In a town which suffers social deprivation, this was a chance for the local community to take ownership of a community space and develop it for the town. He believed that with Hawick being in easy reach of the many cycling trails at Glentress, Newcastleton, and Keilder, a pump track could provide a further attraction to the cycling enthusiast.

CASE STUDIES

- Barry Sidings Pump Track, Trehafod Porth, South Wales
Porth has a population of 6,000

More here

- Seascale Pump Track, Seascale, Cumbria
Seascale has a population of 2,000

More here

SCOTTISH GOVERNMENT INITIATIVE

In its Cycling Action Plan for Scotland 2010, the Scottish Government highlighted the need for greater cycling participation and training across Scotland in order to encourage more travel by bicycle, of adults and school pupils. It particularly called for the growth of after school bike activities and cycling for fun and for sporting pursuits. The Hawick Community Pump Track contributes to this initiative.

BUSINESS MODEL

To create an open access financially sustainable pump track responsive to the needs of the local community and visitors alike is a challenging

project, and the decision has been taken to apply the following criteria in its implementation:-

- Keep running costs low by constructing a pump track which is robust and accordingly, low maintenance
- Provide a reliable income stream based on modest payments for usage through events and coaching
- Keep the need for management to an absolute minimum
- Provide administration, governance, and maintenance by volunteers.
- Affiliate to Scottish Cycling, CTC, and other national cycling bodies to ensure access to training, liability insurance, event organisation etc.

CAPITAL COST

Construction Cost	Land Lease/Purchase	£100 P/A
	Pump Track Construction	£525,000
	Landscaping	Included above
	Lighting	"
	Signage	"
	Contingencies	"
Professional Fees	Project Management	"
	Pump Track Design	£3500
	Landscaping Design	"
	Total Cost	£528,600

VAT will not apply to the project capital costs.

Potential funding sources have been identified as follows:-

Funder
Princess Trust
Common Good Fund
Supermarket Plastic Bag Funds
Community Grant Scheme

Big Lottery Funds
Robertson Trust

REVENUE COSTS

Research and case study indicate that maintenance costs of under £750 per year (assuming a volunteer labour component of 50%) can be expected for the first five years.

Additional income will be derived from coaching and events held.

RISK ANALYSIS

No project involving the provision of social benefit and income generation is free from various degrees of risk. The risks and proposed remedies attached to this project are listed below:-

Risk	Rating	Action
Failure to secure a lease/purchase	N/A	20 year lease has been acquired. A review will be held after 5 years.
Failure to raise funds for capital costs	Medium	There is a strong business plan to support funding applications to various groups and also identifies several sources from which funding can be obtained
Difficulty covering maintenance costs	Low	The track has been designed to create a robust, low maintenance facility. Offers of volunteer help have been confirmed. The low level charges proposed cater amply for projected maintenance costs
Initial capital costs higher than expected	Medium	A contingency element has been built into the capital cost of the project. Costs will be reviewed regularly and competitive construction tenders will be

		obtained. Volunteers can be engaged in low skill elements of the project. Scope of construction work can be reduced.
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Chief Executive's
14 FEB 2017
Democratic Services

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: Email:</p>	<p>HAWICK SCOUT PIPE BAND ..</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>TEACHING PIPING AND DRUMMING TO MAINLY YOUNG PERSONS. TAKING PART IN PARADES AND SHOWS AND PROVIDING MUSICAL ENTERTAINMENT FOR THE PUBLIC.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2500. TO PROVIDE A FREE AFTERNOON ENTERTAINMENT ON HAWICK HIGH STREET ON 23RD SEPTEMBER TO CELEBRATE OUR CENTENARY AND TO ATTRACT VISITORS TO HAWICK</p>
<p>When will the donation be required:</p>	<p>AUGUST 2017, IN TIME TO COMMIT ADVERTISING FOR SEPTEMBER.</p>
<p>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):</p>	<p>SATURDAY 23RD, SEPTEMBER, 2017. TRANSPORT, CASERINE & ENTERTAINMENT FOR OTHER BANDS COMING TO HELP US £1250. ADVERTISING - DETAILS STILL BEING DESIGNED. £1250 APPROX. WE HAVE JUST ENOUGH MONEY IN THE BANK TO MATCH THIS, BUT WILL HAVE RUNNING COSTS FOR THE BAND THROUGH THE YEAR WHICH SHOULD BE MATCHED BY EXPECTED INCOME FROM COFFEE MORNINGS AND PERFORMANCES OF AROUND £4000. (WEATHER PERMITTING)</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>OUR BAND HAVE RECEIVED PREVIOUS GRANTS IN 2014 £5000 FROM COMMUNITY SUPPORT FOR UNIFORMS AND INSTRUMENTS £2200 FROM THE ROBERTSON TRUST FOR DRUMS £5400 FROM BANKS COMMUNITY FUND FOR BAGPIPES IN 2013) 2016 WE EARNED ENOUGH TO BUY 36 NEW SPORRANS @ £2800 AND OVER £1000 ON OTHER FIT.</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the 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).</p>	<p>WE ARE PART OF SCOUTS SCOTLAND WHICH ORGANISATION IS OPEN TO ALL YOUNG PEOPLE AND A RIGOROUS CHILD PROTECTION, TRAINING & DISCLOSURE FRAMEWORK IS IN PLACE. WE ARE NOT INVOLVED IN POLITICS OR RELIGION (EXCEPT FOR ATTENDANCE AT REMEMBRANCE SERVICES FOR THOSE WILLING TO GO) WE ALSO HAVE A CORE OF ADULTS TO GIVE CONTINUITY AND HELP RUN THE ORGANISATION. WE ARE OPEN TO ANYONE BIG ENOUGH TO HANDLE THE INSTRUMENTS (APPROX. AGE 9 UPWARDS) AND ARE ACTIVELY RECRUITING NEW MEMBERS</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: PIPE MAJOR</p> <p>Date: 11th FEBRUARY, 2017</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.</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>	

HAWICK SCOUT PIPE BAND

Income and Expenditure for Year ended 31st March 2016

1st April 2015 Balance Carried Forward		3,259.65
<u>INCOME</u>		
Subscriptions	1,104.89	
Donations/Fund Raising	3,460.58	
Bank Interest	1.50	
Sale of Badges and Uniforms	0.00	
Grants	0.00	
Canadian Donation	0.00	
<u>Total Income to 31 March 2016</u>		<u>4,566.97</u>
		7,826.62
<u>EXPENDITURE</u>		
Uniforms	1,465.67	
Bagpipes Etc.	360.10	
Travel	539.52	
Hall Hire/Refreshments	74.21	
Banner & Lights	10.46	
Grant expenditure	0.00	
Subscriptions Paid to Group	936.00	
Canadian Expenditure	0.00	
Sundries	215.05	
<u>Total Expenditure to 31 March 2016</u>		<u>3,601.01</u>
31 March 2016-Balance Carried Forward		<u><u>4,225.61</u></u>

Monitoring Report for 9 Months to 31 December 2016

Report by the Chief Financial Officer

Hawick Common Good Sub Committee

21 February 2017

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the nine months to 31 December 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 £13,326 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 £26,267.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing projected rental income for 2016/17 and actual property expenditure to 31 December 2016.
- 1.5 Appendix 4 shows the value of the Newton Fund to 31 December 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 31 December 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 £13,326.

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. Current actual rental income is greater than the budgeted projection due to the receipt of income relating to the 2017/18 financial year. A “pre-payment” journal will be processed at our financial year end to reflect income in the relevant year.

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 0.25%. 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 first of two annual Dividends (£5,648) was received in October 2016. 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 throughout the year.

4.5 Income & Expenditure – Property Expenditure

(a) The property expenditure to 31 December 2016 is detailed in Appendix 3 by property. Main expenditure items for the year so far include £13,720 relating to Common Haugh Car Park repairs, £11,677 relating to Pilmuir Farm and £9,047 expenditure at Hawick Moor and Racecourse Buildings.

(b) The original approved Budget for 2016/17 included general repair figures of £5,000 for St Leonard’s, £10,000 for Pilmuir and £48,500 for the other Hawick properties. The Pilmuir budget was increased to £17,500 as approved at the 15 November 2016 meeting of Hawick Common Good Sub-Committee. This was to cover overspends of various works on the farm including £7,402 for fencing work.

4.6 Income & Expenditure – Grants & Other Donations

The grants and other donations distributed to 31 December 2016 are shown below. The Hawick Common Good Sub-Committee agreed at a meeting on 15 November 2016 to increase the Budget by £5,000 from £23,500 to £28,500.

Grant Recipients	Approved	£
Approved and Paid to 31 December 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
Hawick Summer Festival	29/06/16	2,000
Hawick Honorary Provosts Council – Running Costs	15/11/16	2,000
Hawick Reivers’ Association – Running Costs	15/11/16	2,500
Hawick Royal Albert Football Club – Transport	15/11/16	500
Heart of Hawick Children’s Book Award	15/11/16	2,000
Wilton Bowling Club – Junior Bowls	15/11/16	1,100
Total Paid to 31 December 2016		25,600
Approved but not yet paid		
Salvation Army Hire of Hall – 2016/17 Xmas Service	18/11/14	200
Total Grants Approved		25,800
2016/17 Budget		28,500
Unallocated/(Overallocated) Budget		2,700

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) Global economic and market uncertainties during the end of 2016 has provided a variety of surprising results. First official reports on the state of the UK economy since the June EU Referendum contradicted government warnings that an immediate recession would follow a vote to leave. In the US, initial fears of economic and market downturns after the Presidential election were overcome as share prices generally held the momentum established earlier in the year.

(b) Over the quarter to 31 December 2016, the Newton Real Return fund is estimated to deliver a negative return of 4.8% against its benchmark of +1.1%. This has been the result of the make-up of the cautiously positioned portfolio:-

- For quarter to 31 December 2016, higher risk sectors such as financials and energy returned 18.1% and 13.1% respectively. These are the sectors widely reported in the press as boosting the markets as a whole but sectors in which, due to risk, Newton do not invest in.

- Safer sectors that Newton do invest in such as consumer staples and healthcare fell by 1.1% and 0.5% respectively in the same quarter.
- Other return seeking assets held by Newton are Corporate and Government bonds amount to c. 35% of the portfolio fell in the quarter by 4% and 6% respectively.
- Gold investments, which Newton hold as “defensive” assets also reversed some of the gains made earlier in the year.

Although the quarter 4 bad news has to an extent negated the annual performance of the fund, the fund is estimated to exceed its target return of 4.5%, returning 4.8% for the year.

- (c) It is the ethos of the Real Return fund to invest in “risk offsetting positions” aimed at dampening volatility and preserving capital. The Newton Real Return will continue with its cautious approach, avoiding higher risk “quick wins” in favour of safe, robust investments in order to preserve capital.
- (d) The Newton Real Return Fund performed consistently well over the long term. However it has performed poorly over the last two quarters of 2016 against its benchmark. As a result of this performance, KPMG were commissioned by Scottish Borders Council in January of this year to assess the Fund’s performance against its peers offering similar diversified growth funds. The findings of this assessment are shown in appendix 4. Information on quarter 4 is not yet fully available, however, it is anticipated that the peer performance comparison will show a similar picture to quarter 3. However, the assessment confirms that the fund has performed well in the long term (1, 3, 5, 7 and 10 years) against its peers. Given the nature of the fund, it is over the longer term that it should be measured.
- (e) Newton’s performance against benchmark and now against its direct competitors will be monitored. In addition a visit to their offices in London has been arranged by officers to discuss the funds current performance and also their outlook for the future.
- (f) It is the ethos of the Real Return fund to invest in “risk offsetting positions” aimed at dampening volatility and preserving capital. The Newton Real Return will continue with its cautious approach, avoiding higher risk “quick wins” in favour of safe, robust investments in order to preserve capital.

4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £47,362, an in year projected decrease of £86,675, due mainly to further investment in the Newton Fund, see Appendix 4. The projected cash movement for 2016/17 is as follows:

Cash Balance	£
Opening Balance at 1 April 2016	134,037
Investment in Newton Fund	(100,000)
Projected Surplus/(Deficit) for year from Income & Expenditure Statement	13,326
Projected Closing Balance as at 31 March 2017	47,362

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 1 November 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.

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Email: treasuryteam@scotborders.gov.uk

HAWICK COMMON GOOD FUND

PROJECTED INCOME AND EXPENDITURE 2016/17

	Actuals at 31/12/16 £	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	(120,258)	(109,850)	(109,850)	0	4.2	
Non-Property Related Income						
Interest on Cash deposited with Council	0	(584)	(406)	178	4.3	
Newton Fund Investment – Dividends Rec'd	(5,648)	(7,439)	(7,439)	0	4.4	
Other Income	0	(296)	(296)	0	4.3	
Total Income	(125,907)	(118,169)	(117,992)	178		
Property Expenditure						
Property Costs – General	35,884	48,500	48,500	0	4.5b	£8,750 Williestruther Cottage
Property Costs – Pilmuir	13,252	17,500	17,500	0	4.5b	
Property Costs – St Leonards	3,903	5,000	5,000	0	4.5b	
Total Property Expenditure	53,039	71,000	71,000	0		
Grants & Other Donations	25,600	28,500	28,500	0	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	(42,103)	(13,504)	(13,326)	178		

HAWICK COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AS AT 31 December 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
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	100,000	459,171
Unrealised Gains/(Loss)	12,795	0	12,795
Market Value	371,966	100,000	471,966
Current Assets			
Debtors	4,656	0	4,656
Cash deposited with SBC	134,037	(86,675)	47,362
Total Current Assets	138,693	(86,675)	52,018
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	(26,267)	4,111,852
Funded by:			
Reserves			
Revenue Reserve	(127,867)	86,675	(41,191)
Capital Reserve	(507,801)	(100,000)	(607,801)
Revaluation Reserve	(3,502,452)	39,592	(3,462,860)
Total Reserves	(4,138,119)	26,267	(4,111,852)

HAWICK COMMON GOOD FUND

**PROPERTY PORTFOLIO PERFORMANCE FOR 2016/17
(Projected Income and Expenditure to 31 December 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 31/12/16				
					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	1,919	0	0	0	1,919
Williestruther Cottage	170,742	4,629	166,113	6,500	339	0	0	0	339
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	13,640	0	0	80	13,720
Underhaugh	0	0	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	32,520	1,240	31,280	875	6,502	0	0	2,545	9,047
Hawick Moor Shootings	4,000	0	4,000	300	784	0	0	0	784
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	2,522	0	0	0	2,522
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	1,089	0	0	0	1,089
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)	-	-	-	-	693	765	0	1,342	2,800
General Sub Total	817,601	21,825	795,776	33,510	31,198	765	(46)	3,967	35,884

Fixed Assets	Net Book Value at 31/03/16	Projected Deprec'n Charge 2016/17	Projected Net Book Value at 31/03/17	Actual Rental Income 2016/17	Actual Property Expenditure at 31/12/16				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
Pilmuir									
Pilmuir Farm	1,792,503	3,749	1,788,754	45,000	11,677	0	0	0	11,677
Pilmuir Farm Cottage	152,800	3,600	149,200	7,200	1,127	0	0	0	1,127
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	447	447
Pilmuir Sub Total	1,945,303	7,349	1,937,954	52,200	12,805	0	0	447	13,252
St Leonards									
St Leonards Farmhouse Buildings	246,222	4,889	241,333	9,600	140	0	0	0	140
St Leonards Cottage & Park	203,942	5,529	198,413	5,400	2,035	0	0	0	2,035
St Leonards Hut	3,200	0	3,200	0	1,282	0	0	0	1,282
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	447	447
St Leonards Sub Total	872,364	10,418	861,946	24,140	3,456	0	0	447	3,903
Total	3,635,268	39,592	3,595,676	109,850	47,459	765	(46)	4,861	53,039

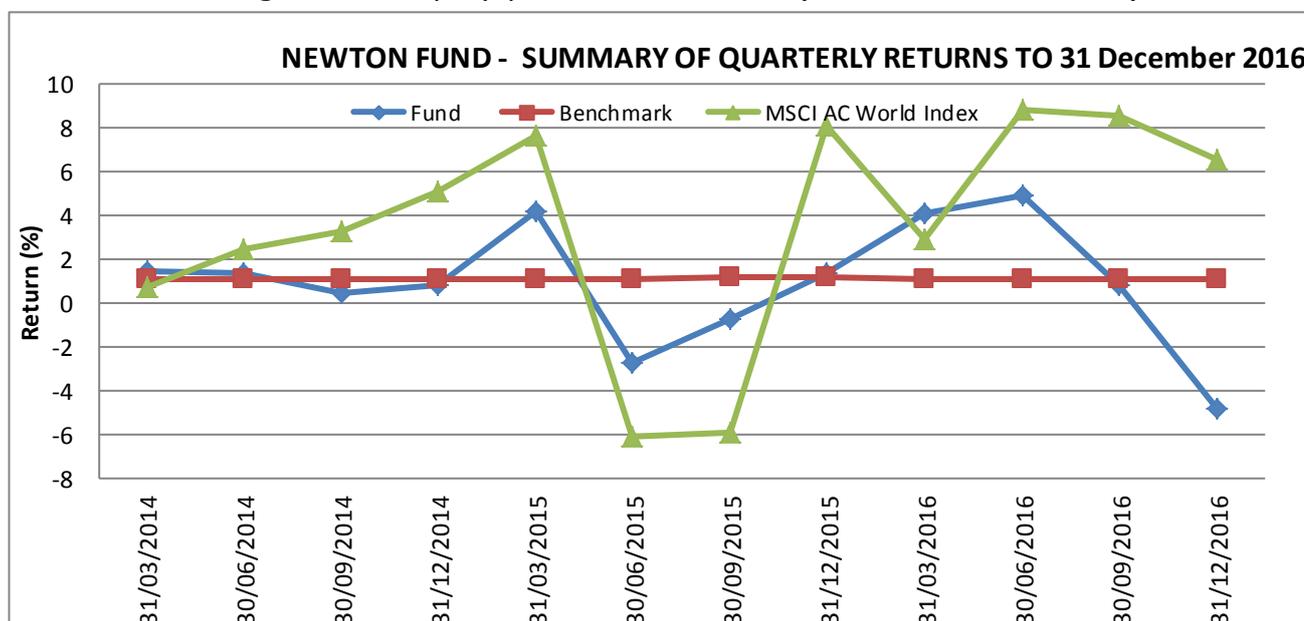
HAWICK COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED IN NEWTON REAL RETURN FUND

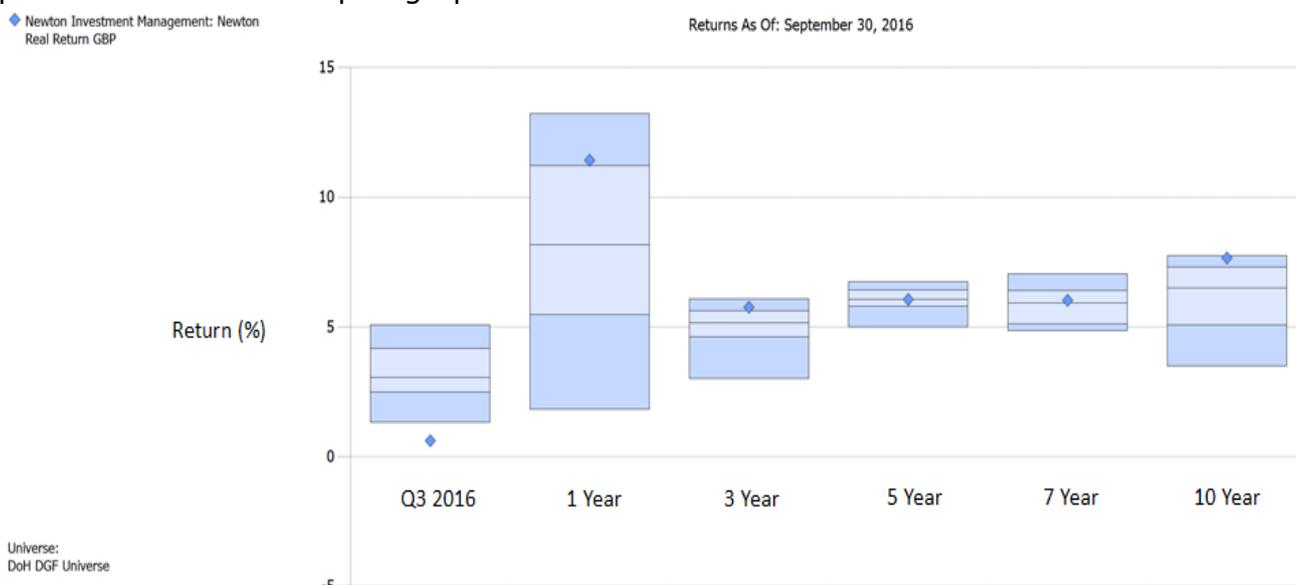
Cost of Investment	Units	£
Initial Investment - 13 December 2013	102,901	192,394
Further 2013-14 Investments	88,292	166,777
Further 2016-17 Investments	52,815	100,000
Total Invested to 31 December 2016	244,008	459,171

Value of Investment	£
31 March 2016	371,966
31 December 2016	478,878
Increase/(Decrease) from Total Cash Invested	19,707

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



The graph below has been produced by KPMG and shows the fund's performance against peers as mentioned in paragraph 4.10.



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