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JEDBURGH COMMON GOOD SUB-COMMITTEE WEDNESDAY, 19 OCTOBER, 2016

A MEETING of the JEDBURGH COMMON GOOD SUB-COMMITTEE will be held in COMMITTEE ROOM 4, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS on WEDNESDAY, 19 OCTOBER, 2016 at 1.00 P.M.

J. J. WILKINSON,
Clerk to the Council,

12 October 2016

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declaration of Interests.	
4.	Application for Financial Assistance. (Pages 1 - 44) Continue consideration of the request for financial assistance received from Cheviot Youth Project in respect of Community Connections Project Hub - 5/7 High Street, Jedburgh. (Copy application and accounts attached).	20 mins
5.	Any Other Items Previously Circulated.	
6.	Any Other Items which the Chairman Decides are Urgent.	

NOTES

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

Membership of Committee:- Councillors J. Brown (Chairman), S. Scott, R. Stewart and Community Councillor H. Wight

Please direct any enquiries to Fiona Henderson
fhenderson@scotborders.gov.uk



The Planet
Abbotseat Road
Kelso
TD5 7SL

Democratic Services Team Leader
Scottish Borders Council
Council Headquarters
Newtown St. Boswells
TD6 0SA

Chief Executive

12 AUG 2016

9th August 2016

Democratic Services

Re: A request to the Jedburgh Common Good Fund for the cost of Community Connections Project Hub building works at 5/7 High Street Jedburgh

Dear Sir or Madam

Please find enclosed our application for the funding of building works at 5/7 High Street Jedburgh. Such works will provide a project hub for this vital youth led inter-generational community project in Jedburgh called Community Connections.

The project will address a number of issues within the town surrounding the lack of a comprehensive youth led youth work service, the absence of facilities and the difficulty that young people have in finding a way to contribute to the life of their community.

We are in continuing discussion with young people, the primary schools and the High School, community councillors and SBC Councillors and a range of community groups about how we may bring about change for young people in Jedburgh. We know that to support and assist young people in establishing a youth work service and their place at the centre of the community we will need to collaborate and form partnerships with statutory services and local community groups. This is exactly what Community Connections is all about, a coming together of all people young and old to ensure that our future generations play a central and positive part in the life of their town.

I attach your completed application form, three quotes and a copy of our latest accounts. Our latest set of accounts will be ready by the end of this month and I will forward you a set as soon as I have them. Should you have any questions you can ring me on 01573 420703 (home office) or 07958 277766 or email me on ianrendallreid@cheviotyouth.co.uk

Yours faithfully

Ian Rendall Reid
Manager



Cheviot Youth is a charity registered in Scotland.
Registered Address: The Planet, Abbotseat Road, Kelso TD5 7SL
OSCR No: SC034865



**Jedburgh 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>Jedburgh Youth Project/Cheviot Youth Registered Address: Cheviot Youth The Planet, Abbotseat Road, Kelso TD5 7SL</p> <p>01573 420703 (home office) Mobile Tel. No. 07958 277766</p> <p>ianrendallreid@cheviotyouth.co.uk</p>
<p>Address to which payment should be made:</p>	<p>The Planet, Abbotseat Road, Kelso TD5 7SL</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>Cheviot Youth works with children and young people aged 8 to 25 years to help and support them to develop skills, gain experience, access opportunities for personal growth and provide challenges that test and excite in a safe, accessible and positive environment through a five strand programme of film, art, music, physical activity and well-being. Increasingly working in collaboration and partnership with agencies drawn from education, health, police, social work and the voluntary sector we provide a comprehensive programme that is directed by the needs and wishes of the young person.</p> <p>In working in such a collaborative way we aim to deliver a democratic model of youth led youth work; to support and assist young people through training, mentoring and the sharing of responsibility to take up with confidence the mantle of leadership; to always act on the views and opinions of young people to create and shape a new project or programme; to continuously champion young people's achievements and place in community; to ensure that the voice of children and young people is heard at all levels of community action.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are requesting the sum of £9,403 to develop in the centre of town a Community Hub office, meeting and work place from which to support, guide and direct our Community Connections Project programme. The funding that we are seeking will allow internal restructuring of the space and the work that is needed to turn this shop into a Community Connections Hub and is broken down to give the following separate figures</p> <p>Plumbing £3082 Electrics £1295 Joinery £5026 Total £9403</p> <p>Below is a little information about what sort of Community Connections programme we will be running from this space.</p> <p>Cheviot Youth Community Connections offers children and young people a youth led youth project putting young people at the heart of community action and decision making leading to the achievement of the following</p> <ul style="list-style-type: none"> • Establish a youth led drop-in project for children and young people aged 8 – 18 years old in Jedburgh for two sessions a week for up to 40 young people. • Develop a young person community connections group of 25 young people over two years who will help and assist their community in taking on roles of a social and environmental nature in partnership with local voluntary organisations. • Encourage and support youth community volunteering opportunities through peer mentoring, twenty four formal group work sessions and 100 one to one sessions. • Facilitate and support 25 young people’s training needs and requirements paying special attention to the areas of youth volunteering and group work. • To link the extra curriculum award system to all volunteering activities paying particular attention to achieving 20 Dynamic Youth Awards and 25 Saltire awards. • Recruit 12 local adults to become Community Connections Ambassadors who will help mentor, instruct and support young people in their group work, volunteering and community roles. • The use of the empty retail space in the town as Pop-Up Drop-Ins to provide a range of young people services in the centre of town, exhibition spaces and information points. <p>Meeting the outcomes will be achieved by the following means</p> <p>Confident Some of the ways in which young people will gain confidence will be through</p> <ul style="list-style-type: none"> • Their community involvement work being recognised and appreciated • Having the opportunity to achieve goals, reach targets and overcome challenges.
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	<ul style="list-style-type: none"> • The taking on of leadership and mentoring roles • Being offered new, exciting and meaningful experiences that will help them grow into responsible citizens • Having their own youth project, a place for advice, support and assistance. <p>Connected Young people will become more connected through</p> <ul style="list-style-type: none"> • Social interaction enabled by inter-generational work. • Working with a range of different groups in their community • The sharing of skills and experience between the young person's Community Connections groups and Community Connections Ambassadors and others. • Being at the centre of community action and decisions. <p>We are looking to officially open the project early November 2016. We already have £68,260 raised for the project and are continuing to fundraise for the revenue costs as well as beginning a capital project for the items needed to fit out the Community Connections Hub and to help run the project.</p>
<p>When will the donation be required:</p>	<p>We would require the donation as soon as convenient. Ideally we would wish for the work to start in early October 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>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>Project: The Establishment of a Community Hub centre from October to November 2016.</p> <p>£9403</p> <p>Our funding drive is for the Community Connections Project Programme of which £68,260 has been raised for the first two years.</p> <p>We are waiting to hear from the following</p> <ul style="list-style-type: none"> • Gannochy Trust • Asda Foundation • Sylvia Aitkens Charitable Trust • W M Mann Charitable Trust • John Coldman Charitable Trust <p>All of the above trusts and foundations are being approached for the Community Connections Project Programme. We are only approaching the Jedburgh Common Good Fund for the funding to carry out works at our Community Connections Hub at 5-7 Jedburgh High Street.</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 Community Connections Project programme is an exciting inter-generational project that will work tirelessly with community groups, schools, Jedburgh Alliance, SBC Councillors and the Community Council to ensure that children and young people make a significant contribution to the towns life, regeneration and future growth through a wide ranging programme of works centred around the arts and the environment.</p> <p>You will find attached to this form three quotes from known local trades people.</p> <p>Cheviot Youth have not had any previous funding from the Common Good fund.</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: Manager</p> <p>Date: 9th August 2016</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.

2/3 Pleasance Jedburgh TD8 6DJ

Telephone: 01835 862608 / 07958547284

Email: oliverandsonsjedburgh@hotmail.co.uk

Ian Rendall Reid
Manager
Cheviot Youth

8 August 2016

Dear Ian

Estimate

Please find the following estimated costs for joinery works at 5 High Street, Jedburgh.

1/ Cost of downtakings in large room and toilet and removal from site, and erection of 6x2 partition, clad in mdf to enclose the two poles: £513.94 plus vat.

2/ Cost to supply and fit 6m of worktop with panels to left side of large room to be used as computer desk and a 5.5m length of drawer line base units and wall units at right hand side . Fitted with a 1.5b sink and provision for cooker: £2855.07 plus vat.

An integrated cooker and housing, if required, will be an additional £320 plus vat.

3/ Provisional sum to be added for joiner works to aid the electrician and plumber. Provision for cutting of holes, lifting and re-laying of floorboards, forming bulkheads, pipe boxes etc and altering/strengthening of joists etc for running of pipe work Provision also required for any plywood which may be needed for toilet floors if lino or similar to be laid: £500 plus vat.

Total estimated cost: £4189.01 plus vat

If you have any queries, please get in touch.

Yours sincerely

John Oliver

A Oliver & Sons

Neil Murdoch Electrical Services
45 Jedbank Drive
Jedburgh
TD8 6LP
Tel No – 07809 592 000

Oliver & son Joinery
Jedburgh
TD8

04.08.16

High St, Jedburgh

Quote No - 050222

Dear Sirs,

Thank you for your enquiry regarding the electrical work at the above address. Below is your quotation for your consideration

Downtakings, consumer unit, water heater supply and power total £1295

Circuits to be wired in PVC insulated cables. Supply and fit white pvc switches and switch sockets as shown.

ALLOW SUMS IF REQUIRED

Extra sockets @ £25 per point

No sum included for a change of lighting in main room. If required please notify which type and quantities.

If you have any questions or queries please don't hesitate to contact me.

Yours sincerely,

Neil Murdoch



FROM

J. PURDIE & SONS



**PLUMBERS, ROOFERS, HEATING ENGINEERS
GARNATI FLAT ROOF SPECIALISTS**

Office:

"Greystones," Dunion Road,
Jedburgh, TD8 6QD
Tel/ Fax 01835 863663
Email: mandipurdie@tiscali.co.uk

EST. 1872

Workshop:

Oakvale Nursery, Bongate,
Jedburgh, TD8 6DU
Tel 01835 864686
V.A.T. Reg. No. 270 5585 50

Messrs. A. Oliver & Sons,
2 Pleasance,
JEDBURGH.

27th July, 2016.

HIGH STREET, JEDBURGH.

PLUMBING COSTING:- £2569.46 + VAT.

Cut into existing C.I. shaft and make connection for new W/C, W.H.B. and sink.

Run new P.V.C. drain and wastes for same.

Break into existing water main and run to sanitary ware and kitchen sink.

Assemble and fit sanitary ware, heaters and sink.

Control valves to all fittings.

Fill and test systems.

NB This costing is calculated without having been able to access site for detailed viewing.

Yours faithfully,

JAMES PURDIE & SONS.



Cheviot Youth

(A Scottish Charitable Incorporated Organisation)

Annual Report and Financial Statements

for the Year Ended 31 March 2015

Deans
Chartered Accountants and Business Advisors
1 Melgund Place
Hawick
TD9 9HY

Cheviot Youth Contents

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

Statement of financial activities per fund	12 to 19
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Cheviot Youth

Reference and Administrative Details

Charity name	Cheviot Youth
Charity registration number	SC034865
Principal office	The Planet Border Ice Rink Abbotseat Road Kelso TD5 7SL
Registered office	The Planet Border Ice Rink Abbotseat Road Kelso TD5 7SL
Trustees	D J Harvey A R Nicholson A Craigen P R Jacobson
Secretary	O G Adams
Bankers	Bank of Scotland
Accountant	Deans 1 Melgund Place Hawick TD9 9HY

Cheviot Youth Trustees' Report

The Trustees present their annual report together with the financial statements of Cheviot Youth (the SCIO) for the period ended 31 March 2015. The Trustees confirm that the Annual report and financial statements of the SCIO comply with the current statutory requirements, the requirements of the SCIO's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" Issued in March 2005.

CONSTITUTION

The SCIO, which is a recognised charity in Scotland, is registered as a Scottish Charitable Incorporated Organisation (SCIO) and was set up by a constitution on 2 March 2015. The charity was previously a company limited by guarantee but converted to a SCIO.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the SCIO is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Board of Trustees (the Board) establishes the strategic objectives for the Charity. There are currently four members on the Board who meet once a month to review activities and to provide guidance and support for the Development Manager. The Development Manager is the only full time employee of the Charity and on day to day matters she reports directly to the Chairperson of the Board. All decisions of the Board are minuted and no remuneration is received by any Trustee.

POLICIES AND OBJECTIVES

With the provision of a strong, sustainable youth service in the Cheviot area of the Scottish Borders the Charity aims to improve the lives of our young people by helping them develop skills and thrive and in a safe, comfortable and accessible environment.

REVIEW OF ACTIVITIES

The year 2014/2015 has been a year of positive change, growth and consolidation. We have seen the opening of The Planet, home to our Kelso Youth Project, a successful summer season of summer trips and outings under our Getaway Fridays brand, a summer Thursday Club, a fair bit of fundraising but never enough, a varied range of new projects and initiatives for all ages, and a satisfying growth in partnerships working with a wide range of bodies.

This year has also seen us open a youth work service in Jedburgh after concluding successful interviews in December. In February we opened a service for P5 - P7 in the town as well as continuing our popular Jedburgh Film Club evenings. We also found time amongst all the frenetic activity to change our status to a Scottish Incorporated Charitable Organisation (SCIO) as well as change our name to Cheviot Youth.

It is a pleasure to report on the high standard of project work which has been developed with our staff and sessional workers over the last year. We have seen a successful Singing group, an award winning Rap group as well as much success in the world of film with two of our films premiering at the Berwick International Film Festival and much admired animation shorts being produced by young people from primary and high school.

We have further gone on to work with other voluntary and charity organisations to create innovative cooking courses for the 16+ age group and secure a grant from the Volunteer Action Fund that looks at ways in which volunteers may, through a structured programme of fundraising and communication help to secure the future of our small charity. We have taken an active role in contribution to the council's Community Learning Plan and in this context we are developing strong partnership working with all the schools.

As we look to the future we see an exciting and ultimately challenging time ahead with the soon to be published organisational strategy 2015 - 2018 helping to guide us safely and successfully through the next three years. What we do know for certain is that with the continued support of our hard working board of trustees; our volunteers in the projects; the efforts and sacrifices of our hard working staff and a new manager in place, that the delivery of youth work services to children and young people in the Cheviot area will remain a story of success and accomplishment. So to all of them and to our many funders, both large and small, a very big thank you.

RESERVES POLICY

A small amount of unrestricted funds are maintained to meet the running costs of the SCIO. The trustees will introduce a policy of retaining 2 months reserves to cover ongoing costs.

PRINCIPAL FUNDING

The principal funding has been from grants and donations.

FUTURE DEVELOPMENTS

During 2015 the Charity will continue to develop the existing projects and look for additional opportunities.

Cheviot Youth

Trustees' Report

MEMBERS' LIABILITY

The Members of the SCIO guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the SCIO and of the incoming resources and application of resources, including the income and expenditure, of the SCIO for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the SCIO will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the SCIO and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the SCIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board and signed on its behalf by:

.....
D J Harvey
Trustee

Date: 14/9/15

Independent Examiner's Report to the Trustees of Cheviot Youth

I report on the accounts of the SCIO for the year ended 31 March 2015, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts, in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (the Accounts Regulations). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 I do not express an opinion on the view given by 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 Accounts Regulations ; and
 - to prepare accounts which accord with the accounting records, comply with regulation 8 of the Accounts Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
David Campbell Chartered Accountant
Deans
Chartered Accountants and Business Advisors
Date: 18-9-15

1 Melgund Place
Hawick
TD9 9HY

Cheviot Youth

Statement of Financial Activities (Including Income and Expenditure Account) for the Year Ended 31 March 2015

		Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	2,230	103,263	105,493	81,182
Investment income	4	-	-	-	50
Incoming resources from charitable activities	5	5,270	-	5,270	565
Total incoming resources		<u>7,500</u>	<u>103,263</u>	<u>110,763</u>	<u>81,797</u>
Resources expended					
Charitable activities	6	-	95,655	95,655	61,849
Governance costs	6	300	-	300	300
Total resources expended		<u>300</u>	<u>95,655</u>	<u>95,955</u>	<u>62,149</u>
Net movements in funds		7,200	7,608	14,808	19,648
Reconciliation of funds					
Total funds brought forward		13,496	28,104	41,600	21,952
Total funds carried forward		<u>20,696</u>	<u>35,712</u>	<u>56,408</u>	<u>41,600</u>

The notes on pages 7 to 11 form an integral part of these financial statements.

Cheviot Youth

Balance Sheet as at 31 March 2015

		2015		2014	
	Note	£	£	£	£
Current assets					
Debtors	10			85	
Cash at bank and in hand		<u>82,946</u>		<u>66,116</u>	
			82,946		66,201
Creditors: Amounts falling due within one year					
	11		<u>(26,538)</u>		<u>(24,601)</u>
Net current assets			<u>56,408</u>		<u>41,600</u>
Net assets			<u>56,408</u>		<u>41,600</u>
The funds of the charity:					
Restricted funds					
			35,712		28,104
Unrestricted funds					
Unrestricted income funds			<u>20,696</u>		<u>13,496</u>
Total charity funds			<u>56,408</u>		<u>41,600</u>

These accounts have been prepared in accordance with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on14/4/15..... and signed on its behalf by:

.....
A R Nicholson
Trustee

The notes on pages 7 to 11 form an integral part of these financial statements.

Page 6

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Accounts (Scotland) Regulations 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 15.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2015

2 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Donations and legacies				
Appeals and donations	-	-	-	2,968
Grants				
Trusts and foundations	1,000	41,827	42,827	44,278
Scottish Borders Council	1,230	61,436	62,666	33,936
	<u>2,230</u>	<u>103,263</u>	<u>105,493</u>	<u>78,214</u>
	<u>2,230</u>	<u>103,263</u>	<u>105,493</u>	<u>81,182</u>

3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
The Robertson Trust	-	15,000	15,000	20,000
The Gannochy Trust	-	-	-	5,000
Awards For All	-	-	-	9,108
The Foyle Foundation	-	-	-	4,000
Young Start	-	24,680	24,680	6,170
Celebrate 14	-	2,147	2,147	-
Charity Begins at Home	1,000	-	1,000	-
Scottish Borders Council	1,230	32,000	33,230	-
Scottish Borders Council - CYPPP	-	17,436	17,436	17,436
Scottish Borders Council - Planet	-	12,000	12,000	12,000
Scottish Borders Council - Youth Summit	-	-	-	4,500
	<u>2,230</u>	<u>103,263</u>	<u>105,493</u>	<u>78,214</u>

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Interest on cash deposits	-	-	-	50

5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Youth work				
Sales of purchased goods	4,106	-	4,106	565
Rental income	1,164	-	1,164	-
	<u>5,270</u>	<u>-</u>	<u>5,270</u>	<u>565</u>

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2015

6 Total resources expended

	Youth work	Governance	Total
	£	£	£
Direct costs			
Wages and salaries	50,984	-	50,984
Staff NIC (Employers)	1,278	-	1,278
Staff training	504	-	504
Travelling	1,744	-	1,744
Rent and rates	11,667	-	11,667
Light, heat and power	2,219	-	2,219
Insurance	983	-	983
Repairs and maintenance	3,334	-	3,334
Telephone and fax	2,014	-	2,014
Printing, postage and stationery	937	-	937
Trade subscriptions	352	-	352
Equipment	4,615	-	4,615
Advertising	408	-	408
Recruitment costs	995	-	995
Events	8,191	-	8,191
Accountancy fees	-	300	300
Consultancy fees	4,360	-	4,360
Bookkeeping fees	270	-	270
Legal fees	300	-	300
Payroll processing fees	481	-	481
Bank charges	19	-	19
	<u>95,655</u>	<u>300</u>	<u>95,955</u>

7 Trustees' remuneration and expenses

Mr A Nicholson purchased two computers amounting to £1379.80 in July 2014 on behalf of the charity. This amount was re-imbursed to him.

8 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2015 No.	2014 No.
Charitable activities	3	2
Governance	1	1
	<u>4</u>	<u>3</u>

The aggregate payroll costs of these persons were as follows:

	2015 £	2014 £
Wages and salaries	50,984	35,240
Social security	1,278	2,082
	<u>52,262</u>	<u>37,322</u>

No employee received emoluments of more than £60,000 during the year (2014 - No. 0).

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2015

9 Taxation

The SCIO is a registered charity and is, therefore, exempt from taxation.

10 Debtors

	2015 £	2014 £
Prepayments and accrued income	<u> </u>	<u> 85</u>

11 Creditors: Amounts falling due within one year

	2015 £	2014 £
Accruals and deferred income	<u>26,538</u>	<u>24,601</u>

Creditors amounts falling due within one year includes deferred income:

	2015 £	2014 £
As at 1 April 2014	24,000	800
Amount released to incoming resources	-	.(800)
Amount deferred in the year	-	24,000
As at 31 March 2015	<u>24,000</u>	<u>24,000</u>

12 Members' liability

The charity is a SCIO and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

13 Operating lease commitments

As at 31 March 2015 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	Land and Buildings	
	2015 £	2014 £
Within one year	<u>11,667</u>	<u>11,667</u>

Cheviot Youth

Notes to the Financial Statements for the Year Ended 31 March 2015

14 Related parties

Controlling entity

The charity is controlled by the trustees who are all members of the SCIO.

15 Analysis of funds

	At 1 April 2014	Incoming resources	Resources expended	At 31 March 2015
	£	£	£	£
General Funds				
General funds	13,496	7,500	(300)	20,696
Restricted Funds				
SBC - CYPPP	23,994	17,436	(39,702)	1,728
The Robertson Trust	-	15,000	(15,000)	-
Youthlink Scotland	4,110	-	-	4,110
Kelso youth project	-	12,000	(12,000)	-
Celebrate	-	2,147	(2,147)	-
Jedburgh youth project	-	32,000	(2,126)	29,874
Young Start	-	24,680	(24,680)	-
	<u>28,104</u>	<u>103,263</u>	<u>(95,655)</u>	<u>35,712</u>
	<u>41,600</u>	<u>110,763</u>	<u>(95,955)</u>	<u>56,408</u>

16 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£	£
Current assets	20,996	61,950	82,946	66,201
Creditors: Amounts falling due within one year	(300)	(26,238)	(26,538)	(24,601)
Net assets	<u>20,696</u>	<u>35,712</u>	<u>56,408</u>	<u>41,600</u>

Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	General funds 2015	General funds 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income	2,230	2,968
Investment income	—	50
Incoming resources from charitable activities	5,270	565
Total incoming resources	7,500	3,583
Resources expended		
Governance costs	300	300
Total resources expended	300	300
Net movements in funds	7,200	3,283
Reconciliation of funds		
Total funds brought forward	13,496	10,213
Total funds carried forward	20,696	13,496

This page does not form part of the statutory financial statements.

Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	SBC - CYPPP 2015	SBC - CYPPP 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income	17,436	17,436
Total incoming resources	<u>17,436</u>	<u>17,436</u>
Resources expended		
Charitable activities	39,702	4,865
Total resources expended	<u>39,702</u>	<u>4,865</u>
Net movements in funds	(22,266)	12,571
Reconciliation of funds		
Total funds brought forward	23,994	7,629
Total funds carried forward	<u>1,728</u>	<u>20,200</u>

This page does not form part of the statutory financial statements.

Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	The Robertson Trust 2015	The Robertson Trust 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	15,000	20,000
Total incoming resources	<u>15,000</u>	<u>20,000</u>
Resources expended		
Charitable activities	15,000	20,000
Total resources expended	<u>15,000</u>	<u>20,000</u>
Reconciliation of funds		
Total funds carried forward	<u>-</u>	<u>-</u>

This page does not form part of the statutory financial statements.

Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	Youthlink Scotland 2015	Youthlink Scotland 2014
	£	£
Net movements in funds	-	-
Reconciliation of funds		
Total funds brought forward	4,110	4,110
Total funds carried forward	<u>4,110</u>	<u>4,110</u>

This page does not form part of the statutory financial statements.

Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	Kelso youth project 2015	Kelso youth project 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income	12,000	40,778
Total Incoming resources	<u>12,000</u>	<u>40,778</u>
Resources expended		
Charitable activities	12,000	36,984
Total resources expended	<u>12,000</u>	<u>36,984</u>
Reconciliation of funds		
Total funds carried forward	<u>-</u>	<u>3,794</u>

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Chevlot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	Celebrate 2015	Celebrate 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	2,147	-
Total incoming resources	<u>2,147</u>	<u>-</u>
Resources expended		
Charitable activities	2,147	-
Total resources expended	<u>2,147</u>	<u>-</u>
Reconciliation of funds		
Total funds carried forward	<u>-</u>	<u>-</u>

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Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	Jedburgh youth project 2015	Jedburgh youth project 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	32,000	-
Total incoming resources	<u>32,000</u>	<u>-</u>
Resources expended		
Charitable activities	2,126	-
Total resources expended	<u>2,126</u>	<u>-</u>
Reconciliation of funds		
Total funds carried forward	<u>29,874</u>	<u>-</u>

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Cheviot Youth

Statement of financial activities by fund Year Ended 31 March 2015

	Young Start 2015	Young Start 2014
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	24,680	-
Total incoming resources	<u>24,680</u>	<u>-</u>
Resources expended		
Charitable activities	24,680	-
Total resources expended	<u>24,680</u>	<u>-</u>
Reconciliation of funds		
Total funds carried forward	<u>-</u>	<u>-</u>

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Community Connections Jedburgh

An inspiring inter-generational youth led youth project

The Need

Children and young people in Jedburgh had told us that they had no where to go, nothing to do, no youth work project hub and no youth work programme. The success of the Project will be measured by how it answers the demands of young people and how successful the Project meets our chosen outcomes of confident and connected (detailed below) through addressing the gaps and issues identified and listed below

The Gaps

Nowhere to go.

Apart from a once a week two hour primary school drop-in there is no other provision. There is nowhere in town where young people can meet, socialise & just be together.

Nothing to do

There is no youth work service in town. There are no youth projects, programmes or activities.

No help or advice

Apart from a limited statutory service advice there is nowhere young people can get advice on issues around relationships, general health and well-being, sexual health, internet safety, career, further education & employability.

No vocational or volunteering opportunities

There is nowhere that young people in the town and surrounding communities can find out about volunteering opportunities, training and how to access and experience a range of life skills opportunities.

No means to be involved in life of the community

Young people feel cut off, estranged and divorced from the life of their community. They have no obvious way to play an active part in what the community says and does.

The Solution

Community Connections has been developed to support young people wishing to engage, connect, assist and play an active role in the life of their community. It will address the gaps listed above by running drop-in sessions, youth led projects, programmes involving young and old in social and environmental action and volunteering programmes

The Execution

Cheviot Youth set out to seek funding and with an approved Trustee brief that made use of management time to find a central town site for a youth project hub and drop-in and a youth work structure which could offer children and young people a range of activities, projects and events.

Community Connections was developed to do exactly what the children and young people wanted through the provision of an entirely new way of looking at their needs and wishes. It was decided that a Project which put young people at the heart of their community; that was inter-generational; that provided opportunities for volunteering, work placement and training as well as a youth-hub would prove popular with young people, the community of Jedburgh and funders and would be the most sustainable preferred option.

It was decided that the Project would benefit greatly from using the two outcomes of connected and confident of its major funder Young Start. Such outcomes would accommodate the range of activities that Cheviot Youth wanted to offer and the opportunities that it sought for the town's young people. It would further allow the charity to set up a clear and easily understood monitoring and evaluation framework to ensure that we were achieving what we set out to do and to enable the timeous delivery of reports to stakeholders.

The Programme

Cheviot Youth Community Connections Project offers children and young people a youth led youth project putting young people at the heart of community action and decision making leading to the achievement of the following

- Establish a youth led drop-in project for children and young people aged 8 – 18 years old in Jedburgh for two sessions a week for up to 40 young people.
- Develop a young person community connections group of 25 young people over two years who will help and assist their community in taking on roles of a social and environmental nature in partnership with local voluntary organisations.
- Encourage and support youth community volunteering opportunities through peer mentoring, twenty four formal group work sessions and 100 one to one sessions.
- Facilitate and support 25 young people's training needs and requirements paying special attention to the areas of youth volunteering and group work.
- To link the extra curriculum award system to all volunteering activities paying particular attention to achieving 20 Dynamic Youth Awards and 25 Saltire awards.
- Recruit 12 local adults to become Community Connections Ambassadors who will help mentor, instruct and support young people in their group work, volunteering and community roles.

- The use of the empty retail space in the town as Pop-Up Drop-Ins to provide a range of young people services in the centre of town, exhibition spaces and information points.

Resources and Time in Partnership

Cheviot Youth is more than aware that it has neither the material resources, staff capacity nor all the answers to develop and run such an ambitious programme as Community Connections (CC) on its own. It is for these reasons and Cheviot Youth's preferred method of working in collaboration and partnership that we set out below how we will make our project a reality.

CC is a project that will facilitate the connection between young people's lives, work, school and their community. We will continue to develop our connections with people and places and expand the range of resources we can call upon to ensure that CC plays an active and central part in the life of the town. We will make the most of community assets through

People

Working with young people's community connection group, CC Ambassador group and established local community groups.

- The energy and enthusiasm of young people to have their own youth space, facilities and groups.
- The support of Scottish Borders Council Councillors and the local community council
- The staff of the local Third Sector Interface organisation The Bridge.
- The management team and teachers of Jedburgh Grammar
- The help, assistance and support of members of local voluntary organisations such as The Jed Shed, Jedburgh Rotary, the Trustees of the Laidlaw Memorial Pool and a range of local businesses.

Places

providing offices, youth drop-in, exhibition and information space

- The Bridge Office offering free meeting areas and discounted office space.
- The Jedburgh Community & Arts Centre giving discounted hire charges
- The use of empty retail space for information displays and exhibitions.
- Laidlaw Memorial Pool offering free art and exhibition space.

Resources

Co-ordinating and maximising what the town has to offer through individuals and local groups

- The use of the local community transport minibus service
- The use of primary school photocopying facilities
- The use of tools and equipment from the men's Jed Shed
- Free materials from local manufacturers of plastics, paper and card.

An investment for the future

The Project which is Community Connections has attracted a considerable amount of funding and will continue to do so in the short to medium term. However we are mindful that we need to be thinking now at the very beginning of our project of how we will sustain what we are now developing. It is to this end that Cheviot Youth are putting a considerable amount of time and energy in developing a number of programmes that will complement the funding from trusts, foundations and lottery. For ease of reference we list such initiatives below

- A Café at The Planet, Kelso expanded to offer healthy eating options to the community and pupils from the new high school through extended opening hours.
- A social enterprise pop-up shop selling books, DVDs and CDs
- A Cheviot Community Sports Hub and Mountain Bike Hire facility.
- An online Charity shop.

While the Café in Kelso has already started in a small way and we will be purchasing 10 mountain bikes and assorted sports equipment in October the other initiatives are waiting on the appointment of employees to begin to develop them further.

But the biggest investment in the future comes from the support and assistance that Cheviot Youth will offer all children and young people in Jedburgh and the communities that are local to the town. We will ensure that opportunities to contribute, be challenged and grow will form the foundation of our work and be measured against our chosen outcomes listed below.

Confident

Some of the ways in which young people will gain confidence will be through

- Their community involvement work being recognised and appreciated
- Having the opportunity to achieve goals, reach targets and overcome challenges.
- The taking on of leadership and mentoring roles
- Being offered new, exciting and meaningful experiences that will help them grow into responsible citizens
- Having their own youth project, a place for advice, support and assistance.

Connected

Young people will become more connected through

- Social interaction enabled by inter-generational work.
- Working with a range of different groups in their community
- The sharing of skills and experience between the young person's Community Connections groups and Community Connections Ambassadors and others.
- Being at the centre of community action and decisions.

Conclusion

We have only just started and started with a little success. We have recruited an excellent staff team and have been offered much support and assistance by a growing volunteer force, young and old. We now must build on this early enthusiasm by putting in place the structure and support systems that will ensure that we are still doing right by young people in five, ten and more years' time.

The monitoring and evaluation framework that we will put in place will allow us to report back to all funders and other stakeholders with accuracy and truthfulness as well as letting us fine tune our projects programmes to ensure maximum effectiveness and efficiency.

We look forward to reporting back to all supporters at the end of our first year and being able to inform them of our progress to long term sustainability by reporting on key funding and business success.

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Cheviot Youth Community Connections
Project Workplan

WORKPLAN

Activity	Process	Milestones & Targets	Outcome	Timescale	Responsibility
<p>Establish a youth led drop-in project for children and young people aged 8 – 18 years.</p>	<p>Recruit staff team</p> <p>Secure premises</p> <p>Build on previous consultation process to develop new youth centre and service</p>	<p>Three team members recruited, inducted and project ready.</p> <p>Project premises secured and opened as a youth drop-in</p> <p>Youth Committee established to design, deliver and develop youth led programme</p> <p>Over 50 Young people access a three times a week youth project drop-in service.</p>	<p>Young people have a space of their own in which youth led activities take place.</p> <p>Young people have access to information, advice and a signposting service.</p> <p>Young people are better able to lead and develop their own programme.</p> <p>Young people are more confident and better engaged in their community.</p>	<p>By November 2016</p> <p>December 2016 – August 2019</p> <p>November 2016 onwards</p> <p>November 2016 onwards</p>	<p>Community Connections staff team, management and volunteers</p>

Cheviot Youth Community Connections
Project Workplan

<p>Develop a young person community connections group</p>	<p>Research community connections groups need for volunteer input.</p> <p>Research in consultation with Community Council and SBC Councillors community development project areas.</p> <p>Draw up a local volunteer directory with volunteer roles suitable for and attractive to children and young people.</p> <p>Recruit Community Connections group/s.</p>	<p>Four/five community groups formally engage with the Community Connections Project.</p> <p>Two/three Community Connections programmes of work identified on an annual basis.</p> <p>15 - 20 volunteer roles annually available to children and young people aged 8 – 25 years</p> <p>To recruit up to five separate Community Connections groups each with their own programme.</p>	<p>Local members of community groups are better able to communicate and engage with the lives of children and young people.</p> <p>Local people are more aware of the contribution that children and young people make to the life of their community.</p> <p>Community becomes more inclusive and is a stronger more resilient community as a result.</p> <p>Children and young people feel more connected to their town and community.</p> <p>Children and young people are more confident and have levels of self-esteem.</p>	<p>September 2016 – December 2016</p> <p>September 2016 – December 2016</p> <p>By December 2016 and ongoing</p> <p>By December 2016 and ongoing</p>	<p>Community Connections staff team</p>
<p>Support Youth community volunteering</p>	<p>Research training courses, workshops and activities to support and assist young people in the carrying out of their volunteer role.</p>	<p>An annual training and education programme made available to all new volunteers</p> <p>Welcome pack</p>	<p>Children and young people are better equipped to carry out their volunteer roles effectively and efficiently.</p> <p>Children and young people understand the significance</p>	<p>By December 2016 and ongoing</p>	<p>Community Connections staff team; Cheviot Youth Manager ,Volunteer Centre Galashiels</p>

Cheviot Youth Community Connections
Project Workplan

	<p>Introduce a personal volunteer induction and support and supervision framework for each volunteer.</p> <p>Liaise with Volunteer Centre Galashiels as a key partner in support of the volunteer.</p>	<p>developed.</p> <p>Regular meeting structure with partners put in place.</p>	<p>and importance of their volunteering commitment to the life of the community.</p> <p>That in partnership with Volunteer Centre Galashiels Cheviot Youth will assist in placing youth volunteering at the heart of the community.</p>	<p>By November 2016</p> <p>By October 2016</p>	
Facilitate and support young people's training needs	<p>To research opportunities for training outwith the needs of the Community Connections groups and roles.</p> <p>To work with statutory agencies and employers to bring training and workshops to Jedburgh.</p>	<p>To use Cheviot Youth Premises in Jedburgh as a centre for information on the world of work, apprenticeships and training opportunities.</p> <p>Through established local planning forums ensure that young people's training needs are continuously addressed as an agenda item.</p>	<p>More young people have access to the Cheviot Youth Employability Club.</p> <p>To work with careers advisors both statutory and commercial to ensure that young people have the best possible understanding of the opportunities that they have for work, apprenticeship, further and higher education.</p>	<p>By December 2016 and ongoing</p> <p>From January 2017 and ongoing.</p>	Cheviot Youth; Youth Borders and Scottish Borders Council
Link extra curriculum award system to all volunteering	To research all extra curriculum award schemes available to young people.	To look to support 30 young people through a Dynamic Youth Award (DYA) over three years.	Children and young people gain recognition for their community volunteering efforts.	Research and awards information to be available by Jan. 2017	Community Connections staff team, Cheviot Youth Manager

Cheviot Youth Community Connections
Project Workplan

<p>activities</p>	<p>For staff team to access training for award scheme to ensure effective delivery.</p> <p>Promote award schemes to children and young people.</p>	<p>To look to support 30 young people to gain a Saltire Award over three years.</p> <p>To ensure that all four team members are trained in the delivery of Dynamic Youth Awards and Youth Achievement Awards.</p> <p>To be a local town hub for all information connected to awards and certificated courses.</p>	<p>Young people add to their SQA points total.</p> <p>Young people gain valuable life and social skills.</p> <p>Young people feel more confident and better connected to their community.</p>	<p>All staff awards training to be complete by August 2017.</p> <p>To look to achieving 10 DYA and 10 Saltire Awards each year for the first three years of the project.</p>	<p>Scottish Borders Council Youth Voice team.</p>
<p>Establish adult Community Connection Ambassador role</p>	<p>To use local media and community contacts to advertise the remit of Community Connections Project and the role of Ambassador.</p> <p>To recruit a group of adults to become Community Connections Ambassadors.</p>	<p>To have press content in the Jed Eye, Southern Reporter, Radio Borders and VOMO TV (youth TV).</p> <p>Within the first year to have recruited 12 Ambassadors.</p> <p>To have all adult</p>	<p>Old and young share skills and experiences.</p> <p>Community Projects benefit from the generational mix.</p> <p>Communities become stronger and more resilient.</p> <p>Better relationships between old and young are established.</p>	<p>First 12 Ambassadors recruited by August 2017.</p> <p>Additional Ambassadors recruited on a project needs basis Sept. 17 to August 19</p>	<p>Cheviot Youth Manager, Community Connections team</p>

Cheviot Youth Community Connections
Project Workplan

	<p>To put all adult volunteers through the PVG process. To help where needed and appropriate with training needs.</p>	<p>volunteers PVG checked.</p>			
<p>Utilise retail space in towns High Street for the benefit of the community connections project</p>	<p>Research retail property market in and around Jedburgh.</p> <p>Visit premises for potential to use as drop-ins.</p> <p>Negotiate with owners rates favourable to Cheviot Youth.</p>	<p>Sign the lease on the first Jedburgh Youth Project drop-in base.</p> <p>Open drop-in base three evenings a week.</p>	<p>Children and young people have a place to meet, socialise and just be.</p> <p>Children and young people have a town centre hub which will be a base for the Community Connection Project, young person centred information point and volunteering.</p>	<p>Sept-Dec 2016</p>	<p>Cheviot Youth Board of Trustees, Cheviot Youth Manager. Community Connections staff team.</p>

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Jedburgh Common Good Fund

Some further information

- **5 – 7 High Street Jedburgh.** We have negotiated a very reasonable monthly rental for these premises of £375.
- We will be looking to secure an initial lease agreement of **five years** and have instructed our solicitors to negotiate such a term.
- We have an amount in our Bank account that has been restricted for use of the rental/purchase of a building in Jedburgh for young people. It is this money that will pay for the first five years of our lease.
- We will also be accruing money over these five years from various funders that will be deposited into a venue/rental fund which will ensure that once the ring fenced premises money has been spent we will be in a position to continue paying our rental from this particular pot.
- We have instructed our solicitors to draw up a lease and both ours and the landlord's solicitors have been in touch and hope to deliver the lease document for Trustee/Landlord approval week beginning 26/9/16.
- We have secured all our staff costs for the first year of the project and over 75% of these costs for the second year. For the third year we have secured so far £4,500 but should point out that funding so far ahead can not usually be counted upon. What we are doing is looking at programmes and funding opportunities now that we can contact a little nearer 2018/2019. Having said that we are presently waiting on the approval of a further £21K to help secure all project costs for the initial two years.

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