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## DUNS COMMON GOOD FUND SUB-COMMITTEE THURSDAY, 7 SEPTEMBER 2017

A MEETING of the DUNS COMMON GOOD FUND SUB-COMMITTEE will be held in the COUNCIL CHAMBER, NEWTOWN STREET, DUNS on THURSDAY, 7 SEPTEMBER 2017 at 5.30 pm

J. J. WILKINSON,  
Clerk to the Council,  
31 August 2017

<b>BUSINESS</b>		
1.	<b>Welcome and Introductions.</b>	2 mins
2.	<b>Appointment of Chairman and Vice-Chairman.</b>	3 mins
3.	<b>Apologies for Absence.</b>	
4.	<b>Order of Business.</b>	
5.	<b>Declarations of Interest.</b>	
6.	<b>Minute.</b> (Pages 1 - 2) Minute of Meeting of 2 June 2017. (Copy attached.)	3 mins
7.	<b>Financial Monitoring for 12 Months to 31 March 2017.</b> (Pages 3 - 10) Consider report by the Chief Financial Officer. (Copy attached.)	15 mins
8.	<b>Any Other Items Previously Circulated.</b>	
9.	<b>Any Other Items which the Chairman Decides are Urgent.</b>	

### 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.

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**Membership of Committee:-** Councillors J. Greenwell, D. Moffat and M. Rowley.  
Community Councillor A. Mitchell.

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

MINUTES of Meeting of the DUNS  
COMMON GOOD FUND SUB-COMMITTEE  
held in the Council Chamber, Newtown  
Street, Duns on Thursday, 2nd June, 2016 at  
6.00 pm

Present:- Councillors F. Renton (Chairman) and J. Greenwell.  
Community Councillor A. Affleck.  
Apologies:- Councillor D. Moffat.  
In Attendance:- Principal Solicitor (H MacLeod), Democratic Services Officer  
(P Bolson).  
Members of the Public:- 0

1. **MINUTE**

There had been circulated copies of the Minute of the Duns Common Good Fund Sub-Committee of 3 September 2015.

**DECISION**

**AGREED to note the Minute.**

2. **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2016**

There had been circulated copies of a report by the Chief Financial Officer which provided the year end outturn for the Duns Common Good Fund for 2015/6 including balance sheet values at 31 March 2016 and the proposed budget for 2016/17. Appendix 1 gave the details of the actual income and expenditure for 2015/16, showing a deficit of £2,219 with a projected deficit of £2,632 for 2016/17. Appendix 2 gave the balance sheet value as at 31 March 2016 and this showed a decrease in the Reserves of £2,219, details of which were included in the report. With regard to 10 South Street, progress had been made and the outcome of this was that the property would pass to the Queen's and Lord Treasurer's Remembrancer (QLTR) to be sold. Should a sale be successful, then the proceeds would remain with the QLTR, however all survey costs incurred to date would be refunded to Duns Common Good. The value of the building had been written off in full with £2,500 land value remaining. As and when the property is sold, this asset and related reserves in the balance sheet would be removed with no impact on the Income and Expenditure account. Upon full disposal of 10 South Street, the cash balance would increase by the amount of the survey cost refund. More importantly the annual erosion of cash from the Common Good Fund will cease. The projected deficit of £2,632 in 2016/17 was based on the retention of 10 South Street with no allowance for the survey refund. This was the most prudent approach at this time and reflected the most recent confirmed information held. If the property transferred as described, it was expected that this would change to a surplus position.

**DECISION**

(a) **NOTED:-**

- (i) **the actual income and expenditure position for 2015/16 as detailed in Appendix 1;**
- (ii) **the final balance sheet value to 31 March 2016 as detailed in Appendix 2; and**
- (iii) **the summary of the property portfolio as detailed in Appendix 3.**

**(b) AGREED the proposed budget for 2016/17 as shown in Appendix 1.**

**3. 10 SOUTH STREET, DUNS**

Members received a verbal update on the current situation regarding the disposal of 10 South Street, Duns. Ms MacLeod was present to explain the progress made so far and the next steps in the process to conclude this matter. Members were advised that a property survey had been completed and the Queen's and Lord Treasurer's Remembrancer (QLTR) would now require to obtain title to then sell the property at auction. The Royal Warrant had now been granted. Members were advised that the process to obtain the Deed of Gift would normally take between 6 and 8 weeks, however as this had already begun, it was anticipated that the paperwork would be in place by the end of July. A further report to the Sub-Committee on 1 September 2016 would provide updated information on progress to date at that time.

**DECISION**

**NOTED the update.**

***The meeting concluded at 6.10 pm***

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**Monitoring Report for 12 Months to 31 March 2017**

**Report by the Chief Financial Officer**

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**DUNS COMMON GOOD FUND SUB-COMMITTEE**

**7 September 2017**

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**1 PURPOSE AND SUMMARY**

- 1.1 **This report provides the details of the income and expenditure for the Duns Common Good Fund for the year 2016/17 including balance sheet values at 31 March 2017 and proposed budget for 2017/18.**
- 1.2 Appendix 1 provides the actual income and expenditure for 2016/17. This shows a surplus of £779 in 2016/17 and a projected deficit of £578 for 2017/18.
- 1.3 Appendix 2 provides a balance sheet value as at 31 March 2017. It shows a decrease in the reserves of £1,721.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing property expenditure to 31 March 2017.

**2 RECOMMENDATIONS**

- 2.1 **It is recommended that the Duns Common Good Sub-Committee:**
  - (a) **Notes the actual income and expenditure for 2016/17 in Appendix 1;**
  - (b) **Agrees the proposed budget for 2017/18 as shown in Appendix 1;**
  - (c) **Notes the final balance sheet value to 31 March 2017 in Appendix 2; and**
  - (d) **Notes the summary of the property portfolio in Appendix 3.**

### 3 BACKGROUND

3.1 This report provides the Committee with financial information for the period to 31 March 2017 and proposed budgets for 2017/18. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2018.

### 4 FINANCIAL POSITION 2016/17

4.1 Appendix 1 provides detail on income and expenditure for the 2016/17 financial year.

#### 4.2 **Income & Expenditure – Non-Property Related Income**

The final outturn shows a total of £53 which relates to interest earned on cash deposited with Scottish Borders Council. The annual rate of interest applied to the cash deposits is 0.31%.

#### 4.3 **Income & Expenditure – Property Expenditure**

The final outturn shows a credit of £1,297. Following the transfer of 10 South Street, Duns to the Queen's & Lord Treasurer's Remembrancer (QLTR) in September 2016 refunds were received for legal and associated fees as follow:

- Legal and Advertising Costs - £1,005
- Surveyors Fees - £690

These credits were offset by utilities costs associated with the property amounting to £398.

4.4 Appendix 2 provides the balance sheet value as at 31 March 2017 and a projected balance as at 31 March 2018.

#### 4.5 **Balance Sheet – Fixed Assets**

Appendix 3 shows the values of the individual properties at 31 March 2016. As the property at 10 South Street was transferred to the QLTR for nil consideration, the property was impaired to reflect this.

#### 4.6 **Balance Sheet – Cash Balance**

The cash held by the fund is £18,081 at 31 March 2017 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2016</b>	<b>17,302</b>
Surplus/(Deficit) for year from Income & Expenditure Statement	779
<b>Closing Balance at 31 March 2017</b>	<b>18,081</b>

**5 IMPLICATIONS**

**5.1 Financial**

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

**5.2 Risk and Mitigations**

The report fully describes all the elements of risk and no specific additional concerns need to be addressed.

**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 any comments received will be tabled at the meeting.

**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:** Duns Common Good Committee 2 June 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,  
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## DUNS COMMON GOOD FUND

## INCOME AND EXPENDITURE 2016/17

	Actuals at 31/03/17 £	Full Year Budget 2016/17 £	Over/ (Under) Spend 2016/17 £	Proposed Budget 2017/18 £	Para Ref	Commentary
<b>Non-Property Related Income</b>						
Interest on Cash deposited with Council	(53)	(61)	8	(43)	4.2	2017/18 Calculated at 0.24%
Other Income	0	0	0	0		
<b>Total Income</b>	<b>(53)</b>	<b>(61)</b>	<b>8</b>	<b>(43)</b>		
<b>Property Expenditure</b>						
Property Costs – General	(1,297)	2,000	(3,297)	50	4.3	10 South Street
<b>Total Property Expenditure</b>	<b>(1,297)</b>	<b>2,000</b>	<b>(3,297)</b>	<b>50</b>		
<b>Grants &amp; Other Donations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Running Costs</b>						
Central Support Service Charge	2,029	2,029	0	2,029		
SBC Grant towards Service Charge	(1,458)	(1,458)	0	(1,458)		
<b>Net Running Costs</b>	<b>571</b>	<b>571</b>	<b>0</b>	<b>571</b>		
<b>Depreciation</b>						
Depreciation Charge	0	0	0	0		
Contribution from Revaluation Reserve	0	0	0	0		
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total Net (Surplus)/Deficit for year</b>	<b>(779)</b>	<b>2,510</b>	<b>(3,289)</b>	<b>578</b>		

## DUNS COMMON GOOD FUND

## PROJECTED BALANCE SHEET VALUE AT 31 March 2017

	Opening Balance at 01/04/16 £	Movement in Year 2016/17 £	Closing Balance at 31/03/17 £	Projected Balances at 31/03/18 £
<b>Fixed Assets</b>				
Land & Buildings	2,500	(2,500)	0	0
<b>Total Fixed Assets</b>	<b>2,500</b>	<b>(2,500)</b>	<b>0</b>	<b>0</b>
<b>Current Assets</b>				
Debtors	0	0	0	0
Cash deposited with SBC	17,302	779	18,081	17,503
	<b>17,302</b>	<b>779</b>	<b>18,081</b>	<b>17,503</b>
<b>Current Liabilities</b>				
Creditors	0	0	0	0
<b>Net Assets</b>	<b>19,802</b>	<b>(1,721)</b>	<b>18,081</b>	<b>17,503</b>
<b>Funded by: Reserves</b>				
Revenue Reserve	(17,302)	(779)	(18,081)	(17,503)
Capital Reserve	(225)	225	0	0
Revaluation Reserve	(2,275)	2,275	0	0
<b>Total Reserves</b>	<b>(19,802)</b>	<b>1,721</b>	<b>(18,081)</b>	<b>(17,503)</b>

## DUNS COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2016/17  
(Actual Income and Expenditure to 31 March 2017)

Fixed Assets	Net Book Value at 31/03/16 £	Depreciation /Impairment Charge 2016/17 £	Net Book Value at 31/03/17 £	Actual Rental Income 2016/17 £	Actual Property Expenditure at 31/03/17				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
DN010/01 – Showground Car Park	0	0	0	-	0	0	0	0	0
DN012/01 – South Street	2,500	(2,500)	0	-	0	398	0	(1,695)	(1,297)
<b>Total</b>	<b>2,500</b>	<b>(2,500)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>398</b>	<b>0</b>	<b>(1,695)</b>	<b>(1,297)</b>

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