

# Public Document Pack



## HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 21 AUGUST 2018

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 21 AUGUST 2018 at 4.00 PM

J. J. WILKINSON,  
Clerk to the Council,

14 August 2018

<b>BUSINESS</b>			
1.	<b>Apologies for Absence</b>		
2.	<b>Order of Business</b>		
3.	<b>Declaration of Interest</b>		
4.	<b>Mnotes</b> (Pages 5 - 10)  Consider Minutes of meetings held on (a) 15 May 2018 and (b) 13 July 2018 (copies attached),		2 mins
5.	<b>Financial Assistance</b>  To consider applications for financial assistance from:-		
	(a) <b>Hawick Amateur Operatic Society Musical Theatre Company</b> Copy attached.	(Pages 11 - 18)	5 mins
	(b) <b>Hawick Archaeological Society</b> Copy attached.	(Pages 19 - 24)	5 mins
	(c) <b>Home Basics (Tweeddale) Co Ltd</b> Copy attached.	(Pages 25 - 50)	5 mins
	(d) <b>Burnfoot Fireworks Display</b> Copy attached.	(Pages 51 - 52)	5 mins
	(e) <b>Hawick Community Council - Bailleul WW1 Centenary</b> Copy attached.	(Pages 53 - 58)	5 mins
	(f) <b>Heads Together</b>	(Pages 59 -	5 mins

	74)	
	Copy attached.	
6.	<b>Monitoring Report for three months to 30 June 2018</b> (Pages 75 - 84) To consider report by Chief Financial Officer. (Copy attached).	15 mins
7.	<b>Property Update</b> To consider update by Property Officer.	15 mins
8.	<b>Any Other Items the Chairman Decides are Urgent</b>	
9.	<b>Any Other Items Previously Circulated</b>	
10.	<b>Private Minutes</b> (Pages 85 - 88) Consider Private Minutes of the meetings of (a) 15 May 2018 and (b) 13 July 2018. (Copies attached).	5 mins
11.	<b>Hawick Golf Club</b> Verbal update on Hawick Golf Club's business plan from Hawick Golf Club representative(s) (Private Minute of 14 November 2017 refers).	15 mins
12.	<b>James Wilson Statue</b> To consider update by Property Officer.	10 mins
13.	<b>Common Haugh, Hawick - Car Park Surface Repairs</b> (Pages 89 - 92) To consider report by Chief Officer - Roads. (Copy attached).	15 mins
14.	<b>Planned Property Maintenance Programme 2019 - 2024</b> (Pages 93 - 100) To consider report by Service Director Assets & Infrastructure. (Copy attached).	10 mins
15.	<b>Lease at St Leonards Grazings, Hawick</b> (Pages 101 - 106) To consider report by Service Director Assets & Infrastructure. (Copy attached).	10 mins
16.	<b>Property Update</b> Verbal private update from Property Officer.	15 mins

## NOTES

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

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**Membership of Committee:-** Councillors G. Turnbull (Chairman), S. Marshall, W. McAteer, D. Paterson, C. Ramage, N. Richards, Mr J Little (Hawick) and Mrs A Knight (Burnfoot)

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Email: [judith.turnbull@scotborders.gov.uk](mailto: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 May 2018 at 4.00 pm

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- Present:- Councillors: W McAteer (Chairman), S Marshall, C Ramage, N Richards,  
Mr J Little (Hawick) and Mrs A Knight (Burnfoot).
- Apologies: Councillor G Turnbull
- In Attendance:- Managing Solicitor (R Kirk), Senior Finance Officer (J Yallop), Estates  
Strategy Surveyor (N Curtis), Property Officer (F Scott), Democratic Services  
Officer (J Turnbull)

1. **MINUTE**

There had been circulated copies of the Minutes of the meeting held on 20 March 2018

**DECISION**

**AGREED to approve the Minute of the Meeting held on 20 March 2018.**

**MEMBER**

Councillor Richards joined the meeting following consideration of the above item.

2. **APPLICATION FOR FINANCIAL ASSISTANCE**

Hawick Honorary Provost's Council.

There had been circulated copies of an application for financial assistance from Hawick Honorary Provost's Council, requesting £2,500 towards their running costs.

**DECISION**

**AGREED to award a grant of £2,500 towards the continued running costs of Hawick Honorary Provost's Council.**

(NB: Councillor Marshall presented the above application).

3. **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2018**

With reference to paragraph 3 of the Minute of 20 March, 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 year 2017/18 including balance sheet values as at 31 March 2018 and the proposed budget for 2018/19. Appendix 1, to the report, provided actual income and expenditure for 2017/18. This showed a surplus of £6,920 which varied from the projected surplus figure reported at 20 March 2018 meeting, due to additional net costs associated with the transfer of the investment fund to a new fund manager, negated by underspends in grant payments. Appendix 2 provided a projected balance sheet value as at 31 March 2018 and showed a projected decrease in the reserves of £51,487.00. Appendix 3 provided a breakdown of the property portfolio showing actual rental income for 2017/18 and actual property expenditure to 31 March 2018. Appendix 4 showed the value of the Investment Fund to 31 March 2018, now with Kames Capital PLC. The Senior Financial Officer, Mr Yallop, explained that Appendices 1, 2, 3 were in draft, and would be amended when all invoices had been processed. It was agreed that these be circulated when finalised. Mr Yallop highlighted that the report

showed an unrealised loss of £1,472 from the new Kames Fund and explained that this was had been caused by market volatility. However, the Fund was now in line with the benchmark and this was expected to continue. In response to a question querying the property budget of £70,000 for 2018/19, the Property Officer explained that this should be adequate as there was no major renovation works anticipated.

#### **DECISION**

- (a) AGREED the projected income and expenditure for 2017/18 in Appendix 1, to the report, as the revised budget for 2017/18;**
- (b) NOTED:**
  - (i) The draft income and expenditure for 2017/18 in Appendix 1 to the report;**
  - (ii) The draft balance sheet value as at 31 March 2018 in Appendix 2 to the report;**
  - (iii) The draft summary of the property portfolio in Appendix 3 to the report;**
  - (iv) The current position of the Kames Capital investment in the in Appendix 4 to the report; and**
  - (v) That updated Appendices 1, 2 and 3 be circulated to Members when available.**

#### **4. PROPERTY UPDATE**

##### **4.1 Hawick Flood Protection Scheme**

The Estates Surveyor, Mr Curtis, advised that the Flood Protection Project Team were proposing to situate a shed at the Little Haugh to enable public consultation on the Flood Protection Scheme. The shed would be located adjacent to the path and would be in situ for approximately a month. The Property Officer, Mr Scott, added that the Council's Senior Technical Assistant had contacted occupants at Santa Marina Restaurant regarding parking issues. However, as this area would be affected by the Flood Protection Scheme, it had been decided not to progress any action at present.

##### **4.2 CCTV**

With reference to paragraph 14.6 of the Minute of 20 March 2018, Police Scotland had advised that location of an additional CCTV camera to the central column at the Common Haugh would not be possible until work for the flood protection scheme had been completed. However, the Chairman advised that there might be an option to utilise Police Scotland's mobile CCTV equipment; he was awaiting feedback and would provide an update at the next meeting.

##### **4.3 Williestruther Loch**

Hawick Angling Club had advised that dog fouling was a problem at Williestruther Loch. Members noted that this issue had also been previously reported at Hawick Golf Course. The Sub-Committee agreed to support the supply of any additional bins and signage as required and requested the Property Officer liaise with both Clubs.

##### **4.4 Nipknowes**

The padlock on the gate to Nipknowes had been removed and there had been fly-tipping in the area. The Sub-Committee agreed that the Property Officer seal the gate, temporarily and that fly-tipping be monitored.

- 4.5 James Wilson Statue  
Mr Scott advised that the Council's Estate Manager was consulting with Live Borders regarding relocation of the statue. Options would be brought back to the next meeting for Members' consideration.

**DECISION**

**(a) NOTED**

- (i) The siting of a shed at the Little Haugh to carry out consultation on the Flood Protection Scheme;**
  - (ii) To receive feedback on the possibility of siting Police Scotland's mobile CCTV equipment at the Common Haugh; and**
  - (iii) To consider options for the relocation of the James Wilson Statue at the next meeting of the Sub-Committee.**
- (b) AGREED To request the Property Officer liaise with Hawick Angling Club and Hawick Golf Course regarding additional waste bins and signage as required.**

5. **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**

6. **PRIVATE MINUTE**

Members approved the private minute of the Hawick Common Good Fund Sub-Committee held on 20 March 2018

7. **ANNUAL PROPERTY INSPECTIONS**

There had been circulated a private briefing note by the Property Officer regarding the annual property inspections.

8. **PROPERTY UPDATE**

Officers updated the Sub-Committee on private business relating to Common Good properties.

***The meeting concluded at 5.00 pm.***

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# SCOTTISH BORDERS COUNCIL HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTE of Meeting of the HAWICK  
COMMON GOOD FUND SUB-COMMITTEE  
held in Council Chamber, Town Hall, Hawick  
on Friday, 13 July 2018 at 2.00 pm

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Present:- Councillors: G Turnbull (Chairman), S Marshall, D Paterson, C Ramage,  
N Richards, Mr J Little (Hawick) and Mrs A Knight (Burnfoot).

Apologies:- Councillor W McAteer.

In Attendance:- Estates Strategy Surveyor (N Curtis), Democratic Services Officer (J Turnbull)

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## 1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 15 June 2018

## **DECISION**

**AGREED to approve the Minute of the Meeting held 15 June 2018.**

## 2. **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 make an early decision.

## 3. **APPLICATION FOR FINANCIAL ASSISTANCE**

### 3.1 **Live Music Hawick**

There had been circulated copies of an application for financial assistance from Live Music Hawick requesting £3,550.00 towards marketing of the Heart of Hawick Music Festival. Mr Taylor and Mr Finnie representing Live Music Hawick were in attendance. Mr Taylor explained that their first Festival, the previous year, had been a success and they had decided to continue with the event. This year's Festival would be held from 3 August to 5 August and would include additional events. Mr Taylor advised that the Festival would attract visitors to the town, provide entertainment for local people and encourage young people to take part in music by providing free music workshops. Mr Eric Faulkner (ex-Bay City Roller) would also be attending and this had attracted visitors from around the world including Japan and the USA. Mr Taylor explained that last year's evaluation forms had highlighted a relatively low number of visitors from the Scottish Borders. Their aim this year was to target these potential visitors through a social media campaign and new website.

3.2 In response to questions, Mr Taylor apologised for the lateness of the application which had been due to work commitments. He advised that if funding was not granted, the Festival would still proceed but they would have to reduce the number of events. With regard to the new website, he confirmed that this would be active within the next few days. The Chairman clarified that Live Music Hawick had also applied for funding of £3,200.00 to the Community Grant Scheme, a decision on this application was awaited.

3.3 Members discussed the application and agreed that the Heart of Hawick Music Festival was a successful event that would promote and bring visitors to the town. It was therefore unanimously agreed to grant £3,550.00 to Live Music Hawick. It was also agreed, in

principle, that if the application to the Community Grant Scheme was unsuccessful, that Hawick Common Good grant an interest free loan to Live Music Hawick for £3,200.00. The arrangements and particulars for the loan were to be delegated to the Chief Financial Officer in consultation with the Chairman.

#### **DECISION**

#### **AGREED:**

- (a) to award a grant of £3,550.00 to Live Music Hawick to improve marketing in advance and during the Heart of Hawick Music Festival; and
- (b) in principle, that if the Community Grant Scheme application was unsuccessful, Hawick Common Good grant an interest free loan of £3,200.00 to Live Music Hawick, the detailed arrangements of which were delegated to the Chief Financial Officer in consultation with the Chairman.

#### **SUMMARY OF PRIVATE BUSINESS**

4. **PRIVATE MINUTE**

Members approved the private Minute of the Hawick Common Good Fund Sub-Committee held on 15 June 2018.

5. **ST LEONARD'S COTTAGE AND PARK**

The Sub-Committee considered a report by the Service Director Assets and Infrastructure regarding the tenancy of the St Leonard's Cottage and Park.

***The meeting concluded at 3.30 pm***



**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 Amateur Operatic Society Musical Theatre Company</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>HAOS Musical Theatre Company puts on an annual musical in the Hawick Town Hall. The company has been providing entertainment in Hawick for over 100 years. The company also put on other concerts and musical evenings on an ad hoc basis to celebrate events.</p> <p>The company also supports other local events such as charity coffee mornings, Border Club Christmas fund-raising, Christmas parade and tree lighting, singing in the old folks homes and other local events when asked. All of these events enrich the culture and heritage of Hawick, helping to promote the arts of the town.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>The company is asking for assistance with paying for rehearsal venue hire costs as well as the cost of hiring the Town Hall for the duration of the show. This amounts to approx £3,500 per year.</p> <p>Typical breakdown of this cost is:</p> <ul style="list-style-type: none"> <li>• rehearsals 2 times per week, amounting to 5 hours in Lesser Town Hall from end August to end February (£1,500)</li> <li>• 2 weeks in March in Main Hall for staging and show (£2,000).</li> </ul> <p>These figures reflect the new price increases for the Town Hall and include affiliated community group discount.</p> <p>By receiving this assistance, this will allow the company to use the Hawick Town Hall as a rehearsal and show venue. This is invaluable as the space and location are ideal for rehearsing for shows.</p> <p>To save money this year the company used a range of other halls in the town but this proved very difficult as we struggled with the limited space, poor acoustics and double-bookings. The company have struggled financially over the last 6-7 years and a grant towards the cost of hiring the Town Hall would make a significant difference to the company.</p>
<p>When will the donation be required:</p>	<p>Invoices should be issued monthly to us. However, this can be paid to us in March 2019 as Live Borders have not been billing us monthly this year.</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>Throughout the year, we regularly and continuously carry out fund-raising activities. Our fundraising often generates between £2,000-£3,500 depending on what events we are able to host and 2017 was a particularly busy year with over £4,500 raised. However, this was exceptional with fund-raising activities almost monthly and was difficult to sustain when we are continuously asking the same supporters in the town for money.</p> <p>Average revenue is approx. £20,000 and normally includes: Patrons and Sponsors £3,300 Fundraising £2,000 Ticket Sales £15,000</p> <p>Typical production costs are £25,000 – £30,000. For the 2017 production of 9 to 5 our production costs were significantly less due to the show being self-costumed and the scenery was built by a local joiner rather than hired in.</p> <p>Typically, this leaves a significant short-fall that we try to address. We have an annual quiz night, a bowling day, Christmas party, Border Club Sings, a sponsored walk, bag packing, Heart of Hawick Cinema night and 2-3 coffee mornings per year to fund-raise. However, the fund-raising is becoming increasingly challenging and can fluctuate from year to year.</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 never asked or received assistance before but due to rising production costs and limited ways we can generate income, we are now seeking financial assistance.</p> <p>The shows are important to the social calendar of Hawick, providing entertainment to the townsfolk as well as an opportunity for those looking to join a club the chance to do so. The opera has been going for over 100 years and is an integral part of the community's annual events. We want this to continue and financial support in this way ensures a suitable quality venue to practice and stage the show.</p> <p>Although the bank balance shows approx. £21,000, this does not cover the total cost of staging a show and we are continually trying to safeguard the society for its future.</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>HAOS Musical Theatre Company is very conscious of its responsibilities regarding equal opportunities. The company welcomes all members regardless of their beliefs, disabilities, sex, race, gender or age. We hold monthly Committee meetings where any issues are discussed and decisions are made to ensure equal opportunities for all and non-discriminatory actions are taken by us.</p> <p>Our shows are open to any members of the public to attend and we are mindful of our duties and responsibilities as a company. We make adaptations to seating arrangements for people with physical disabilities. We also welcome to our dress rehearsal individuals with physical/mental health conditions (such as sensory issues, agoraphobia, akathisia, etc) that would otherwise be unable to come to the show We are all-inclusive and welcome all members and audiences irrespective of race, gender, age, sexual orientation, religious or political beliefs.</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: Treasurer, HAOS Musical Theatre Company</p> <p>Date: 14 May 2018</p>	
<p><b>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.</b></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 AMATEUR OPERATIC SOCIETY

### General Account 2016/2017

Income	2017 £	2017 £	2016 £	2016 £
Patrons subscriptions		1,301.50		1,312.00
Members subscriptions		1,980.00		1,480.00
<b>Fund raising activities</b>				
Cast refreshments /others	308.19		1,226.54	
Heart of Hawick fundraiser	672.00		536.00	
Quiz night	426.60		1,255.00	
Coffee mornings	856.80		559.21	
Xmas concert Border Club	150.00			
Christmas Party	381.00		-	
Bag Packing	382.37		-	
Books/DVD's	375.00		275.00	
Sponsored walk	832.02		98.00	
Duck race/bowling	<u>1,541.39</u>	5,925.37	<u>502.20</u>	4,451.95
Donations		329.00		3,613.09
Bank Compensation		-		200.00
Microphone hire		1,195.00		355.00
Hire of blacks		-		70.00
Repayment of floats		490.00		355.00
NODA Badge Income		<u>48.00</u>		
		11,268.87		<u>11,837.04</u>
Deficit from Production account		- 3,068.41		- 14,637.60
Release of provision for royalty payment from previous years		<u>3,833.00</u>		<u>-</u>
<b>TOTAL INCOME</b>		12,033.46		- 2,800.56
<b>Expenditure</b>				
Floats and Disco refund		490.00		327.00
DVD's		375.00		-
Heart of Hawick Fundraiser Hall hire		255.00		-
NODA costs		163.00		185.00
Stationery & Advertising		95.73		111.03
NODA Long service medals		94.00		232.00
Meeting room hire		79.25		341.63
Website costs		62.00		-
Quiz night expenses		60.00		556.22
Catering for Social events		36.00		970.00
Sundry expenses		28.97		125.00
Postage		11.52		14.04
Bank charges		10.00		34.23
Refund/Licence for Sweeny Todd		- 149.00		500.00
Licence for Full Monty		500.00		-
Perusal copy for Priscilla		15.07		-
Insurance for microphones		-		250.00
Capital expenses		-		<u>52.00</u>
<b>TOTAL EXPENDITURE</b>		<u>2,126.54</u>		<u>3,698.15</u>
<b>Surplus/(Deficit) for year</b>		<u><u>9,906.92</u></u>		<u><u>- 6,498.71</u></u>

We have prepared the following Accounts from the books and records supplied to us.

Angus Towers (Hon. Auditor)

Mary Towers (Hon. Auditor)

HAWICK AMATEUR OPERATIC SOCIETY

Production Account 2016/2017

Income	9 to 5		Me and My Girl	
	2017 £	2017 £	2016 £	2016 £
Drawings		15,952.40		12,794.95
Programmes	-Sales 785.72		-Sales 765.50	
	-Sponsors 1,185.00		-Sponsors 1,130.00	
	<u>1,970.72</u>		<u>1,895.50</u>	
Less Printing	- 1,043.00		- 1,190.00	
		927.72		705.50
Dress Circle Overpayment		-		420.00
Raffle		1,268.80		1,152.65
Refreshment sales	2,299.74		1,669.55	
Less costs	- 866.52		- 979.34	
		1,433.22		690.21
Sundry Income		<u>182.50</u>		<u>-</u>
TOTAL INCOME		19,764.64		15,763.31
<b>Expenditure</b>				
Scenery and Props		1,734.02		3,339.86
Hire of Halls		3,122.25		3,774.00
Royalties and Orchestra materials		4,539.60		5,625.50
Costumes and wigs		227.53		3,460.65
Orchestra		1,931.00		1,675.80
Musical Directors Fee		1,380.60		1,540.00
Producers Fees and expenses		1,630.00		1,700.00
Choreographers Fees and expenses		1,000.00		900.00
Carriage on scenery		600.00		600.00
Printing, advertising and stationery		849.60		1,091.57
Insurance		426.05		638.38
Sound system		<u>5,392.40</u>		<u>6,055.15</u>
TOTAL EXPENDITURE		22,833.05		30,400.91
Deficit transferred to General account	-	<u>3,068.41</u>	-	<u>14,637.60</u>



**HAWICK AMATEUR OPERATIC SOCIETY**  
**Statement of Reserves as at 28th April 2017**

Balance from previous year	12,387.78	Bank of Scotland current a/c	21,723.70
Surplus for the year	9,906.92	£50 4% consolidated stock	20.00
		£150 3.5% War Stock	51.00
		Licence for Oliver	500.00
Balance	<u>22,294.70</u>		<u>22,294.70</u>

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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>Email:</p>	<p>Hawick Archaeological Society</p> <p>c/o Duncan Taylor (President)</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>Since 1856 the Society has endeavoured to preserve the heritage of Hawick and the Borders - cultural, built and in any other way that is relevant. We put on a regular Syllabus of lectures, publish articles in years Transactions and have published many pamphlets and books. Our membership of well over 400 is large for an antiquarian society from a town our size. The Society's archive also formed the basis of what is now the Wilton Lodge Park Museum. We have been asked for heritage advice on the new Hawick Flood Protection Scheme and our members have participated fully in the Stobs Camp Project, being praised extensively by Archaeology Scotland.</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>Although we have raised a good deal of money ourselves, we believe this is a project that the Hawick Common Good Fund would be pleased to contribute to, given the huge effect of the Great War on the town and the excellent resource that Hawick and the Great War will provide for the next century of Teri (and other) scholars and community members.</p> <p>Any profits from the sales of this book, will as with all our publications, be kept within our society to allow us to continue to help to maintain and erect monuments and plaques, publish a wide range of resources and provide a yearly syllabus of lectures for free to the public.</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>This publication's only restrictions will be those common to all printed publication. The digital printing process will allow this book to be read-able by the visually impaired as a PDF will be available. It will also be able to be translated into braille using digital technology if required.</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: Duncan Taylor</p> <p>Position Held: President (until January 2019)</p>	
<p><b>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.</b></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 ARCHAEOLOGICAL SOCIETY**

**Receipts and Payments Account for the year ended 31 December 2017**

	2017			2016
	Non-Restricted	Restricted	Total	Total
<b>Receipts</b>				
Subscriptions	2,940.00		2,940.00	2,970.00
Life Membership	100.00		100.00	300.00
Lecture Collections	529.77		529.77	785.73
Donations	203.00	2.00	205.00	221.00
Hawick and The Great War Book		2,893.00	2,893.00	5,000.00
Coffee Morning	409.92		409.92	460.50
Charities Aid Foundation			NIL	643.00
Refund of Postage	115.47		115.47	122.91
Bank Interest	14.91		14.91	16.68
Book Sales	114.00	926.06	1,040.06	2,312.12
<b>Total Receipts</b>	<u>£ 4,427.07</u>	<u>£ 3,821.06</u>	<u>£ 8,248.13</u>	<u>£ 12,831.94</u>
<b>Payments</b>				
Cost of Printing Transactions	2,542.00		2,542.00	2,830.00
Printing and Stationery	86.85	1,060.00	1,146.85	2,266.99
Donations to Speakers	70.00		70.00	155.00
Advertising	30.00		30.00	154.00
AGM Expenses	12.13		12.13	6.34
Rent of Town Hall Rooms	343.75		343.75	292.60
Coffee Morning Expenses	36.98		36.98	34.95
Donations	40.00		40.00	107.21
Postage	342.11	2.85	344.96	330.68
Subscriptions	84.00		84.00	84.00
Hawick High School History Prize	60.00		60.00	60.00
Misc Expenses	72.55		72.55	215.03
Honorariums and Expenses	500.00		500.00	500.00
Website/IT Expenses	143.46		143.46	150.78
Hawick and The Great War		20.50	20.50	NIL
<b>Total Payments</b>	<u>£ 4,363.83</u>	<u>£ 1,083.35</u>	<u>£ 5,447.18</u>	<u>£ 7,187.58</u>
Surplus/Deficit for Year	<u>£ 63.24</u>	<u>£ 2,737.71</u>	<u>£ 2,800.95</u>	<u>£ 5,644.36</u>

**HAWICK ARCHAEOLOGICAL SOCIETY**

**Statement of Balances as at 31 December 2017**

	2017	2016
	£	£
<b>Bank and Cash in Hand</b>		
Opening Balances	20,558.95	14,914.59
Surplus/Deficit for Year	<u>2,800.95</u>	<u>5,644.36</u>
	23,359.90	20,558.95
Closing Balances		
TSB Bank Easy Saver Account	9,907.88	
Bank of Scotland Treasurers Account	13,452.02	
	<u>23,359.90</u>	<u>20,558.95</u>
<b>Reserves</b>		
General Fund	4,586.17	4,522.93
Printing and Project Fund	16,855.73	14,118.02
(Including Hawick and the Great War - £7,872.50)		
H.S Riddell Cairn Repair A/C	198.00	198.00
A. Kyle Memorial Fund	682.00	682.00
Hawick Museum Purchase Fund	262.00	262.00
W.E Wilson Fund	<u>776.00</u>	<u>776.00</u>
	<u>23,359.90</u>	<u>20,558.95</u>

All Funds except General Funds are Restricted

Approved by the Trustees and signed on their behalf

Duncan Taylor  
President

09 January 2018





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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:  Telephone No:  E-mail address:</p>	<p>Home Basics (Tweeddale) Co Ltd Units 1 &amp; 2, Annfield Business Centre, Teviot Crescent Hawick TD9 9RE 01450 363974  hawick@homebasics.org.uk</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>Home Basics is a furniture reuse charity which collects household items from donors in the Scottish Borders and redistributes them to people on low incomes who are either referred to us by the SBC Homelessness Service, social housing, other support agencies, or are self-referred. We operate across the Borders but a large percentage of our work is carried out in and around Hawick.</p> <ul style="list-style-type: none"> <li>• Last year, 36% of our deliveries were to Hawick and the surrounding area.</li> <li>• 113 clients from Hawick were referred to Home Basics for support.</li> <li>• 353 of our 727 self-referred clients are from Hawick.</li> <li>• We service a Reuse cabin at Hawick CRC for electrical items.</li> <li>• We provide a range of volunteering opportunities for local people to help develop their employability.</li> </ul>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are requesting a contribution of £9300 towards a replacement collection//delivery van which is based at the Hawick depot and operated by drivers and volunteers living in Hawick. This amount reflects a 36% of the total cost of the replacement van.</p>
<p>When will the donation be required:</p>	<p>June 2018</p>
<p>If this is a one-off project then please give the following details –</p>	

Date (s):	June –August 2018 (Vehicle order - bodywork build - delivery)
Estimated total cost:	Circa £26,000
Funds already raised by applicant's own efforts:	£12,000
Funds raised or expected to be raised from other sources (please state sources):	We will be re-applying to the Clothworkers Foundation who part-funded our previous van purchased in 2013, and we can re-apply after 5 years).

Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

In the last 12 months, Home Basics has assisted over 300 individuals across the Borders who were homeless or on low income, with finding affordable furniture and household goods for their homes. We collect donated, reusable items from our generous public, and redistribute them to people across the Scottish Borders.

Operating since 1998, Home Basics has a small staff team and over 30 volunteers delivering its services from our depots in Walkerburn and Hawick, aiming to improve the lives of disadvantaged people. We have been operating in Hawick since about 2007, previously in Weensland Road, and in Teviot Crescent since 2011.

The work of the charity has grown alongside the demand on its services, working in keys areas of multiple deprivation in Galashiels, Hawick, and Selkirk.

Our work goes far beyond helping make a home. It helps people recover their pride and self-respect, builds their self confidence, and improves the quality of life for them and their children.

We hope to purchase a new van June - August 2018.

Declaration

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

Signed:

Position Held:

*Manager*

Date:

*30.5.18*

**Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts**

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

\* Insert name of Fund.



Company registration number: SC234746

Charity registration number: SC033827

# Home Basics (Tweeddale) Company Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 September 2017

## **Home Basics (Tweeddale) Company Limited**

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## Home Basics (Tweeddale) Company Limited

### Reference and Administrative Details

<b>Trustees</b>	A Oliver C Maxwell Stuart T G Hudson D Gibb (retired 1 May 2017) D Davidson G Cresswell T Buchan
<b>Secretary</b>	C Maxwell Stuart
<b>Principal Office</b>	Unit 7 Tweedvale Mills East Walkerburn EH43 6BB  The charity is incorporated in Scotland.
<b>Company Registration Number</b>	SC234746
<b>Charity Registration Number</b>	SC033827
<b>Solicitors</b>	Blackwood & Smith, WS 39 High Street Peebles EH45 3AD
<b>Bankers</b>	Bank of Scotland 600 Gorgie Road Edinburgh EH11 3XP
<b>Independent Examiner</b>	Deans Chartered Accountants and Registered Auditors 27 North Bridge Street Hawick TD9 9BD

## Home Basics (Tweeddale) Company Limited

### Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 September 2017.

#### Objectives and activities

##### *Objects and aims*

The object for which the company is established is the relief of poverty of the inhabitants of the area of benefit (in particular those who have need by virtue of their age, youth, infirmity, disability, handicap, poverty, homelessness or unemployment), by collecting, refurbishing and storing donated furniture and household goods and distributing them to those in need.

In addition to the above, the Business Plan for 2014 to 2017 identifies the following core competencies;

- Provision of volunteering opportunities
- Provision of training
- Environmental recycling

#### Achievements and performance

The Trustees would firstly like to offer their thanks to all employees and volunteers for their efforts at both retail sites and across all events in the Borders this past year. We have had a good year and have maintained steady incomes with a very respectable end result.

We had an adjustment of our yearly targets once again and have reached or surpassed these targets each month- although this has not been by a large margin it shows we are aware of with what is happening locally. We are very grateful for the support of our funding and grant partners as we would not be able to provide the same level of service or support without their generous assistance.

In 2016/2017 we supported: SBC homelessness service clients (67); Clients referred by other support agencies (28); Self-Referred clients 180 (these self-referrals supported a total of 236 adults and 106 children).

We accepted a huge 124.8 tonnes of donations. Of this, 121.8 tonnes were reused with the remaining 2.367 tonnes of materials recycled (fabrics, scrap metal, cookers, plus various items collected from the Reuse cabins at Selkirk and Hawick).

Our vans collected donations from 1459 properties and delivered purchased items to 706 properties.

#### Financial review

##### *Policy on reserves*

The management committee has examined the requirements for reserves in light of the main risks to the charity. As highlighted, the reserves are not at a level to maintain the charity and it remains the strategy of the company to continue to build these reserves through planned operating surpluses.

##### *Principal funding sources*

Grant funding has again helped us this year, and thanks go to The Robertson Trust, STV Childrens Appeal and SBC.

##### *Investment policy and objectives*

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the directors wish. Monies not immediately required can be invested in such investments or securities or property as may be thought fit.

#### Plans for future periods

##### *Aims and key objectives for future periods*

We are continually aiming to relieve poverty of the inhabitants of the area of benefit, in particular those who have need by virtue of their youth, age, infirmity, disability, handicap, poverty, homelessness or unemployment, by collecting, refurbishing and storing donated furniture and household goods and distributing them to those in need.



# Home Basics (Tweeddale) Company Limited

## Trustees' Report

### **Structure, governance and management**

#### *Nature of governing document*

The company, which is a recognised charity in Scotland, is a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 July 2002.

#### *Recruitment and appointment of trustees*

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. One third of the directors retire annually at the AGM but are eligible for re-election. New directors may be appointed by the directors during the course of the year but such appointed directors are subject to election at the following AGM. New directors may also be elected annually at the AGM by vote in person or by proxy. Directors need not be members prior to election.

#### *Induction and training of trustees*

New directors undergo an induction process which briefs them on their obligations under legislation, the decision making processes, the business plan and the recent financial performance. During the induction process, new directors are shown the facilities, introduced to the key members of staff and introduced to the other directors.

#### *Organisational structure*

The Company has a Board of Directors who meet monthly and are responsible for the strategic direction and policy of the charity. At present the committee has seven members from a variety of backgrounds relevant to the work of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the facilities rest with the manager. The manager is responsible for ensuring that the charity delivers the facilities specified and that key performance indicators are met, together with responsibility for the operational management of the facilities.

### **Relationships with related parties**

#### **Related party**

There are no related parties at present, but "Home Basics" works closely with a number of statutory and voluntary bodies and it is anticipated that service level agreements may be entered into in the future.

### **Financial instruments**

#### *Objectives and policies*

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The Manager is responsible for preparing regular reports for the directors to ensure that these systems operate correctly and that they mitigate the exposure to the major risks. Particular attention is focused on non financial risks arising from health and safety issues.

### **Funds held as custodian trustee on behalf of others**

No funds are held on behalf of others.

The annual report was approved by the trustees of the charity on 24 May 2018 and signed on its behalf by:

.....  
T Buchan  
Trustee

## Home Basics (Tweeddale) Company Limited

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Home Basics (Tweeddale) Company Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 24 May 2018 and signed on its behalf by:

.....  
T Buchan  
Trustee

## Home Basics (Tweeddale) Company Limited

### Independent Examiner's Report to the trustees of Home Basics (Tweeddale) Company Limited

I report on the accounts of the charity for the year ended 30 September 2017 which are set out on pages 6 to 15 .

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 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 report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 audit opinion on the view given by the accounts.

#### 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 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 8 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.

.....  
David Campbell  
Chartered Accountants and Registered Auditors  
ICAS

24 May 2018

## Home Basics (Tweeddale) Company Limited

### Statement of Financial Activities for the Year Ended 30 September 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	15,498	-	15,498
Charitable activities	4	148,313	14,000	162,313
Investment income	5	9	-	9
Total Income		<u>163,820</u>	<u>14,000</u>	<u>177,820</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(155,822)</u>	<u>(11,000)</u>	<u>(166,822)</u>
Total Expenditure		<u>(155,822)</u>	<u>(11,000)</u>	<u>(166,822)</u>
Net income		<u>7,998</u>	<u>3,000</u>	<u>10,998</u>
Net movement in funds		7,998	3,000	10,998
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>89,207</u>	<u>2,301</u>	<u>91,508</u>
Total funds carried forward	15	<u><u>97,205</u></u>	<u><u>5,301</u></u>	<u><u>102,506</u></u>
	Note	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	11,668	-	11,668
Charitable activities	4	121,696	14,850	136,546
Investment income	5	58	-	58
Total Income		<u>133,422</u>	<u>14,850</u>	<u>148,272</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(136,997)</u>	<u>(21,160)</u>	<u>(158,157)</u>
Total Expenditure		<u>(136,997)</u>	<u>(21,160)</u>	<u>(158,157)</u>
Net expenditure		<u>(3,575)</u>	<u>(6,310)</u>	<u>(9,885)</u>
Net movement in funds		(3,575)	(6,310)	(9,885)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>92,782</u>	<u>8,611</u>	<u>101,393</u>
Total funds carried forward	15	<u><u>89,207</u></u>	<u><u>2,301</u></u>	<u><u>91,508</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2016 is shown in note 15.

Home Basics (Tweeddale) Company Limited

(Registration number: SC234746)  
Balance Sheet as at 30 September 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	12	18,365	18,685
<b>Current assets</b>			
Debtors	13	2,518	564
Cash at bank and in hand		<u>82,757</u>	<u>86,687</u>
		85,275	87,251
<b>Creditors: Amounts falling due within one year</b>	14	<u>(1,134)</u>	<u>(14,428)</u>
<b>Net current assets</b>		<u>84,141</u>	<u>72,823</u>
<b>Net assets</b>		<u>102,506</u>	<u>91,508</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		5,301	2,301
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>97,205</u>	<u>89,207</u>
<b>Total funds</b>	15	<u>102,506</u>	<u>91,508</u>

For the financial year ending 30 September 2017 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 24 May 2018 and signed on their behalf by:

.....  
T Buchan  
Trustee

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 1 Charity status

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

#### 2 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Home Basics (Tweeddale) Company Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### Other trading activities

Sale of goods are recognised on sale to the customer, which is considered the point of delivery. Retail sales are usually by cash, credit or payment card.

##### Investment income

Investment income is recognised on a receivable basis.

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

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.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

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

Restricted income 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.

#### **Financial instruments**

##### ***Classification***

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### ***Recognition and measurement***

Where shares are issued, any component that creates, a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as an interest expenses in the profit and loss account.

##### ***Impairment***

At the end of each reporting period financial instruments measured at fair value are assessed for objective evidence of impairment. The impairment loss is recognised in the profit and loss account.

##### ***Fair value measurement***

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.



## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 3 Income from donations and legacies

	Unrestricted funds		Total 2017 £	Total 2016 £
	General £			
Donations and legacies;				
Donations from individuals	2,881		2,881	2,060
Gift aid reclaimed	12,617		12,617	9,608
	<u>15,498</u>		<u>15,498</u>	<u>11,668</u>

#### 4 Income from charitable activities

	Unrestricted funds		Total 2017 £	Total 2016 £
	General £	Restricted funds £		
Sales and recoveries	146,082	-	146,082	121,696
The Robertson Trust	-	11,000	11,000	11,000
Childrens Appeal	-	2,000	2,000	2,000
Scottish Borders Council	-	1,000	1,000	1,850
Asda	200	-	200	-
Co-operative	2,031	-	2,031	-
	<u>148,313</u>	<u>14,000</u>	<u>162,313</u>	<u>136,546</u>

#### 5 Investment income

	Unrestricted funds		Total 2017 £	Total 2016 £
	General £			
Interest receivable and similar income;				
Interest receivable on bank deposits	9		9	58
	<u>9</u>		<u>9</u>	<u>58</u>

#### 6 Expenditure on charitable activities

	Note	Unrestricted funds		Total 2017 £	Total 2016 £
		General £	Restricted funds £		
Staff costs		108,287	11,000	119,287	114,304
Allocated support costs	7	47,010	-	47,010	43,853
Governance costs	7	525	-	525	-
		<u>155,822</u>	<u>11,000</u>	<u>166,822</u>	<u>158,157</u>
		Activity undertaken directly £	Activity support costs £	Total 2017 £	Total 2016 £
Purchases		1,156	-	1,156	1,195
Wages and salaries		116,079	-	116,079	111,510

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

	Activity undertaken directly £	Activity support costs £	Total 2017 £	Total 2016 £
Employers nic	2,699	-	2,699	2,794
Pensions	509	-	509	-
Rent	10,160	-	10,160	10,160
Rates	3,698	-	3,698	3,670
Light, heat and power	4,343	-	4,343	5,281
Insurance	4,222	-	4,222	4,149
Repairs and maintenance	-	5,094	5,094	3,195
Telephone	-	1,113	1,113	1,535
Printing, postage and stationery	-	957	957	912
Trade subscriptions	-	395	395	225
Sundry expenses	-	617	617	210
Cleaning	-	62	62	74
Training	-	173	173	105
Motor expenses	-	6,660	6,660	4,947
Travel and subsistence	-	2,212	2,212	1,611
Advertising	-	1,172	1,172	1,891
Bookkeeping fees	-	3,080	3,080	2,580
Accountancy fees	-	525	525	525
Bank charges	-	837	837	624
Legal fees	-	202	202	-
Depreciation	-	857	857	964
	<u>142,866</u>	<u>23,956</u>	<u>166,822</u>	<u>158,157</u>

£155,662 (2016 - £136,997) of the above expenditure was attributable to unrestricted funds and £11,000 (2016 - £21,160) to restricted funds.

#### 7 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds	Total 2017
	General £	£
Allocated support costs	<u>525</u>	<u>525</u>
	<u>525</u>	<u>525</u>

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 8 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2017 £	2016 £
Depreciation of fixed assets	<u>857</u>	<u>964</u>

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
<b>Staff costs during the year were:</b>		
Wages and salaries	116,079	111,510
Social security costs	2,699	2,794
Pension costs	<u>509</u>	<u>-</u>
	<u>119,287</u>	<u>114,304</u>

No employee received emoluments of more than £60,000 during the year.

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 11 Taxation

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

#### 12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 October 2016	15,795	26,838	42,633
Additions	-	537	537
At 30 September 2017	15,795	27,375	43,170
<b>Depreciation</b>			
At 1 October 2016	-	23,948	23,948
Charge for the year	-	857	857
At 30 September 2017	-	24,805	24,805
<b>Net book value</b>			
At 30 September 2017	15,795	2,570	18,365
At 30 September 2016	15,795	2,890	18,685

#### 13 Debtors

	2017 £		2016 £
Trade debtors	1,786		-
Prepayments	230		237
Other debtors	502		327
	2,518		564

#### 14 Creditors: amounts falling due within one year

	2017 £		2016 £
Bank overdrafts	-		13,494
Trade creditors	534		334
Accruals	600		600
	1,134		14,428

#### 15 Funds

## Home Basics (Tweeddale) Company Limited

### Notes to the Financial Statements for the Year Ended 30 September 2017

	Balance at 1 October 2016 £	Incoming resources £	Resources expended £	Balance at 30 September 2017 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	89,207	163,820	(155,822)	97,205
<b>Restricted funds</b>				
All funds	2,910	14,000	(11,000)	5,910
Big Lottery Fund	(609)	-	-	(609)
<b>Total restricted funds</b>	<u>2,301</u>	<u>14,000</u>	<u>(11,000)</u>	<u>5,301</u>
<b>Total funds</b>	<u>91,508</u>	<u>177,820</u>	<u>(166,822)</u>	<u>102,506</u>
	Balance at 1 October 2015 £	Incoming resources £	Resources expended £	Balance at 30 September 2016 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	92,782	133,422	(136,997)	89,207
<b>Restricted funds</b>				
All funds	9,220	14,850	(21,160)	2,910
Big Lottery Fund	(609)	-	-	(609)
<b>Total restricted funds</b>	<u>8,611</u>	<u>14,850</u>	<u>(21,160)</u>	<u>2,301</u>
<b>Total funds</b>	<u>101,393</u>	<u>148,272</u>	<u>(158,157)</u>	<u>91,508</u>

The specific purposes for which the funds are to be applied are as follows:

All Funds is restricted to grant income from various sources and the expenditure associated with that grant.  
Big Lottery Fund is restricted as per the grant awarded, and although this fund has overspent in a previous period there was a transfer from unrestricted funds after the year end to remove the deficit.

#### 16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	2,570	15,795	18,365
Current assets	95,769	(10,494)	85,275
Current liabilities	(1,134)	-	(1,134)
<b>Total net assets</b>	<u>97,205</u>	<u>5,301</u>	<u>102,506</u>



**Home Basics (Tweeddale) Ltd**

**Equality Policy**

**This Policy applies to paid employees and volunteers of Home Basics.**

**Adopted : August 2015**

**Last Reviewed :**

**Home Basics (Tweeddale) Co. Ltd: A Company Limited by Guarantee**

**Company No. 234746**

**Charity No. SC033827**

## HOME BASICS (TWEEDDALE) CO. LTD.

### EQUALITY POLICY

HOME BASICS (TWEEDDALE) CO. LTD will be referred to throughout this policy as Home Basics.

#### POLICY STATEMENT

1. Home Basics recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees and volunteer to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that each employee and volunteer feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees (whether part-time, full-time or temporary) and volunteer will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

#### OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee and volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities will be made available to all employees and volunteers whenever possible.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.



- We will review all our employment and volunteer practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.

### **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Board of Directors. Managers will ensure that they and their employees and volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Board of Directors will be responsible for monitoring the operation of the policy in respect of employees, volunteers and job applicants, including periodic audits.

### **RESPONSIBILITIES OF STAFF**

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of personnel are crucial to the successful operation of fair employment practices. In particular, all employees and volunteers should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

### **THIRD PARTIES**

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Home Basics will not tolerate such actions against its employees and volunteers, and the person concerned should inform their manager at once that this has occurred. Home Basics will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

### **RELATED POLICIES AND ARRANGEMENTS**

All employment and volunteer policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of a paid employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **MONITORING**

- The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
- The system will involve the routine collection and analysis of information on employees and volunteer by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of personnel who declare themselves as disabled will also be maintained.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

## **GRIEVANCES/DISCIPLINE**

Under employment law, paid employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance Procedure.

Volunteers with grievances should refer to the Volunteer Problem Solving procedure.

Discrimination and victimisation will be treated as disciplinary offences for paid employees and they will be dealt with under the Company Disciplinary Procedure.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually.

Chief Executive

- 7 AUG 2018

Democracy



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:  Telephone No:  Email:</p>	<p>IAN MIDDLEMASS   BURNFOOT FIREWORKS DISPLAY</p>
<p>Address to which payment should be made:</p>	<p>ANY FUNDING WILL BE HELD IN BURNFOOT CC ACCOUNT</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>LARGE SCALE FIREWORKS DISPLAY FOR FAMILIES WHICH ALSO HAS A FUN FAIR/STALLS/FOOD STANDS PARENTS BUYING EXPENSIVE OFTEN DANGEROUS FIREWORKS TO HAVE PRIVATE DISPLAYS HELPS PET OWNERS AS THEY KNOW WHEN ITS GOING OFF. LAST YEAR 2000 SPECTATORS THIS YEAR EXPECTING 3000 +</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£5000 PAY FOR DISPLAY FULLY EXPECT THIS TO BE SELF SUFFICIENT DUE TO TICKET SALES AFTER THIS YEARS DISPLAY</p>
<p>When will the donation be required:</p>	<p>ANYTIME BEFORE DISPLAY ON 3/11/18</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>	

Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

HELD AT HAWICK RUSSBY CLUB WITH THEIR HELP ENSURING WE ARE COMPLIANT WITH ALL LEGALITIES AND INSURANCE HEALTH AND SAFETY IS PARAMOUNT NOT ONE SINGLE INCIDENT LAST YEAR HIGHLY PRAISED BY POLICE LAST YEAR TRIED DONATION ONLY ENTRY BUT DIDNT WORK THIS YEAR ENTRY FEE. HAVE COMMITTEE

Equal Opportunities

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 HAVE SPECIAL DISABLED PARKING AREAS NEXT ENTRANCE HAVE SAFE ZONE FOR DISABLED AND WHEEL CHAIR USERS THIS WAS UGLY SUCCESSFUL LAST YEAR AND WAS HIGHLY PRAISED BY FAMILY MEMBERS AND CARELS FOR OUR DETERMINATION FOR LOOKING AFTER DISABLED PERSONS LARGE STAND FOR ELDERLY TO KEEP AWAY FROM CROWDS DISPLAY IS FOR EVERYONE

Declaration

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

Signed:

Position Held: ORGANISOR

Date: 3/8/18

**Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. 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



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:  Telephone No:  E-mail address:</p>	<p>Ian Turnbull, Chairman Hawick Community Council</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>Hawick Community Council represents the interests of the people of Hawick and works with other local organisations and public agencies to ensure that the community's voice is heard, and that projects benefitting the town and its residents are supported. We bring the community together and encourage everyone to take part in community life, respecting the town and its history and working together for the future. For this project, we are working with the Hawick Ex-Service Club, which brings together those who have served in any branch of HM Forces, and their families, for mutual support.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Hawick Community Council and Hawick Ex-Service Club are working together to organise a trip lasting one week to Bailleul in the Autumn. This will enable people from Hawick to join representatives of Hawick's twin town, Bailleul, in celebrating the centenary of the end of World War 1. Visits to war graves and memorials as well as other events will be included, allowing the representatives of both Hawick and Bailleul to come together to pay their respects to those who fell serving their country. We are asking for a contribution of £4,300 to fund the cost of transport by coach to Bailleul by a group of up to 50 people from Hawick. Participants are funding their own accommodation and food and the subsidy for the transport will make the visit more affordable for all. This event is open to all and we are advertising the visit in the local paper and inviting anyone interested in taking part to get in touch; we already have a definite commitment for around half of the places but need to confirm the booking for transport in August. It is very appropriate for an official town twinning visit to be organised at this poignant time, as Bailleul was razed to the ground as a result of the conflict and is situated amid the huge number of British Military Cemeteries in Flanders, not forgetting the one in Bailleul itself, where 2 Hawick men and KOSB casualties are buried.</p>

When will the donation be required:	October 2018
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):	26th October 2018 to 1st November 2018 inclusive  £17,500  Funds have already been raised by Hawick Ex-Service Club and individual contributions for around half the places.  Any balance would be expected to be raised from individuals attending
<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:	No previous assistance has been requested for this project. It is a one off event to commemorate Hawick's contribution to World War 1 and all those who lost their lives. It is open to members of the public to apply and not restricted to members of either Hawick Community Council or Hawick Ex-Service Club.  The trip will consist of visits to war graves, memorials, museums and civic events with representatives of our twin town of Bailleul.
<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, Hawick Community Council  Date: 30 <sup>th</sup> July 2018	
<b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b>	
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><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	
<p><u>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>Hawick Community Council are an equal opportunities organisation.</p> <p>All sections of the Community are welcome at any of our meetings, events or activities, without fear or favour.</p> <p>We are aware of the current equal opportunities legislation and as such would not wilfully or knowingly discriminate against any person, whether by reason of being a vulnerable adult, disability, race, gender, age, (including children and young persons), sexual orientation, religious or political beliefs, or a member of any other minority group whatsoever.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held:</p> <p>Date:</p>	
<p><b>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.</b></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 Community Council**  
**Treasurer's Report: 1 April 2017 to 31 March 2018 Accounts**

Account Period 1/4/17-31/3/18

Breakdown of Income & Expenditure 1/4/17-31/3/18

				Income		Expenditure			
Christmas Lights	Opening Bal	£3,184.32	Christmas Lights	Morrisons Constr.	£1,500.00	Lights	£150.00		
	Income	£2,777.87		Street Collection	£450.37	Event entertainment	£50.00		
				Wilson Bowl Club	£230.00	Trinity Church Don.	£30.00		
		£5,962.19		Other	£97.50	Electricity	£117.19		
	Expenditure	£347.19		Transfer	£500.00				
				£2,777.87		£347.19			
		£5,615.00				£347.19			
<hr/>									
Hawick in Bloom	Opening Bal	£1,495.86	Hawick In Bloom	Donations/Sponsor	£638.00	Plants	£1,222.50		
	Income	£2,185.36		Bag Packing	£467.36	Supplies - Wrights	£25.73		
				Film Night	£580.00	Postages	£3.80		
		£3,681.22		Transfer	£500.00	Hire of Cinema	£369.00		
	Expenditure	£1,741.03				Fl Gateway Brochure	£120.00		
				£2,185.36		£1,741.03			
		£1,940.19				£1,741.03			
<hr/>									
Hawick Community Council (1)	Opening Bal	£1,387.73	Hawick Community Council (1)	SDC Support Grant	£1,780.00	Notice Board	£235.20		
	Income	£2,812.20		Paths Maintenance	£450.00	Paths Maintenance	£450.00		
				Hall Hire Reimb.	£94.00	SDC Licences	£77.00		
		£4,199.93		Bank Interest	£8.20	Lottery Licence	£20.00		
	Expenditure	£3,778.08		Williestruther transfer	£480.00	Secretary	£600.00		
						Cornets' Oilfs	£43.00		
		£921.85				Stationery/Printing/Post	£334.98		
						Subscription	£90.00		
						Travel	£117.90		
						Room Hire	£45.00		
						Puppy Wreath	£30.00		
						Dog Poo Bags	£205.00		
						Erect Poo Dispensers	£30.00		
						Transfers - Christmas Lights	£500.00		
						Hawick in Bloom	£500.00		
						£2,812.20		£2,278.08	
	<hr/>								
	Hawick Community Council (2)	Opening Bal		£890.63	Hawick Community Council (2)			Retirements Gift	£89.00
		Income		£0.00				Other Gifts	£150.00
				£890.63					
								£239.00	
				£651.63				£239.00	
<hr/>									
HCC Community Fund	Opening Bal	£0.00	HCC Community Fund	Foundation Scotland	£16,009.52	W/struther Walk extens	£4,560.00		
	Income	£16,009.52				Radios	£2,148.00		
		£16,009.52				Xmas 2017 Event	£1,529.97		
	Expenditure	£15,414.97				Grants	£4,177.00		
		£994.55			£16,009.52	£15,414.97			

Williestruther	Opening Bal	<u>£480.00</u>		Transfer HCC (1)	<u>£480.00</u>
Resilience	Opening Bal	£250.00	Resilience	£0.00	Hi Viz Vests
	Income	£0.00			<u>£209.92</u>
	Expenditure	<u>£209.92</u>			
		<u>£40.08</u>		<u>£0.00</u>	

Opening Bank Balance 1/4/17      £7,688.54  
Closing Bank Balance 31/3/18      £9,763.30

I have examined the above accounts from the books and information provided to me and found them to be correct.

R Scott Elliot

H JUNE 2018



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:  Telephone No:  Email:</p>	<p>Steven Turnbull/ Heads Together  3 Dovemount Place Hawick TD9 8AZ</p>
<p>Address to which payment should be made:</p>	<p></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 work with people with severe brain injuries and offer arts and crafts, speech therapy, support, a choir and friendship. We are all volunteers and are run by and for people with the illness, i as chairman founded the charity in 2010 after a brain haemorrhage which left me disabled. We also offer affordable respite at our superb adapted static caravan site at Berwick Holiday Park, this is open to any disabled person whether a member or not.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We have been told our base in Hawick is being put up for sale and we would love to purchase it, not only is our base the perfect place for us, but we are very worried about the effect moving would have on our vulnerable adults as this could set them back years, they are settled and feel safe at our base.</p>
<p>When will the donation be required:</p>	<p>We have till the end of this year to raise the funds so ASAP</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>December 2018  65,000  12,000  Lottery grant 35,000</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>I am meeting at our base in Hawick on the 4th of September a rep from the lottery and although no figure has been agreed they have indicated they will fund around 50% of the project cost.</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 all volunteers and all have enhanced disclosures for working with vulnerable adults, we don't work with children. We hold regular meetings and i have told the volunteers and service users if they have any complaints about anything to come to me and i will look into it and if anything needs to change or someone needs told i will deal with it. We have both male and female service users and volunteers, and we are not interested in race, gender, age, politics or religion everyone is equal we all deserve the same help.</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: Chairman</p> <p>Date: 14/08/18</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. Following the event/project the evaluation form must be completed and returned.</b></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>	

# Heads Together

## Equality and Diversity Policy

### Heads Together

is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When **Heads Together** selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

### We at Heads Together charity

commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which [company name] believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

### Steven Turnbull / Chairman

will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

### We the Management

equality and diversity policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives

## We the management agree

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

# Heads Together (SCIO)

Annual Report and Financial Statements  
for the Year Ended 6 December 2017

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

## **Heads Together (SCIO)**

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## **Heads Together (SCIO)**

### **Reference and Administrative Details**

<b>Trustees</b>	S Turnbull J Jolly C Clarkson J Elliot
<b>Principal Office</b>	3 Dovemount Place Hawick Scottish Borders TD9 8AZ
<b>Charity Registration Number</b>	42775
<b>Independent Examiner</b>	Deans Accountants And Business Advisors Ltd 27 North Bridge Street Hawick Borders TD9 9BD

## **Heads Together (SCIO)**

### **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 6 December 2017.

#### **Objectives and activities**

##### *Objects 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.

##### *Objectives, strategies and 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.

#### **Achievements and performance**

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

The charity provides 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. They have this year invested in a mini bus which will make these trips easier in the future.

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**

##### *Policy on reserves*

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

#### **Structure, governance and management**

##### *Nature of governing document*

The charity is a Scottish Charitable Incorporated Organisation (SCIO) and as such is governed by its constitution.

##### *Recruitment and appointment of trustees*

Trustees are elected at the Annual General Meeting.

## Heads Together (SCIO)

### Trustees' Report

#### Statement of Trustees' Responsibilities

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

The law applicable to charities 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 charity and of the incoming resources and application of resources of the charity 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 21 June 2018 and signed on its behalf by:

.....  
S Turnbull  
Trustee

## Heads Together (SCIO)

### Independent Examiner's Report to the trustees of Heads Together (SCIO)

I report on the accounts of the charity for the year ended 6 December 2017 which are set out on pages 5 to 10.

#### 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 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Accounts Regulations does not apply.

It is my responsibility to:

- examine the accounts as required under section 44(1)(c) of the Act;
- 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 2006 Accounts Regulations. 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 audit opinion on the view given by the accounts.

#### 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 44(1)(a) of the 2005 Act; 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.

.....  
David Campbell  
CA

27 North Bridge Street  
Hawick  
Borders  
TD9 9BD

Date:.....

## Heads Together (SCIO)

### Statement of Financial Activities for the Year Ended 6 December 2017

	Unrestricted funds		
	General	Restricted	Total
Note	£	funds	2017
		£	£
<b>Income and Endowments from:</b>			
Donations and legacies	45,597	-	45,597
Charitable activities	-	3,590	3,590
Other income	300	-	300
	<u>45,897</u>	<u>3,590</u>	<u>49,487</u>
<b>Expenditure on:</b>			
Raising funds	(23,145)	(5,312)	(28,457)
Other expenditure	(312)	-	(312)
	<u>(23,457)</u>	<u>(5,312)</u>	<u>(28,769)</u>
Net movement in funds	22,440	(1,722)	20,718
<b>Reconciliation of funds</b>			
Total funds brought forward	<u>40,527</u>	<u>10,025</u>	<u>50,552</u>
Total funds carried forward	4	<u>62,967</u>	<u>8,303</u>
		<u>71,270</u>	
		<b>Unrestricted funds</b>	
	Note	General	Restricted
		£	funds
			Total
			2016
			£
<b>Income and Endowments from:</b>			
Donations and legacies		35,861	-
Charitable activities		1,500	3,065
Other income		4,584	-
		<u>41,945</u>	<u>3,065</u>
Total Income			<u>45,010</u>
<b>Expenditure on:</b>			
Raising funds		(13,080)	(5,114)
Other expenditure		(300)	-
		<u>(13,380)</u>	<u>(5,114)</u>
Total Expenditure			<u>(18,494)</u>
Net movement in funds		28,565	(2,049)
			26,516
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>11,962</u>	<u>12,074</u>
Total funds carried forward	4	<u>40,527</u>	<u>50,552</u>

## **Heads Together (SCIO)**

### **Statement of Financial Activities for the Year Ended 6 December 2017**

All of the charity's activities derive from continuing operations during the above two periods.

## Heads Together (SCIO)

(Registration number: 42775)  
Balance Sheet as at 6 December 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets		27,367	-
<b>Current assets</b>			
Cash at bank and in hand		<u>43,816</u>	<u>50,552</u>
<b>Net assets</b>		<u>71,183</u>	<u>50,552</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		8,303	10,025
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>62,967</u>	<u>40,527</u>
<b>Total funds</b>	4	<u>71,270</u>	<u>50,552</u>

The financial statements on pages 5 to 10 were approved by the trustees, and authorised for issue on 21 June 2018 and signed on their behalf by:

S Turnbull  
Trustee

## Heads Together (SCIO)

### Notes to the Financial Statements for the Year Ended 6 December 2017

#### 1 Accounting policies

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Heads Together (SCIO) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Tangible fixed assets**

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.



## Heads Together (SCIO)

### Notes to the Financial Statements for the Year Ended 6 December 2017

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

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

Restricted income 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.

#### 2 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

£552.85 (2016: £1310.94) of expenses were reimbursed to trustees during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 3 Taxation

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

#### 4 Funds

	Balance at 7 December 2016 £	Incoming resources £	Resources expended £	Balance at 6 December 2017 £
<b>Unrestricted funds</b>				
General	(40,527)	(45,897)	23,457	(62,967)
<b>Restricted funds</b>	<u>(10,025)</u>	<u>(3,590)</u>	<u>5,312</u>	<u>(8,303)</u>
<b>Total funds</b>	<u><u>(50,552)</u></u>	<u><u>(49,487)</u></u>	<u><u>28,769</u></u>	<u><u>(71,270)</u></u>

The specific purposes for which the funds are to be applied are as follows:

The caravan fund - this is for the provision of a caravan for affordable holidays/respite for clients and their carers, situated in Berwick upon Tweed.

The arts and crafts fund - this is set up with specific funding for the provision of arts and crafts activities for clients.

## **Heads Together (SCIO)**

### **Notes to the Financial Statements for the Year Ended 6 December 2017**

#### **5 Related party transactions**

There were no related party transactions in the year.

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## **MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2018**

**Report by the Chief Financial Officer**

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### **HAWICK COMMON GOOD FUND SUB-COMMITTEE**

**21 August 2018**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the three months to 30 June 2018, a full year projected out-turn for 2018/19 and projected balance sheet values as at 31 March 2019.**
- 1.2 Appendix 1 provides the projected income and expenditure position. This shows a projected surplus of £23,514 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2019. It shows a projected decrease in reserves of £16,077.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing projected rental income for 2018/19 and actual property expenditure to 30 June 2018.
- 1.5 Appendix 4 shows the value of the Kames Capital Investment Fund to 30 June 2018.

#### **2 RECOMMENDATIONS**

- 2.1 It is recommended that the Common Good Sub-Committee:**
  - (a) Agrees the projected income and expenditure for 2018/19 in Appendix 1 as the revised budget for 2018/19;**
  - (b) Notes the projected balance sheet value as at 31 March 2019 2018/19 in Appendix 2;**
  - (c) Notes the summary of the property portfolio in Appendix 3;**
  - (d) Notes the current position of the Kames Capital Investment Fund in Appendix 4.**

### **3 BACKGROUND**

3.1 This report provides the Committee with financial information for the period to 30 June 2018 and projections to 31 March 2019. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2019.

### **4 FINANCIAL POSITION 2017/18**

4.1 Appendix 1 provides details on income and expenditure for the 2018/19 financial year. The projected net position for the year is a surplus of £23,514. This is slightly more than budgeted for and approved at the last Common Good Meeting of 15 May due to increased rent assumptions detailed in paragraph 4.2.

#### **4.2 Income & Expenditure –Property Income**

Rental income for 2018/19 is shown in Appendices 1 & 3 with Appendix 3 detailing the projected annual rental income by individual property. Outwith this reporting period, St. Leonards Cottage and Park were re-let from 1 August 2018 at a monthly rental of £706. This has increased the total rental income as previous projections assumed an October entry date.

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

The projected outturn position shows an amount of £250 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Kames Capital amounting to £22,692. This dividend projection is significantly more than previous dividends earned by Newton. Dividends earned to date amount to £6,712 which is in line with the overall 5% target and the monthly distribution profile projections provided by Kames.

#### **4.4 Income & Expenditure – Property Expenditure**

(a) The property expenditure to 30 June 2018 is detailed in Appendix 3 by property.

(b) The approved Budget for 2018/19 is shown in Appendix 1.

#### 4.5 Income & Expenditure – Grants & Other Donations

The grants and other donations approved and distributed to 30 June 2018 are shown below.

<b>Grant Recipients</b>	<b>Approved</b>	<b>£</b>
<b>Approved and Paid to 30 June 2018</b>		
Hawick Honorary Provost Council	07/06/18	2,500
<b>Total Paid to 30 June 2018</b>		<b>2,500</b>
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	18/11/14	200
<b>Total Grants Approved</b>		<b>200</b>
<b>2018/19 Budget</b>		<b>24,000</b>
<b>Unallocated/(Overallocated) Budget</b>		<b>21,300</b>

#### 4.6 Income & Expenditure – Depreciation Charge

The depreciation charge is projected to be £39,591. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation reserve.

4.7 Appendix 2 provides the balance sheet value as at 31 March 2019, the projected movement in year and a projected balance as at 31 March 2019.

#### 4.8 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 2018, projected depreciation charges for 2018/19 and projected value at 31 March 2019.

#### 4.9 Balance Sheet – Investment Fund

- (a) 30 June 2018 represents the end of the first full quarter that Common Good and Trust funds have held investments with the Kames Capital plc Diversified Monthly Income Fund. Dividend receipts amounted to £6,712 for the quarter. This is in excess of the 5% target, although dividends are profiled to reduce slightly over the coming months, but still projected to meet the projected total of £22,692 for the year.
- (b) The fund has returned a 0.59% unrealised loss in market value for the quarter, largely due to continued volatility in equity markets. Overall, however taking account of the income received the fund has achieved a return of 0.9% to date.

#### 4.10 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £54,312 at 31 March 2019 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2018</b>	<b>30,798</b>
Projected deficit for year from Income & Expenditure Statement	23,514
Projected Net cash movement in Debtors/Creditors	0
<b>Projected Closing Balance at 31 March 2019</b>	<b>54,312</b>

#### 4.11 Balance Sheet – Capital Reserve

The projections for the Capital Reserves include the unrealised gain for the Kames Fund as at 31 March 2018 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 implications other than those explained above in section 4.

#### 5.2 Risk and Mitigations

There is a risk that investments in the Kames 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 their 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 Service Director 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 Judith Whellans	Pensions and Investments Manager Tel: 01835 825249 Finance Technician – Treasury & Investments Tel: 01835 824000 Ext. 5901
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### Background Papers:

**Previous Minute Reference:** Hawick Common Good Committee 15 May 2018.

**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 Pension & Investments, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Tel: 01835 824000

Fax: 01835 825166

Email: [t&cteam@scotborders.gov.uk](mailto:t&cteam@scotborders.gov.uk)

## HAWICK COMMON GOOD FUND

## APPENDIX 1

### PROJECTED INCOME AND EXPENDITURE 2018/19

	Actuals at 30/06/18 £	Full Year Approved Budget 2018/19 £	Full Year Projected Out-turn 2018/19 £	Full Year Projected Over/ (under) Spend £	Para Ref	Commentary
<b>Property Income</b>						
Rentals Receivable	(2,720)	(103,020)	(105,413)	(2,393)		
Property Recharges						
<b>Non-Property Related Income</b>						
Interest on Cash deposited with Council	0	(250)	(250)	0		
Investment Fund – Dividends Rec'd	(6,712)	(22,692)	(22,692)	0		
Other Income	0					
<b>Total Income</b>	<b>(9,432)</b>	<b>(125,962)</b>	<b>(128,355)</b>	<b>(2,393)</b>		
<b>Property Costs Detailed in Appendix 3</b>	<b>28,581</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>		
				<b>0</b>		
<b>Grants &amp; Other Donations</b>	<b>2,500</b>	<b>24,000</b>	<b>24,000</b>	<b>0</b>		
<b>Central Support Service Charge</b>	<b>0</b>	<b>10,841</b>	<b>10,841</b>	<b>0</b>		
<b>Depreciation</b>						
Depreciation Charge	0	39,591	39,591	0		
Contribution from Revaluation Reserve	0	(39,591)	(39,591)	0		
<b>Net impact of Depreciation on Rev Res</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total Net (Surplus)/Deficit for year</b>	<b>21,649</b>	<b>(21,121)</b>	<b>(23,514)</b>	<b>(2,393)</b>		



## HAWICK COMMON GOOD FUND

## PROJECTED BALANCE SHEET VALUE AS AT 31 March 2019

	Opening Balance at 01/04/18	Projected Movement in Year	Projected Balances at 31/03/19
	£	£	£
<b>Fixed Assets</b>			
Land & Buildings	3,556,087	(39,591)	3,516,496
Heritable Assets	3,000	0	3,000
Feu Duties	18	0	18
<b>Total Fixed Assets</b>	<b>3,559,105</b>	<b>(39,591)</b>	<b>3,519,514</b>
<b>Capital in Investment Funds</b>			
Investment Fund Book Value	455,420	0	455,420
Unrealised Gains/(Loss)	(1,472)	0	(1,472)
<b>Market Value</b>	<b>453,948</b>	<b>0</b>	<b>453,948</b>
<b>Current Assets</b>			
Debtors	19,517	0	19,517
Cash deposited with SBC	30,798	23,514	54,312
<b>Total Current Assets</b>	<b>50,315</b>	<b>23,514</b>	<b>73,829</b>
<b>Current Liabilities</b>			
Creditors	(22,603)	0	(22,603)
Receipts in Advance	(12,654)	0	(12,654)
<b>Total Current Liabilities</b>	<b>(35,256)</b>	<b>0</b>	<b>(35,256)</b>
<b>Net Assets</b>	<b>4,028,112</b>	<b>(16,077)</b>	<b>4,012,035</b>
<b>Funded by:</b>			
<b>Reserves</b>			
Revenue Reserve	(11,308)	(23,514)	(34,822)
Capital Reserve	(593,534)	0	(593,534)
Revaluation Reserve	(3,423,270)	39,591	(3,383,679)
<b>Total Reserves</b>	<b>(4,028,112)</b>	<b>16,077</b>	<b>(4,012,035)</b>

## HAWICK COMMON GOOD FUND

**PROPERTY PORTFOLIO PERFORMANCE FOR 2018/19  
(Projected Income and Expenditure to 30 June 2018)**

Fixed Assets – Land & Buildings	Net Book Value at 31/03/18	Deprec'n Charge 2018/19	Net Book Value at 31/03/19	Rental Income 2018/19	Actual Property Expenditure at 30/06/18				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
<b>General</b>									
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	1,846	0	0	0	1,846
Williestruther Loch	4,500	0	4,500	400	0	0	0	0	0
Williestruther Cottage	161,484	4,629	156,855	6,500	0	0	0	0	0
Lochian Street Store	16,148	463	15,685	2,550	0	0	0	0	0
Common Haugh Car Park	82,000	0	82,000	10,700	129	35	0	570	734
Underhaugh	0	0	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	30,040	1,240	28,800	0	730	0	0	0	730
Hawick Moor Shootings	4,000	0	4,000	0	0	0	0	0	0
Woodend Grazings (West)	1,500	0	1,500	195	0	0	0	0	0
Millpath Stables	20,260	560	19,700	0	30	45	0	0	75
Ca'Knowe Monument	0	0	0	0	0	0	0	0	0
Volunteer Park & Stand	280,269	14,933	265,336	50	0	0	0	0	0
Hawick Burgh Woodlands	99,000	0	99,000	0	0	0	0	0	0
Woodend Grazings (East)	1,000	0	1,000	195	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	723	723
Haggis Ha/Burnflat Wall	0	0	0	0	0	0	0	0	0
Williestruther Path	0	0	0	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	11	0	0	0	11
<b>General Sub Total</b>	<b>773,951</b>	<b>21,825</b>	<b>752,126</b>	<b>29,865</b>	<b>2,746</b>	<b>80</b>	<b>0</b>	<b>1,293</b>	<b>4,119</b>

Fixed Assets – Land & Buildings	Net Book Value at 31/03/18	Deprec'n Charge 2018/19	Net Book Value at 31/03/19	Rental Income 2018/19	Actual Property Expenditure at 30/06/18				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
<b>Pilmuir</b>									
Pilmuir Farm	1,785,005	3,749	1,781,256	45,000	2,474	0	0	0	<b>2,474</b>
Pilmuir Farm Cottage	145,600	3,600	142,000	7,200	0	0	0	0	<b>00</b>
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0	0	0	<b>0</b>
Property Expenditure (General)	-	-	-	-	0	0	0	0	<b>0</b>
<b>Pilmuir Sub Total</b>	<b>1,930,605</b>	<b>7,349</b>	<b>1,923,256</b>	<b>52,200</b>	<b>2,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,474</b>
<b>St Leonards</b>									
St Leonards Farmhouse Buildings	236,444	4,889	231,555	9,600	3,684	0	0	0	<b>3,684</b>
St Leonards Cottage & Park	192,884	5,529	187,355	5,648	16,603	0	0	0	<b>16,603</b>
St Leonards Hut	3,200	0	3,200	0	1,656	45	0	0	<b>1,701</b>
St Leonards Grazings (Lot 1B)	135,000	0	135,000	0	0	0	0	0	<b>0</b>
St Leonards Horse Gallop	17,000	0	17,000	600	0	0	0	0	<b>0</b>
St Leonards Grazings (Lot 1A)	267,000	0	267,000	7,500	0	0	0	0	<b>0</b>
Property Expenditure (General)	-	-	-	-	0	0	0	0	<b>0</b>
<b>St Leonards Sub Total</b>	<b>851,528</b>	<b>10,418</b>	<b>841,110</b>	<b>23,348</b>	<b>21,943</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>21,988</b>
<b>Total</b>	<b>3,556,087</b>	<b>39,591</b>	<b>3,516,496</b>	<b>105,413</b>	<b>26,422</b>	<b>125</b>	<b>0</b>	<b>1,293</b>	<b>28,581</b>

Fixed Assets – Moveable Assets	Net Book Value at 31/03/18
	£
Official Robes	0
Pictures in Municipal Buildings	0
Provost's Chain	0
Feu Duty Redemptions	18
Hizzie Leathers	3,000
James Wilson Statue	0
<b>Total</b>	<b>3,018</b>

## HAWICK COMMON GOOD FUND

## INVESTMENTS EXTERNALLY MANAGED

<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
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
Newton Fund Disinvestment (February 2018)	(244,088)	(459,171)
Kames Capital Investment (February 2018)	420,634	455,420
<b>Total Invested to 31 March 2018</b>	<b>420,634</b>	<b>455,420</b>

<b>Value of Investment</b>	<b>£</b>
31 March 2018	453,948
30 June 2018	451,256
<b>Unrealised Gain/(Loss) on Investment</b>	<b>(4,164)</b>

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