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HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 28 MAY 2019

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 28 MAY 2019 at 4.00 PM

J. J. WILKINSON,
Clerk to the Council,

21 May 2019

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interest	
4.	Minute (Pages 5 - 8) Consider Minute of meeting held on 19 March 2019. (Copy attached).	2 mins
5.	Financial Assistance Consider applications for financial assistance from:-	25 mins
	(a) Live Music Hawick (Pages 9 - 14) Copy attached.	
	(b) Hawick Community Council (Pages 15 - 18) Copy attached.	
	(c) Hawick Golf Club (Pages 19 - 24) Copy attached.	
	(d) Will H Ogilvie Memorial Trust (Pages 25 - 42) Copy attached.	
	(e) Town of a Thousand Trails (Pages 43 - 46) Copy attached.	
6.	Monitoring Report for nine months to 31 March 2019 (Pages 47 - 58) Consider report by Chief Financial Officer. (Copy attached).	10 mins

7.	Williestruther Loch - Boardwalk (Pages 59 - 60) To reconsider request from Hawick Community Council. (Copy attached).	5 mins
8.	James Wilson Statue Consider update from Property Officer.	5 mins
9.	Proposed Charabanc Crash Memorial Consider for information verbal report by Property Officer.	5 mins
10.	Property Update Consider update by Property Officer.	5 mins
11.	Any Other Items Previously Circulated	
12.	Any Other Items the Chairman decides are Urgent	
13.	Private Business Before proceeding with the private business, the following motion should be approved:- “That under section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 7A to the aforementioned Act”,	
14.	Private Minute (Pages 61 - 62) Consider Private Minute of the meeting of 19 March 2019. (Copy attached).	2 mins
15.	Showmen's Guild Consider update from representatives of the Showmen's Guild	10 mins
16.	Hawick Golf Club To determine rental.	5 mins
17.	Property Inspections Consider briefing by Property Officer on the recent inspections.	10 mins
18.	Property Update Consider update by Property Officer	5 mins
19.	Date of Next Meeting The next meeting is scheduled to be held on Tuesday, 20 August 2019	2 mins

NOTES

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

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

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

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

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Lesser Hall, Town Hall, Hawick on
Tuesday, 19 March 2019 at 4.00 pm

Present:- Councillors: G Turnbull (Chairman), S Marshall, W McAteer, C Ramage,
N Richards
Mrs A Knight (Burnfoot Community Council) and Mr G Marshall (Hawick
Community Council)

In Attendance:- Estates Strategy Surveyor (N Curtis), Treasury Business Partner (S
Halliday), Managing Solicitor (R Kirk), Property Officer (F Scott), Democratic
Services Officer (J Turnbull)

1. **WELCOME**

The Chairman welcomed everyone to the meeting and introduced Mr Graham Marshall, Hawick Community Council's representative on the Sub-Committee and Ms Sara Halliday, Scottish Borders Council's Treasury Business Partner.

DECISION

NOTED the appointment of Mr Graham Marshall as Hawick Community Council's representative on the Sub-Committee.

2. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 11 December 2018.

DECISION

AGREED to approve the Minute of the Meeting held on 11 December 2018.

3. **MATTERS ARISING FROM THE MINUTE**

Heads Together

With reference to paragraph 3.1 of the Minute of 11 December 2018, the Chairman advised that Heads Together had secured funding to purchase their premises at Dovemount Place, where the charity was based.

DECISION

NOTED.

4. **HAWICK FLOOD PROTECTION SCHEME**

4.1 The Chairman welcomed Conor Price, Senior Project Manager, CPE Consultancy, and Steven Vint, Design Manager, Jacobs, who were in attendance to give updates on the Hawick Flood Protection Scheme, Community Timber Project and Common Haugh Car Park design.

4.2 Mr Price began by explaining that the aim of the Hawick Flood Protection Scheme was to reduce flood risk, enhance the environment and assist communities. He outlined the timeline for the project, explaining that over the past 18 months there had been extensive community engagement, which would culminate on 27 March when the finalised design would be presented to the public. The programme had been adjusted slightly, which had meant a six month delay. However, this would ensure the delivery of an enhanced project for Hawick, not only in relation to the flood protection scheme but in partnership with:

Transport Scotland regarding the Flood Wall at Commercial Road; Scottish Water with the delivery of a large pumping station within sewage treatment works at Mansfield Road; Sustrans in relation to a sustainable travel superhighway; and, SNH Green Infrastructural Fund. The next stage was on 31 May when tenders would be invited, this would conclude in November when a construction programme would be presented to the town. The project would commence in January 2020 with completion scheduled for December 2022. Throughout the programme, there would be engagement with the community to mitigate project risks. In response to questions, Mr Price advised that with regard to traffic management, he would attend a meeting of Burnfoot Community Council and clarify the proposals. With regard to the Scheme in relation to Hawick Common Good land, Mr Price would liaise with officers and circulate a plan identifying the works in relation to land in the ownership of Hawick Common Good.

- 4.3 Mr Price then gave an update on the Community Timber Project explaining that Phase one was ongoing. The remainder of the timber would be offered to the community through a second procurement exercise in the autumn. In response to a question, Mr Price advised that the current phase was timber sourced from Scottish Borders Council land and was being offered for use to Borders-wide community and charitable groups. The second phase, later this year, would be trees felled from Hawick Common Good land and applications would be restricted to constituted community and charitable groups from the Teviot and Liddesdale area. Mr Price also noted the concern that the application form was too complex and would feedback to the appropriate officers.
- 4.4 Steven Vint then updated on the suggested proposals for the Common Haugh Car Park. The design, which had followed community vision works, focused on the optimum layout for safety, particularly in relation to school transport. Mr Vint explained that 330 car parking spaces had been retained which included parking for disabled vehicles and electric vehicles. The orientation of the car park would align east to west, with one way circulation, improved signage, lighting and drainage, and a dedicated footway. During the construction stage, a minimum of 200 spaces would remain, any damage during construction would be repaired but there was no commitment to resurface the car park. The new layout also retained the eight campervan spaces – the same number as presently existed. Following discussion, Mr Vint provided clarification, in response to questions. Regarding extension of CCTV, he explained that this would require additional funding.

**DECISION
NOTED.**

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

5.1 Future Hawick

There had been circulated copies of an application for financial assistance from Future Hawick requesting £5,000.00 to cover the cost of employment of Hawick Welcome hosts. The Chairman of Future Hawick was in attendance and advised that the organisation faced extra challenges this year with the closure of the Visit Scotland centre and difficulties booking premises for fundraising events. The Sub-Committee congratulated Future Hawick on the success of the project and agreed to award funding of £5,000.00 for the employment of hosts.

DECISION

AGREED to award a grant of £5,000.00 to Future Hawick for the cost of employment of Hawick Welcome hosts.

5.2 Future Hawick - Town of the Horse

There had been circulated copies of an application for financial assistance from Future Hawick (Town of the Horse) requesting £2,000.00 towards a feasibility study for the redevelopment of Hawick Moor.

DECISION

AGREED to award £2,000.00 towards a feasibility study for the redevelopment of Hawick Moor.

**6. APPLICATION FOR USE OF THE COMMON HAUGH
Big Kid Circus**

There had been circulated copies of an application from the Big Kid Circus requesting permission for use of the Common Haugh from 21 July to 24 July 2019 to hold a commercial circus. The Sub-Committee agreed the request on the condition that any damage incurred was repaired following the event.

DECISION

AGREED to grant a lease to the Big Kid Circus for use of the Common Haugh from 21 July to 24 July 2019.

7. WILLIESTRUTHER LOCH - BOARDWALK

There had been circulated copies of a letter from Hawick Community Council advising that Hawick Community Council had secured funding to provide a boardwalk around Williestruther Loch. However, the Community Council had not appreciated the necessity for ongoing maintenance work and insurance cover for the boardwalk. Hawick Community Council were therefore offering to gift the boardwalk to Hawick Common Good Fund Sub-Committee in order that future maintenance work and insurance would continue. Members discussed the request and asked that Hawick Community Council provide an indication of the annual costs for maintenance and insurance of the boardwalk. The Managing Solicitor would advise on the terms of agreement for the land.

DECISION

AGREED that the Hawick Community Council's proposal be considered at the next meeting when further information would be provided.

8. MONITORING REPORT FOR NINE MONTHS TO 31 DECEMBER 2018

There had been circulated copies of a report by the Chief Financial Officer providing details of the income and expenditure for the Hawick Good Fund Sub-Committee for the nine months to 31 December 2018, a full year projected out-turn for 2018/19 and projected balance sheet values as at 31 March 2019. Appendix 1 to the report provided the projected income and expenditure position and showed a projected surplus of £12,514.00. Appendix 2 showed a projected decrease in reserves of £27,077.00. Appendix 3 provided a breakdown of the property portfolio showing projected rental income for 2018/19 and actual property expenditure to 31 December 2018. Appendix 4 showed the value of the Kames Capital Investment Fund to 31 December 2018, in response to a question regarding the Fund's performance, Ms Halliday advised that the unrealised loss was due to continued volatility in investment markets. In response to a question regarding the ownership of Wilton Lodge Park, Mr Kirk advised that he would investigate outwith the meeting.

DECISION

(a) AGREED the projected income and expenditure for 2018/19 in Appendix 1 to the report as the revised budget for 2018/19.

(b) NOTED within the appendices to the report:-

(i) the projected balance sheet value as at 31 March 2019 in Appendix 2

(ii) the summary of the property portfolio in Appendix 3; and

(iii) the current position of the Kames Capital Investment Fund in Appendix 4.

9. JAMES WILSON STATUE

With reference to paragraph 7 of the Minute of 11 December 2018, the Property Officer, Frank Scott, advised that Live Borders had agreed to placement of the James Wilson Statute at the Heritage Hub. However, unfortunately, the previously agreed location was not suitable. The Heritage Hub had suggested, as an alternative, that the statue be positioned at the side of the building under the canopy. Mr Scott circulated photograph of the site, for information and advised that the relocation would cost in the region of £1,565.00. Following discussion, the Sub-Committee, noting that there was CCTV at the location, agreed that the statue be moved to the alternative position, under the canopy. Once relocated, the previously agreed repairs to the statue would be carried out.

DECISION

AGREED:

(a) **to request that the Property Officer arrange for the relocation of the James Wilson Statute to the side of the Heritage Hub; and**

(b) **once relocated the repairs to the statue be completed.**

10. **HAWICK BURGH WOODLANDS**

With reference to paragraph 13 of the Private Minute of the 11 December 2018, Mr Curtis advised that the contractors would be liaising with Hawick Golf Club regarding extraction of the timber.

DECISION

NOTED the update on Hawick Burgh Woodlands.

11. **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

12. **HAWICK GOLF CLUB**

The Sub-Committee received an update on the Golf Club's business plan.

13. **PRIVATE MINUTE**

Members approved the Private Minute of the Hawick Common Good Fund Sub-Committee held on 11 December 2018.

14. **PROPOSED SERVITUDE OVER PILMUIR FARM AND ST LEONARD'S HORSE GALLOP**

The Sub-Committee received copies of a report by the Service Director Assets & Infrastructure.

15. **ST LEONARDS STEADING AND BUILDINGS**

The Sub-Committee received copies of a report by the Service Director Assets & Infrastructure and made a recommendation to Council.

PUBLIC BUSINESS

16. **DATE OF NEXT MEETING**

The next meeting of the Hawick Common Good Fund Sub Committee was scheduled to be held on Tuesday, 28 May 2019 at 4.00 pm.

The meeting concluded at 6.00 pm



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Email:</p> <p>Telephone No:</p>	<p>Live Music Hawick c/o Duncan Taylor,</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>	<ul style="list-style-type: none"> • Live Music Hawick proposes to organise and run another 3-day "Heart of Hawick Music Festival" from Friday 26th to Sunday 28th July 2019. This will be an extension of the successful "String Theory" concerts have been going on for well over 4 years on Monday evenings in the Tower Mill cafe and auditorium. it is also a follow up to our first festival which was a success in 2017 and its successor in 2018. The Festival is designed to attract visitors to the town, provide entertainment for local people in the summer holidays and to encourage young people to take part in music and singing by providing free music workshops. We have applied for Localities Bid funding of £15000 but as that will not be decided until May 2019, we have decided to make 2 smaller grant applications in order to allow a minimum level of festival to happen again.
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£1000 - this will cover c. £300 marketing costs - for leaflets and posters and £700 for artists</p>
<p>When will the donation be required:</p>	<p>July 1st 2019</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>As the first two festivals were successful, we have decided to continue it on an annual basis, but for the purposes of this application the information is as follows:</p> <p>26/7/2019 - 28/7/2019</p> <p>Please see attached spreadsheet for the rest of this section</p>

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>Our organisation has achieved charitable status (SC047093, awarded 13/1/2017)</p> <p>Our charity's trustees are: Paul Templeman, Chair David Finnie, Vice Chair</p> <p>Duncan Taylor, Secretary & Treasurer</p> <p>All venues used will be accessible to all, workshops will be run in accordance with Equal Opportunities legislation as well as Child Protection/Vulnerable Adult safe practice</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: Secretary and Treasurer, Trustee</p> <p>Date: 18/3/2019</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p> <p>Attached.</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 LIVE MUSIC
STATEMENT OF FINANCIAL ACTIVITIES
FOR YEAR ENDING 31/03/2018

Incoming Resources

Activites for Generating Funds	£ 5,900.88	
Voluntary Income	£ 5,075.00	
		£ 10,975.88

Resourses Expended

Cost of Generating Funds		
Artist Fees	£ 7,727.50	
Venue Hire	£ 60.00	
Hospitality	£ 711.52	
Travel & Accomodation	£ 320.00	
Stationery	£ 28.31	
Equipment Purchases & Hire	£ 454.78	
Advertising	£ 775.40	
Depreciation	£ 62.54	
		£ 10,140.05

Total Funds Carried Forward

£ 835.83

Signed D Taylor (Secretary)
Signed R Scott (Independent Examiner)

HAWICK LIVE MUSIC
BALANCE SHEET
FOR YEAR ENDING 31/03/2018

Fixed Assets		
Equipment	£	500.28
Stage	£	1,257.84
		<u>£ 1,758.12</u>
Current Assets		
Bank	£	335.56
		<u>£ 335.56</u>
Current Liabilities		
Creditors: < 1 year	£	1,257.85
Net Assets		<u><u>£ 835.83</u></u>
Funds		
Unrestricted Funds	£	835.83
Total Charity Funds		<u><u>£ 835.83</u></u>

HAWICK LIVE MUSIC

FIXED ASSETS

FOR YEAR ENDING 31/03/2018

Date of Purchase	Supplier	Description	Cost	Depreciation	NBV @ 31/03/18
07/12/17		Equipment	£ 562.82	£ 62.54	£ 500.28
29/03/17		Stage platform	£ 1,257.84	£ -	£ 1,257.84
		Total	£ 1,820.66	£ 62.54	£ 1,758.12

APPENDIX 3



Independent examiner's report on the accounts								v2
Report to the trustees/members of	Charity name							
	LIVE MUSIC HAWICK							
Registered charity number	SC							
	047093							
On the accounts of the charity for the period	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	01	04	17	to	31	03	18	
Set out on pages							(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.							
Basis of independent examiner's statement	My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.							
Independent examiner's statement	In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]							
	<p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
Signed:						Date:	11/07/18	
Name:	REBECCA SCOTT							
Relevant professional qualification(s) or body (if any):	CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS - CIMA ADV DIP MA							
Address:								

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.



Chief Executive
1-11-2019
Dumfries

**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>HAWICK COMMUNITY COUNCIL C/O BRIAN BOUGLAS</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>TO EXPRESS THE VIEWS OF THE LOCAL COMMUNITY TO THE LOCAL AUTHORITY AND OTHER PUBLIC BODIES AND OUR LOCAL COUNCILLORS. TO ORGANISE EVENTS TO BENEFIT THE LOCAL COMMUNITY</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3000 - TO HELP FINANCE BANDSTAND ENTERTAINMENT IN WILTON LODGE PARK, HAWICK</p>
<p>When will the donation be required:</p>	<p>A.S.A.P</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>NOT KNOWN</p> <p>£3000 FROM HAWICK COMMUNITY COUNCIL</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:

Declaration

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

Signed:

Position Held: COMMUNITY COUNCILLOR

Date: 27/4/19

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 Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

Hawick Community Council
Treasurer's Report: 1 April 2018 to 31 March 2019 Accounts

Account Period 1/4/18-31/3/19

Breakdown of Income & Expenditure 1/4/18-31/3/19

				<u>Income</u>		<u>Expenditure</u>	
Christmas Lights	Opening Bal	£5,615.00	Christmas Lights	TSB Donation	£170.00	Boxing Club	£300.00
	Income	£455.48		Street Collection	£285.48	Town Hall Decorations	£300.00
						Trinity Church Donation	£40.00
						Posters	£20.00
		<u>£6,070.48</u>				Banner	£40.00
						Insurance	£225.00
						Sel Boxes, batteries, lights	£115.78
						Engraving	£23.20
						SBC Licence	£79.00
						Christmas Tree	£50.00
	Expenditure	<u>£1,192.98</u>					
		<u>£4,877.50</u>					
				<u>£455.48</u>			<u>£1,192.98</u>
Hawick in Bloom	Opening Bal	£1,940.19	Hawick In Bloom	Donations/Sponsor	£415.00	Plants	£1,475.54
	Income	£1,682.99		Bag Packing	£567.99	Paint for Planters	£33.99
				Bloom Voucher	£200.00	Planter – Library	£150.60
				Community Fund	£500.00	Retirement Gift	£20.00
		<u>£3,623.18</u>				Plants Gifts to SBC	£84.00
						Fl Gateway Brochure	£92.50
						Plaques for Planters	£190.00
						Gifts Parks Staff	£15.00
						Wrights – Fittings	£1.04
						Replacement Planter	£92.50
	Expenditure	<u>£2,155.17</u>					
		<u>£1,468.01</u>					
				<u>£1,682.99</u>			<u>£2,155.17</u>
Hawick Community Council(1)	Opening Bal	£921.85	Hawick Community Council (1)	SBC Support Grant	£1,780.00	Williestruther Maint.	£484.45
	Income	£8,345.55		Paths Maintenance	£450.00	Park Project Farewell	£50.00
				Ex Ser Beacon contr	£100.00	Paths Maintenance	£450.00
						Welcome Host Advert	£185.00
				Resilience Transfer	£40.08	Beacon	£432.00
				Room Hire (SBC)	£94.00	Lottery Licence	£20.00
				CGF Grant (Ex-Ser)	£4,300.00	CGF Grant (Ex-Serv)	£4,300.00
		<u>£9,267.40</u>		Comouk Tr. Grant	£1,575.00		
				Interest	£6.47	Secretary	£500.00
						Insurance	£226.58
						Cornets' Gifts	£66.00
						Stationery/Printing/Post.	£51.35
						Subscription	£90.00
						Travel	£109.49
						Room Hire	£49.00
						Poppy Wreath	£33.00
						Archaeological Soc don	£100.00
						Provosts Council receipt	£200.00
	Expenditure	<u>£7,346.87</u>					
		<u>£1,920.53</u>					
				<u>£8,345.55</u>			<u>£7,346.87</u>

Hawick Community Council (2)	Opening Bal	£651.63	Hawick Community Council (2)	£0.00	A7 Action Group Don	£100.00	
	Income	<u>£0.00</u>					
		£651.63					
	Expenditure	<u>£100.00</u>					
				<u>£0.00</u>		<u>£100.00</u>	
		<u>£551.63</u>					
HCC Community Fund	Opening Bal	£594.55	HCC Community Fund	Foundation Scotland	£9,707.00	Welcome Hosts	£1,000.00
	Income	<u>£9,707.00</u>				Walking Festival	£1,000.00
		£10,301.55				Hawick in Bloom	£500.00
	Expenditure	<u>£6,981.00</u>				Grants	£4,481.00
		<u>£3,320.55</u>			<u>£9,707.00</u>		<u>£6,981.00</u>
Resilience	Opening Bal	<u>£40.08</u>	Resilience	<u>£0.00</u>	Transfer HCC (1)	<u>£40.08</u>	

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Opening Bank Balance 1/4/18	£9,763.30
Closing Bank Balance 31/3/19	£12,138.22

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

R Scott Elliot
66 Princes Street, Hawick TD9 7EE

Chief Executive

19 APR 2019



Chief Executive

19 APR 2019

Democratic Services

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>HAWICK GOLF CLUB VERTISH HILL HAWICK TD9 0NY</p>
<p>Address to which payment should be made:</p>	<p>AS ABOVE</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Our aim is to provide a good environment for local golfers and visitors to play on our fine course and to enjoy a meal or a drink in our friendly Clubhouse. We also offer facilities for local Clubs, Groups and Private Individuals to hold Club Dinners, Functions and Parties. Coaching for Youngsters is also a high priority in our club, aiming to involve the young in playing golf at an early age and hopefully becoming full members in the future.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>The roof on the extension to our Clubhouse is in Urgent need of repair, And we are therefore looking for a sum of £3000 pounds to help toward the cost of this.</p>
<p>When will the donation be required:</p>	<p>The repairs are urgently required, so we have already begun. The sum required is needed as soon as possible</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>April 2019</p> <p>£8000</p> <p>£2000</p> <p>We require a further £3000 to complete the repairs, and are planning further fund raising activities within the club. We are also actively seeking other Grant sources, having already applied to Live Borders, and we are preparing an application for the Community Council.</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 recently had our rent reinstated after a number of years rent free. This is also an added burden on the clubs already stretched finances, and a review of this cost would also help us to meet our various additional costs including the roof repair.</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 an inclusive club, catering for the needs of all people including Gents, Ladies and Juniors. We have Senior Sections, Country Members, Flexible Members and as well as a Junior section, we have The Wee Wonders group which runs Coaching for the very youngest Members who start from as young as 5 years old. There are 4 members of our club who are Qualified to work with the youngsters, along with Keith Morgan who is a Qualified PGA Coach.</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</p> <p>Date: 16/04/2019</p>	
<p>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.</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 GOLF CLUB

ACCOUNTS

For the year ended

30th September 2018

HAWICK GOLF CLUB

INCOME AND EXPENDITURE ACCOUNT

For the year ended 30th September 2018

INCOME	Note	2018		2017	
		£	£	£	£
Subscriptions	1	78,309			78,145
Gross profit on bar sales		35,573			35,983
Course fees		7,744			11,151
Vertish Club	2	160			174
Hire of buggies		4,335			-547
Donations		4,412			2,116
Tee Boards, Cairns & Flags		4,800			2,779
Coffee machine		2,958			2,351
Club shop		-625			1,005
Social committee/Fund raising		231			1,120
Sundry income		15			20
Steward & catering contribution		882			2,627
Total income			138,794		136,924
EXPENDITURE					
Wages					
Course, Clubhouse & Bar			72,428		75,099
Sundry Bar Expenses					
Stocktaking fees		225		225	
Sundries		2,637	2,862	1,730	1,955
Course Maintenance					
Repairs and upkeep of machinery		5,080		4,923	
Buggy expenses		4,442		-	
Fertiliser & weedkiller		1,977		3,581	
Course repairs		282		362	
Sundry expenses		6,228		5,917	
Tractor & mower leasing		11,752	29,761	9,371	24,154
Clubhouse maintenance					
Rates and insurance		7,575		5,791	
Heating and lighting		8,508		8,203	
Repairs		2,339		2,401	
Cleaning and sundries		2,946	21,368	2,905	19,300
Secretarial expenses					
Stationery printing and postage		475		489	
Website design/Computer support		1,501		1,475	
Advertising		285		315	
Telephone		1,094	3,355	925	3,204
Miscellaneous					
Subscriptions	1	3,257		3,420	
Club matches and competitions		-2,177		-1,971	
Accountancy fees		500		500	
Sundry expenses		896		905	
Bank charges		1,435		1,165	
Veterans' teas expenses		350		350	
Bank interest		254		107	
HP interest		186	4,701	199	4,675
Total expenses			134,475		128,387
Surplus before depreciation and Gain on Disposal of		4,319			8,537
Depreciation of equipment		-4,295			-5,727
Gain on sale of fixed assets					725
			-4,295		-5,002
SURPLUS FOR YEAR					3,535

HAWICK GOLF CLUB

BALANCE SHEET

As at 30th September 2018

	Notes	2018		2017	
		£	£	£	£
FIXED ASSETS					
Land & Buildings					
Land, Clubhouse, Huts, Sheds etc			137,692		137,692
Equipment					
Tractors, Mowers, Furniture, Fittings and Equipment					
Balance at 30 September 2017		17,180		12,632	
Add: additions		-		10,850	
Less: Disposals		-		-575	
		17,180		22,907	
Less: Depreciation		-4,295		-5,727	
		<u>12,885</u>		<u>17,180</u>	
		150,577		154,872	
CURRENT ASSETS					
Stock of Beer, Spirits, Cigarettes, etc		3,515		4,993	
Club Shop Stock		1,579		1,525	
Sundry debtors and prepayments		1,584		4,809	
Bank - main		352		3,946	
Bank - subscriptions		-		3	
Bank - Competitions		-		331	
Bank - Junior		367		236	
Bank - High interest		-		1	
VAT		1,820		-	
Cash on hand		650		762	
		<u>9,867</u>		<u>16,606</u>	
		160,444		171,478	
LIABILITIES					
Sundry creditors and accruals		11,092		18,414	
VAT		-		829	
Hire purchase		6,197		8,104	
Members loans	4	5,000	22,289	6,000	33,347
		<u>138,155</u>		<u>138,131</u>	
TOTAL ASSETS LESS LIABILITIES					
CAPITAL ACCOUNTS					
Balance at 30th September 2017		138,131		134,596	
Surplus/(Deficit) for year		24		3,535	
		<u>138,155</u>		<u>138,131</u>	

Approved by the Council on 4 DECEMBER 2018 and were signed on it's behalf by:

.....
 Captain

.....
 Treasurer

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
1. Subscriptions		
Income		
Golfing members	77,415	77,500
Social members	624	645
	<u>78,039</u>	<u>78,145</u>
Expenses		
SGU Levy	2,801	2,880
Border Ladies County Golf	-	44
BGA Levy	456	496
	<u>3,257</u>	<u>540</u>
2. Vertish club		
Income	960	804
Expenditure	800	630
	<u>160</u>	<u>174</u>

3. Number of registered members at 30 September 2018:

	Gentlemen	Ladies
Life members	16	2
Hon. Members	4	1
Full Members	184	14
Senior Members	22	1
Country Members	19	-
Junior Members	47	3
Social Members	33	19
	<u>325</u>	<u>40</u>

4. Members Loans

Repayments will be made in accordance with the terms required by each individual.

Accountants Report

To the committee of Hawick Golf Club

We have prepared the financial statements of Hawick Golf Club for the year ended 30th September 2018 from the accounting records, information and explanations you have given us.

This report is made to you, in accordance with the terms of our engagement. Our work has been undertaken to enable us to prepare the financial statements on your behalf and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee of Hawick Golf Club, for our work or for this report.

We have carried out this engagement in accordance with best practice guidance issued by the Institute of Chartered Accountants of Scotland and have complied with the ethical guidance laid down by the Institute relating to members undertaking the preparation of financial statements.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



**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>Will H Ogilvie Memorial Trust C/O Ian W Landles BEM Chairman</p>
<p>Address to which payment should be made:</p>	<p>Ann Holt Treasurer Will H Ogilvie Memorial Trust</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>The aims of the Trust are to advance education and the arts, culture and heritage of the Scottish Borders for general public benefit by:</p> <ul style="list-style-type: none"> ☆ Promoting the works of the Borders poet WILLIAM HENRY OGILVIE 1869-1963; ☆ Maintaining the Will H. Ogilvie Memorial Cairn and Seat and any subsequent memorials; ☆ Ensuring the safe – keeping of any artefacts connected to the poet in the care of the Trust. <p>The Will H Ogilvie Memorial Trust proposes to re-erect the Will H Ogilvie Cairn in time for the 150th Anniversary of the poet’s birth on 16 August 2019 This is part of the Trust’s year long project to promote the poet. Unassuming Will was arguably the finest poet the Borders has ever produced, Scott and Hogg included. To mark this significant anniversary it is the Trust’s intention is to make accessible his works to the wider community in traditional and digital mediums; allowing people, of all ages, to engage with and discover their poetic heritage. Furthermore, it is hoped that the projects the Trust has planned to mark the anniversary will boost the local economy by bringing Ogilvie’s poetic descriptions of the beautiful and varied landscape to the</p>

notice of a wider public and by so doing attract many to visit the still relatively undiscovered Scottish Borderland.

Events include:

1. **Ogilvie Dinners** - 'A Night wi Will' dinners across the Borders (Ettrickbridge, Hawick, Gilnockie, Coldstream) to celebrate the life and works of the poet.
2. **Reprint of Books** – The epic poem 'Whaup O' the Rede'; with the original Tom Scott RSA illustrations; and 'Border Poems' – with copies to be given to local libraries and schools.
3. **Rebuilding of the Cairn** – The rebuilding of the cairn, recasting of the bronze and the repositioning and rebuilding of the commemorative seat above Harden Glen overlooking the scene from one of Will's most famous poems 'The Hill Road To Roberton'.
4. **Plaque Unveiling at Holefield** – The unveiling of a new plaque at Holefield (Ogilvie's birthplace) by the Kelso Laddies Association on Friday 19th July and on Saturday 20th July the unveiling of the Will H Ogilvie Way street name.
5. **Exhibition and Archiving of Ogilvie materials/memorabilia** –In the Heritage Hub Hawick opening on Friday 16th August 2019
7. **Gathering at the Cairn** – On Saturday 17th August at 2 pm. Followed by Afternoon teas at Ashkirk/Roberton
8. **Ashkirk Church Service** - Sunday 18th August 2019 at 11.00 am
9. **Well Road Productions** - Various dates throughout 2019 – Well Road are a charitable organisation set up and run with the express purpose of making a contribution to the preservation of the culture, heritage and history of the Scottish Borders with an emphasis on the works of Ogilvie www.wellroadproductions.org.uk
10. **Artbeat Studio project** - Artbeat Studios are going to use Ogilvie's work to create a community artwork combining poetry, music, calligraphy, fine art and photography. This will form part of the public exhibition at the Heritage Hub.
11. **Brand new website** - with book shop, unpublished poems and links to multi-media presentations of Ogilvie's work. The newly launched website to promote the poet's work is <https://www.whogilvie.co.uk/>

	<p>12. The site will provide online teaching resources for Primary Schools; to give teachers practical ways to allow children to explore the Border landscape and history through poetry; and Secondary pupils with the additional focus on developing analytical skills required in English as well as providing cross curricular links in both themes and outcomes.</p> <p>13. Ogilvie Trail - ‘Scotland Starts Here’ App based trail around the Borders with audio, video and information, designated points taken from Ogilvie poems using GPS locations.</p> <p>See attached press release for more details.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2000</p> <p>The original Will H Ogilvie Memorial Committee was set up in 1993 worked extremely hard and with the generosity of the Border public eventually raised sufficient funds to commission one of Scotland’s finest sculptors, Hawick’s William Landles to create a marvellously evocative memorial which was unveiled on “the Hill Road to Roberton” 26 years ago, a cairn, built from reclaimed stone from the recently demolished Hawick Auction Mart, surmounted by an open book in bronze which reflected both Will’s Australian and Border periods. Sadly the bronze was stolen in August, 2016 and has never been recovered. Fortunately the efforts of the committee back in the 1990s had come to the ears of Ogilvie enthusiasts in Australia and not to be outdone they commissioned Bill Landles to produce an exact copy of our cairn for Bourke in New South Wales. By the wonder of modern technology laser images have been taken of the Australian cairn which has enabled Beltane Studios in Peebles to create an exact replica of the stolen bronze and this is the memorial we hope to unveil on a new site near the top of Harden Glen on August 17th. The cost of this replacement bronze is £5400 and paying for it has taken all the money the Trust had accumulated for our 150th anniversary projects. As a result we are unable to pay for the building of the replacement cairn. Local company Clamp and Pringle have submitted an estimate for £3600 to rebuild the cairn and reinstate the seat which commemorates the founder members of the old Ogilvie committee who are no longer with us. We believe this memorial cairn will be an attraction for those interested in the poet and also the</p>

	focus for our Ogilvie Gatherings which the Trust organises in years that end in a '9' to mark the anniversary of the poet's birth in 1869 and in years that end in a '3' to mark his death in 1963. The cairn will be an important feature on the Ogilvie trail.								
When will the donation be required:	June 2019								
If this is a one-off project then please give the following details –	The Cairn – a permanent memorial to the poet – is to be unveiled as the climax of the 150 th year celebrations								
Date (s):	On Saturday 17th August 2019								
Estimated total cost:	<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Preparation and building of the Cairn</td> <td style="text-align: right;">3600</td> </tr> <tr> <td>The bronze sculpture</td> <td style="text-align: right;">5400</td> </tr> <tr> <td style="text-align: right;">TOTAL COST</td> <td style="text-align: right;">9000</td> </tr> </table>		£	Preparation and building of the Cairn	3600	The bronze sculpture	5400	TOTAL COST	9000
	£								
Preparation and building of the Cairn	3600								
The bronze sculpture	5400								
TOTAL COST	9000								
Funds already raised by applicant's own efforts:	The cost of the bronze sculpture has been paid by the Trust.								
Funds raised or expected to be raised from other sources (please state sources):	The John & Mary Elliot Trust have promised to donate £250 towards the overall costs of the Cairn and celebration expenses.								
	We have applied for a grant from Borthwick Water and Upper Teviotdale Community Council								

<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>The Trust has been granted charitable status SC044713</p> <p>Our Charity's Trustees are:</p> <p>Ian W Landles (Chairman)</p> <p>Philip Murray (Vice Chairman)</p> <p>Ann Holt (Secretary)</p> <p>Billy Young</p> <p>Charlie Robertson</p> <p>Norrie Fraser</p> <p>Katherine Scouler</p> <p>Warrick Jack (Australia)</p> <p>We have not previously applied for any assistance</p>
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<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>The Trust's equal opportunity policy is attached.</p>
<p><u>Declaration</u></p> <p>I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: - Ian W Landles BEM</p> <p>Position Held: Chairperson</p> <p>Date: 6TH May, 2019</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts Attached</p> <p>NB. The £4417-19 balance is deceptive as we have had to use the Callants Club Border poems donation and the Community Grant Whaup o the Rede money to pay Beltane Studios so both of these publications have still to be paid for as does the paying back of a loan from a member of our committee.</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>	

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PRESS RELEASE:

Will.H.Ogilvie (1869-1963) 150th Anniversary Celebration

Unassuming Will H Ogilvie was arguably the finest poet the Borders has ever produced, Scott and Hogg included. This year is the 150th anniversary of the poet's birth and the Will. H. Ogilvie Memorial Trust's intention is to make accessible his works to the wider community in both traditional and digital mediums allowing people, of all ages, to engage with and discover their poetic heritage in a variety of entertaining and memorable ways.

Furthermore, it is hoped that the projects the Trust has planned to mark the anniversary will boost the local economy by bringing Ogilvie's poetic descriptions of the beautiful and varied landscape of the Borderland to the notice of a wider public by attracting many to visit what is still a relatively undiscovered part of Scotland.

A range of events are being arranged to mark this special year.

The Trust are reproducing Ogilvie's epic reiving ballad "Whaup o' the Rede". The original book, which has seven black and white illustrations by the celebrated Royal Academician Tom Scott, is now quite rare. There is only a limited number being reprinted and, due to grant funding, we are able to give a copy to Border libraries and schools. Individual copies will be sold on a subscription basis, priced £25. Anyone who would like to obtain a copy, and have their name on the list of subscribers are invited to indicate their interest to the Secretary or Chairman of the Trust.

A series of evenings of celebration and entertainment called "A Night WI' Will" are being planned. These will be run in a similar way to a Burns supper and will give those attending a chance to experience the delights of Ogilvie's life and work. Such is the interest in the poet that the first night at Ettrickbridge on 2 March is already sold out. The next evening is to be held at the Hawick Rugby Club rooms on 26 April. This is being run in conjunction with Hawick Archaeological Society and further details can be obtained from Evelyn Jackson evejax413369678@aol.com. Further nights are planned on 6 September at Gilknockie and 26 October at Coldstream. It is also hoped to hold dinners in Duns and Kelso.

There are several events taking place in and around Kelso. On Friday 19 July a new memorial stone at Holefield, the poet's birthplace will be unveiled by the Kelso Laddie. On the return from the next day's Yetholm rideout, the main ride of Kelso Civic Week, the Laddie will unveil the new Will H Ogilvie Way street sign and at the end of the ride an Ogilvie poem will be recited in the Square, the plan being to henceforward make this innovation a feature of the annual event.

The highlight of the year will be the anniversary weekend. Friday 16 August will see the opening of a Will H Ogilvie exhibition at the Heritage Hub in Hawick and the launch of the reprinted "Whaup o' The Rede". This will be followed by a special performance of Well Road Production's 'Will' in the Heart of Hawick theatre. On Saturday 17 August there will be a Gathering to witness the unveiling of the new memorial cairn at the top of Harden Glen near Hawick where the oration will be given by renowned orator, Ex-Longholm Cornet Billy Young. On Sunday 18 August there will be a church Service in Ashkirk Kirk.

Other projects planned include the reprinting of Ogilvie's 'Border Poems' which will be distributed to libraries and schools in the Borders region. This has been funded thanks to the generosity of Hawick Callants Club. A new Ogilvie website is to be launched (www.whogilvie.co.uk) which will include updated details of events, a biography of the poet, new teaching materials for Secondary and Primary pupils, links to his poems and to online access of the Trust's extensive library of original works and other memorabilia held at the Heritage Hub in Hawick.

The Trust have been working alongside Midlothian & Borders Tag Trails to create an app which guides visitors on an Ogilvie Trail around the Borders. The app includes an audio guided tour, poetry and stories about the poet's life and work. The audio content is delivered to the visitors on location at the relevant sites. The Trail is split into 3 sections: Holefield to Carter Bar; Kelso to Melrose; and Selkirk to Chester's Grange – the ancestral home of the Ogilvie family.

The poet spent eleven years in Australia where he is still famed for his poetry. There are several special events being held down under and the Trust have established links with Ogilvie enthusiasts in Australia.

Although greatly respected in Australia Will didn't get the plaudits he deserved from his own countrymen in his lifetime. However his legacy lives on and will do for as long as his poetry wings its way down the generations to all who cherish in their hearts a love like his for the Scottish Borderland.

TRUSTEES

Ian Landles (Chairman)
Ann Holt (Secretary)
Philip Murray
Billy Young
Charlie Robertson
Norrie Fraser
Katherine Scouler
Warrick Jack

For more information please contact:

Ann Holt:	holt625@btinternet.com	01461 203505
Ian Landles:	imlandes.ohawick@btinternet.com	01450 375546

Will.H.Ogilvie Memorial Trust

Equality and Diversity Policy

1. Our aim

1.1 In carrying out its functions as a Scottish Charitable Incorporated Organisation (SCIO) Will.H.Ogilvie Memorial Trust is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of our activities.

1.2 We therefore aim to ensure that the values of equality, diversity, and respect for all are embedded into everything that we do.

2. About our policy

2.1 This policy is intended to demonstrate Will.H.Ogilvie Memorial Trust's commitment to eliminating discrimination and encouraging and valuing diversity among volunteers, partners, users of our services and Trustees.

2.2 We recognise our responsibilities under the Equality Act 2010 and are committed to meeting them in full. We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, programmes and activities.

2.3 We aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behaviour is tolerated by anyone towards anyone. This particularly applies in relation to the 'protected characteristics' named in the Equality Act 2010: Age, disability, gender reassignment, income, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation, (see below for explanations).

3. Our responsibilities

3.1 Will.H.Ogilvie Memorial Trust understands that for equality to be achieved this policy needs to be made understandable to, and embraced by volunteers, suppliers, partners and trustees.

3.2 All volunteers, suppliers, partners and Trustees have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.

3.3 Overall responsibility for the implementation of this policy lies with Will.H.Ogilvie's Trustees.

4. Our commitments

4.1 Will.H.Ogilvie Memorial Trust recognises that an Equality and Diversity Policy alone is not enough to ensure that equality and diversity are central to everything that we do.

4.2 We will seek to create an environment in which diversity and the contributions of all volunteers, suppliers, partners and Trustees are recognised and valued in all

that we do. In this way we hope to provide an example of good equality practice and promote community cohesion within The Scottish Borders.

4.3 In introducing this policy we recognise that many people are unfamiliar with the ways in which discrimination and disadvantage affect people's health, well-being and quality of life. We will therefore support people to develop equalities awareness and understanding.

4.4 To ensure that we are meeting the aims and the spirit of this policy we will:

a) Discuss and review how well we are implementing this policy, and adjust our practices where necessary.

b) assess any significant new or revised policies and procedures for their impact on equality.

c) Embed equality and diversity into our development plans.

5. Working with Theatres, Village Halls, Community Groups, Suppliers and Partners

It is important to us that any individual or organisation representing or working on or behalf of Will.H.Ogilvie Memorial Trust are aware of and agree to comply with our equality and diversity policy while that work is underway. In addition we are committed to:

- Ensuring that the delivery of our artistic programme is embedded in equal opportunities
- Using accessible venues for events and meetings
- Using plain English, and offering accessible communications, for example, emails, web site, letters, reports and publicity materials as far as it is within our means to do so.
- Working with our partners to ensure that where possible concessions will be offered in ticket prices.
- Taking our productions to small communities in the Scottish Borders who do not have easy access to main theatres.

6. Review and Action

6.1 We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date equality legislation and best practice.

6.2 A review of our Equality and Diversity Policy will be carried out on an annual basis as a minimum and any necessary actions taken.

Equality Act 2010 – Explanation of the Protected Characteristics

Age: An age group includes people of the same age and people of a particular range of ages. Where people fall in the same age group they share the protected characteristic of age.

An age group would include “over fifties” or twenty-one year olds. A person aged twenty-one does not share the same characteristic of age with “people in their forties”. However, a person aged twenty-one and people in their forties can share the characteristic of being in the “under fifty” age range.

Disability: A person has a disability if they have a physical or mental impairment, and the impairment as a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

This section replaces similar provisions in the Disability Discrimination Act 1995 and provisions in secondary legislation made under that Act.

Gender reassignment: A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex.

Marriage and civil partnership: A person has the protected characteristic of marriage and civil partnership if the person is married or is a civil partner.

· A person who is engaged to be married is not married and therefore does not have this protected characteristic.

· A divorcee or a person whose civil partnership has been dissolved is not married or in a civil partnership and therefore does not have this protected characteristic.

Race: Race is defined as

a. **Colour:** includes being black or white.

b. **Nationality:** includes being a British, Australian or Swiss citizen.

c. **Ethnic or national origins:** include being from a Roma background or of Chinese heritage. A racial group could be “black Britons” which would encompass those people who are both black and who are British citizens.

This section replaces similar provisions in the Race Relations Act 1976. However, the power to add caste to the definition of race is a new provision.

Religion or belief: Religion means any religion and a reference to religion includes a reference to a lack of religion.

· **A religion** must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity.

· **A belief** means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief. **A “philosophical belief”** must

o Be genuinely held;

- o Be a belief and not an opinion or viewpoint based on the present state of information available;
- o Be a weighty and substantial aspect of human life and behaviour;
- o Attain a certain level of cogency, seriousness, cohesion and importance;
- o Be worthy of respect in a democratic society, compatible with human dignity and not conflict with the fundamental rights of others.

Any cult involved in illegal activities is not covered. Beliefs such as humanism and atheism would be covered.

This section replaces similar provisions in the Employment Equality (Religion or Belief) Regulations 2003 and the Equality Act 2006.

Sex:

a. a reference to a person who has a particular protected characteristic is a reference to a man or to a woman;

b. a reference to persons who share a protected characteristic is a reference to persons of the same sex.

Sexual orientation: is a person's sexual orientation towards:

· people of the same sex as him or her (in other words the person is a gay man or a lesbian)

· people of the opposite sex from him or her (the person is heterosexual)

· people of both sexes (the person is bisexual).

The definition is designed to replicate the effect of similar provisions in the Employment Equality (Sexual Orientation) Regulations 2003 and the Equality Act 2006.

Source: Equality Act 2010 and Explanatory Notes to the Equality Act 2010



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	4	2018	To	31	3	2019

Reference and administration details

Charity name
 Other names charity is known by
 Registered charity number
 Charity's principal address

WILL H OGILVIE MEMORIAL TRUST
SC044713
3 Seaforth Avenue, Annan Dumfries & Galloway
Postcode DG12 6DX

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian W. Landles	Chairman		
2	A.Philip Murray	Vice Chairman		
3	Patricia Ann Holt	Secretary/Treasurer		
4	William S. Young			
5	Iain H. Scott			
6	Charles Robertson			
7	Norman Fraser			
8	Katherine Scouler			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

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

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

SCIO

Trustee recruitment and appointment

Trustees are recruited and appointed in accordance to the rules laid out in our Constitution. Appointment and Removal of Trustees can be done at any time with the approval of the majority of the Board. All Trustees retire at the Annual General Meeting but can apply for re-election.

Objectives and activities

Charitable purposes

The organisation is established for charitable purposes only, and in particular, the objects are advance education and the arts, culture and heritage of the Scottish Borders for general public benefit by:

- Promoting the works of the Borders poet Will H Ogilvie;
- Maintaining the Will H Ogilvie Memorial Cairn and Seat on "the hill road to Roberton" and any subsequent memorials;
- Ensuring the safe-keeping of any artefacts connected to the poet, in the care of the Trust.

Summary of the main activities in relation to these objects

We will promote the works of the Borders poet Will H Ogilvie (1869-1963) who published 20 volumes of poetry and prose, celebrating the Border landscape, heritage and history. We will keep these works alive by bringing them to the attention of present and future generations. We built the Will H Ogilvie Memorial Cairn and Seat on the Ashkirk to Roberton road and will maintain them and any subsequent memorials. We will act as custodians of and ensure the safekeeping of any artefacts connected to the poet, in the care of the Trust.

Achievements and performance

Summary of the main achievements of the charity during the financial period

Our plans for the 150th anniversary of the Poet's birth in August 2019 are well underway. The memorial cairn and seat will be reinstated in time for the 150th anniversary celebration event in August 2019. The new site is near the top of Harden Glen, and we thank Lord Polwarth for making the site available.

We thank the Will H Ogilvie enthusiasts in Australia (where the poet spent 11 years of his young life) for sending us a 3D laser scan of their identical memorial, which has now been cast in bronze by Beltane Studios. Substantial donations have been received from local organisations to fund this work, which has also been supported by a number of fundraising events. We continue to fundraise for the cairn which will carry the bronze book.

We continue to promote the works of the Poet by carrying out talks and selling books of his poetry from our stock. A trustee is developing an education pack for Primary and Secondary Schools, liaising with a teacher in Australia who will promote the use of the pack there.

The Hawick Callants' Club has funded the cost of reproducing Will's Border poems for distribution to schools. The poet's birthplace was at Holefield, near Kelso; we are grateful to the Kelso Laddies Association for funding a new memorial to mark his birthplace and for continuing to maintain it into the future. We also worked with them and Scottish Borders Council to have a street named "Will H Ogilvie Way" in Kelso. We have developed a new website: www.whogilvie.co.uk and a facebook page; we are also working with Midlothian & Borders Tourism Action Group to publicise three trails around the Borders that raise awareness of the Poet and his works.

Financial review

Brief statement of the charity's policy on reserves

We aim to hold a reserve of £3000 for any maintenance required to the Cairn and memorial seat.

Details of any deficit

Donated facilities and services (if any)

Research time by the Australian supporter, and time spent correcting and updating the Wikipedia entry for Will H Ogilvie. Time spent by a trustee on developing the content for the organisation's new website; and by another trustee on preparation of an education package for schools. Time spent by trustees transcribing and logging newly discovered poems. Planning for events "A Night with Will".

Other optional information

We have attracted around 100 subscribers for a reprint of Will's epic reiving ballad: "Whaup o' the Rede". These funds will be received in our next financial year, when the book is printed.

We are also working with local charity Artbeat Studios (who deliver art classes for people with learning disabilities). They will be producing an illustrated book of Will's poems for display at the 150th anniversary exhibition opening 16th August 2019, to be held at the Heritage Hub in Hawick.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ian W. Landles	Patricia Ann Holt
Position (e.g. Chair)	Chairman	Secretary/Treasurer
Date	26.4.19	26.4.19

OSCR

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Charity name	WILL H OGILVIE MEMORIAL TRUST						
Registered charity number		SC044713						
On the accounts of the charity for the period	Period start date				Period end date			
	Day	Month	Year	to	Day	Month	Year	
	1	4	2018		31	3	2019	
Set out on pages	1 - 5						(remember to include the page numbers of additional sheets)	

Respective responsibilities of trustees and examiner

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

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations
 have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____ **Date:** 26/4/19

Name: Heather Batsch

Relevant professional qualification(s) or body (if any): _____

Address: _____

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**WILL H OGILVIE MEMORIAL TRUST
SC044713**

**Receipts and Payments Account
for the period 1 April 2018 to 31 March 2019**

	2019	2018
	£	£
Receipts		
Donations received	6535.50	18.50
Sales of poetry books	224.50	218.00
Bank interest	1.85	0.42
Postage reimbursement from America	0.00	17.50
Loan from Charles Robertson	<u>600.00</u>	<u>0.00</u>
Total receipts	<u>7361.85</u>	<u>254.42</u>
Payments		
Payments for charitable activities		
Stationery	26.72	50.02
Postage	37.80	29.91
Website (old)	11.03	0.00
Website – new (Tweed Solutions)	1658.00	0.00
Miscellaneous – moving cairn/memory stick	109.99	0.00
Travel expenses	0.00	0.00
Production of bronze book sculpture (Beltane Studios)	3780.00	1620.00
Live Borders cancellation fee	25.00	0.00
Governance costs	<u>0.00</u>	<u>0.00</u>
Total payments	<u>5648.54</u>	<u>1699.93</u>
Surplus/(deficit) for the year	1713.31	<u>(1445.51)</u>

All funds are unrestricted.

Statement of Balances as at 31 March 2019

	2019	2018
	£	£
Bank and cash in hand		
Opening balances	2703.88	4149.39
Surplus/(deficit) for the year	<u>1713.31</u>	<u>(1445.51)</u>
Closing balances	<u>4417.19</u>	<u>2703.88</u>
Reserves/ Cash at bank		
General funds	4417.19	2703.88
Restricted funds	<u>0.00</u>	<u>0.00</u>
Closing balances	<u>4417.19</u>	<u>2703.88</u>

	2019
	£
Assets	
Stock in hand at purchase cost less sales in 2018-19	1775.50
Memorial cairn and seat (replacement value)	<u>4241.00</u>
Total assets	6016.50

All funds are unrestricted.

Approved by the Trustees and signed on their behalf

Ian W Landles
Chairman

Patricia Ann Holt
Secretary/Treasurer

26th April 2019

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

<u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: Email:	Town of 1000 Trails c/o Fred Stevenson
Address to which payment should be made:	
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	<p>The project is focused on creation of an interactive online hub which will be the main tourism hub for the town. It will provide routes for all activities and abilities at the outset but will also involve our visitors by asking them to share their routes, their photographs and their experience. The project also involves online and social media marketing to ensure the site is visited which in turn will bring visitors to the area.</p> <p>Although there is a focus on visitors we also want our local residents to enjoy the routes and activities on our doorstep and allow them to be advocates of the project and welcome our visitors.</p> <p>A provider with the ability to deliver this online hub has now been sourced and the aim is for this hub to be operational in Summer 2019.</p> <p>Visitors to the area will bring an increased spend in our local economy. Accommodation providers and restaurants would see immediate benefits as would our local shops. An increased spend would see businesses growing and new opportunities for businesses arising. This would also bring increased job opportunities.</p> <p>As well as the economic benefits we are promoting both visitors and locals to lead an active, healthy lifestyle and also educate all regarding our local heritage.</p>
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	£15000 is requested. This will assist with the build and ongoing digital marketing of the online hub.
When will the donation be required:	We are hoping to proceed as soon as possible depending on our funding streams. Anticipated as required July 2019.
If this is a one-off project	The build and 1 st year marketing is a one off project although the

<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>Business Plan can be provided if deemed appropriate. Please note that we do not have any accounts as yet.</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>Town of a Thousand Trails is committed to implementing and promoting equal opportunity for all in all its activities. Our organisation does not discriminate against anyone on the grounds of age, disability, gender, gender reassignment, marital status, race, poverty, religion health, pregnancy & maternity or sexual orientation either by way of membership, volunteering or participation. We realise that discrimination exists in society (whether protected by law or not) and endeavour to prevent unfavourable treatment where unlawful or unfair discrimination occurs.</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</p> <p>Date: 09/05/2019</p>	
<p>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.</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>	

<p>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>online hub will remain and drive visitors in the future. This will require a digital marketing spend in the future which we hope to fund through income streams in Year 2.</p> <p>July 2019</p> <p>£54860 estimated total cost.</p> <p>£8000 private donation – already raised £2000 Bill McLaren Foundation – already raised £1245 Hawick Walking Festival – already raised</p> <p>To be raised :- £15000 – Localities Bid Fund £15000 – Hawick Common Good Fund £15000 - SOSEP</p>
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MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2019

Report by the Chief Financial Officer

HAWICK COMMON GOOD FUND SUB-COMMITTEE

28 May 2019

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the year 2018/19 including balance sheet values as at 31 March 2019, and proposed budget for 2019/2020.**
- 1.2 Appendix 1 provides the actual income and expenditure for 2018/19. This shows a projected surplus of £28,513 for the year, which varies from the projected surplus figure reported at 19 March 2019 meeting due to additional rental income (backdated) for the Common Haugh as well as a reduction in property costs.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2019. It shows a projected decrease in reserves of £6,447.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing actual rental income for 2018/19 and actual property expenditure to 31 March 2019.
- 1.5 Appendix 4 shows the value of the Kames Capital Investment Fund to 31 March 2019.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Common Good Sub-Committee:**
 - (a) Notes the actual income and expenditure for 2018/19 in Appendix 1;**
 - (b) Agrees the proposed budget for 2019/20 as shown in Appendix 1;**
 - (c) Notes the final balance sheet value as at 31 March 2019 in Appendix 2;**
 - (d) Notes the summary of the property portfolio in Appendix 3;**
 - (e) 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 31 March 2019 and proposed budgets for 2019/20. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2020.

4 FINANCIAL POSITION 2018/19

4.1 Appendix 1 provides details on income and expenditure for the 2018/19 financial year, which resulted in a surplus of £28,513.

4.2 Income & Expenditure –Property Income

- (a) Rental income for 2018/19 is shown in Appendices 1 & 3 with Appendix 3 detailing the projected annual rental income by individual property. Actual income for 2018/19 includes an invoice for £10,000 relating to Common Haugh rental for 2016/17 and 2017/18.
- (b) The projected budget for 2019/20 (£108,300) includes an increase in the rental income for St Leonards Cottage following let to a new tenant.

4.3 Income & Expenditure – Non-Property Related Income

- (a) The projected outturn position shows an amount of £221 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Kames Capital amounting to £24,873, which is in line with the overall 5% target and the monthly distribution profile projections provided by Kames.
- (b) Included within other income is a rebate from Kames Capital (£465), which has been reinvested to purchase an additional 430 units.

4.4 Income & Expenditure – Property Expenditure

- (a) The property expenditure to 31 March 2019 is detailed in Appendix 3 by property.
- (b) The proposed Budget for 2019/20 is shown in Appendix 1. The increase in proposed budget includes works to St Leonards Cow Byre agreed at Common Good Fund meeting of 19 March 2019.

4.5 Income & Expenditure – Grants & Other Donations

The grants and other donations approved and distributed to 30 March 2019 are shown below.

Grant Recipients	Approved	£
Approved and Paid to 31 March 2019		
Hawick Honorary Provost Council	07/06/18	2,500
Live Music Hawick	18/07/18	3,550
Burnfoot Community Council	27/08/18	2,000
Hawick Archaeological Society	28/08/18	1,000
Hawick Operatic Society	30/08/18	3,500
Escape Youth Services	31/08/18	4,000
Hawick Community Council	31/08/18	4,300
Homebasics (Tweeddale) Co Ltd	21/09/18	4,300
Act 1 Youth	03/01/19	3,500
RSCDS	04/01/19	400
Hawick Reiver Committee (2019)	10/01/19	3,000
Live Borders	29/01/19	(10)
Hawick Horse Racing 2018/19 rent	31/03/19	700
Hawick Golf Club	31/03/19	8,050
Total Paid to 31 March 2019		40,790
2018/19 Budget		35,000
<i>(Unallocated)/Overallocated Budget</i>		5,790
Approved but not yet paid		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	08/11/14	200
Future Hawick	19/03/19	5,000
Future Hawick	19/03/19	2,000
Total Grants Approved		7,200

4.6 Income & Expenditure – Depreciation Charge

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 2020.

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 2019, projected depreciation charges for 2019/20 and projected value at 31 March 2020.

4.9 Balance Sheet – Investment Fund

The fund has a 3.86% unrealised gain in market value since investment, largely due to continued volatility in investment markets. Overall, taking account of the income received the fund has achieved a return of +9.41% since investment in February 2018.

4.10 Balance Sheet – Cash Balance

The cash held by the fund is £12,084 at 31 March 2019 and is detailed below:

Cash Balance	£
Opening Balance at 1 April 2018	30,798
Surplus for year from Income & Expenditure Statement	28,513
Net cash movement in Debtors/Creditors	(46,762)
Rebate Investment in Kames	(465)
Projected Closing Balance at 31 March 2019	12,084

4.11 Balance Sheet – Capital Reserve

The projections for the Capital Reserves include the unrealised gain for the Kames Fund as at 31 March 2019 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, Communications 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 Sara Halliday	Pensions and Investments Manager Tel: 01835 825249 Treasury Business Partner Tel: 01835 824000 Ext.5854
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Background Papers:

Previous Minute Reference: Hawick Common Good Committee 19 March 2019.

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

HAWICK COMMON GOOD FUND

APPENDIX 1

PROJECTED INCOME AND EXPENDITURE 2018/19

	Actuals at 31/03/19 £	Full Year Approved Budget 2018/19 £	Over / (Under) Spend 2018/19 £	Proposed Budget 2019/20 £	Para Ref	Commentary
Property Income						
Rentals Receivable	(114,487)	(105,413)	(9,074)	(108,300)		
Property Recharges						
Non-Property Related Income						
Interest on Cash deposited with Council	(221)	(250)	29	(250)		
Investment Fund – Dividends Rec'd	(24,873)	(22,692)	(2,181)	(25,370)		
Other Income	301	0	301	0		
Pilmuir Servitude				(52,000)		
Sale of Timber	0	0	0	(40,000)		
Total Income	(139,280)	(128,355)	(10,92)	(225,920)		
Property Costs Detailed in Appendix 3	59,136	70,000	(10,864)	107,650		
Cost of Tree Planting	0	0	0	0		
Grants & Other Donations	40,790	35,000	5,790	33,500		
Central Support Service Charge	10,841	10,841	0	11,557		
Depreciation						
Depreciation Charge	39,591	39,591	0	39,591		
Contribution from Revaluation Reserve	(39,591)	(39,591)	0	(39,591)		
Net impact of Depreciation on Rev Res	0	0	0	0		
Total Net (Surplus)/Deficit for year	(28,513)	(12,514)	(15,999)	(73,213)		

HAWICK COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AS AT 31 March 2019

	Opening Balance at 01/04/18 £	Movement in Year £	Closing Balance at 31/03/19 £	Projected Balances at 31/03/20 £
Fixed Assets				
Land & Buildings	3,556,087	(39,591)	3,516,496	3,476,905
Heritable Assets	3,000	0	3,000	3,000
Feu Duties	18	0	18	18
Total Fixed Assets	3,559,105	(39,591)	3,519,514	3,479,923
Capital in Investment Funds				
Investment Fund Book Value	455,420	465	455,885	455,855
Unrealised Gains/(Loss)	(1,472)	4,631	3,159	3,159
Market Value	453,948	5,096	459,044	459,044
Current Assets				
Debtors	19,517	21,967	41,484	41,484
Cash deposited with SBC	30,798	(18,714)	12,084	17,013
Total Current Assets	50,315	3,253	53,568	58,497
Current Liabilities				
Creditors	(22,603)	20,873	(1,730)	(1,730)
Receipts in Advance	(12,654)	3,923	(8,731)	(8,731)
Total Current Liabilities	(35,256)	24,795	(10,461)	(10,461)
Net Assets	4,028,112	(6,447)	4,021,665	3,987,003
Funded by: Reserves				
Revenue Reserve	(11,308)	(28,513)	(39,821)	(44,285)
Capital Reserve	(593,534)	(4,631)	(598,165)	(598,630)
Revaluation Reserve	(3,423,270)	39,591	(3,383,679)	(3,344,088)
Total Reserves	(4,028,112)	6,447	(4,021,665)	(3,987,003)

HAWICK COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2018/19
(Projected Income and Expenditure to 31 March 2019)

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 31/03/19				
					Repairs	Rates, Water & Power	Ins	Other	Total
	£	£	£	£	£	£	£	£	£
General									
Moat Park	0	0	0	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0	0	0	0
Hawick Golf Course	73,000	0	73,000	9,200	433	0	0	0	433
Acreknowe Reservoir (Part)	0	0	0	0	1,846	0	0	0	1,846
Williestruther Loch	4,500	0	4,500	400	2,498	0	0	0	2,498
Williestruther Cottage	161,484	4,629	156,855	4,875	1,600	0	0	0	1,600
Lothian Street Store	16,148	463	15,685	2,550	0	0	0	0	0
Common Haugh Car Park	82,000	0	82,000	18,892	472	687	0	570	1,729
Underhaugh	0	0	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	30,040	1,240	28,800	875	4,636	428	0	0	5,064
Hawick Moor Shootings	4,000	0	4,000	275	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	86	483	0	0	569
Ca'Knowe Monument	0	0	0	0	0	0	0	0	0
Volunteer Park & Stand	280,269	14,933	265,336	50	794	0	0	0	794
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	488	488
Haggis Ha/Burnflat Wall	0	0	0	0	0	0	0	0	0
Williestruther Path	0	0	0	0	246	0	0	0	246
100 Stairs and Adjacent Land	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	987	0	0	0	987
General Sub Total	773,951	21,825	752,126	37,432	13,598	1,598	0	1,058	16,254

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 31/12/18				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
Pilmuir									
Pilmuir Farm	1,785,005	3,749	1,781,256	44,943	6,915	0	0	0	6,915
Pilmuir Farm Cottage	145,600	3,600	142,000	7,200	1,684	0	0	0	1,684
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
Pilmuir Sub Total	1,930,605	7,349	1,923,256	52,143	8,599	0	0	0	8,599
St Leonards									
St Leonards Farmhouse Buildings	236,444	4,889	231,555	9,589	12,181	0	0	0	12,181
St Leonards Cottage & Park	192,884	5,529	187,355	5,648	18,742	0	0	177	18,919
St Leonards Hut	3,200	0	3,200	0	2,646	471	0	0	3,117
St Leonards Grazings (Lot 1B)	135,000	0	135,000	0	67	0	0	0	67
St Leonards Horse Gallop	17,000	0	17,000	300	0	0	0	0	0
St Leonards Grazings (Lot 1A)	267,000	0	267,000	9,375	0	0	0	0	0
Property Expenditure (General)	-	-	-	-	0	0	0	0	0
St Leonards Sub Total	851,528	10,418	841,110	24,912	33,636	471	0	177	34,284
Total	3,556,087	39,591	3,516,496	114,487	55,833	2,069	0	1,235	59,137

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
Total	3,018

HAWICK COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED

Cost of Investment	Units	£
Initial Investment - 13 December 2013	102,901	192,394
Further 2013-14 Investments	88,292	166,777
Further 2016-17 Investments	52,815	100,000
Newton Fund Disinvestment (February 2018)	(244,088)	(459,171)
Kames Capital Investment (February 2018)	420,634	455,420
Kames Fund Rebate	430	465
Total Invested to 31 March 2018	421,064	455,885

Value of Investment	£
31 March 2018	453,948
30 June 2018	451,256
30 September 2018	452,981
31 December 2018	428,037
31 March 2019	459,044
Unrealised Gain/(Loss) on Investment	3,159

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Hawick Community Council



Chair
Hawick Common Good Fund
Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

Dear Chair

WILLIESTRUTHER LOCH – BOARDWALK

As you know in 2015 the Community Council secured funding to provide a boardwalk around a large part of Williestruther Loch and subsequently extended it in 2017. The provision of car parking, notice board and easy access to a circular walk around the loch is proving to be very successful and much used and appreciated.

The Community Council, however, has not until recently contemplated the ongoing maintenance works and insurance to cover for this boardwalk. I write therefore to ask if the Community Council could gift the boardwalk to the Common Good Fund which would deal with future ongoing maintenance and insurance.

I look forward to hearing from you once the Common Good Committee has had an opportunity to consider this matter.

Yours sincerely

Cameron Knox
Vice-Chair

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