

# Public Document Pack



## HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 26 NOVEMBER 2019

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held in the LESSER HALL, TOWN HALL, HAWICK on TUESDAY, 26 NOVEMBER 2019 at 4.00 PM

J. J. WILKINSON,  
Clerk to the Council,

19 November 2019

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declaration of Interest</b>	
4.	<b>Minute (Pages 5 - 8)</b>  Consider Minute of meeting held on 20 August 2019. (Copy attached),	2 mins
5.	<b>Financial Assistance</b>  Consider applications for financial assistance from:-	
	(a) <b>Hawick Pantomime Group</b> (Pages 9 - 12)  (Copy attached).	5 mins
	(b) <b>Hawick Congregational Community Church Reaching Out Project</b> (Pages 13 - 32)  (Copy attached).	5 mins
	(c) <b>Hawick in Bloom</b> (Pages 33 - 38)  (Copy attached).	5 mins
	(d) <b>Hawick Reivers Association</b> (Pages 39 - 56)  (Copy attached).	5 mins
	(e) <b>Hawick Honorary Provost's Council</b> (Pages 57 - 60)  (Copy attached).	5 mins
	(f) <b>50th Anniversary Celebration Group</b> (Pages 61 - 62)  (Copy attached).	5 mins

	(g) <b>Future Hawick (Town of the Horse)</b>  (Copy attached)	(Pages 63 - 66)	
	(h) <b>Friends of Wilton Lodge Park</b>  (Copy attached).	(Pages 67 - 70)	
6.	<b>Application for use of Common Haugh</b> (Pages 71 - 72)  Consider application from K Stuart Family Fun Fair (Copy attached).		5 mins
7.	<b>Monitoring Report for nine months to 30 September 2019</b> (Pages 73 - 82)  Consider report by Chief Financial Officer. (Copy attached).		10 mins
8.	<b>Tree Felling and Community Benefits</b>  Update by Project Team.		5 mins
9.	<b>Property Update</b>  Verbal update from Property Officer.		10 mins
10.	<b>Any Other Items Previously Circulated</b>		10 mins
11.	<b>Any Other Items the Chairman decides are Urgent</b>		
12.	<b>Private Business</b>  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 of the aforementioned Act".		
13.	<b>Private Minute</b> (Pages 83 - 86)  Consider Private Minute of meeting held on 20 August 2019. (Copy attached).		2 mins
14.	<b>Hawick Common Haugh</b> (Pages 87 - 90)  Consider report by Service Director Assets & Infrastructure (Copy attached).		10 mins
15.	<b>Moveable Assets Inventory - Additional Item</b>  Consider report by Executive Director. (To follow).		10 mins
16.	<b>Property Update</b>  Verbal update by Estates Surveyor.		5 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, Mrs A Knight (Burnfoot) and Mr J Campbell (Hawick)

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Please direct any enquiries to Judith Turnbull Tel No. 01835 826556  
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, 20 August 2019 at 4.00 pm

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

Apologies: Councillor S Marshall.

In Attendance:- Pensions and Investments Manager, Managing Solicitor, Estates Strategy  
Surveyor, Property Officer (F Scott), Democratic Services Officer (J Turnbull).

**1. ORDER OF BUSINESS**

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

**2. MINUTE**

There had been circulated copies of the Minute of the meeting held on 28 May 2019.

**DECISION**

**APPROVED the Minute of the Meeting held on 28 May 2019 for signature by the Chairman.**

**3. MATTERS ARISING FROM THE MINUTE**

3.1 With reference to paragraph 3(a) of the Minute of 28 May 2019, the Managing Solicitor, Mr Kirk, advised that a Heritable Common Good Asset list was in course of preparation for all Common Goods. The definitive list would be circulated when finalised. With regard to Paragraph 3(b) of the Minute, the plan was still awaited from the Hawick Flood Protection Scheme's Senior Project Manager.

3.2 With regard to paragraph 4 of the Minute of 28 May, it was noted that the Will H Ogilvie Memorial Trust had been unable to obtain insurance for the bronze sculpture. Live Music Hawick had returned the £1,000.00 grant as their event had been cancelled. Hawick & Wilton Cricket Club had withdrawn their application for funding.

3.3 With reference to paragraph 7 of the Minute of 28 May, it was noted that the James Wilson Statue had been repaired.

**DECISION**

**NOTED:**

- (a) **That a Heritable Common Good Asset list would be circulated when finalised;**
- (b) **The plan showing boundaries of Hawick Common Good land was still awaited; and**
- (c) **The update on Hawick Common Good applications for financial assistance.**

4. **MONITORING REPORT FOR THREE MONTHS TO 30 JUNE 2019**

With reference to paragraph 5 of the Minute of 28 May, 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 three months to 30 June 2019, a full year projected out-turn for 2019/20 and projected balance sheet values as at 31 March 2020. Appendix 1 to the report provided the projected income and expenditure position. This showed a projected surplus of £56,713 for the year which included a proposed increase to the budget for grants and donations. Appendix 2 provided a projected balance sheet value as at 31 March 2019 and showed a projected decrease in reserves of £17,122. Appendix 3 provided a breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 30 June 2019. The Pensions and Investments Manager, Mrs Robb, highlighted the dividends from Kames Capital which were in line with the 5% target. Mrs Robb went on to advise that the sale of timber had generated £60k additional income from that contained in the report, this would be reflected in the next monitoring report.

**DECISION**

- (a) **AGREED the projected income and expenditure for 2019/20 in Appendix 1 to the report, as the revised budget for 2019/20.**
- (b) **NOTED within the appendices to the report:-**
  - (i) **The projected balance sheet value as at 31 March 2020 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.**

5. **HAWICK FLOOD PROTECTION SCHEME**

With reference to paragraph 4.4 of the Minute of 19 March, the Estates Strategy Surveyor, Mr Curtis, advised that the logistics of the Hawick Flood Protection scheme on the Common Haugh was still being discussed. A report on the long and short term impact of the works would be presented at the next meeting.

**DECISION**

**NOTED that a report on the long and short term impact of Hawick Flood Protection works on the Common Haugh would be presented at the next meeting**

6. **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**

7. **PRIVATE MINUTE**

Members approved the Private Minute of the Hawick Common Good Fund Sub-Committee held on 28 May 2019.

8. **MATTERS ARISING FROM THE MINUTE**

The Sub-Committee discussed the use of Common Good land.

9. **WEE HAUGH, HAWICK**

The Sub-Committee discussed the use of Common Good land.

10. **HORNSHOLE**  
The Sub-Committee noted that the Transfer had been completed.
11. **PROPERTY UPDATE**  
The Sub-Committee received a verbal update from the Estates Strategy Surveyor and Property Officer.
12. **URGENT BUSINESS**  
The Chairman asked if ownership of the Civic Space Car Park could be clarified.
13. **DATE OF NEXT MEETING**  
The next meeting of the Hawick Common Good Fund Sub-Committee was scheduled to be held on Tuesday, 10 December 2019 at 4.00 pm in the Borders Textile Towerhouse.

***The meeting concluded at 4.55 pm***

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Chief Executive  
27 AUG 2019  
Democratic Services



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

<p><u><b>Applicant Details</b></u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>Hawick Pantomime Group</p>
<p>Address to which payment should be made:</p>	<p>As above</p>
<p><u><b>Activities</b></u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Hawick Panto has been performing shows at Christmas time for the Hawick community since 1980. Our aim is always to give the people of Hawick and surrounding areas an evening of entertainment and enjoyment whilst at the same time enabling us to raise money to give to local charities/causes. Since the Group started we have donated well over £100,000 as well as giving several generations of youngsters the opportunity to come along to a live musical production, where they are encouraged to take part (by cheering, booing, responding, singing, etc!). Our group is open to anyone aged 16+ (children under the age of 16 may be invited to take part).</p>
<p><u><b>Assistance Requested</b></u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>In order to help us keep our costs low and thus have more funds to donate, we would be grateful to receive a grant of £1040.00 to cover the storage of our costumes, transportation of costumes and scenery, and advertising. These three items cost us £1014 last year and we expect the charges to rise with inflation annually.</p>
<p>When will the donation be required:</p>	<p>As soon as possible so that we can use them to pay for the above costs for our 2019 show. Storage of costumes is paid monthly and invoices for the other two expenses will be received in January 2020.</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>N/A</p> <p>Our Panto this year will run from 10-14 December 2019 with weekly rehearsals from 15 August 2019.</p> <p>£8,000</p> <p>We hold two public fundraisers for each show: back packing and a coffee morning - both usually raise between £300-£400 each. The week of the show we have a raffle with prizes being donated by our members/local firms.</p> <p>Most of our funds comes from our ticket/programme sales. Other funding received would be in the form of sponsorship from local businesses (which we are currently seeking).</p>

<p><u>Other information</u></p> <p>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 deliberately do everything 'on a shoestring' - for instance, our director, choreographer, sound, lighting technicians, etc do not receive any payment; our costumes are made by ourselves/bought via auction websites or by our own members - in order to allow us to give back as much as we can to the community/local groups.</p> <p>We have been grateful for the grant we received from the Common Good Fund last year which covered the annual cost of our costume storage.</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: _____</p> <p>Position Held: Committee Member</p> <p>Date: 26 August 2019</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</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 PANTOMIME GROUP ACCOUNTS FOR Y/E 31 MARCH 2019**

		<b>INCOME</b>	<b>11814.15</b>
		<b>BANK INTEREST</b>	<b>5.06</b>
			<b>11819.21</b>
	<b>EXPENDITURE</b>		
<b>ACCOUNTS</b>	<b>30</b>		
<b>ENGRAVING</b>	<b>62.5</b>		
<b>LICENCE</b>	<b>40</b>		
<b>BANNERS</b>	<b>68.7</b>		
<b>COSTUMES</b>	<b>342.59</b>		
<b>DONATIONS</b>	<b>1600</b>		
<b>HALL HIRE</b>	<b>1769.16</b>		
<b>STORAGE</b>	<b>624</b>		
<b>TRANSPORT</b>	<b>240</b>		
<b>DVD'S</b>	<b>60</b>		
<b>BATTERIES FOR MICS</b>	<b>78</b>		
<b>FLOATS</b>	<b>255</b>		
<b>PRINTIN</b>	<b>457.75</b>		
<b>ADVERTISING</b>	<b>150</b>		
<b>SCENERY /STAGE COSTS</b>	<b>1200</b>		
<b>INSURANCE</b>	<b>278.78</b>		
<b>SOUND</b>	<b>200</b>		
<b>FRONT OF HOUSE</b>	<b>186.96</b>		
	<b>7643.44</b>		
		<b>PROFIT</b>	<b>7643.44</b>
			<b>4175.69</b>

**APPROVED ON:** 22nd April 2019

**On behalf of the Committee:**

Gerry Monaghan  
Treasurer

22nd April 2019

**Independent Examiner's Report on the Accounts of Hawick Pantomime Group for the year ended 31st March 2019**

I have reviewed the accounts for the year ended 31st March 2019, which have been prepared by the Treasurer on a receipts and payments basis.

I am satisfied that there are adequate accounting records maintained.

In my opinion, the accounts give a true and fair view of the state of affairs of Hawick Pantomime Group and of its receipts and payments for the year then ended.

Scott Wallace MAAT

22nd April 2019

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p>          Telephone No:	<p>Hawick Congregational Community Church Reaching Out Project 24-26 Bourtree Place Hawick TD9 9HL</p>          (Development Worker)
<p>Email:</p>	<p>(Development Worker)</p>
<p>Address to which payment should be made:</p>	<p>Hawick Congregational Community Church 24-26 Bourtree Place Hawick TD9 9HL</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>The benefit our Reaching Out project brings is a safe space for those who suffer disability, chronic illness including neurological conditions, serious mental health needs, physical illness, older age, carers, to come together to enjoy a menu of meaningful activities, and shared support to each other which develops skills, friendships and a support network for those who have previously been isolated.</p> <p>Without our project, there would be nowhere for most to go. Our participants fall into gaps, with little if any support in their everyday life.</p> <p>Our activities reduce loneliness, increase skills, for those most deprived of income, and opportunity. In particular our weekly Soupalunch* and our monthly Friendship Afternoon, plus additional socials, walks, art, crafts and informal groups.</p> <p>The people coming to these would not integrate without support, both from each other, our key volunteers, staff and Trustees.</p> <p>An average of 60 and sometimes up to 70 customers come to Soupalunch, age 16 to 90+.</p> <p>*prior to Soupalunch there is an informal drop in where people can call in, chat, ask about worries, benefit letters, health letters (many participants have poor reading skills) have a cuppa.</p> <p>10 attend our knitting group, which is a small social venue for those who are lonely where they can build friendships.</p> <p>After Soupalunch, we have 20 at our singing group providing a safe environment for those with dementia, mental health needs, carers and older people to enjoy music.</p> <p>Participants are both beneficiaries and helpers, using and rediscovering existing skills, learning new ones. Many of those who come are left with Page 13 beyond statutory health care and have</p>

little to leave the house for, so involvement with a project where everyone is part of a team is transformational for them. It is something to look forward, a focus, and a purpose in life.

Supportive volunteering opportunities to those who would not usually be able to volunteer due to variable health conditions are a key focus. (strong medication, particular disabilities make it difficult to take on a fixed rota or commitment)

- In 2018 we went from 5 to 27 volunteers with disabilities; in particular 16 with neurological and neurodevelopmental conditions (including epilepsy, autism, cerebral palsy, severe mental illness, learning disability, Downs syndrome) at Soupalunch (55%).

We have key supportive volunteers with strong skills from education, health, nursing, civil service and lived experience of disability, to help and support those less confident.

Soupalunch provides a base for other local agencies and workers, to meet with their clients, including SBC Learning Disability Services, Neighbourhood workers SBHA, both of whom can provide essential information regarding benefits, housing, in an informal setting.

Over several years we have provided year- long placements for Borders College students age 16 -18, with disabilities to gain work experience and gain their Saltire Volunteering Awards.

We work closely with other local agencies including SBC Social Work teams, Community Learning, NHS Mental Health South team, to reach very vulnerable people including those who have become housebound, or dislocated, to participate or volunteer.

In 2020 we are developing new opportunities such as keeping safe with the local Police, Fire safety, Scam (RBS) NHS Health Promotion, Open University, to raise people above poverty, increase their skills, introduce them to further education.

The benefits are visible; Making a difference to each other interacting, having fun, “a laugh and a blether” “a safe place” “having friends” “I feel part of a team” “I enjoy the responsibility” “I feel useful” “it is the only time I have a meal with others”

20 people on average attend our Friendship Afternoon includes working with others, providing exercise (working with SBC Denise Carmichael, Walk It) music, games (one lady in her fifties with learning disabilities has learnt to count through playing Bingo) This is for all ages, and focuses especially on those who are lonely.

Those who come to us have come to rely on evaluation from others, who seem much “cleverer” and “expert”. This compounds their belief that they cannot do anything. We have experience of enabling transformational change, when someone finds they can do something

	<p>for themselves, it is very empowering for them and helps them make choices and decisions in other areas of their life.</p> <p>Before coming to us many people have only one friend, their “professional” worker or GP</p> <p>They are able to make a real and positive contribution to their local community.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We would like to ask for £4,000; the purpose for which it will be used is to assist with, develop and sustain our day activities in particular the key activities of Souplaunch and the Friendship Afternoon, during 2020.</p> <p>Overcome loneliness, through the provision of a key community safe base for those have become isolated through disability, chronic illness, poverty.</p> <p>Reduce dependence upon statutory services, providing opportunities for volunteering, training, education and potentially improving employment skills for those suffering stigma, and marginalisation. Through dedicated staff and volunteers, assisting those who fall into gaps, and where appropriate signposting them to other local agencies.</p>
<p>When will the donation be required:</p>	<p>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>This is an ongoing project</p> <p>The total cost of delivering our services January 2019 to December 2019 is £44,014.49 Our income is £38,434. At present we have a shortfall of £5,580.37</p> <p>Challenges are rising energy costs, up from £3,962 to £4,750 (our hall was upgraded to a high energy saving standard through Climate Challenge fund) public liability insurance £2,989</p> <p><b>Funds raised or expected;</b> Souplaunch raised Income 2019 so far): £4610 (Cost of Souplaunch: £2142) Souplaunch awarded £1,000 from Greggs Foundation in April 2019 Souplaunch sponsored by Bowhill Trust (December 2018 £300 )</p> <p>Rental income £2,309 (2019)</p> <p>Community Fund for Scotland lottery funding £8,000 a year for three years: as from September 2019 ( this is for supporting staff costs to manage community activities) Our original investment in a Development Worker – the first for our</p>

church and a leading example to community development – has been so successful that the Robertson Trust has, by exception, funded the post for 10 continuous years, between 2008 to May 2019<sup>1</sup>. Part of the costs have since been continued with the Lottery funding, but there remains a shortfall.

Community Worker/outreach befriender (20 hours) meeting the needs of the most vulnerable participants who fall into gaps, with health and cognitive difficulties

£4,673 has been invested in this post by Hawick Congregational Community Church; external funding is being sought currently. The full cost (if unfunded) in 2020 will be £8,840 per annum.

Any shortfalls in staff funding are met by the church.

£3,500 was awarded by Garfield Weston and was used to support outreach Community art, working with disadvantaged pupils at Hawick High School from January to June 2019. Also working with Burnfoot Hub and Burnfoot Community Primary school, and Burnfoot Reminiscence Group with dementia group, (for Equality and Diversity Weeks, Fashion Show)

Weens House (Eventide Homes) Hawick have supported us with a regular annual donation of £500 for our community work.

**Reserves;** Hawick Congregational Community Church holds reserves to cover costs of general maintenance, emergency repairs (e.g. roof or similar) and upgrade of their building, which includes the community hall.

Expected repair costs 2020 to upkeep our community building (which is also used for local coffee mornings to raise funds for local charities, other voluntary groups, e.g. Scout Post)

£2,549 (will be paid for by Hawick Congregational Community Church)

Baird Trust awarded £1,000 towards a new heating boiler.

Together with a sum to cover a minimum of 6 months' staff salaries related expenses, and ensure we can meet running costs, such as heat, light and insurance, and shortfall in revenue funding.

Our client group are generally poor, dependent upon benefits due to health or age, or in low income part time occupations. so have little money to donate,

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<sup>1</sup> (There was a one year break to comply with Robertson Trust rules, when the post was supported by Lloyds TSB Foundation and Allen Lane Foundation)



<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>2013 independently evaluated as one of 3 winners of UK Making a Positive Difference in the Community 2017 Soupalunch and Reaching Out one of 6 finalists UK Marsh Awards for Innovative Project 2019 Robertson Scholar (a local Hawick student) made an independent film about Reaching Out which will help towards her CV <a href="https://www.youtube.com/watch?v=CAGeEL4g3jA">https://www.youtube.com/watch?v=CAGeEL4g3jA</a></p> <p>V age 28 came to us with no friends; no social connections, lives in a rural location close to Hawick. Lonely. Complex disabilities cerebral palsy, autism and learning difficulties. V quickly became an active volunteer, asking to help make toasties, progressing to being in charge of cakes, fund raising with a sponsored walk. <i>"I love coming here to help out in the kitchen, I help make the toasties; Yes, and it makes me less lonely as I have made lots of good friends here"</i></p> <p><i>"The efficient and humane running of Reaching Out; a well-integrated project which contributes greatly to the social fabric and cohesiveness of Hawick. Set up in a community facing many challenges both economic and social, Reaching Out literally does what it says; reaching out to the socially and economically vulnerable.... Without leadership and skilful management, none of this would be possible. Only through the continued efficient and inclusive management of the project... The sense of ownership for the project felt by people who are beneficiaries and or volunteers, is in our opinion second to none. We are happy for you to share these observations with any prospective or existing funders and I am very happy for any of them to contact us for more information.</i></p> <p>Reference from John Spiteri Local Area Co-ordinator Learning Disability Service; Scottish Borders Council 0300 100 1800 ext 8490 07776490568</p> <ul style="list-style-type: none"> <li>• Previous assistance was given to the purchase of two table tennis tables £338 in 2008, these are still used every week.</li> </ul>
<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 have an Equal Opportunities Policy reviewed regularly. We hold a SafeGuarding Certificate following rigorous inspection every three years by the Congregational Federation in Scotland.</p> <p>Our staff and volunteers have undergone training in Vulnerable Persons legislation and Child Protection. Our Community Worker updated Adult Support and Protection in April 2019 with SBC /Police/ NHS Borders</p> <p>We have full disabled access and an inclusive policy for all those who come. We serve those of all faiths and none; we do not promote religion in any way. We provide equality of access to all irrespective of race, gender, age,</p>

sexual orientation, religious or political beliefs)  
We are a key partner of NHS Equality and Diversity Week

“Working collaboratively has added value to many HLN (healthy Living network) projects locally with the project (*Hawick Congregational Community Church Reaching Out*) being a key partner in supporting Diversity Week in the Scottish Borders, engaging with protected characteristic groups, raising awareness of equality challenges and helping celebrate the diverse communities that make up our community. Without this project, we would not achieve this. Lizzie McLeish NHS Health Improvement Practitioner (Equality & Diversity and Health Inequalities) ; NHS Borders Health Improvement Team.

Declaration

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

Signed: 

Position Held: Development Worker, Hawick Congregational Community Church Reaching Out Community Project

Date: 12th November 2019

**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

**Trustees Annual Report including  
Annual Receipts & Payments Accounts**

**for**

**Hawick Congregational Community Church**

**For the period**

**1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

**Scottish Charity No: SC004211**

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## Reference & Administrative Information

**Charity Name:** Hawick Congregational Community Church

**Scottish Charity No:** SC004211

**The Charities Principal Address:** 10 Harden Place  
HAWICK  
Roxburghshire  
TD9 7BY

### Charities Trustees on date of approval including office held:

Chairperson	Roy Millan
Secretary	Margaret Millan
Treasurer	Marion Underhill
Trustee	Mary Wing
Trustee	Sylvia Ponsford
Trustee	Heinz Melchert
Trustee	Christine Nichols
Trustee	Bill Miller
Trustee	Jennifer Miller
Trustee	Hugh Lyness
Trustee	James Shaw

### Names of other trustees during the period:

Isabel Duncan Resigned 26<sup>th</sup> August 2018

**Independent Examiner:** Sue Bennett ACIE

**Bankers:** The Royal Bank of Scotland  
35 Bank Street  
Galashiels  
TD1 1EP

## **Structure, Governance & Management**

### **Governing Document:**

The Hawick Congregational Community Church is governed by a constitution updated and adopted by AGM on 14 February 2008.

### **Trustee Recruitment & Appointment:**

At each Annual General Meeting the trustees are elected to be a member of the Management Committee, and new trustees are actively encouraged and sought throughout the year.

## **Objectives & Activities**

### **The Charities Charitable Purpose:**

As set out in the 'Constitution' and 'The Charities and Trustee Investments(Scotland) Act 2005' the purpose(s) of Hawick Congregational Community Church are the following:-

- The advancement of religion
- The advancement of citizenship or community development

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

### **Summary of the main activities in relation to these objectives:**

The worship, community and social welfare aims of the church have been fulfilled by a team of two Supply Pastors, 2 Lay Preachers, Church Deacons, Community Development Worker, Community Worker, Children and Young Person's Worker, Toddler Play Co-ordinator, Pre-Birth Bumps to Babies Co-ordinator, alongside the Trustees and 53 dedicated volunteers.

Sunday worship is provided from a combination of our own Deacons together with pulpit supply from 4 dedicated sources, 2 being retired ministers and 2 lay preachers. This has been successful and we will continue this pattern of worship.

Current pastoral ministry is carried out by Deacons, Community Development Worker, Community Worker, and some of our Trustees.

**The social ministry of the church** is carried out under the umbrella of the community project of Reaching Out, which welcomes all faiths and none, working to make a positive difference to the lives of those who are vulnerable or disadvantaged. Our charity provides an important safe, warm and vital base for these folk, particularly welcoming those who are suffering poverty, due to low income, dependence upon benefit, physical, and/or mental illness, other disability or long term unemployment.

Reaching Out provides community led activities supported by staff, and key volunteers, working alongside the Development Worker and Board of Management. Community participation at all levels is encouraged and supported.

## Achievement & Performance for 2018

In 2018 the Board of Management working with the Community Development Worker, increased activities, to meet identified need and 'gaps', working to alleviate isolation, disadvantage and poverty. The impact of this has been to reduce loneliness and improve quality of life amongst all ages, creating more volunteering opportunities, and greater opportunities for the most vulnerable to share peer support, learn and use new skills, and become meaningfully involved and included through participant led activities.

**Soupalunch** is our award winning people led social enterprise, much of the income being invested in opportunities for volunteering, training and equipment.

A weekly lifeline to many who enjoy an affordable social lunch particularly those isolated by older age, disability including long term mental illness and learning disability, chronic illness.

Many of our customers struggle to make ends meet and appreciate the hot lunch and informal support we offer. They have insufficient resources to see them through crisis situations. Signposting people to appropriate agencies, as well as offering kindness and immediate practical assistance, such as food, reading a health letter (many of our participants do not read) or arranging a welfare appointment for them eases their distress.

We provide a unique role in facilitating volunteering for those who would struggle to maintain this in mainstream environments due to the variability of their health.

The number of supported placements for vulnerable volunteers has increased by 5 to 27. In addition we have 7 "key" volunteers to provide reassurance, making a total of 34.

Soupalunch is volunteer led, delivering to an average of 70 customers. A team effort of shopping, cooking, preparing toasties, serving, washing up, encourages everyone to use their skills, and working to their strengths, contribute to nourishing a strong peer support environment.

Two 16 year old students are in placement with us from Borders College Life Skills course. After lunch talks included advice to reduce fuel poverty from Energy Scotland, banking help from RBS, first aid training.

**Community Support Worker** A developing and flexible post providing connectivity and meeting the needs of those who fall into "gap situations"

Visiting isolated people in hospital, accompanying people to essential health appointments has increased. It takes one hour to get to the local general hospital by bus, and a change of bus is required. Many people find public transport of this length difficult due to social anxiety, inability to read directions, tell the time, travel for long periods in confined spaces.

Support to the housebound, has increased. The Worker supports those who do not see anyone socially during their week, or have become isolated, due to dementia, mental illness, disability, chronic illness, and older age with essential shopping, and social company.

The Worker acts as a "go-between", reassuring the person they are not forgotten, if they are hospitalised or housebound for a long length of time and have become "disconnected". This regular contact helps re-establish bonds after periods of separation due to illness. 9 people were visited regularly over the year, and 6 people with multiple needs supported, so avoiding them becoming isolated and lonely.

Many of our participants find communication difficult, and have poor reading and writing skills, so quickly become isolated from each other during periods of hospitalisation or illness. The Community Worker facilitates contact, through mobile phone, visits and greetings cards ensuring vital contact is maintained and avoiding the onset of loneliness.

This fosters the feeling of “belonging” that is so essential to our community work. Accompanying people to local events and activities, increases their local connectivity and possibilities.

Acting as a crucial connection between a vulnerable person and the community, this post evidences improved resilience and mental health, increased self-esteem, a reduction in loneliness, maintaining longer term independence, decreasing mortality risk and risk of serious illness and disability. (Campaign to End Loneliness; Threat to Health 2018)  
In total 60 people are supported in various ways, including group activities;

**Knitting;** This group demonstrates a high level of autonomy and a strong sense of “belonging” through shared support particularly reducing loneliness. Making choices, working with Edinburgh Direct Aid, to donate knits and blankets to refugees, has given a sense of purpose and for those with very little, joy in giving.

**Singing;** Older people, carers, those with early onset dementia, learning disability, mental health needs especially enjoy the companionship. Improved communication, memory and social connections transform the lives of the most vulnerable participants.

**Friday Friendship Afternoon:** New inter-generational development, reducing isolation; a supportive social opportunity, developing friendships, and skills, with games and music.

**Partnership working and activities** locally are supported by the Community Worker.

**Developing new ways of helping people to interact with the wider community:** Innovative outreach remains a priority for us and we have achieved different ways to encourage new interests and possibilities.

**Walk in the Park;** Small groups chose local walks, bus trips, visits to café, museum and history landmarks. Learning to use public transport, and find the way to places of interest.

**Developed our work with Young People, Children and Families: Key Outcomes:** All parents involved in our groups reported reduced loneliness, feeling happier and improved bonding, with their baby, and toddler benefiting as a result.

**Children and Young Person’s Worker & Community Art:**  
Responding to higher levels of depression amongst young people, and offering opportunities for vulnerable pupils, we provided 64 art and craft sessions to 44 different children, including P7 Burnfoot Community School and S1 to S5 children, at Hawick High School. Each session was for 5 and 8 pupils at a time, the minimum number of sessions for a child was 6, the maximum 32.  
Over the year this has benefited the children in motor skills, language, listening, problem solving, greater independence, improved social skills.

Art projects and drop in activities in community settings provided a safe and happy space to develop communication skills, talking and sharing, solving problems and using initiative.



A three dimensional "community" made out of boxes by all ages, at our different activities, was exhibited at Hawick Library, also displayed at Galashiels College during Scottish Borders Equality and Diversity Week, which we join in as a key partner.

Seeing their work on art work on display, and receiving praise is very empowering, for participants, particularly those who experience being "labelled" or judged as having "limited skills".

Many people particularly those with mental health needs, or learning difficulties find eye to eye contact difficult, and have poor literacy skills. Working together on art projects "alongside each other" improves their confidence, helping them to deal with everyday social encounters.

Our outcomes offer a mitigation of the negative effects of social disadvantage, poor mental health, long term health conditions, enabling people to access parts of themselves that have become closed when they lose "their identity" through poverty and difference.

Fostering creativity and imagination is crucial for us to provide the transformational process of achieving independence, reducing agitation, anxiety, and the impact of chronic health, which we observe in our participants. Increasing people's ability to cope with the multiple challenges of persistent inequality through the creative arts is a key strand of our work.

### **Toddlers Together**

We have 24 families who regularly attend. This year we have introduced a waiting list due to exceptionally high demand.

Good listening, sitting quietly, practical activities and safe interaction are skills which parents feel their children have learned and benefit their move into school or nursery settings.

Nutrition, preventing obesity, oral health, and exercise improve physical skills, healthy cognitive and emotional development and the importance of play, music and singing are key outcomes for this group. Regular evaluation indicates parents value the structured play, space and professional staff present.

### **Bumps to Babies**

35 new and pre-birth Mothers shared experiences of early parenting. Activities of music and singing, benefiting early development and brain cell growth for babies. Reducing risk of cardiovascular disease, through awareness of early nutrition, breast feeding. Socialising through peer support plays a critical role in helping to adjust to parenthood, reducing the likelihood of loneliness and depression.

### **Older people**

As an inter-generational organisation, we value older people who take an active part, in all our activities.

**Table Tennis** draws folk from the community of all ages, for a mixture of social doubles and with some competitive singles thrown in. It includes participants of 80 and 90 plus.

**Art for All** This weekly class has an average of 13 members, eager to take on new ideas, try new methods and media and develop technique.

### **Reducing isolation and loneliness at Christmas; a particularly lonely time**

Candlelit supper: representatives from other local churches attend; with entertainment  
Christmas Eve Candlelit service open to all

Christmas Soupalunch, supported by Bowhill Community Trust and Morrison's Christmas Party attended by 70 people of all ages

**Regular inclusive social events;**

Scots Night annual event with haggis supper and live entertainment  
Grand Autumn Coffee Morning; annual fund raising event with stalls and bacon breakfast  
Hymnalong Hymnathon, an annual chance to singalong and raise funds, Tea Dance as part of Scottish Equality and Diversity Week

A new event this year was a fundraising Craft Fayre, and Art Exhibition, organised by one of our Trustees. Our knitters took a stall, selling their items, and gaining new skills.

**Fundraising**

This continues to be a challenge as this is a low income community with little spare funds. The majority of those who use our project are not in employment due to ill health, age, or caring responsibilities, and are reliant on disability benefit, basic pension.

The situation of unemployment remains unchanged, with a rise in local job losses in 2018. Hawick remains 17<sup>th</sup> on the multiple deprivation scale and economically has not improved since 2009. (SBC 2016)

We have a Just Giving page through the National Churches Trust. In a poor community this way of giving is not a popular choice. As a small local charity we do not attract larger interest. Most people who use our services rely on pay-as-you-go phones for internet and often have no credit in their phone.

**Partnership working:** Strong links with local partner agencies strengthening community capacity including NHS Healthy Living Network, Scottish Borders Health and Social Care Partnership, Hawick Social Care, SBC Learning Disability Services, NHS South Team Mental Health; Joint Health Improvement Team, Health Visitors, Midwives; Hawick Library, Hawick High School, Elim Job club, Hawick Senior Citizens, Future Hawick, Selkirk Open Door Club, Borders College, Burnfoot Hub, Councils of Voluntary Service, Volunteer Centre. Shared Holiday clubs organised by Salvation Army with other local churches. Our church hall is also regularly used by other voluntary groups, annual Christmas Scout Post, children's parties (and other community social events)

**Evaluation:** An independent evaluation was carried out by a Robertson Scholar, a media student at Queen Margaret's University. A film was also made of our work, involving our participants, staff and volunteers. This has been shared as good practice with Community Café Network and local NHS Health Improvement (Public Health) agencies.

**Social Media:** We have a very active Facebook and Web site.

**Funding 2018;** Sincere thanks to our funders; Robertson Trust; Cattanach Trust; Prince of Wales's Charitable Trust, Weens House Eventide Homes, Bowhill Community Trust, Hawick Panto, Hayward Sanderson Trust, and private donations. Also thank you our dedicated volunteers, supporters and friends for their time and interest.

## Financial Review

### Statement of Reserves Policy:

The Hawick Congregational Community Church sold its Manse a number of years ago; the proceeds were put into designated accounts. The amount now held, £26,000 is to cover the costs of upkeep, general fabric repairs and as a roof repair fund for the Church and its Hall. It is also the wish of the Trustees that a minimum of £24,000, approximately six months running costs of the Church, be held within the designated funds. Therefore the current Designated Funds (£50,000) are held for such circumstances.

### Details of any deficit:

There is was a financial deficit this year of £11,079.64, the Trustees are aware of this deficit and will continue to monitor the situation.

### Details of Donated Facilities & Services:

In kind voluntary time this year is in excess of 5,500 hours. This includes Board of Management, volunteers, community participants, and additional unpaid hours by staff. There has been an increase of volunteer involvement across all our activities.

## Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:

Roy Millan  
Chairperson

Dated: 7.2.19

**Receipts & Payments Account  
 Year Ended 31st December 2018**

<b>Receipts &amp; Payments Account</b>	<b>Notes</b>	<b>Un Restricted</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
<b>Receipts</b>					
Donations	6	717.36	0.00	717.36	932.97
Receipts from Fund Raising Activities	1	930.00	0.00	930.00	1207.46
Other Charitable Activities	2	23772.34	0.00	23772.34	25110.92
Grants	3	0.00	19500.00	19500.00	34024.38
Bank Interest		255.36	0.00	255.36	297.10
Gift Aid		1558.59	0.00	1558.59	1622.42
		<u>27233.65</u>	<u>19500.00</u>	<u>46733.65</u>	<u>63195.25</u>
<b>Payments</b>					
Expenses from Fund Raising Activities	4	226.73	0.00	226.73	265.85
Expenses from Charitable Activities	5	33210.38	24286.18	57496.56	55794.96
Independent Examination		90.00	0.00	90.00	90.00
		<u>33527.11</u>	<u>24286.18</u>	<u>57813.29</u>	<u>56150.81</u>
<b>Surplus/(Deficit)</b>		<u>(6293.46)</u>	<u>(4786.18)</u>	<u>(11079.64)</u>	<u>7044.44</u>
<b>Statement of Balances as at 31<sup>st</sup> December 2018</b>					
		<b>Un Restricted</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
Balances at Start of Year		85166.16	5223.06	90389.22	83344.78
Surplus/(Deficit)		(6293.46)	(4786.18)	(11079.64)	7044.44
Transfer Between Funds		0.00	0.00	0.00	0.00
Balances at End of Year		<u>78872.70</u>	<u>436.88</u>	<u>79309.58</u>	<u>90389.22</u>

Financial Statements approved by the Charity and signed on its behalf by:

Signed.....  
 Chairperson

Signed.....  
 Treasurer

**Notes to the Accounts**

	<b>2018</b>	<b>2017</b>
<b>1. Receipts from Fund Raising Activities</b>		
<b>Reaching Out</b>		
Hymnalong	181.60	269.30
<b>Main Church Account</b>		
Autumn Fayre	0.00	938.16
Coffee Morning	748.40	0.00
	<b>£930.00</b>	<b>£1207.46</b>
<b>2. Other Charitable Activities</b>		
<b>Reaching Out</b>		
Art For All	665.00	858.00
Hear to Listen	25.00	110.70
Soupa Lunch	3761.76	3563.08
Toddlers Together	414.00	328.05
Bumps to Babies	0.00	110.70
Other Projects	340.00	0.00
<b>Main Church Account</b>		
Fellowship Fund	243.13	314.27
Cash Collections	525.52	1026.26
FWO Envelopes	9984.37	9477.36
Hall Lets		
50+	90.00	210.00
Archaeological Society	30.00	30.00
Other Coffee Mornings	248.00	290.00
Quilters	210.00	325.00
Reaching Out	4500.00	5500.00
Scouts	70.00	80.00
Table Tennis	545.56	654.00
Yoga	1775.00	1875.00
Assessments	345.00	358.50
	<b>£23772.34</b>	<b>£25110.92</b>
<b>3. Grants</b>		
<b>Main Account</b>		
Faith in the Community	0.00	5000.00
The Robertson Trust	8500.00	8500.00
Congregational Federation	0.00	3000.00
Cattanach Trust	8000.00	10000.00
Princes Trust	1000.00	0.00
Common Good Fund	0.00	2624.38
Tesco	1000.00	0.00
<b>Reaching Out</b>		
Hawick Eventide Homes	500.00	500.00
NHS Borders	0.00	1100.00
Agnes Hunter Trust	0.00	3300.00
Hayward Sanderson Trust	500.00	0.00
	<b>£19500.00</b>	<b>£34024.38</b>

Notes to the Accounts cont'd

	2018	2017
<b>4. Expenses from Fund Raising Activities</b>		
<b>Reaching Out</b>		
Photocopying/Printing	65.75	0.00
Stationery	88.98	134.38
Website	72.00	72.00
	<b>£226.73</b>	<b>£265.85</b>
<b>5. Expenses from Charitable Activity</b>		
<b>Reaching Out</b>		
Art For All	665.00	858.00
Bumps to Babies	300.00	423.08
Hear to Listen	25.00	110.00
Soupa Lunch	4261.76	5193.98
Toddlers Together	414.00	1117.66
Other Project Costs	713.10	660.26
<b>Main Church Account</b>		
Fellowship Fund	94.00	431.00
Salaries & Expenses		
Project Worker	12103.22	12105.56
Bumps to Babies	4315.98	3832.50
Mission Worker	6864.00	7488.00
Faith Worker	6714.62	4692.31
Toddler Group Workers	3940.93	4301.00
Property Costs		
Electricity	2055.00	2412.00
Gas	1550.00	1278.00
Organ/Piano Costs	0.00	55.00
Repairs	1821.10	882.69
Renovation Work	3838.00	0.00
Church Sundries		
Hygiene Products	438.44	545.26
Pulpit Supplies	1395.00	1665.00
Other Sundry Costs	832.06	350.67
Charitable Donations	0.00	140.00
Project Costs	468.50	2624.38
Administration Costs		
Advertisements	259.20	268.40
Insurance	2821.31	2733.17
Performance Licence	228.36	215.92
Subscriptions	66.00	45.00
Stationery	95.38	118.21
Telephone	513.60	574.91
Assessments		
Glasgow	370.00	370.00
Nottingham	333.00	303.00
	<b>£57496.56</b>	<b>£55794.96</b>

**Notes to the Accounts cont'd**

	<b>2018</b>	<b>2017</b>
<b>6. Donations</b>		
<b>Reaching Out</b>		
Cash Donations	62.70	254.00
<b>Main Church Account</b>		
Gift Day	264.00	295.00
Church World Mission	0.00	144.00
Other Donations	390.66	267.00
	<b>£717.36</b>	<b>£932.97</b>

**7. Trustee Remuneration and Related Party Transactions**

The Trustees did not receive any remuneration or expenses during the year.

**8. Nature & Purpose of Funds**

Grant funds are restricted and used for the projects run by the Hawick Congregation Church, all other funds are unrestricted and used for the general running of the Church and the hall.

As at the end of the financial year 31<sup>st</sup> December 2018 the bank balances were as follows:

Royal of Bank of Scotland		
Treasurers Account	45784.53	
Reaching Out Account	634.76	
60 Day Account	41.33	
		46460.62
Scottish Building Society		
Instant Access (5)	21522.62	
Instant Access (8)	11326.34	
		32848.96
<b>Total Funds</b>		<b>£79309.58</b>
<b>Breakdown of Funds</b>		
Restricted Funds		
Cattanach Trust		436.88
Un-Restricted Funds		78872.70
<b>Total Funds</b>		<b>£79309.58</b>

## Independent Examiner's Report on the Accounts

Report to the trustees of Hawick Congregational Church  
Registered charity number SC004211  
On the accounts of the charity for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2018  
Set out on Pages 1 to 14

### Respective responsibilities of trustees and examiner

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

### Basis of independent examiner's statement

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

### Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:.....  
Sue Bennett

Date:..... 7-2-19 .....

Relevant professional qualification(s) or body:  
ACIE & Dip Business & Finance





**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>Marion Short on behalf of Hawick In Bloom (a sub group of Hawick Community Council)</p>
<p>Address to which payment should be made:</p>	<p>Mr J Adams, Treasurer for Hawick Community Council</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 is one of 69 Community Councils within Scottish Borders and participates in various other Committee meetings from outside agencies, deals with issues referred by people in the community and organises various events such as annual Christmas event, annual town clean-up and the annual provision of plants in the central area of the town, all for the benefit of people residing within the community and also visitors to the town</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>(a) £1055.36 for summer season 2020 (b) £723.99 for winter season 2020</p> <p>For each of these the funding would be spent on the purchase of bedding plants for the area surrounding the War Memorial in Wilton Lodge Park and the Bloom Group will now undertake this planting due to a similar service being withdrawn by Scottish Borders Council Total £1779.35</p>
<p>When will the donation be required:</p>	<p>(a) March 2020 (b) October 2020</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</p>	<p>An estimate of costs for the two periods is attached</p> <p align="center">Page 33</p>

sources):	
<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:	The winter season planting for 2019 has been financed jointly on a one-off basis between Hawick Community Council and Hawick Honorary Provosts Council in time for Remembrance Sunday 2019. The War Memorial which sits adjacent to the Museum are in Wilton Lodge Park, which is in receipt of award winning status and the general feeling of the residents in the community is that the area surrounding the War Memorial should be in-keeping with the standard of the remainder of the Park, as opposed to Council proposals for the area in question to be grassed over
<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).	There is access to the area for all in the community and visitors to the town also irrespective of disabilities or beliefs
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate  Signed: Marion Short  Position Held: Vice Chair/HCC  Date: 11 November 2019	
<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>	
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 (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>£551.63</u>		<u>£0.00</u>		<u>£100.00</u>
HCC Community Fund	Opening Bal	£594.55	HCC Community Fund	Foundation Scotland	£9,707.00	Welcome Hosts
	Income	<u>£9,707.00</u>				Walking Festival
		£10,301.55				Hawick in Bloom
	Expenditure	<u>£6,981.00</u>				Grants
		<u>£3,320.55</u>				£1,000.00
						£1,000.00
						£500.00
						£4,481.00
				<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

2 MAY 2019

**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

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

# Milestone

Good things made special

Hawick In Bloom

QUOTE ONLY

Date

07/11/2019

Description	Qty	Unit Price	Total Goods Ex VAT	VAT
<b>For Winter 2020</b>				
Pansies 6 pack (654 plants)	109			
Primrose 6 pack (648 plants)	108			
<b>M/Save Deal 3 for £10</b> Total Packs	<b>217</b>	<b>£3.99</b>	<b>£603.32</b>	<b>120.67</b>
			<b>Subtotal</b>	£ 603.32
			<b>VAT at 20%</b>	£ 120.67
			<b>Total</b>	£ 723.99

T: 01835 825959 F: 01835 825960  
 E: info@milestonegardenandleisure.com  
 W: milestonegardencentre.com

MILESTONE GARDEN & LEISURE LTD  
 Newtown St Boswells, Roxburghshire TD6 OPL

Page 37  
 COMPANY REG: SC285498 VAT REG: GB 865 5649 76

# Milestone

Good things made special

Hawick In Bloom

QUOTE ONLY

Date

07/11/2019

Description	Qty	Unit Price	Total Goods Ex VAT	VAT
<b>For Summer 2020</b>				
Begonia Non Stop 4 pack (652 plants)                      less 15% discount	163	£4.99	£677.81 £101.67	135.56 20.33
<b>**Sub total**</b>			<b>£576.14</b>	<b>115.23</b>
Begonia Semper Florens 6pk (654 plants) <b>3 for £10</b>	109	£3.99	<b>£303.32</b>	<b>60.67</b>
			<b>Subtotal</b>	£ 879.46
			<b>VAT at 20%</b>	£ 175.90
			<b>Total</b>	£ 1,055.36

Terms: Strictly 30 Days

T: 01835 825959 F: 01835 825960  
E: [Info@milestonegardenandleisure.com](mailto:Info@milestonegardenandleisure.com)  
W: [milestonegardencentre.com](http://milestonegardencentre.com)

MILESTONE GARDEN & LEISURE LTD  
Newtown St Boswells, Roxburghshire TD6 OPL



**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>Catherine Elliott Hawick Reivers Association</p>
<p>Address to which payment should be made:</p>	<p>Mr J Craig Hawick Reivers Association,</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 Reivers Association will hold the 18th Hawick Reivers Festival in 2020. Over the last few years the festival has gained substantial momentum and grown in popularity and stature gaining recognition and support from Events Scotland in 2018 and 2019. We have attached the outcome report we submitted to Event Scotland showing visitor numbers and average stay etc. From our Irish guests alone (one of our targeted markets) we have estimated an income to the local economy of in excess of £16000 and this reflects only a small section of our visitor numbers. In addition more than £5000 is spent within the Hawick economy and about £2000+ in the wider Scottish Borders economy on the preparation and delivery of the Festival. The festival is one of the earliest events in the Border Tourism Calendar and we can confidently say it is bringing visitors from far and wide into the town. With the proposed flood prevention work in 2020 impacting on the layout and positioning of the Festival events we are aware that additional costs may be incurred to achieve and publicise these changes, however the committee is fully committed to delivering as memorable an event as the the town has enjoyed in recent years</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3000 towards the overall running costs of the festival including insurance, marketing, venues etc. . This will allow us to continue to provide many of the events free of charge to the local population and visitors alike.</p>
<p>When will the donation be required:</p>	<p>January 2020</p>
<p>If this is a one-off project then please give the following details –</p>	<p>Annual event</p>

Date (s):	27th to 29th March 2020
Estimated total cost:	£17700
Funds already raised by applicant's own efforts:	£0
Funds raised or expected to be raised from other sources (please state sources):	£1350 - Fundraising events and donations £ 2100 - Sponsorship and advertising £ 3500 - Ticket sales £3150 - Torch sales, stall fees, bar sales etc £4370 - Scottish Clans & Historical Figures Event Fund



<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 are very aware that we have received regular support from the Hawick Common Good Fund. (Which totals £15500 over the last 10 Festivals. - ie approximately £1 per head of population over 10years)</p> <p>While we are very grateful for this support we feel that the Festival generates substantially more than this each year to the local economy and we hope that this further request for 2020 will be viewed favourably.</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>All of our events are open to all members of the community and visitors in accordance with the Equalities Act 2010</p> <p>We hold our events in disabled friendly premises with suitable access.</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: Catherine S.C. Elliott</p> <p>Position Held: Chairman</p> <p>Date: 10th November 2019</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>	



**HAWICK REIVERS ASSOCIATION  
REPORT OF THE DIRECTORS AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2019**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2019**

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**HAWICK REIVERS ASSOCIATION**  
**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31ST MAY 2019**

**DIRECTORS:** Dr C S C Elliott  
Mrs E H Sangster  
J R Craig  
K Johnson  
Mrs M A M McCreadie  
K J L Douglas

**SECRETARY:** R W A Bannerman

**REGISTERED OFFICE:** 19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

**REGISTERED NUMBER:** SC281910 (Scotland)

**ACCOUNTANTS:** JRW  
Chartered Accountants  
19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31ST MAY 2019**

The directors present their report with the financial statements of the company for the year ended 31st May 2019.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of festival organisers.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1st June 2018 to the date of this report.

Dr C S C Elliott  
Mrs E H Sangster  
J R Craig  
K Johnson  
Mrs M A M McCreadie  
K J L Douglas

At the Annual General Meeting all the directors retire, but being eligible, offer themselves for re-election.

**GRANT FUNDING**

The directors and management committee are very grateful for the continuing financial support from the Hawick Common Good Fund (£3,000 in 2018-19) towards the running costs of the festival. Without this support it would be very difficult to continue to stage the festival.

This year we were successful for a second year in our application for funding from the Scottish Clan Event Fund, administered by Event Scotland. We were awarded £4,740 for the purpose of supporting production and marketing costs associated with delivering our expanded clans (borders families) themed programming for the 2019 festival, which we promoted as Borders Kith and Kin. This enabled us to expand and enhance the programme of events, in particular the very successful schools heraldry project,, to produce a memorable 2019 Festival.

We were also successful in obtaining an award of £500 from the Langhope Rig Community Fund to assist with the costs associated with the schools heraldry project.

We would also like to thank all our sponsors and advertisers for their invaluable support.

**AIMS**

The objects of the Company are:

- i) provide a community education project concentrating on Hawick's history, heritage and culture;
- ii) promote economic growth by increasing visitor numbers in Hawick, by encouraging people to stay longer and spend money in the town;
- iii) encourage social cohesion by bringing together the local community to work on the project, increasing capacity and confidence in the community;
- iv) heighten people's awareness of the Reivers in art, performance and spectacle and bring some aspects of the 16th Century to life.

The following section illustrates how we achieved these aims.

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31ST MAY 2019**

**THE 2019 FESTIVAL**

**Achievements**

We aim to continually develop and improve our festival. The grant funding that we received allowed us to build on the success of our Kith and Kin theme adopted in 2018. We marketed our event more extensively - particularly with regards to forming links with the large number of Reiver Family descendents in Northern Ireland (this was achieved very successfully).

In addition it allowed us to deliver up a very successful Heraldry project involving 170 primary school children within the town and we have 6 banners to be used in future years.

We were able to market the event in Northumberland and Cumbria and begin the process of forming stronger links with these "Reiving Areas".

We were able to stage again our clan talks and on this occasion broadcast these via facebook and thus reach a much wider audience.

We were able to expand our Clan village and attract 2 new clans to attend.

We have always enjoyed a large level of support from our local community and schools and this was very much the case again in 2019. Ten clubs and societies in the town help with the staffing and delivery of the many events on a voluntary basis.

The Reivers Festival Committee have received very many positive comments following the 2019 event. Local people feel it is growing year on year and is "very good for the town" attracting many visitors. We have already received additional offers of help for 2020 and a number of suggestions on how we could vary the programme for next year.

**Economic Benefits**

One of the stated aims of our event is to attract visitors to Hawick for the economic benefit of the town. In 2019 our survey of visitors to our free events showed 24.6% of visitors to be from out with the Scottish Borders (59% from out with Hawick) If however we also include those attending our ticketed events the percentage of attendees from outwith Scottish Borders rises to 40%.

We were very pleased to confirm that by targeting the Northern Ireland market we know that the following groups attended (Total : 66):

Ulster Scots Association : 14 representatives

Kilkeel Reivers Festival : 5 representatives

Newtownbutler Primary School Fermanagh : 14 pupils and 6 adults

Living History Ireland re-enactment group: 27 members

In addition we confirmed visitors from Germany, Ethiopia and USA.

Of those surveyed, 43% were Day visitors, 13% stayed 1 night, 16% stayed 2 nights, 24% stayed 3 or more nights.

We know that the Living History Ireland visitors spent an average of £253 per person in Hawick during their visit which indicates that the visitors from Northern Ireland alone spent approximately £16,000 in the town over the weekend. With many other visitors from outwith the town the total economic benefit will far exceed that figure. In addition Hawick Reivers Association spent more than £5,000 directly on goods and services provided by Hawick businesses and an additional £4,000 in the wider Scottish Borders. This demonstrates the positive economic impact that the festival has for Hawick.

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31ST MAY 2019**

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

Dr C S C Elliott - Director

27th August 2019



HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

INCOME STATEMENT  
FOR THE YEAR ENDED 31ST MAY 2019

	Notes	2019 £	2018 £
<b>INCOME</b>		19,681	20,585
Purchases		2,042	282
<b>GROSS SURPLUS</b>		17,639	20,303
Administrative expenses		17,141	18,988
<b>OPERATING SURPLUS and SURPLUS BEFORE TAXATION</b>		498	1,315
Tax on surplus		-	-
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		498	1,315

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

BALANCE SHEET  
31ST MAY 2019

	Notes	2019 £	£	2018 £	£
<b>FIXED ASSETS</b>					
Tangible assets	5		5,174		8,079
<b>CURRENT ASSETS</b>					
Debtors	6	130		260	
Cash at bank		5,845		5,062	
		<u>5,975</u>		<u>5,322</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	7	191		187	
<b>NET CURRENT ASSETS</b>			<u>5,784</u>		<u>5,135</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			10,958		13,214
<b>ACCRUALS AND DEFERRED INCOME</b>			<u>4,754</u>		<u>7,508</u>
<b>NET ASSETS</b>			<u>6,204</u>		<u>5,706</u>
<b>RESERVES</b>					
Income and expenditure account	9		<u>6,204</u>		<u>5,706</u>
			<u>6,204</u>		<u>5,706</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st May 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st May 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**BALANCE SHEET - continued  
31ST MAY 2019**

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 27th August 2019 and were signed on its behalf by:

Dr C S C Elliott - Director

K Johnson - Director

The notes form part of these financial statements

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2019**

**1. STATUTORY INFORMATION**

Hawick Reivers Association is a private company, limited by guarantee, registered in Scotland. The company's registered number and registered office address can be found on the Company Information page.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Grants**

Grants receivable in respect of expenditure incurred during the year are included in the income and expenditure account. Grants received in respect of future expenditure are deferred and matched against the expenditure in the year it is incurred. Grants received in respect of capital expenditure are deferred and released to the income and expenditure account over a period that matches the depreciation of the related fixed assets.

**Investment Income**

Bank interest is accounted for when receivable.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 20% on cost

**Financial assets**

Basic financial assets, including trade and other debtors and bank balances, are initially recognised at transaction price.

At the end of each reporting period financial assets measured at cost are assessed for evidence of impairment. Any impairment loss is recognised in the Income Statement.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire or are settled.

**Financial liabilities**

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. These are classed as current liabilities as payment is due within one year or less. If not they are presented as non-current liabilities.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MAY 2019

8. ACCRUALS AND DEFERRED INCOME

	2019	2018
	£	£
Deferred government grants	4,754	7,508
	<u>4,754</u>	<u>7,508</u>

Deferred government grants includes £1,754 relating to an Awards for All Grant for the purchase of equipment. The grant of £8,770 is being released to the income and expenditure account over a period of five years to match the depreciation of the equipment. Also included is £3,000 relating to a Scottish Borders Council Community Grant for the purchase of equipment. The grant of £5,000 is being released to the income and expenditure account over a period of five years to match the depreciation of the equipment.

9. RESERVES

	Income and expenditure account £
At 1st June 2018	5,706
Surplus for the year	498
At 31st May 2019	<u>6,204</u>

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
HAWICK REIVERS ASSOCIATION**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hawick Reivers Association for the year ended 31st May 2019 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of ICAS, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.com/accountspreparationguidance>.

This report is made solely to the Board of Directors of Hawick Reivers Association, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Hawick Reivers Association and state those matters that we have agreed to state to the Board of Directors of Hawick Reivers Association, as a body, in this report in accordance with the requirements of ICAS as detailed at <http://www.icas.com/accountspreparationguidance>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Hawick Reivers Association has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Hawick Reivers Association. You consider that Hawick Reivers Association is exempt from the statutory audit requirement for the year.

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

JRW  
Chartered Accountants  
19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

27th August 2019

This page does not form part of the statutory financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST MAY 2019

	2019		2018	
	£	£	£	£
<b>Income</b>				
Ticket sales	3,015		2,791	
Concert bar & raffle	798		572	
Programme adverts	1,430		1,710	
Stand fees (stall holders)	1,400		1,330	
Torch sales	552		754	
Common good fund	3,000		3,000	
Ale and mulled wine	189		89	
Fireworks prize draw	150		201	
Sponsorship & donations	776		1,868	
Coffee morning	377		366	
SBC community grant	1,000		1,000	
Awards for all grant	1,754		1,754	
Costume hire	-		200	
Scottish Clan Event Fund	4,740		4,950	
Langhope Rig Community Fund	500		-	
		19,681		20,585
<b>Purchases</b>				
Purchases		2,042		282
<b>GROSS SURPLUS</b>		17,639		20,303
<b>Expenditure</b>				
Entertainers	6,471		7,033	
Website and promotion	244		432	
Administration	708		755	
Advertising	4,439		5,745	
Sites and venues	2,374		2,118	
Depreciation of tangible fixed assets	2,905		2,905	
		17,141		18,988
<b>NET SURPLUS</b>		498		1,315

This page does not form part of the statutory 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>Email:</p>	<p>Hawick Honorary Provost's Council Cllr Clair Ramage</p> <p>clair.ramage@scotborders.gov.uk</p>
<p>Address to which payment should be made:</p>	<p>Bank of Scotland Sort code Account no.</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 Honorary Provost's Council (HHPC) entertains guests/dignitaries from the UK and overseas who visit Hawick and hold Civic Receptions for visitors and local citizens.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,500 for the continued running costs of HHPC.</p>
<p>When will the donation be required:</p>	<p>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>Not applicable</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>Latest Audited accounts attached.</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>There is no discrimination by HHPS of any of the groups mentioned and all members of HHPC are aware of equal opportunities legislation.</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: HHPC, Senior Baillie</p> <p>Date: 22/10/19</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>	


# Hawick Honorary Provost's Council Accounts for year ending 31 March 2019


## INCOME

	2019	2018
Grant - Hawick Common Good		
Grant - Scottish Borders Council	2,500.00	0.00
Donations	0.00	0.00
	4.08	290.34
<b>Total Income:</b>	<b><u>2,504.08</u></b>	<b><u>290.34</u></b>

## EXPENDITURE


Stationery / Postage	49.74	0.00
Misc. Presentations / Receptions	538.50	746.27
Robe Alteration	0.00	40.00
Hon. Provost's Allowance	0.00	300.00
Remembrance Sunday - Wreaths & Catering	166.00	215.20
Provost's Portrait	0.00	150.00
Advertising / Room Hire - AGM	43.20	53.20
Presentation (Chief Guest)	0.00	0.00
Reception (Colour Bussing)	0.00	150.00
Hon Provost Achievement Award	321.60	0.00
Halberdiers Seat	499.14	0.00
Donation towards Christmas Decorations	184.30	0.00
<b>Total Expenditure:</b>	<b><u>1,802.48</u></b>	<b><u>1,654.67</u></b>
<b>Surplus/Defecit for year</b>	<b>701.60</b>	<b>-1,364.33</b>
<b>Balance as at 1st April</b>	<b>664.36</b>	<b>2,028.69</b>
<b>Balance as at 31st March</b>	<b><u>1,365.96</u></b>	<b><u>664.36</u></b>
<b>Funds Held in Bank</b>	<b><u>1,365.96</u></b>	<b><u>664.36</u></b>

 Hon. Provost

 Treasurer

### Independent Examiner's Report

I have examined the available records and bank statements for the Hawick Honorary Provost's Council for the year ending 31 March 2019 and confirm the above statement is in agreement with these records.

  
R Scott Elliot  
Independent Examiner.

Date: 13/5/19





**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>50th Anniversary Celebration Group % Roger Hemming</p>
<p>Address to which payment should be made:</p>	<p>Invoices to Scottish Borders Council</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>Various celebrations of the 50 years of youth work provided by Roxburgh District Council, Borders Regional Council and Scottish Borders Council</p> <p>The exact celebrations, which will happen in December 2019 will be decided on 19th December 2019 and will most likely consist of a gathering/reception of former staff (paid and voluntary) and other appropriate guests, specimen tree planting and the installation of an anniversary plaque in what was called Hawick Youth Centre</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Specimen tree and materials £50 Anniversary plaque and materials £50 Invitation cards and postage £50 Refreshments and contingency £50</p>
<p>When will the donation be required:</p>	<p>December 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</p>	<p><b>Date</b> To be decided 19th November <b>Estimated Total Cost</b> £200 (see above for breakdown)</p>

sources (please state sources):	
<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>This application is NOT from the current providers of youth work in Hawick .The applicant group is an “ad hoc” one brought together solely to mark a 50 year anniversary. The group consists of former full and part-time paid and voluntary Community Education Workers. We plan to attract local press coverage.</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>The celebration will be open to relevant people without any discrimination</p>
<p><b><u>Declaration</u></b> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p><b>Signed:</b> Roger B. Hemming</p> <p><b>Position Held:</b>Group Convenor</p> <p><b>Date:</b> 18th November 2019</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>	



**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>FUTURE HAWICK SCO 39141 (TOWN OF THE HORSE) 2 KIRKWYND HAWICK TD9 0AL</p> <p>BRIAN BOUGLAS)</p> <p>admin@hawickonline.com</p>
<p>Address to which payment should be made:</p>	<p>2 KIRKWYND HAWICK TD9 0AL</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 PROMOTE ECONOMIC GROWTH WITHIN THE TOWN INCLUDING TOURISM AND DOMESTIC BUSINESS WHICH IN TURN WILL CREATE MORE JOBS AND BOOST THE ECONOMY IN THE TOWN</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>TO EMPLOY AN ARCHITECT TO CREATE 3D VISUAL DRAWINGS OF THE PROPOSED REDEVELOPMENT OF HAWICK MOOR FOR A</p>
<p>When will the donation be required:</p>	<p>PUBLIC CONSULTATION 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>NONE</p> <p>£2000</p> <p>NONE SO FAR</p> <p>NONE</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>PREVIOUS ASSISTANCE WAS OBTAINED FROM HAWICK COMMONGOOD FUND AND SCOTTISH BORDERS COUNCIL TO FACILITATE A FEASIBILITY STUDY WHICH HAS BEEN CARRIED OUT WITH POSITIVE RESULTS. £2000 WAS OBTAINED FROM HAWICK COMMON GOOD AND £4000 FROM SBC.</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 PROPOSED DEVELOPMENT WOULD BE ALL INCLUSIVE AT ALL STAGES AND WOULD ADHERE TO ALL LEGISLATION</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: PROJECT LEADER</p> <p>Date: 13/11/19</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>	



**FUTURE HAWICK**  
**Scottish Charity Number SC039141**  
**Receipts and Payments Account for year ended 31 March 2019**

	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
<b>RECEIPTS</b>				
Membership	320		320	315
Bank Interest	17		17	4
Scottish Borders Council Regeneration Grants				
Hawick Action Plan		39,300	39,300	6,000
Town of the Horse		2,000	2,000	
Hawick Welcome				
Donations		2,485	2,485	1,150
Grants		6,500	6,500	
Brochure Advertisements		6,115	6,115	150
Fundraising Activities		2,882	2,882	2,446
Common Perambulation– registrations				645
Horse Country Grant				500
<b>TOTAL RECEIPTS</b>	<b>337</b>	<b>59,282</b>	<b>59,619</b>	<b>11,210</b>
<b>PAYMENTS – Charitable Activities</b>				
Hawick Regeneration		209	209	1,613
Hawick Action Plan				
Made in Hawick		13,982	13,982	6,000
Film services Project		4,800	4,800	
Town of the Horse		72	72	
Hawick Welcome		19,599	19,599	132
Common Perambulation				131
Southern Uplands Partnership				500
Sundries				
Storage of Street Stalls				200
Membership Subscriptions	15		15	119
Electricity	163		163	124
Insurance	111		111	566
<b>TOTAL PAYMENTS</b>	<b>289</b>	<b>38,662</b>	<b>38,951</b>	<b>9,385</b>
<b>SURPLUS FOR YEAR</b>	<b>48</b>	<b>20,620</b>	<b>20,668</b>	<b>1,825</b>
<b>STATEMENT OF BALANCES</b>				
<b>as at 31 MARCH 2019</b>				
Bank balance brought forward	1,907	7,594	9,501	7,676
Movement in year	48	20,620	20,668	1,825
Bank balance carried forward	1,955	28,214	30,169	9,501

**INDEPENDENT EXAMINER'S REPORT to the TRUSTEES of FUTURE HAWICK**  
Scottish Charity Number SC039141

I report on the Accounts of the Charity for the year ended 31 March 2019, which are set out overleaf and below.

**Respective Responsibilities of Trustees and Examiner**

The charity trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the 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 these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the Accounts.

**Independent Examiner's Statement**

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

1. which gives me reasonable cause to believe that in any material respect the requirements

- i) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and
- ii) to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Signed

Date 12/9/19

R Scott Elliot FMAAT

66 Princes Street, Hawick TD9 7EE

**Movement of Funds**

	At 1/4/18 £	Receipts £	Payments £	At 31/3/19 £
<b>Unrestricted Funds</b>	1,907	337	289	1,955
<b>Restricted Funds</b>				
Hawick Regeneration	3,980	0	209	3,771
Hawick Action Plan	0	39,300	18,782	20,518
Town of the Horse	0	2,000	72	1,928
Hawick Welcome	3,614	17,982	19,599	1,997
	7,594	59,282	38,662	28,214
<b>Total Funds</b>	9,501	59,619	38,951	30,169



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

<p><b><u>Applicant Details</u></b> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p><b>Cycling without Age Scotland – Hawick Chapter – applying as a sub-group of Friends of Wilton Lodge Park</b> <b>Keith Johnston</b> <b>Friends of Wilton Lodge Park</b></p>
<p>Address to which payment should be made :</p>	<p><b>AS ABOVE</b></p>
<p><b><u>Activities</u></b> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>The main proposal is to obtain funding for the Purchase of another Trishaw through the Cycling Without Age Scheme (see <a href="https://cyclingwithoutage.scot/">https://cyclingwithoutage.scot/</a>).</p> <p>Alongside this, we have five extra people who we will be training so that we can provide the service to more people.</p> <p>The current situation is that we have “Started small, learning from experience and then grow to serve the whole Community”.</p> <p>The trishaw would be based in secure storage at Hawick High School.</p> <p>The main feature of the scheme will be to enhance the quality of life for the elderly in and those with disabilities in and around Hawick. There will be the social benefit of simply “getting out and about” in the Community, with the opportunity to encounter “the wind in their hair” (CWA comment)</p> <p>For “Home Bound” residents, there can be a feeling of greater Social Inclusion for the individual and there may well be some respite for any family carers, many of whom also feel isolated and alone.</p> <p>Since our launch we have had requests from people of all ages and abilities, and this during a cold and wet spell. We would like to have another Trishaw so that we can allow more people the opportunity during better weather when the demand will likely be much higher.</p> <p>All rides on the Trishaw are free and so the scheme does not discriminate those who have a lower income.</p> <p>There is also a “spin off” benefit of greater fitness for the Pilots.</p>
<p><b><u>Assistance Requested</u></b> Please indicate the sum requested and the purpose for which it will be used:</p>	<p><b>£7000</b> We have already done some fund raising, with more planned. We have also received donations from local organisations and have approximately £1700 ring fenced with CWAS. Each year we have ongoing costs of £300 which covers our insurances and support from CWAS. Our maintenance costs are expected to be no more than £300 each year. So we already have these costs covered and will sustain these through fundraising and donations.</p> <p>As we are already a sub-group of a properly constituted group with our first Trishaw and several Pilots already in place, we have cleared all the bureaucratic hurdles needed in getting the group going. All that is needed now is funding for the purchase of more Trishaws.</p>
<p>When will the donation be required:</p>	<p>As soon as practically 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>With respect to the Hawick Community Fund, this would be a one off application. Our eventual target is to have 3 Trishaws. If successful, we would target Lottery funding, or any other potential sources to fund the purchase of a 3<sup>rd</sup> Trishaw.</p> <p>£8000</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><b>We have raised over £2000. Some of this has been spent on jackets for pilots and extra materials for the Trishaw i.e. ponchos etc. We have approximately £1747 remaining, which is currently ring fenced with CWAS.</b></p> <p>Our fundraising efforts are ongoing and we have further ideas for upcoming events. Several organisations have also pledged that they are likely to donate to us in future.</p>
<p><b><u>Other information</u></b> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>The main feature of the scheme will be to enhance the quality of life for the elderly in and around Hawick. There will be the social benefit of simply "getting out and about" in the Community, with the opportunity to encounter "the wind in their hair" (CWA comment)</p> <p>For "Home Bound" residents, there can be a feeling of greater Social Inclusion for the individual and there may well be some respite for any family carers, many of whom also feel isolated and alone.</p> <p>There is also a "spin off" benefit of greater fitness and social inclusion for the Pilots</p> <p>Please see attached supporting document from Cllr Clair Ramage</p>
<p><b><u>Declaration</u></b> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: Keith Johnson</p> <p>Position Held: Secretary Friends of Wilton Lodge Park</p> <p>Date: 18/11/2019</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</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>	

## FRIENDS OF WILTON LODGE PARK

INCOME	2018	2019
Membership Donations Received	-	-
Net Bank Interest Received	-	-
Public Donations Received	-	-
Grant Money Received	-	-
Received from SBC	-	-
Sales of Calendars	-	811.25
	-	811.25
<b>EXPENDITURE</b>		
Website Costs	-	-
Purchases – Easter Eggs (Easter Egg Hunt)	-	225.05
Printing & Stationery (Brochures/Calendars)	525.00	-
Laptop, Printer, Software, etc	-	-
Tables, Chairs, Generator, Gazebos	-	-
Future Hawick	-	-
Craft Fair Stand	-	-
	(525.00)	(225.05)
<b>PROFIT (LOSS)</b>	(525.00)	<u>586.20</u>
Represented by Bank Account Balance	<u>1606.13</u>	<u>2192.33</u>

Signed,

K R Johnson – SECRETARY  
9<sup>th</sup> June 2019

L D Brandon – INDEPENDENT EXAMINER  
9<sup>th</sup> June 2019





**HAWICK COMMON GOOD FUND  
APPLICATION FOR USE OF COMMON HAUGH**

<p><b>Applicant Details</b> Name and Address of Applicant/Organisation:</p>	<p>K Sturt Family Fun Fair SHOWMANS YARD [REDACTED] [REDACTED]</p>
<p>Telephone No:</p>	<p>[REDACTED]</p>
<p><b>Activities</b> Please supply a brief description of the activities proposed:</p>	<p>FAMILY FUNFAIR</p>
<p><b>Dates &amp; Times Requested</b> Please indicate the dates and times it will be used:</p>	<p>COMING IN ON SUNDAY 22ND MARCH 2020 OPENING ON: THURSDAY 26th MARCH 6.00pm - 9.30pm FRIDAY 27th " 6.00pm - 10.00pm SATURDAY 28th " 1.00pm - 10.00pm SUNDAY 29th " 2.00pm - 4.30pm +</p>
<p><b>Other information</b> If you have other information which you feel is relevant to this application please provide details including details of any previous use:</p>	<p>THURSDAY 2nd APRIL 6.00pm - 9.30pm FRIDAY 3rd " 6.00pm - 10.00pm SATURDAY 4th " 1.00pm - 10.00pm</p>

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

Signed: [REDACTED]

Position Held:

Date: 8-11-19

This completed form and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

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## **MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2019**

**Report by the Chief Financial Officer**

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

**26 November 2019**

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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 six months to 30 September 2019, a full year projected out-turn for 2019/20 and projected balance sheet values as at 31 March 2020.**
- 1.2 Appendix 1 provides the projected income and expenditure position. This shows a projected surplus of £134,211 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2020. It shows a projected increase in reserves of £94,620.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 30 September 2019.
- 1.5 Appendix 4 shows the value of the Kames Capital Investment Fund to 30 September 2019.

#### **2 RECOMMENDATIONS**

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

### 4 FINANCIAL POSITION 2019/20

4.1 Appendix 1 provides details on income and expenditure for the 2019/20 financial year. The projected net position for the year is a surplus of £134,211. This is higher than budgeted for and approved at the last Common Good Meeting of 20 August due to income received for the sale of Timber.

#### 4.2 Income & Expenditure –Property Income

Rental income for 2019/20 is shown in Appendices 1 & 3 with Appendix 3 detailing the proposed annual rental income by individual property

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

(a) The projected outturn position shows a projected 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 £25,370 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 (£154), which has been reinvested to purchase an additional 140 units.

#### 4.4 Income & Expenditure – Property Expenditure

(a) The property expenditure to 30 September 2019 is detailed in Appendix 3 by property.

(b) The approved Budget for 2019/20 is shown in Appendix 1.

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

The grants and other donations approved and distributed to 31 March 2020 are shown below.

<b>Grant Recipients</b>	<b>Approved</b>	<b>£</b>
<b>Approved and Paid to September 2019</b>		
Hawick Moor Study	19/03/19	2,000
Future Hawick (welcome Hosts)	19/03/19	5,000
Hawick Community Council	28/05/19	3,000
Hawick Golf Club	28/05/19	3,000
Will H Ogilvie Memorial Trust	28/05/19	2,000
Town of 1000 Trails	28/05/19	15,000
<b>Total Paid to 31 March 2020</b>		
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas		

Service (recurring annual payment) Future Hawick (Town of the Horse)	19/03/19	<b>30,000</b>
Hawick Golf Club notional rent contribution	28/05/19	
Showmen's Guild notional rent contribution	28/05/19	
Live Music Hawick – (Event Cancelled) -£1,000	28/05/19	
<b>Total Grants Approved</b>		200
		2,000
<b>2019/20 Budget</b>		9,200
		2,350
<b>(Unallocated)/Overallocated Budget</b>		0
		<b>13,750</b>
		<b>50,000</b>
		<b>6,250</b>

#### 4.6 Income & Expenditure – Depreciation Charge

The projected depreciation charge for the year is £39,591. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation reserve at the end of the financial year.

4.7 Appendix 2 provides the balance sheet value as at 30 September 2019, along with 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 -1.98% 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 +6.90% since investment in February 2018.

#### 4.10 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £84,697 at 31 March 2020 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2019</b>	<b>23,035</b>
Surplus for year from Income & Expenditure Statement	134,211
Net cash movement in Debtors/Creditors	0
Rebate Investment in Kames	(310)
<b>Projected Closing Balance at 31 March 2020</b>	<b>156,936</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 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	Pensions and Investments Manager, Tel: 01835 825249
Sara Halliday	Treasury Business Partner, Tel: 01835 824000 Ext.5854

### Background Papers:

**Previous Minute Reference:** Hawick Common Good Committee 20 August 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](mailto:t&cteam@scotborders.gov.uk)

## HAWICK COMMON GOOD FUND

## APPENDIX 1

### PROJECTED INCOME AND EXPENDITURE 2019/20

	Actuals at 30/09/19 £	Full Year Approved Budget 2019/20 £	Full Year Projected Out-turn 2019/20 £	Full Year Projected Over/(Under) Spend 2019/20 £	Para Ref	Commentary
<b>Property Income</b>						
Rentals Receivable	(91,234)	(108,300)	(108,300)			
Property Recharges						
<b>Non-Property Related Income</b>						
Interest on Cash deposited with Council	0	(250)	(250)			
Investment Fund – Dividends Rec'd	(9,421)	(25,370)	(25,370)			
Other Income	(155)	0	(310)	(310)		
Pilmuir Servitude	0	(52,000)	(52,000)			
Sale of Timber – Hawick Burgh Woodlands	(164,188)	(40,000)	(164,188)	(124,188)		
<b>Total Income</b>	<b>(264,998)</b>	<b>(225,920)</b>	<b>(350,418)</b>	<b>(124,498)</b>		
<b>Property Costs Detailed in Appendix 3</b>	<b>32,744</b>	<b>107,650</b>	<b>107,650</b>			
<b>Cost of Tree Planting – Hawick Burgh Woodlands</b>	<b>0</b>	<b>0</b>	<b>47,000</b>	<b>47,000</b>	4.5	
<b>Grants &amp; Other Donations</b>	<b>30,000</b>	<b>50,000</b>	<b>50,000</b>			
<b>Central Support Service Charge</b>	<b>0</b>	<b>11,557</b>	<b>11,557</b>			
<b>Depreciation</b>						
Depreciation Charge	0	39,591	39,591		4.6	
Contribution from Revaluation Reserve	0	(39,591)	(39,591)			
<b>Net impact of Depreciation on Rev Res</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Total Net (Surplus)/Deficit for year</b>	<b>(204,254)</b>	<b>(56,713)</b>	<b>(134,211)</b>	<b>(77,498)</b>		

## HAWICK COMMON GOOD FUND

## PROJECTED BALANCE SHEET VALUE AS AT 31 March 2020

	Opening Balance at 01/04/19 £	Projected Movement in Year £	Projected Balances at 31/03/20 £
<b>Fixed Assets</b>			
Land & Buildings	3,516,496	(39,591)	3,476,905
Heritable Assets	3,000	0	3,000
Feu Duties	18	0	18
<b>Total Fixed Assets</b>	<b>3,519,514</b>	<b>(39,591)</b>	<b>3,479,923</b>
<b>Capital in Investment Funds</b>			
Investment Fund Book Value	455,885	310	456,195
Unrealised Gains/(Loss)	3,159	0	3,159
<b>Market Value</b>	<b>459,044</b>	<b>310</b>	<b>459,354</b>
<b>Current Assets</b>			
Debtors	30,532	0	30,532
Cash deposited with SBC	23,035	133,901	156,936
<b>Total Current Assets</b>	<b>53,567</b>	<b>133,901</b>	<b>187,468</b>
<b>Current Liabilities</b>			
Creditors	(1,730)	0	(1,730)
Receipts in Advance	(8,731)	0	(8,731)
<b>Total Current Liabilities</b>	<b>(10,461)</b>	<b>0</b>	<b>(10,461)</b>
<b>Net Assets</b>	<b>4,021,664</b>	<b>94,620</b>	<b>4,116,284</b>
<b>Funded by: Reserves</b>			
Revenue Reserve	(39,820)	(134,211)	(174,031)
Capital Reserve	(598,165)	0	(598,165)
Revaluation Reserve	(3,383,679)	39,591	(3,344,088)
<b>Total Reserves</b>	<b>(4,021,664)</b>	<b>(94,620)</b>	<b>(4,116,284)</b>

## HAWICK COMMON GOOD FUND

**PROPERTY PORTFOLIO PERFORMANCE FOR 2019/20**  
**(Projected Income and Expenditure to 30 September 2019)**

Fixed Assets – Land & Buildings	Net Book Value at 31/03/19	Deprec'n Charge 2019/20	Net Book Value at 31/03/20	Rental Income 2019/20	Actual Property Expenditure at 30/09/19				
					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	5,259	0	0	0	5,259
Williestruther Loch	4,500	0	4,500	400	825	0	0	0	825
Williestruther Cottage	156,855	4,629	152,226	6,500	2,027	0	0	0	2,027
Lochian Street Store	15,685	463	15,222	2,550	217	0	(48)	0	169
Common Haigh Car Park	82,000	0	82,000	10,770	102	(6)	0	0	96
Hawick Moor Racecourse & Bldgs	28,800	1,240	27,560	0	5,028	0	0	0	5,028
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	19,700	560	19,140	0	314	(6)	0	0	308
Ca'Knowe Monument	0	0	0	0	0	0	0	0	0
Volunteer Park & Stand	265,336	14,933	250,403	50	43	0	0	0	43
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	0	0
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)	-	-	-	0	4,755	0	0	0	4,755
				-					
<b>General Sub Total</b>	<b>752,126</b>	<b>21,825</b>	<b>730,301</b>	<b>29,935</b>	<b>18,570</b>	<b>(12)</b>	<b>(48)</b>	<b>0</b>	<b>18,510</b>



Fixed Assets – Land & Buildings	Net Book Value at 31/03/19  £	Deprec'n Charge 2019/20  £	Net Book Value at 31/03/20  £	Rental Income 2019/20  £	Actual Property Expenditure at 30/09/19				
					Repairs  £	Rates, Water & Power  £	Ins  £	Other  £	Total  £
<b>Pilmuir</b>									
Pilmuir Farm	1,781,256	3,749	1,777,507	45,000	9,989	0	0	0	<b>9,989</b>
Pilmuir Farm Cottage	142,000	3,600	138,400	7,200	248	0	0	0	<b>248</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>1,923,256</b>	<b>7,349</b>	<b>1,915,907</b>	<b>52,200</b>	<b>10,237</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,237</b>
<b>St Leonards</b>									
St Leonards Farmhouse Buildings	231,555	4,889	226,666	9,600	1,666	0	0	0	<b>1,666</b>
St Leonards Cottage & Park	187,355	5,529	181,826	8,472	232	0	0	0	<b>232</b>
St Leonards Hut	3,200	0	3,200	0	1,620	(8)	0	0	<b>1,612</b>
St Leonards Grazings (Lot 1B)	135,000	0	135,000	7,500	0	0	0	0	<b>0</b>
St Leonards Horse Gallop	17,000	0	17,000	600	487	0	0	0	<b>487</b>
St Leonards Grazings (Lot 1A)	267,000	0	267,000	0	0	0	0	0	<b>0</b>
	-	-	-	-		0	0	0	<b>0</b>
<b>St Leonards Sub Total</b>	<b>841,110</b>	<b>10,418</b>	<b>830,692</b>	<b>26,172</b>	<b>4,005</b>	<b>(8)</b>	<b>0</b>	<b>0</b>	<b>3,997</b>
<b>Total</b>	<b>3,516,496</b>	<b>39,591</b>	<b>3,476,905</b>	<b>108,307</b>	<b>32,812</b>	<b>(20)</b>	<b>(48)</b>	<b>0</b>	<b>32,744</b>

Fixed Assets – Moveable Assets	Net Book Value at 31/03/19  £
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>
Kames Capital Investment (February 2018)	420,634	455,420
Kames Fund Rebate(2018-2019)	430	465
Kames Fund Rebate (2019-2020)	140	154
<b>Total Invested to 31 March 2020</b>	<b>421,204</b>	<b>456,039</b>

<b>Value of Investment</b>	<b>£</b>
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
30 June 2019	466,824
30 September 2019	467,199
<b>Unrealised Gain/(Loss) on Investment</b>	<b>11,160</b>

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