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PEEBLES COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 26 FEBRUARY 2020

A MEETING of the PEEBLES COMMON GOOD FUND SUB-COMMITTEE will be held in the COUNCIL CHAMBER, ROSETTA ROAD, PEEBLES on WEDNESDAY, 26 FEBRUARY 2020 at 5.00 pm

J. J. WILKINSON,
Clerk to the Council,

19 February 2020

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declarations of Interest	
4.	<p>Minutes (Pages 3 - 8)</p> <p>Consider Minutes of Meetings held on:-</p> <p>(a) 20 November 2019; and</p> <p>(b) 6 February 2020.</p> <p>(copies attached.)</p>	5 mins
5.	<p>Financial Monitoring to 31 December 2019 (Pages 9 - 20)</p> <p>Consider report by Executive Director, Finance and Regulatory. (Copy attached.)</p>	15 mins
6.	<p>Peebles Park Run (Pages 21 - 22)</p> <p>Consider request to reverse route. (Copy letter attached.)</p>	5 mins
7.	<p>Applications for Funding</p> <p>Consider requests for funding from the following:-</p>	15 mins
	(a) Tweed Wheels	(Pages 23 - 50)
	(b) Peebles Men's Shed	(Pages 51 - 54)
	(c) Peebles Community Trust	(Pages 55 -

	64)	
	(Copy application forms and supporting documents attached – accounts for Peebles Men’s Shed to follow.)	
8.	Draft Revised Application for Funding (Pages 65 - 68) Consider draft revised application for Common Good Fund Funding. (Copy draft form attached.)	5 mins
9.	Property Update Consider:- (a) General Property Update by Estates Manager; (b) Replacement of Peebles Tennis Club clubhouse; and (c) Drainage at Haylodge Park.	10 mins
10.	Any Other Items Previously Circulated.	
11.	Any Other Items Which The Chairman Decides Are Urgent.	
12.	Private Business	
13.	Private Minute (Pages 69 - 70) Consider private section of Minute of meeting held on 6 February 2020. (Copy attached.)	1 mins

NOTES

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

Membership of Committee:- Councillors R. Tatler (Chairman), H. Anderson, S. Bell, K. Chapman, S. Haslam, E. Small and Community Councillor Hayworth

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

MINUTE of MEETING of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held in the Council Chamber, Rosetta Road,
Peebles on 20 November 2019 at 5.00 p.m.

Present:- Councillors R. Tatler (Chairman), H. Anderson (from paragraph 2), S. Bell,
K. Chapman, E. Small, Community Councillor L. Hayworth
Apology:- Councillor S. Haslam
In Attendance:- Chief Financial Officer, Solicitor (E. Moir), Estates Manager, Democratic
Services Team Leader

Members of the Public:- 9.

1. **MINUTE**

The Minutes of the Meetings of Peebles Common Good Fund Sub-Committee held on 21 August and 5 November 2019 had been circulated.

DECISION

AGREED to approve the Minutes.

2. **MONITORING REPORT FOR 3 MONTHS TO 30 SEPTEMBER 2019**

There had been circulated copies of a report by the Chief Financial Officer providing details of the income and expenditure for the Peebles Common Good Fund for the six months to 30 September 2019 and full year projected out-turn for 2019/20 and projected balance sheet values as at 31 March 2020. Appendix 1 to the report provided a projected Income and Expenditure position which currently showed a projected surplus of £31,322 for the year. Appendix 2 to the report contained a projected Balance Sheet to 31 March 2020 and projected a decrease in the reserves of £6,119. Appendix 3 to the report detailed the breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 30 September 2019. Appendix 4 to the report showed the value of the Kames Capital Investment Fund to 30 September 2019. The Chief Financial Officer highlighted the main points in the report. In response to a question regarding the inclusion of new properties on the list at Appendix 3 and the lack of rental income against them, the Estates Manager undertook to provide a full report at the next meeting. He further confirmed that good progress was being made with regards to the map plotting the location of land and property owned by the Common Good Fund.

DECISION

AGREED:-

- (a) **the projected Income and Expenditure for 2019/20, as detailed in Appendix 1 to the report;**
- (b) **to note the projected Balance Sheet value as at 31 March 2020, as detailed in Appendix 2 to the report;**
- (c) **to note the summary of the property portfolio, as detailed in Appendix 3 to the report;**
- (d) **to note the current position of the investment in the Kames Investment Fund, as detailed in Appendix 4 to the report; and**

- (e) that the Estates Manager provide a report on the properties which had been added to the list together with recommendations regarding possible rental for these.

3. **HAYLODGE PARK, PEEBLES**

There had been circulated copies of a plan showing plans for planting to improve the biodiversity of Haylodge Park, which included the creation of an orchard. Councillor Anderson advised that this had been prepared following a walk around the park with officers and community council members. Members confirmed they were happy with these proposals.

DECISION

AGREED to approve the plans for planting to improve the biodiversity of Haylodge Park.

4. **PARKRUN**

There had been circulated copies of a request from the Parkrun organisers to offer a Parkrun on Christmas Day. If this proved successful then they planned to offer runs on both Christmas Day and New Years Day in future years. In response to a question regarding toilets it was noted that the Rugby Club allowed runners to use their facilities.

DECISION

AGREED to approve the request to hold a Parkrun on Christmas Day.

5. **JEDDERFIELD FARM**

5.1 The Estates Manager advised that Edwin Thompson, Chartered Surveyors had been tasked with preparing a report on Jedderfield Farm and other areas of grazing in the ownership of the Common Good Fund and it was hoped that this would be available soon. The Solicitor outlined the legal issues which required to be resolved before any decisions regarding the future of the farm could be taken. As the previous tenant had died without a will there was a possibility that the tenancy may pass to another family member through intestate succession. If the farm was not passed on in this way then the current lease would terminate. Contact had been made with the next of kin but there had been no response so far. In response to a question it was noted that there may require to be a level of reimbursement for any leaseholder improvements. The solicitor confirmed that she had checked and was able to confirm that the land was not inalienable but any asset transfer would require a full consultation procedure.

5.2 In light of the information provided above it was agreed that Tweedgreen could give their presentation on proposals for the farm but the Sub-Committee could make no comment on them at this time. Mr. Scott Noble representing Tweedgreen, a local environmental group, gave a presentation on their vision for the future use of the farm. They would like a 25 year lease under Community Asset Transfer to turn the farm into a community asset which promoted good environmental practice. The initial phase would be to improve the buildings including renewal power sources such as hydroelectric. They wished to create an example of self-sufficient living and a larger community garden. There would also be provision for a number of other activities including wood storage, biodiversity, an orchard, an affordable hostel, an education centre and food production. It was also proposed to have full-time caretakers living on the site. The Chairman thanked Mr. Noble for his presentation.

DECISION

NOTED the current position with regard to the future of Jedderfield Farm.

6. **PEEBLES TENNIS CLUB**

The Chairman invited Mr Gordon Russell from Peebles Tennis Club to outline his plans to the Sub-Committee. Mr Russell advised that the Lawn Tennis Association were encouraging them to provide facilities for disabled players including wheelchair tennis. The current clubhouse had been examined to see if conversion was possible but was found to be in very

poor condition with issues such as woodworm and would cost many thousands of pounds to repair. The best option was to replace the clubhouse with a similar but more modern building. It was noted that planning permission and a building warrant would be required for a new building and the permission of the Sub-Committee would be required prior to submission. In response to a question on the number of members Mr Russell advised that there were currently around 160 members with the aim to increase this to 250. Members agreed that they would give their approval so that the Tennis Club could apply for planning permission. Changes to the building would require the current lease to be amended and this would be considered at a future meeting.

DECISION

AGREED that Peebles Tennis Club could apply for planning permission for the erection of a new clubhouse and that a report on the lease implications be considered at a future meeting.

DECLARATION OF INTEREST

Community Councillor Hayworth declared an interest in the following two item of business and took no part in the discussion.

7. APPLICATIONS FOR FUNDING

7.1 Community Council of the Royal Burgh of Peebles and District

There had been circulated copies of a request from the Community Council for funding of £2,200 towards the upkeep of the flower beds in Peebles for the coming year. Mr. Turnbull, Community Council Chairman advised that following agreement of the Chambers Institution Trust to provide £1000 for the beds in their quadrangle the request was now only for £1,200. Mr Turnbull advised that they had recruited over 60 volunteers to plant and maintain the flower beds. They provided their own tools and the funding was for the plants. Members agreed to approve the request.

DECISION

AGREED to grant funding of £1,200 to the Community Council of the Royal Burgh of Peebles and District.

7.2 Peebles Ex-Servicemen's Pipe Band

With reference to paragraph 3.1 of the Minute of 29 May 2019, there had been circulated copies of a request from the Pipe Band for funding of £3,500. Ms Starr, Pipe Band Secretary advised that the Pipe Band had now secured its new accommodation and were now applying for the remainder of the funding previously requested in May to meet rental costs and the building of new storage cupboards. Members agreed to approve the request.

DECISION

AGREED to grant funding of £3,500 to Peebles Ex-Servicemen's Pipe Band.

DECLARATION OF INTEREST

Councillor Chapman declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion.

7.3 Peebles and District Citizens Advice Bureau

There had been circulated copies of a request from the Citizens Advice Bureau for funding of £2,000 toward the cost of new IT equipment. Mr Kelso, CAB Board Member, advised that it was essential that the CAB moved over to Windows 10 to enable the continuation of service provision and this required that the current hardware be updated. He advised that there were applications made to other funders to assist with the full cost. In response to a question he confirmed that the majority of clients lived in Peebles. Members agreed to approve the request.

DECISION

AGREED to grant funding of £2,000 to Peebles and District Citizens Advice Bureau.

8. **PRIVATE BUSINESS
DECISION**

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 this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

9. **Minute**

Approved the private section of the Minute of the meeting held on 21 August 2019.

The meeting concluded at 6.05 p.m.

SCOTTISH BORDERS COUNCIL

PEEBLES COMMON GOOD FUND SUB-COMMITTEE

MINUTE of SPECIAL Meeting of the
PEEBLES COMMON GOOD FUND SUB-
COMMITTEE held in Committee Room 2,
Council Headquarters, Newtown St. Boswells
on Thursday, 6 February, 2020 at 3.30 pm

Present:- Councillors R. Tatler (Chairman), H. Anderson, S. Bell, K. Chapman,
S. Haslam and E. Small

In Attendance:- Pension & Investments Manager, Solicitor (E. Moir), Solicitor (G. Sellar),
Democratic Services Officer (F. Walling).

CHAIRMAN

The Chairman clarified the special circumstances which required the arrangement of this special meeting. He was of the opinion that the application for a loan, the subject of the meeting, should be considered as a matter of urgency as if this was delayed until the next scheduled meeting any financial assistance provided would not be in time to be used for the purpose it had been requested.

1. REQUEST FOR LOAN

- 1.1 There had been circulated copies of an application from Tweeddale Youth Action for a loan of £20,000. Also circulated were copies of the Tweeddale Youth Action Annual Report and Financial Statements for the Year Ended 31 March 2019 and an email from the LEADER Programme Facilitator. The Chairman welcomed to the meeting David Hodson, Tweeddale Youth Action Manager, to speak in support of the application. Mr Hodson referred to the programme of activities provided by the organisation. In addition to 5 times weekly evening drop-in sessions, trips away and targeted support for vulnerable young people, the programme included two social enterprises. Bike Punks social enterprise involved teaching metal work and bicycle repair skills to young people including those who were not in education, employment or training and this led to further employability opportunities. Food Punks social enterprise involved teaching front and back of house catering and hospitality skills to young people whilst generating income for Tweeddale Youth Action. Mr Hodson explained that the two social enterprises had been supported with funding from LEADER, Robertson Trust and SEStran. While Robertson Trust and SEStran funded in a conventional way with funding given up front, LEADER was a retrospective funder that required spend to be made and then claimed back. The claim process had taken much longer than anticipated leading to a cash flow issue, to the extent that while waiting for claims to be processed the organisation was forecasting a deficit of £20,000 by the end of March 2020. A loan of £20,000 was requested which would enable money to be spent on equipment and consumables to meet the LEADER funding Delivery Milestones which would then be claimed back from LEADER. If money was not spent as per the LEADER targets the organisation would lose this unique opportunity to invest in its social enterprise infrastructure. Without a loan, there was also concern about not being able to meet LEADER associated payroll commitments in March.
- 1.2 Mr Hodson answered questions from Members, in particular about the management of the programme against the LEADER Milestones. He accepted that they had not sufficiently understood the complexity around LEADER funding regulations and had not initially realised that the project could not underspend without penalties. The email from the LEADER Programme Facilitator confirmed that there potentially remained available grants of £47k for Tweeddale Youth Action from an original total grant of just under £95k.

Following claims against January payroll Mr Hodson advised that there remained about £30k to claim before the end of March. In discussion, Members sought advice from the Pension and Investments Manager about possible sources for a loan which Mr Hodson could approach as an alternative to the Common Good Fund. Members also asked for information about the circumstances behind loans given by the Council's other Common Good Funds and the terms of these loans.

- 1.3 On a vote of 4 in favour and 2 against, Members decided to continue the discussion in private and Mr Hodson left the meeting room.

DECISION

DECIDED 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 this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

- 1.4 Members continued their discussion about the request for a loan from Tweeddale Youth Action.

PUBLIC BUSINESS

- 1.5 The Sub-Committee moved back into public business. Mr Hodson was invited to return to the meeting and the Members' decision was read to him as follows:-

DECISION

AGREED to grant a loan of £20,000 to Tweeddale Youth Action, to be spent for the benefit of children and young people residing in Peebles, on the following terms:

- (a) that the loan be repaid in full by Tweeddale Youth Action, within 6 calendar months of the date the loan was paid and that the loan be interest-free providing it was repaid within this stated period;**
- (b) that repayments may be in regular instalments or by one or more transactions, as determined by Tweeddale Youth Action;**
- (c) that any outstanding amount owed at the end of the six month period be subject to interest at 3% above the base rate of the Royal Bank of Scotland and that a repayment plan be agreed at that point with Tweeddale Youth Action, with any remaining balance being paid in full within a further 12 calendar months.**

The meeting concluded at 4.35 pm

**MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER
2019**

Report by Executive Director, Finance & Regulatory
PEEBLES COMMON GOOD FUND SUB-COMMITTEE

26 February 2020

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Peebles Common Good Fund for the nine months to 31 December 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 for 2019/20. It shows a projected surplus of £31,322 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2020. It shows a decrease in reserves of £6,119.
- 1.4 Appendix 3 provides a breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 31 December 2019.
- 1.5 Appendix 4 shows the value of the Kames Capital Investment Fund to 31 December 2019.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Peebles Common Good Fund Sub-Committee:**
 - (a) Notes the projected income and expenditure for 2019/20 in Appendix 1;**
 - (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 31 December 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 detail on income and expenditure for the 2019/20 financial year. The projected net position for the year is a surplus of £31,322.

4.2 Income & Expenditure – Property Income

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

4.3 Income & Expenditure – Non-Property Related Income

(a) The projected outturn position shows an amount of £250 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Kames Capital amounting to £23,970 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 (£271), which has been re-invested to purchase an additional 244 units.

4.4 Income & Expenditure – Property Expenditure

(a) The property expenditure to 31 December 2019 is detailed in Appendix 3 by property.

(b) The proposed 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.

Grant Recipients	Approved	£
Approved and Paid to 31 December 2019		
Peebles Ex Servicemen's Pipe Band	29/05/19	6,500
Tweedgreen	29/05/19	600
Peebles Rugby Club	29/05/19	5,880
Remembrance Day	Annual	212
Peebles & District Citizens Advice Bureau	20/11/19	2,000
Total Paid to 31 March 2020		15,192
Approved but not yet paid		
Hire of Burgh Hall	07/09/04	100
Eastgate Theatre	30/07/18	3,000
Peebles Community Council	20/11/19	1,200
Peebles Ex-Servicemen's Pipe Band	20/11/19	3,500
Total Grants Approved		22,992
Budget 2019/20		29,500
<i>(Unallocated)/Overallocated Budget</i>		<i>(6,508)</i>

4.6 Income & Expenditure – Depreciation Charge

The projected depreciation charge for the year is £37,441. 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 31 March 2019, the projected movement in year and a projected balance as at 31 March 2020.

4.8 Balance Sheet – Fixed Assets

All fixed assets of the Common Good Fund are revalued every 5 years as part of the Council's rolling programme. The fixed assets were revalued at 1 April 2014. Appendix 3 shows the values of the individual properties at 31 March 2019, projected depreciation charges for 2019/20 and projected value at 31 March 2020.

4.9 Balance Sheet – Investment Fund

The fund has a +5.90% 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 +16.05% since investment in February 2018.

4.10 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £57,349 at 31 March 2020 and is detailed below:

Cash Balance	£
Opening Balance at 1 April 2019	66,483
Projected surplus/(deficit) for year from Income & Expenditure Statement	31,322
Net cash movement in Debtors/Creditors	0
East Gate Theatre Loan	(20,000)
Investment in Kames	(20,000)
Kames Fund Rebate	(456)
Projected Closing Balance as at 31 March 2020	57,349

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 financial 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 the 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 Executive Director Finance & Regulatory Services, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

David Robertson

Signature

Executive Director Finance & Regulator

Author(s)

Kirsty Robb	Pensions and Investments Manager, Tel: 01835 825249
Sara Halliday	Treasury Business Partner, Tel: 01835 824000 Extn 5854

Background Papers:

Previous Minute Reference: Peebles Common Good Committee 20 November 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 & Investment Team, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Fax: 01835 825166
Email: t&cteam@scotborders.gov.uk

**PEEBLES COMMON GOOD FUND
PROJECTED INCOME AND EXPENDITURE 2019/20**

	Actuals at 31/12/19	Full Year Approved Budget 2019/20	Full Year Projected Out-turn 2019/20	Full Year Projected Over/(Under) Spend 2019/20	Para Ref	Commentary
	£	£	£	£		
Property Income						
Rentals Receivable	(56,002)	(54,390)	(54,390)		4.2	
Non-Property Related Income						
Interest on Cash deposited with Council	0	(250)	(250)		4.3	
Investment Funds – Dividends Rec'd	(13,879)	(23,970)	(23,970)		4.3	
Other Income	(271)	(456)	(456)			
Total Income	(70,152)	(79,066)	(79,066)			
Property Expenditure						
Property Costs – General	9,940	3,100	3,100		4.4	
Haylodge Toilets – Cleaning etc	6,500	6,800	6,800			
Total Property Expenditure	16,440	9,900	9,900			
Grants & Other Donations	15,192	29,500	29,500		4.5	
Central Support Service Charge	8,344	8,344	8,344			
Depreciation						
Depreciation Charge	0	37,441	37,441			
Contribution from Revaluation Reserve	0	(37,441)	(37,441)		4.6	
Net impact of Depreciation on Revenue Reserve	0	0	0			
Total Net (Surplus)/Deficit for year	(30,176)	(31,322)	(31,322)			

PEEBLES COMMON GOOD FUND

PROJECTED BALANCE SHEET VALUE AT 31 March 2020

	Opening Balance at 01/04/19 £	Movement in Year £	Closing Balance at 31/03/20 £
Fixed Assets			
Land & Buildings	764,044	(37,441)	726,603
Feu Duties	1,619	0	1,619
Total Fixed Assets	765,663	(37,441)	728,222
Capital in Investment Funds			
Investment Fund Book Value	443,840	20,456	464,296
Unrealised Gains/(Loss)	3,098	0	3,098
Market Value	446,938	20,456	467,394
Eastgate Theatre Loan	0	20,000	20,000
Current Assets			
Debtors	1,892	0	1,892
Cash deposited with SBC	66,483	(9,134)	57,349
	68,375	(9,134)	59,241
Current Liabilities			
Creditors	0	0	0
Receipts in Advance	(3,145)	0	(3,145)
Total Current Liabilities	(3,145)	0	(3,145)
Net Assets	1,277,831	(6,119)	1,271,712
Funded by:			
Reserves			
Revenue Reserve	(87,070)	(31,322)	(118,392)
Capital Reserve	(474,893)	0	(474,893)
Revaluation Reserve	(715,868)	37,441	(678,427)
Total Reserves	(1,277,831)	6,119	(1,271,712)

PEEBLES COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2019/20
(Projected Income and Expenditure at 31 December 2019)

Fixed Assets	Net Book Value at 31/03/19 £	Projected Depn Charge 2019/20 £	Projected Net Book Value at 31/03/20 £	Projected Rental Income 2019/20 £	Actual Property Expenditure at 31/12/19				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
Greenside Car Park	0	0	0	0	0	0	0	0	0
Kings Meadows Car Park	0	0	0	0	0	0	0	0	0
George Meikle Kemp Monument	0	0	0	0	0	0	0	0	0
Victoria Park	0	0	0	0	0	0	0	0	0
Victoria Park Tennis Courts	21,000	0	21,000	0	0	0	0	0	0
Peebles Disused Railway	0	0	0	0	0	0	0	0	0
Peebles Golf Course	155,000	0	155,000	15,290	0	0	0	0	0
Jedderfield Farm	131,000	1,800	129,200	2,100	0	0	0	0	0
Neidpath Grazings	20,000	0	20,000	0	0	0	0	0	0
Haylodge Park	0	0	0	250	424	0	0	0	424
Haylodge Depot	47,250	5,550	41,700	9,500	80	0	0	0	80
Old Corn Exchange Hall (Front)	22,100	3,580	18,520	0	170	0	(101)	0	69
Walkershaugh Store	29,875	4,025	25,850	6,500	0	0	0	0	0
Tweed Green	0	0	0	0	70	0	0	0	70
Cuddy Green (Part 1)	0	0	0	0	0	0	0	0	0
Venlaw Wood	16,000	0	16,000	0	0	0	0	0	0
Tweed Fishings	0	0	0	0	0	0	0	0	0
Peebles Town Clock	0	0	0	0	40	0	0	0	40
Old Corn Exchange Shop	76,500	14,700	61,800	12,000	9,220	0	(33)	0	9,187
Garage 1 Tweed Green	1,000	800	200	200	0	0	0	0	0
Venlaw Quarry	0	0	0	0	0	0	0	0	0
Venlaw Amenity Ground	0	0	0	0	0	0	0	0	0
Old Town Wall Monument	0	0	0	0	0	0	0	0	0
Haylodge Park Play Area	0	0	0	0	0	0	0	0	0

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Fixed Assets	Net Book Value at 31/03/19 £	Projected Depn Charge 2019/20 £	Projected Net Book Value at 31/03/20 £	Projected Rental Income 2019/20 £	Actual Property Expenditure at 31/12/19				
					Repairs £	Rates, Water & Power £	Ins £	Other £	Total £
Walkershaugh ACF Site	7,500	0	7,500	500	0	0	0	0	0
Walkershaugh Bowling Green	500	0	500	0	0	0	0	0	0
Former Railway	0	0	0	0	0	0	0	0	0
Ninians Haugh Park	0	0	0	0	0	0	0	0	0
Ninians Haugh Play Area	0	0	0	0	0	0	0	0	0
Old Town Green	0	0	0	0	0	0	0	0	0
Garage 2 Tweed Green	750	500	700	175	0	0	(44)	0	(44)
Garage 3 Tweed Green	500	500	0	175	0	0	(33)	0	(33)
Land at March Street	0	0	0	0	0	0	0	0	0
Gas Governor Site	750	0	0	0	0	0	0	0	0
Fotheringham Bridge	0	0	0	0	0	0	0	0	0
Land at Haylodge Cottage Site	11,500	0	11,500	0	0	0	0	0	0
Garages Sites at Kirkland Street	6,750	0	6,750	0	0	0	0	0	0
Land at Kingsmeadows Toilets	2,000	0	2,000	0	0	0	0	0	0
Haylodge Toilets	22,469	1,906	20,563	0	0	0	0	6,500	6,500
Land at Gytes Leisure Centre	0	0	0	0	0	0	0	0	0
Old Corn Exchange Shop (Rear)	24,600	4,080	20,520	3,000	0	0	0	0	0
Kingsland School Site	70,000	0	70,000	4,700	0	0	0	0	0
Haylodge Pavilion Site	1,250	0	1,250	0	0	0	0	0	0
Elliot's Park Grazings	95,000	0	95,000	0	0	0	0	0	0
Kingsland Primary School Sub Stn	750	0	750	0	0	0	0	0	0
Connor Ridge Monitoring Site	0	0	0	0	0	0	0	0	0
Tweed Green Car Park Site	0	0	0	0	0	0	0	0	0
Victoria Park Construction Store	0	0	0	0	0	0	0	0	0
Walkershaugh Railway Embank	0	0	0	0	0	0	0	0	0
Biggiesknowe Garage	00	0	0	0	0	0	(65)	0	(65)
Property Expenditure (General)	-	-	-	0	212	0	0	0	212

Total	764,044	37,441	726,603	54,390	10,216	(276)	6,500	16,440
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Moveable Assets
Leather Chairs (14)
Chairs (5)
China Cabinet
Antique Mirror
Square Coal Scuttle
Oak Mantle Clock (1930)
Antique Fire Irons & Grate
Log Effect Electric Fire
Oval Oak Table
Light Pendants (5)
Single Pendant
4 Single Brass Gas Wall Fittings

PEEBLES COMMON GOOD FUND

INVESTMENTS EXTERNALLY MANAGED

Cost of Investment	Units	£
Kames Capital Investment (February 2018)	387,354	419,388
Kames Capital Investment (August 2018)	22,187	24,000
Kames Fund Rebate – (2018-2019)	422	452
Kames Investment – (May 19)	18,254	20,000
Kames Fund Rebate – (2019-2020)	244	271
Total Invested to 31 September 2019	428,461	464,111

Value of Investment	£
31 March 2018	418,032
30 June 2018	415,553
30 September 2018	441,035
31 December 2018	416,749
31 March 2019	446,938
30 June 2019	474,748
30 September 2019	475,130
31 December 2019	491,230
Increase/(Decrease) from Total Cash Invested	27,119

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Haylodge Parkrun

5th February 2020

Robin Tatler

Chair – Peebles Common Good Fund

Via email

Dear Robin

Haylodge parkrun - request to use a reverse route

Haylodge parkrun has held 59 events since it started in November 2018 and we've had 1,569 different people undertake over 4,400 runs, including 93 attendees on Christmas morning. Thank you for your support.

I hope that this request is straightforward. As you know, parkruns operate every Saturday at 9.30 subject to no other pre-planned usage of the park. You have also given permission for us to use the park on Christmas Day and New Years Day.

To mark the Leap Year we are proposing to run the course in reverse. We will start at the usual Finish line and finish at the Start line. We will use the paths as normal but will run in the opposite direction. The next leap year day that falls on a Saturday is in 2048 so not one for us to worry about, however if the reverse route is popular, we may use it for special events in the future e.g 100th run.

We have undertaken the standard parkrun Risk Assessment for the reverse route and can confirm that there are no material risks arising from the change. The parkrun central organisation has requested that we notify the landowner in order to gain formal permission to use the reverse route.

The usual protocols would apply, a 9.30am start with an expected finish time of about 10.30. Our average number of runners is 75 per week and I would not expect a material change from that. At this time of year, the key issue is the weather forecast.

I hope everything is clear but please contact me should you require further information.

I look forward to hearing from you.

Yours sincerely

Martin Kelso

Co-Event Director- Haylodge parkrun

haylodge@parkrun.com

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Chief Executive

31 JAN 2020

Democratic Services

Scottish
Borders



C O U N C I L

PEEBLES COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Lorna McCullough Tweed Wheels, The Bridge School Brae Peebles EH45 8AL</p> <p>01721 723123</p> <p>Lorna.mccullough@the-bridge.uk.net</p>
<p>Address to which payment should be made:</p>	<p>As above.</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Tweed Wheels is our Community Transport initiative in Tweeddale. We have 2 vehicles, a mini bus and a car. We need capital funding to purchase a replacement mini bus as our existing vehicle is coming to the end of its life.</p> <p>Tweed Wheels has been providing an accessible community transport service for the people of Tweeddale for over 21 years. The service supports some of the most vulnerable and disadvantaged people in our community, through age, ill health, frailty or disability - including those with learning disabilities, who are unable to access other modes of transport. The objective of this service has always been to ensure that such people are able to participate and/or continue to participate in the ordinary activities of life and have good access to health and social care.</p> <p>In the 12 month period ending April 2019, our Tweed Wheels mini bus has been used for 4927 passenger trips. Older people have represented over 35% of that, the rest is made up of community youth organisations, groups with learning disabilities and other community groups such as churches and sports clubs.</p> <p>This project will fund the purchase and conversion of an accessible 14 passenger seat vehicle to be based in Peebles and operated by The Bridge. It will have a wheel chair lift, a single front passenger seat, two tip and fold seats and 11 removable passenger seats in rear cabin. With the tip and fold seats up, there is space for one</p>

wheelchair and more by removing some of the seats. Maintaining the passenger capacity of this new vehicle will enable us to continue to carry groups of older people e.g. to local lunch clubs and other well-being activities.

Those who use our vehicles retain their independence by, for example, continuing to do their own shopping, enjoy local entertainment, attend health appointments (including non-emergency hospital and consultant visits) or through involvement in social groups. Assisting people to attend health appointments reduces cancellations thus saving valuable resources and, we believe, helps to reduce the likelihood of hospitalization. Some of those who use the transport service have benefited by gaining access to local sports facilities, lunch clubs or fitness activities, thereby maintaining or improving their physical health. We believe that for many of our users, the retention of these social and emotional connections in their community makes a significant contribution to their mental health and well-being.

Local organisations, such as the Pensioners Association, Riverside House Sheltered Housing, Peebles Nursing Home, Interest Link, Tweeddale Youth Action and Peebles High School depend on Tweed Wheels for transport. In addition rural primary schools depend on it to get children to their swimming lessons at Peebles Swimming Pool.

We also provide the opportunity for people to volunteer as drivers and this has proved to be a very positive experience for those who have done so, most of whom are retired. All our volunteers are PVG checked and MiDAS trained.

Testimonials from our service users are such as;

'Tweed Wheels is a lifeline for me. The drivers cannot do enough to help and nothing is a problem for them. I have been using the community car for about 9 years and it is the one day that I can get out. I use the car to go and get my hair done and to go to the dentist and opticians too. Being able to use the car is one of the reasons that I am able to continue living at home'

'I have been using the community car for about 6 years to collect my pension and medication, and to do my shopping. I wouldn't be able to get out without the car and the help of all of the drivers who are all excellent'.

'We have been using the Tweed Wheels minibus for trips away for several years now and many of these trips would not have been possible without it. Young people in rural communities like Tweeddale often lack the opportunities that their peers in cities and towns with cheaper and more regular public transport connections have,

	and having access to a minibus allows us to offer opportunities and experiences that would not otherwise be possible'.
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	A total of £10,000 is requested, this will go towards the purchase of a new vehicle in the region of £40,000.
When will the donation be required:	As soon as possible to enable us to order the new vehicle for production and conversion.
If this is a one-off project then please give the following details – Date (s): Estimated total cost: Funds already raised by applicant's own efforts: Funds raised or expected to be raised from other sources (please state sources):	Total cost is £40,000. Already raised £20,000, awaiting to hear about an application for a further £10,000. This application is therefore for the final £10,000 needed to complete the project.

Other information

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

Whilst this application is for capital costs, it's important to note that all operational costs are met by The Bridge. This includes staff resource, insurance, fuel, repairs and more. We do this by generating income through our Thrift shop in Innerleithen and support from the social car scheme to enable us to offer an affordable service to our passengers. This work will continue.

Declaration

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

Signed:

Position Held: **Area Manager for Tweeddale**

Date:

29/1/2020

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

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

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2019
for
Scottish Borders Community Development
Company
Trading as
The Bridge**

Douglas Home & Co Ltd
Chartered Accountants
47-49 The Square
Kelso
Roxburghshire
TD5 7HW

Contents of the Financial Statements
for the Year Ended 31 March 2019

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Reference and Administrative Details
for the Year Ended 31 March 2019

TRUSTEES	A K Aitchison (resigned 18/5/18) Mrs M J Hindmarsh A H Findlay (Treasurer) D Brackenridge Ms H A Clayton (resigned 25/9/18) A J Hirst
COMPANY SECRETARY	A H Findlay
REGISTERED OFFICE	3 Roxburgh House Court Roxburgh Street Galashiels TD1 1NY
REGISTERED COMPANY NUMBER	SC305830 (Scotland)
REGISTERED CHARITY NUMBER	SC037646
INDEPENDENT EXAMINER	Douglas Home & Co Ltd Chartered Accountants 47-49 The Square Kelso Roxburghshire TD5 7HW
SOLICITORS	Lindsays, Caledonian Exchange, 19A Cannin Street, Edinburgh, EH3 8HE
BANKERS	Bank of Scotland, 10 Market Place, Duns, TD11 3ED

**Report of the Trustees
for the Year Ended 31 March 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The company also trades under the name of The Bridge

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal object of the charity is to promote any charitable purpose for the benefit of the inhabitants of the area covered by Scottish Borders Council, with the exception of Berwickshire (which has its own CVS), achieving this by bringing together representatives of statutory authorities and voluntary organisations.

The charity in partnership with the Volunteer Centre Borders (VCB), Berwickshire Association for Voluntary Service (BAVs) and Scottish Borders Social Enterprise Chamber (SBSEC) reviewed the existing Partnership Agreement for the Borders Third Sector Partnership (Interface) along with a joint Work Plan and Monitoring Framework for Scottish Government reporting (six monthly returns)

The charity puts forward this Work Plan not in isolation, but in full recognition of the wider sector that they support.

Within this plan there are key aims which apply to all CVSs in Scotland:

- a. The charity supports the voluntary sector to grow and develop from a strong and robust foundation.
- b. The charity ensures that voluntary sector organisations have a voice, are heard and are active partners in changing communities for the better.
- c. The charity responds to change, delivers quality services to meet local needs and manages its services effectively.
- d. The charity draws strength from its membership and influences local and national policy.
- e. The charity publishes newsletters, bulletins and websites.

Significant activities

The core charitable activity is operation as a Council for Voluntary Service (CVS) and under this umbrella the charity undertakes a number of defined projects for which specific funding is obtained.

The charity also operates a community transport project in Central Borders, Roxburgh and Tweeddale.

The main activity for generating funds is the operation of charity shops in Innerleithen and Jedburgh.

Volunteers

The trustees are extremely grateful for the support of the volunteers and management who contribute to the various activities for no reward.

**Report of the Trustees
for the Year Ended 31 March 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Unrestricted funds are generated through the charitable activities of provision of office services and accommodation to local voluntary organisations, together with charges made for community transport and the social car scheme.

Grant funding for core activities and specific purposes is sought from public agencies and grant making trusts.

The Bridge achievements for 2018/2019:

- Worked with 226 organisations/ groups, via a total of 670 interactions throughout the year.
- 29 organisations were signposted for further professional guidance, 34 organisations supported to develop their strategy for generating income. 101 voluntary groups and organisations were assisted to develop projects and apply for funding over the year. 48 organisations were assisted with business planning. 207 individuals attended a total of 12 training sessions on a variety of topics relevant to the sector, including GDPR.
- Continued to support the development of new groups/organisations including supporting 35 new start-up organisations.
- Provided support on legal structures and OSCR compliance for 99 organisations, 34 of these were new start/conversions to SCIOs.
- Continued to provide the latest information on funding grants and opportunities, training and new initiatives at a local and national level through quarterly editions of The Bridge newsletters and website and weekly updates from each Area Administrator.
- Provided practical administrative support services, equipment loan and serviced office accommodation from all Area Offices.
- The Bridge works with Borders Third Sector Partnership to represent the wider Third Sector within Community Planning Partnership, throughout this year we worked very closely with Berwickshire Association of Voluntary Service our TSI partner to support voluntary and community groups to engage with Community Planning Area Partnership Forums in the five localities in Scottish Borders, as well as promoting partnership working with the statutory agencies at community planning meetings. Staff have attended over 50 partnership meetings during the year to represent the interests of the sector on a variety of CPP Themes. Over this last year The Bridge has also worked with key third sector infrastructure organisations to reinstate the Health & Social Care Locality Working Groups which involved voluntary/community groups in the development of Area Health Plans in each of the 5 localities in Scottish Borders. This work is ongoing in 2019/20.
- The Bridge is also a partner on Community Learning and Development Strategic Partnership Board to ensure the Third Sector is fully represented on Community Learning and Development 9 Learning Community Partnerships. This year has seen the implementation and development of the wider learning community plan in each of the 9 locality areas. As a result, we have been working with CLD Strategic Partnership Board to develop a robust action plan with identified priorities demonstrating stronger collaborative work between partners for the wider learning community. Our partnership with Youth Borders continued throughout the year which involved representing the sector on both the Children & Young Peoples' Leadership Group and the Commissioning Group which included the support of the Specialist Youth Network in Scottish Borders.
- We continued to deliver an accessible community transport service in Central Borders, Tweeddale, Cheviot and Teviot & Liddesdale (Roxburgh) Areas, and continued with our fundraising activities in all areas to secure funds for replacement vehicles. During 2018/19 we were successful in attracting funding for a new minibus for Gala Wheels. We provided MiDAS training for volunteer drivers in all areas and recruited new volunteer drivers for Gala, Tweed and Teviot Wheels.

**Report of the Trustees
for the Year Ended 31 March 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- Provided development support and secretariat for the 3 Federations of Village Halls in Peeblesshire, Central Borders and Roxburgh. 37 Hall committees were given 1:1 support in managing a community building. Provided the Secretariat for 9 Federations/village hall meetings/events throughout the year with keynote speakers.

During this financial year we completed a pilot Health & Wellbeing Project in partnership with Healthy Living Network (NHS) to produce a Community Led Action Plan based on activities in a small rural community. This project consisted of identifying health improvement priorities with the Village Hall Management Committee and local residents in the wider community. The Bridge supported a number of halls to review their current governance structure and charitable status. A number of Halls are in the process of changing to be a SCIO. We assisted a number of village halls with successful funding applications for refurbishments/ equipment replacement.

The Bridge and BAVS have been working with all four Federations (95 rural village halls) to lobby the local authority to retain the small amount of devolved funding that they have managed for over 30 years, in support of the member halls. At the February 2019 Budget Meeting, without prior consultation, Councillors approved a proposal from officers to withdraw this devolved funding and add it to their new enlarged Community Fund. The funding was reinstated for 2019-20 only at the March 2019 Council meeting. The Bridge is supporting the Federations to raise awareness of how this money is currently used, providing small amounts of funding in a highly participative process to support these community assets and the c.750 committee members/trustees who manage them.

- The Bridge actively participates in the TSI network nationally; these are now being organised by TSI network members as Voluntary Action Scotland (VAS) has closed with the withdrawal of funds from Scottish Government for the VAS function.

In the area of specific projects, the Bridge:

- continues to work closely with third sector partners in representing the sector on the Health and Social Care Integration Programme and on the Strategic Steering Group. This work will continue in 2019/20.
- continues to support the administrative management of Online Borders; The Bridge has maintained the community/voluntary directory. We are now working with Statutory and Third Sector Partners to review the current capacity of Online Borders, and with the Health and Social Care Alliance Scotland (who manage a national directory) to review opportunities and possibilities.
- continued to provide the administrative support and hosting arrangement for the Local Citizens Panel Co-ordinator's post. This is a partnership project with the Learning and Disability Co-ordinator, Health & Well-being, Social Work Scottish Borders Council. Funding has successfully been secured for this post up to 31 March 2020.
- continued to provide administrative support services to our member organisations and local communities in our 3 area offices.

The Bridge in partnership continues to develop and improve our communications strategy in order to raise our profile and to promote our services. This is implemented through network meetings, website update and the sharing of information and practice seminars. We continue to develop our marketing and communications to ensure our member organisations and wider third sector organisations are kept informed and up to date with new developments. We continue to provide relevant information and policy changes to our members and partners. Throughout the year we collated and submitted responses on behalf of our members to national and local consultations such as the Local Governance Review (Democracy Matters), A Connected Scotland (Tackling Social Isolation) and the Scottish Governance Code for the Third Sector (with OSCR). The Bridge continues to strengthen awareness by the distribution of policy information through our newsletters, briefing notes and local information sessions.

**Report of the Trustees
for the Year Ended 31 March 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We supported the development of the Transport Hub (now known as the Flow Centre) with Community Transport Partners, attended regular Community Transport Meetings with CT Providers and Scottish Borders Council. The Bridge will continue to support Borders Community Transport Services and its Flow Centre to develop joint working practices for service delivery which will aid the support and development of a business case for the continuation of community transport funding in 2019/20. This project is in partnership with Scottish Borders Council, NHS Borders, Berwickshire Association of Voluntary Services and the RVS. The overall aim of the project is to put in place a co-ordinated, sustainable approach to community transport provision in Scottish Borders. The work will continue into 2019/2020

The Bridge in collaboration with Berwickshire Association of Voluntary Service (BAVs) successfully submitted an application for funding to the European LEADER Funded Programme for a two year funded Enterprise Facilitator post. We recruited to this post in January 2018 and the Enterprise Facilitator organised meetings with local Development Trusts over the year with a view to build building a strong network. Two network events were held during the year, a third was cancelled due to bad weather. The staff member moved on to other employment in January 2019, and the post was being re-recruited to continue the work in 2019/20.

Fundraising activities

The charity operated its Roxburgh and Tweeddale charity shops, which continue to support general activities and the transport projects as well as providing volunteering and training opportunities.

Investment performance

All funds are held as short term cash in interest bearing accounts. Regular reviews are undertaken to review returns.

FINANCIAL REVIEW

Principal funding sources

For its activities in 2018-19, The Bridge generated or received total funding of £459,328 (2017-18 £354,398).

This principally comprised of £130,765 from the Scottish Government through the Third Sector Interface programme and £86,954 from Scottish Borders Council for the community transport services and other services.

A further £78,198 (2017-18 - £71,760) was generated from shop trading and £13,564 (2018- £11,529) from the provision of office services and accommodation.

Reserves policy

The Bridge recognises the need to have reserves to meet commitments in the event of income sources being lost or its activities terminating.

The Bridge has a policy of retaining unrestricted reserves that are adequate to:

1. Sustain the company for a period of 3 months if all other funding sources were terminated.
2. Pay any costs incurred if The Bridge were to cease operating.

The Bridge will take reasonable steps to ensure this level of reserves is achieved and maintained but its ability to do so will inevitably be limited by the sources of funding available to it. This policy will be reviewed annually at the time of the Annual Accounts being examined.

**Report of the Trustees
for the Year Ended 31 March 2019**

FUTURE PLANS

The Bridge will ensure the continued delivery of the core CVS services while developing new initiatives. The Bridge will continue to be a proactive partner in developing the Borders Third Sector Partnership (Interface). The Bridge will continue to assist in developing new projects and initiatives. We will continue in 2019/2020 to review Online Borders. The Bridge recognises the importance of providing up to date information to members/partners and will continue to represent the interests of the Third Sector on the various Community Planning Partnership Boards/Teams; while also supporting the Third Sector Forum. The Bridge will coordinate local and national events. It will seek funding for new vehicles for its community transport projects; will continue to develop our partnership transport projects with BAVS, other third sector partners and Scottish Borders Council. The Bridge recognises the importance of maintaining and developing key relationships with the community, peers, partners and funders as the platform for everything we do. do.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association.

Organisational structure

The charities structure consists of Members and Trustees. Members have the right to attend the Annual General Meeting and appoint the Trustees under the terms of the Memorandum and Articles of Association. The Trustees control and supervise the day to day activities of the charity.

The members shall consist of the subscribers to the Memorandum and Articles of Association and such other persons as are admitted to membership under articles 3 to 7 of the Articles of Association. In particular, each Area Group (as defined in Article 65) shall have the right to nominate two of its members as trustees. There are three Area Group sub-committees, corresponding to the areas of operation of the three former area CVS's. There is also a finance sub-committee which meets as required.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Travel expenses are reimbursed to trustees. An honorarium is paid to the Treasurer.

MEMBERS LIABILITY

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

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

Approved by order of the board of trustees on and signed on its behalf by:

.....
A H Findlay - Trustee

Statement of Financial Activities
for the Year Ended 31 March 2019

	Not es	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	11,738	5,001	16,739	3,750
Charitable activities	5				
Support Services		170,784	47,106	217,890	179,857
Transport Services		43,046	101,864	144,910	88,744
Other trading activities	3	78,198	-	78,198	74,815
Investment income	4	-	-	-	112
Other income		<u>1,551</u>	<u>40</u>	<u>1,591</u>	<u>7,120</u>
Total		305,317	154,011	459,328	354,398
EXPENDITURE ON					
Raising funds		50,376	-	50,376	42,811
Charitable activities	6				
Support Services		207,211	38,253	245,464	237,998
Transport Services		<u>8,555</u>	<u>101,305</u>	<u>109,860</u>	<u>114,888</u>
Total		266,142	139,558	405,700	395,697
NET INCOME/(EXPENDITURE)		39,175	14,453	53,628	(41,299)
Transfers between funds	16	<u>(16,162)</u>	<u>16,162</u>	-	-
Net movement in funds		23,013	30,615	53,628	(41,299)
RECONCILIATION OF FUNDS					
Total funds brought forward		29,076	57,902	86,978	128,277
TOTAL FUNDS CARRIED FORWARD		<u>52,089</u>	<u>88,517</u>	<u>140,606</u>	<u>86,978</u>

The notes form part of these financial statements

Statement of Financial Position
At 31 March 2019

	Not es	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
FIXED ASSETS					
Tangible assets	12	1,487	45,857	47,344	32,436
CURRENT ASSETS					
Debtors	13	41,599	20,568	62,167	37,118
Cash at bank and in hand		<u>41,693</u>	<u>34,160</u>	<u>75,853</u>	<u>47,236</u>
		83,292	54,728	138,020	84,354
CREDITORS					
Amounts falling due within one year	14	(32,690)	(12,068)	(44,758)	(29,812)
NET CURRENT ASSETS		<u>50,602</u>	<u>42,660</u>	<u>93,262</u>	<u>54,542</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>52,089</u>	<u>88,517</u>	<u>140,606</u>	<u>86,978</u>
NET ASSETS		<u><u>52,089</u></u>	<u><u>88,517</u></u>	<u><u>140,606</u></u>	<u><u>86,978</u></u>
FUNDS	16				
Unrestricted funds				52,089	29,076
Restricted funds				<u>88,517</u>	<u>57,902</u>
TOTAL FUNDS				<u><u>140,606</u></u>	<u><u>86,978</u></u>

The notes form part of these financial statements

Statement of Financial Position - continued
At 31 March 2019

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

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 charitable 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 charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
A H Findlay -Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Fixtures, fittings & equipment	- 20% on cost
Motor vehicles	- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31/3/19	31/3/18
	£	£
Donations	<u>16,739</u>	<u>3,750</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

3. OTHER TRADING ACTIVITIES

	31/3/19	31/3/18
	£	£
Fundraising events	-	3,055
Shop income - Roxburgh	29,090	27,425
Shop income - Tweeddale	<u>49,108</u>	<u>44,335</u>
	<u>78,198</u>	<u>74,815</u>

4. INVESTMENT INCOME

	31/3/19	31/3/18
	£	£
Deposit account interest	<u>-</u>	<u>112</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31/3/19	31/3/18
		£	£
Membership	Support Services	4,784	4,333
Social car schemes	Support Services	60	-
Offices	Support Services	9,200	7,344
Photocopying	Support Services	4,364	4,161
Grants received	Support Services	199,435	163,695
Other services	Support Services	47	324
Membership	Transport Services	39	20
Social car schemes	Transport Services	68,337	46,409
Offices	Transport Services	-	20
Grants received	Transport Services	<u>76,534</u>	<u>42,295</u>
		<u>362,800</u>	<u>268,601</u>

Grants received, included in the above, are as follows:

	31/3/19	31/3/18
	£	£
Scottish Government	130,765	130,764
Scottish Borders Council	86,954	56,196
NHS Borders	-	2,895
BSOG	20,210	16,135
Robertson Trust	7,500	-
Big Lottery Fund	-	10,000
Hayward Sanderson Trust	10,000	(10,000)
Gray -Sanderson Charitable Trust	5,000	-
Margaret Stewart	8,000	-
Other grants	<u>7,540</u>	<u>-</u>
	<u>275,969</u>	<u>205,990</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7) £	Support costs (See note 8) £	Totals £
Support Services	211,702	33,762	245,464
Transport Services	<u>93,780</u>	<u>16,080</u>	<u>109,860</u>
	<u>305,482</u>	<u>49,842</u>	<u>355,324</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31/3/19 £	31/3/18 £
Staff costs	189,793	189,689
Rates and water	2,176	1,896
Rent	27,014	33,553
Light and heat	6,920	5,985
Vehicle running costs	38,902	39,535
Staff Training	-	856
Recruitment	582	23
Volunteer travel exp	7,464	6,506
Staff mileage	4,351	5,070
Repairs & renewals	2,213	846
Event Costs	30	622
Photocopier	1,869	1,516
Subscriptions	1,136	565
Bad debts	14	783
Conference expenses	155	150
Depreciation	22,957	20,017
Loss on sale of assets	<u>(94)</u>	<u>-</u>
	<u>305,482</u>	<u>307,612</u>

8. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Support Services	23,012	10,750	33,762
Transport Services	<u>12,572</u>	<u>3,508</u>	<u>16,080</u>
	<u>35,584</u>	<u>14,258</u>	<u>49,842</u>

Support costs, included in the above, are as follows:

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

8. SUPPORT COSTS - continued

Management

	Support Services	Transport Services	31/3/19 Total activities £	31/3/18 Total activities £
Insurance	2,585	1,392	3,977	3,820
Telephone	2,271	1,410	3,681	3,338
Postage, stationery & printing	3,465	1,873	5,338	6,412
Advertising	-	-	-	819
Sundries	137	1,215	1,352	1,473
Computer expenses	8,024	3,142	11,166	8,226
Cleaning	315	175	490	336
Photocopying	1,957	1,071	3,028	3,631
Bookkeeping	4,140	2,230	6,370	5,700
Bank charges	118	64	182	82
	<u>23,012</u>	<u>12,572</u>	<u>35,584</u>	<u>33,837</u>

Governance costs

	Support Services	Transport Services	31/3/19 Total activities £	31/3/18 Total activities £
Wages	1,511	1,512	3,023	3,124
Social security	144	143	287	323
Trustees travel reimbursed	59	32	91	280
Independent examination fee	3,200	1,030	4,230	3,870
Payroll administration	838	452	1,290	960
Professional fees	1,500	-	1,500	-
Shop honorarium	1,650	-	1,650	1,600
Committee meetings & costs	1,848	339	2,187	1,280
	<u>10,750</u>	<u>3,508</u>	<u>14,258</u>	<u>11,437</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/19 £	31/3/18 £
Depreciation - owned assets	22,957	20,017
Surplus on disposal of fixed asset	<u>(94)</u>	<u>-</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

One trustee received reimbursement of travel expenses amounting to £91 in the current year (2018: two Trustees £280)

Honorarium of £1,650 was received in the year (2018: £1,600).

11. STAFF COSTS

	31/3/19	31/3/18
	£	£
Wages and salaries	211,804	207,245
Social security costs	9,757	10,321
Other pension costs	<u>4,437</u>	<u>2,405</u>
	<u>225,998</u>	<u>219,971</u>

The average monthly number of employees during the year was as follows:

	31/3/19	31/3/18
Administration	<u>19</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment	Motor vehicles	Totals
	£	£	£
COST			
At 1 April 2018	7,302	211,383	218,685
Additions	1,222	36,817	38,039
Disposals	<u>-</u>	<u>(20,760)</u>	<u>(20,760)</u>
At 31 March 2019	<u>8,524</u>	<u>227,440</u>	<u>235,964</u>
DEPRECIATION			
At 1 April 2018	6,214	180,035	186,249
Charge for year	556	22,401	22,957
Eliminated on disposal	<u>-</u>	<u>(20,586)</u>	<u>(20,586)</u>
At 31 March 2019	<u>6,770</u>	<u>181,850</u>	<u>188,620</u>
NET BOOK VALUE			
At 31 March 2019	<u>1,754</u>	<u>45,590</u>	<u>47,344</u>
At 31 March 2018	<u>1,088</u>	<u>31,348</u>	<u>32,436</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19	31/3/18
	£	£
Trade debtors	26,531	15,176
VAT	2,099	2,765
Prepayments and accrued income	<u>33,537</u>	<u>19,177</u>
	<u>62,167</u>	<u>37,118</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19	31/3/18
	£	£
Bank loans and overdrafts (see note 15)	3,964	14,143
Trade creditors	15,474	8,169
Social security and other taxes	3,449	3,124
Other creditors	12,869	406
Accruals and deferred income	<u>9,002</u>	<u>3,970</u>
	<u>44,758</u>	<u>29,812</u>

15. LOANS

An analysis of the maturity of loans is given below:

	31/3/19	31/3/18
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	<u>3,964</u>	<u>14,143</u>

16. MOVEMENT IN FUNDS

	At 1/4/18	Net movement in funds	Transfers between funds	At 31/3/19
	£	£	£	£
Unrestricted funds				
General fund	29,076	39,175	(16,162)	52,089
Restricted funds				
Teviot Wheels	11,288	503	-	11,791
Tweed Wheels	11,143	(16,425)	13,410	8,128
Citizens Panel	20,476	2,556	-	23,032
Gala Wheels	17,193	23,522	-	40,715
Healthy Living Network	5,222	(2,278)	-	2,944
Transport Hub	(750)	(2,002)	2,752	-
Leader Project (Magnus)	<u>(6,670)</u>	<u>8,577</u>	<u>-</u>	<u>1,907</u>
	57,902	14,453	16,162	88,517
	<u>86,978</u>	<u>53,628</u>	<u>-</u>	<u>140,606</u>
TOTAL FUNDS	<u>86,978</u>	<u>53,628</u>	<u>-</u>	<u>140,606</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	305,316	(266,141)	39,175
Restricted funds			
Teviot Wheels	28,472	(27,969)	503
Tweed Wheels	18,289	(34,714)	(16,425)
Citizens Panel	16,474	(13,918)	2,556
Gala Wheels	60,142	(36,620)	23,522
Healthy Living Network	1	(2,279)	(2,278)
Leader Project (Magnus)	30,634	(22,057)	8,577
Transport Hub	-	(2,002)	(2,002)
	<u>154,012</u>	<u>(139,559)</u>	<u>14,453</u>
TOTAL FUNDS	<u>459,328</u>	<u>(405,700)</u>	<u>53,628</u>

Comparatives for movement in funds

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/18 £
Unrestricted Funds				
General fund	45,908	3,825	(20,657)	29,076
Restricted Funds				
Teviot Wheels	20,758	(9,470)	-	11,288
Tweed Wheels	16,713	(26,227)	20,657	11,143
Citizens Panel	15,967	4,509	-	20,476
Gala Wheels	22,931	(5,738)	-	17,193
Healthy Living Network	6,000	(778)	-	5,222
Transport Hub	-	(750)	-	(750)
Leader Project (Magnus)	-	(6,670)	-	(6,670)
	<u>82,369</u>	<u>(45,124)</u>	<u>20,657</u>	<u>57,902</u>
TOTAL FUNDS	<u>128,277</u>	<u>(41,299)</u>	<u>-</u>	<u>86,978</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	276,945	(273,120)	3,825
Restricted funds			
Teviot Wheels	21,668	(31,138)	(9,470)
Tweed Wheels	13,472	(39,699)	(26,227)
Citizens Panel	16,367	(11,858)	4,509
Gala Wheels	25,625	(31,363)	(5,738)
Healthy Living Network	121	(899)	(778)
Transport Hub	-	(750)	(750)
Leader Project (Magnus)	200	(6,870)	(6,670)
	<u>77,453</u>	<u>(122,577)</u>	<u>(45,124)</u>
TOTAL FUNDS	<u>354,398</u>	<u>(395,697)</u>	<u>(41,299)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
Unrestricted funds				
General fund	45,908	43,000	(36,819)	52,089
Restricted funds				
Teviot Wheels	20,758	(8,967)	-	11,791
Tweed Wheels	16,713	(42,652)	34,067	8,128
Citizens Panel	15,967	7,065	-	23,032
Gala Wheels	22,931	17,784	-	40,715
Healthy Living Network	6,000	(3,056)	-	2,944
Transport Hub	-	(2,752)	2,752	-
Leader Project (Magnus)	-	1,907	-	1,907
	<u>82,369</u>	<u>(30,671)</u>	<u>36,819</u>	<u>88,517</u>
TOTAL FUNDS	<u>128,277</u>	<u>12,329</u>	<u>-</u>	<u>140,606</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	582,261	(539,261)	43,000
Restricted funds			
Teviot Wheels	50,140	(59,107)	(8,967)
Tweed Wheels	31,761	(74,413)	(42,652)
Citizens Panel	32,841	(25,776)	7,065
Gala Wheels	85,767	(67,983)	17,784
Healthy Living Network	122	(3,178)	(3,056)
Leader Project (Magnus)	30,834	(28,927)	1,907
Transport Hub	-	(2,752)	(2,752)
	<u>231,465</u>	<u>(262,136)</u>	<u>(30,671)</u>
TOTAL FUNDS	<u>813,726</u>	<u>(801,397)</u>	<u>12,329</u>

Some of the restricted funds also generate unrestricted income from the use of their facilities and therefore any deficit on a restricted fund is made good firstly from the general funds they produce. This was the case with Tweed Wheels where unrestricted funds of £13,410 were generated and this was used to offset against the deficit in the year of £5,282

Details of the purpose of each restricted fund is as follows:

Teviot Wheels - Development of Community Accessible Transport Project including funding for replacement vehicle in the Roxburgh Area.

Tweed Wheels - Development of Community Accessible Transport Project in the Tweeddale Area.

Citizens panel - Partnership project with Social Work to set up 5 Citizens Panels

Gala Wheels - Development of Community Accessible Transport Project in the Central Borders Area

Healthy Living Network - Community Capacity Building Development Work

Transport Hub - Partnership with all other local Community Transport providers to provide a single point of contact for service users.

Leader Project - funding of a 2 year post for an Enterprise Facilitator to support the community development of new and existing Community Development Trusts in the Scottish Borders.

17. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £4,863 (2018 - £2,405). Contributions totalling £864 (2018 - £406) were payable to the fund at the balance sheet date and are included in other creditors.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2019

	Unrestricted funds £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	11,738	5,001	16,739	3,750
Other trading activities				
Fundraising events	-	-	-	3,055
Shop income - Roxburgh	29,090	-	29,090	27,425
Shop income - Tweeddale	<u>49,108</u>	<u>-</u>	<u>49,108</u>	<u>44,335</u>
	78,198	-	78,198	74,815
Investment income				
Deposit account interest	-	-	-	112
Charitable activities				
Membership	4,823	-	4,823	4,353
Social car schemes	43,067	25,330	68,397	46,409
Offices	9,200	-	9,200	7,364
Photocopying	4,364	-	4,364	4,161
Grants received	152,328	123,641	275,969	205,990
Other services	<u>47</u>	<u>-</u>	<u>47</u>	<u>324</u>
	213,829	148,971	362,800	268,601
Other income				
Other income	<u>1,551</u>	<u>40</u>	<u>1,591</u>	<u>7,120</u>
Total incoming resources	305,316	154,012	459,328	354,398
EXPENDITURE				
Other trading activities				
Staff costs	31,301	-	31,301	25,974
Social security	744	-	744	713
Pensions	850	-	850	148
Premises costs	14,586	-	14,586	11,445
Other direct costs	<u>2,895</u>	<u>-</u>	<u>2,895</u>	<u>4,531</u>
	50,376	-	50,376	42,811
Charitable activities				
Wages	118,175	59,305	177,480	178,147
Social security	7,329	1,397	8,726	9,285
Pensions	3,233	354	3,587	2,257
Rates and water	2,176	-	2,176	1,896
Carried forward	130,913	61,056	191,969	191,585

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities
for the Year Ended 31 March 2019

	Unrestricted funds £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
Charitable activities				
Brought forward	130,913	61,056	191,969	191,585
Rent	27,014	-	27,014	33,553
Light and heat	6,920	-	6,920	5,985
Vehicle running costs	-	38,902	38,902	39,535
Staff Training	-	-	-	856
Recruitment	582	-	582	23
Volunteer travel exp	528	6,936	7,464	6,506
Staff mileage	4,193	158	4,351	5,070
Repairs & renewals	2,213	-	2,213	846
Event Costs	30	-	30	622
Photocopier	1,757	112	1,869	1,516
Subscriptions	581	555	1,136	565
Bad debts	-	14	14	783
Conference expenses	-	155	155	150
Fixtures and fittings	556	-	556	446
Motor vehicles	-	22,401	22,401	19,571
Loss on sale of tangible fixed assets	-	(94)	(94)	-
	<u>175,287</u>	<u>130,195</u>	<u>305,482</u>	<u>307,612</u>
Support costs				
Management				
Insurance	3,977	-	3,977	3,820
Telephone	3,494	187	3,681	3,338
Postage, stationery & printing	3,191	2,147	5,338	6,412
Advertising	-	-	-	819
Sundries	522	830	1,352	1,473
Computer expenses	8,024	3,142	11,166	8,226
Cleaning	490	-	490	336
Photocopying	3,010	18	3,028	3,631
Bookkeeping	6,370	-	6,370	5,700
Bank charges	182	-	182	82
	<u>29,260</u>	<u>6,324</u>	<u>35,584</u>	<u>33,837</u>
Governance costs				
Wages	3,023	-	3,023	3,124
Social security	287	-	287	323
Trustees travel reimbursed	91	-	91	280
Independent examination fee	3,930	300	4,230	3,870
Payroll administration	1,290	-	1,290	960
Professional fees	-	1,500	1,500	-
Shop honorarium	1,650	-	1,650	1,600
Committee meetings & costs	947	1,240	2,187	1,280
	<u>11,218</u>	<u>3,040</u>	<u>14,258</u>	<u>11,437</u>
Total resources expended	<u>266,141</u>	<u>139,559</u>	<u>405,700</u>	<u>395,697</u>

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Detailed Statement of Financial Activities
for the Year Ended 31 March 2019

	Unrestricted funds £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
Net income/(expenditure)	<u>39,175</u>	<u>14,453</u>	<u>53,628</u>	<u>(41,299)</u>

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No: E-mail address:</p>	<p>Peebles and District Men's Shed School Brae Hub School Brae Peebles EH45 8AT 01721 721233 peeblesmensshed@gmail.com</p>
<p>Address to which payment should be made:</p>	<p>As above.</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Peebles Men's Shed is now providing a space for recreational facilities and is advancing the social needs, health and well-being of men (and women) of all ages and backgrounds living in Peebles and surrounding areas. We offer opportunities for members to meet and undertake creative, physical, purposeful and recreational activities of their choice, in a safe and fully insured environment thus contributing to the physical and mental wellbeing of members. In so doing this will help develop the capacity of members to share their skills and knowledge with others in the community, to the wider benefit of that community. As membership is open to all from age 18 onwards, further opportunities will be presented for intergenerational learning and working. In a 2015 study, 3.5% of the population of Tweeddale reported that they felt lonely or isolated. A thriving Men's Shed in Peebles would go some way towards reducing that number.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are now making progress with converting our premises from a former social club and bar into a multi purpose venue. Already, members can undertake technical wood and metal working activities in our newly fitted workshops, but a large number also enjoy modelling, including railway modelling and art and a further section of our membership simply attend for company, a cup of tea and a blether. We would now like to turn our attention to creating properly equipped and comfortable spaces for these last two activities. The modelling area will be adjacent to the 'social' area which will have direct access to our outside space which will be well used in warmer months. We aim to build these spaces to the same high standard as the rest of our space, future proofing where possible. We estimate the total cost of these conversions to be £6,486 which is shown as a breakdown on the attached document.</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 – Date (s):</p>	<p>ASAP</p>

Estimated total cost:	£6,486
Funds already raised by applicant's own efforts:	Approximately £40,000 raised to date towards the overall project
Funds raised or expected to be raised from other sources (please state sources):	Ongoing fund raising will continue for general running costs.
<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:	We are now a Scottish Charity, Reg No SCO48226. Our first year accounts have been prepared and submitted detailing all of our income and expenditure, and can be viewed on request. Our biggest challenge in running this project, which is entirely volunteer led, is in meeting our monthly property rental costs of £500. We have recently been turned down for a Scottish Government Community Grant to meet these costs, and because our bank balance at present appears fairly healthy, Scottish Borders Council Community Grants were also denied to us. This is still a major capital project, and we had, on paper, committed most of our existing funds towards capital improvement works. However, we have been persuaded that an alternative approach is to seek funding for these capital works, and use existing funds to self finance rent due. We therefore intend to allocate £5,000 towards ongoing rent, as well as all of our ongoing monthly donation income. We also plan to maintain a contingency fund of £2,500 for emergency use. Current projections show that should we be successful in this application, these funds will be available to pay our rent comfortably until April 2021. This does not solve the long term problem and we will continue to seek a support package for rent assistance during this breathing space. We would also hope to attract more members as our space becomes more viable, and may even reach the magic monthly income figure of £600 making us wholly self sufficient.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate Signed: Malcolm Bruce (signed electronically) Position Held: Secretary Date: 30/12/2019	
Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts	
This completed form, accounts and any supporting details should be submitted to Louise McGeoch, Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 825005	

All planned work	Estimated costs	Comments
Extend newly installed 3 phase power supply from Men's Shed own distribution board in workshop through to storage, crafting and social area. Install appropriate number of new power sockets at convenient locations and new LED lighting with switching at all entrances to area, including new emergency lighting.	£1,500	Estimate based on the cost of materials used to install new power and lighting in refurbished workshop area which was £2200 inc VAT. Installation work carried out by suitably qualified members/volunteers and certified professionally.
Strip out existing ladies toilet to form wider entrance corridor to workshop, re line walls with combination of wet area wallboard and plasterboard and lay suitable flooring, possibly tiles. Install workshop style double sink basins within two 1000mm carcass units with utility doors. Install LED lighting.	Strip out by members. Plumber to install new facilities. £3,306 Not part of this application. Included for illustration of the costs faced in bringing the building up to standard.	These toilets, because of the building layout, are effectively exclusive to Men's Shed members at present. Whilst we do have a small number of female members, we do not feel we have enough space to allow gender specific toilet. Should female members wish privacy, other toilets would be available in the building.
Strip out existing WC's and unused urinals and wash basins in Gents toilet. Re line walls with plasterboard or wet area wallboard. Create 2 gender neutral WC's, with appropriate soundproofing for privacy and common use wash basins and hand dryers. Install LED lighting in lowered ceiling and a ventilation system for toilet to extract stale air to outside and pull in fresh air.	£11,652 Not part of this application. Included for illustration of the costs faced in bringing the building up to standard.	Moving away from urinals to WC's will save an enormous quantity of water, paid for by our landlords under present arrangements. LED lighting and a low power hand dry facility will also save on utility bills.
Remove existing bar area, make good floor, walls and remove existing downlighters over bar. Install tea and coffee point with kitchen base units, wall cupboards, wall hung water heater, kitchen sink (already procured) and worktops suitable for light	Strip out work carried out by members or other volunteers. Common room furniture: Group of 4 chairs plus coffee table £250, 3 sets = £750, prices from on line retailer "theclassroom.co.uk", thereafter use older existing furniture.	

All planned work	Estimated costs	Comments
food preparation. Install under worktop fridge and slimline dishwasher.	Kitchen units and fittings estimated from B&Q at 3 x 1000mm base units @ £40 = £120, 3 x 1000mm wall cupboards @ £35 = £105, 12 x 500mm Shaker style doors @ £26 = £312, 3000mm worktop + £98, so approx. £700 inc. all hinges and fittings. In process of opening trade account at Howdens which may reduce price. Appliances £500. Water heater £150. Total £2,101	
Install plywood sub floor and lay carpet tiles, colour themed to match existing corporate logo artwork for Men's Shed (dark blue and yellow).	Quotation from Peebles Carpets. Lowest price £1049. Highest price £1581. To ensure longer life we will probably go with the more expensive tiles. Plywood the same for either tile. Total £1,581	
Install flexible room divider. Approximately 5 metres wide between new craft area and social space to create good workspace in craft area, appropriate controllable lighting in each area, a comfortable social space but also allow a bigger space to be created temporarily for talks, social functions, etc.	4 office screens which will double as pinboards, 1800 tall by 1200 wide at £126 each. £504	
Skip hire for removal of all rubble and waste	£800	
TOTAL COSTS	£6,486	



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Leslie Turnbull - Director, Peebles Community Trust, School Brae Hub, Peebles.</p> <p>██████████</p> <p>████████████████████</p>
<p>Address to which payment should be made:</p>	<p>Peebles Community Trust, School Brae, Peebles.</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>Peebles Community Trust is an umbrella company which exists to facilitate and promote projects which serve to enhance the welfare and economic well being of the town and its residents. The Trust does this by initiating projects of its own, such as the purchase of the School Brae Hub in Peebles and Eshiels Community Wood. The purchase of these facilities ensures that they are kept and used for the benefit of residents. The hub is now home to the Mens Shed, the pipe band with many other groups using the facilities on a sessional basis. The Eshiels Wood is being developed and maintained to offer recreational and educational opportunities for residents of all ages. Other projects are being assisted by the Trust such as Bonnie Peebles Plus, Peebles Paths group, Cycling Without Age and the March Street Mill -community right to buy.</p> <p>The Trust is successfully providing many opportunities for residents of the town to enjoy both recreational and educational opportunities. This contributes to the wellbeing of the town and residents as well as those who work here.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£1,500</p> <p>Under the auspices of the Trust, the Peebles Railway Heritage Project (PRHG) seeks to save for posterity, the old weghbridge office which stands in the East Station car park. The PRHG believe the it is essential to save this building and preserve the significant history of Peebles as a railway town. Also, Peebles has recently lost its tourist information office which is likely to be detrimental to the economic wellbeing of the town.</p> <p>It is the intention of the PRHG to preserve this building and use it for educational purposes to house facilities which will explain, by electronic means, the towns very important history. We hope also to display artefacts from the railway ere if security concerns can be overcome. Because this building is in the towns main car park it would be useful to use it as a tourist information point to educate visitors as well as direct them to other places of interest and businesses.</p> <p>The building is currently owned by SBC who have agreed to a long term lease at a marginal rent. The lease will be completed by 28-02-20.</p> <p>To get this project up quickly we hope to engage a local consultant with a proven track record in this field to provide expertise in relation to processes necessary to then submit a full and detailed application to the Scottish Heritage Fund for funding for the fitting out of the building. The application to the Scottish Heritage Fund will be for a substantial amount to cover fixtures, fittings and technology.</p> <p>This is an exciting project which, if successful, offers the opportunity to provide further educational opportunities for the town as well as important resource which will help to assist in the development of Peebles as a tourist destination which clearly will aid the economic well being of the town.</p> <p>Specifically, this phase of our project is about developing, in detail, the scope of the whole project; the submission of an expression of interest to begin the full funding process and consultation with members of the public over the coming summer months to determine the level of demand and interest which are requirements of the Scottish Heritage Fund.</p>
<p>When will the donation be required:</p>	<p>1st March 2020</p>
<p>If this is a one-off project then please give the following details – Date (s):</p>	<p>This is an ongoing project which will require more applications for funding through other sources.</p> <p>As said above, this application is for a relatively modest sum to get our project moving.</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><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><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: Les Turnbull.</p> <p>Position Held: Director</p> <p>Date: 18-02-20</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to Louise McGeoch, Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 825005</p>	

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PEEBLES COMMUNITY TRUST
UNAUDITED MANAGEMENT ACCOUNTS
YEAR ENDED 30 SEPTEMBER 2018

PEEBLES COMMUNITY TRUST

DIRECTORS AND OTHER INFORMATION

DIRECTORS

L T Hayworth (appointed 23 February 2018)
C S Adam (appointed 2 May 2018)
S S J Dube (appointed 23 February 2018)
D J McColgan (appointed 2 May 2018)
L J Morrison (appointed 2 May 2018)
L W Turnbull (appointed 23 February 2018)
M L L Baete (resigned 23 February 2018)
C R C Carleton (resigned 23 February 2018)
D R Pye (resigned 23 February 2018)
J B Swanson (resigned 23 February 2018)

COMPANY NUMBER

SC 432119

REGISTERED OFFICE

The Old Manse
Innerleithen Road
Peebles
EH45 8BD

ACCOUNTANTS

Charles Gray & Co
Chartered Accountants
6 School Brae
Peebles
EH45 8AT

BANKERS

Royal Bank of Scotland plc
4 Eastgate
Peebles
EH45 8SL

YEAR ENDED 30 SEPTEMBER 2018

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Balance sheet	4
Notes to the management accounts	5
Chartered Accountants report	6

PEEBLES COMMUNITY TRUST

DETAILED INCOME STATEMENT
YEAR ENDED 30 SEPTEMBER 2018

	NOTE	£	£	2017 £
TURNOVER				
Grants received			20,410	21,350
Donations and subscriptions			<u>3</u>	<u>50</u>
			20,413	<u>21,400</u>
ADMINISTRATIVE EXPENSES				
Website		237		382
Project coordination		11,000		-
Project consultancy fees and expenses		4,107		15,960
Printing, postage and stationery		336		-
Conference expenses		765		-
Insurance		56		55
Subscriptions		136		10
Bank charges		60		60
Sundry		<u>35</u>		<u>26</u>
			<u>16,732</u>	<u>16,493</u>
OPERATING PROFIT FOR THE YEAR	3		<u><u>3,681</u></u>	<u><u>4,907</u></u>

PEEBLES COMMUNITY TRUST

BALANCE SHEET
30 SEPTEMBER 2018

	NOTE	£	2017 £
CURRENT ASSETS			
Cash at bank and in hand	1	16,855	5,710
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2	<u>7,464</u>	<u>-</u>
NET ASSETS		<u>9,391</u>	<u>5,710</u>
Financed by:			
CAPITAL AND RESERVES			
Profit and loss account	3	<u>9,391</u>	<u>5,710</u>

I approve these unaudited management accounts and confirm that I have made available all books, records and information for their preparation.

L T HAYWORTH
DIRECTOR

PEEBLES COMMUNITY TRUST

NOTES TO THE MANAGEMENT ACCOUNTS
YEAR ENDED 30 SEPTEMBER 2018

	£	2017 £
1 CASH AT BANK AND IN HAND		
Cash at bank	16,846	5,689
Cash in hand	<u>9</u>	<u>21</u>
	<u>16,855</u>	<u>5,710</u>
2 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Project coordination	6,620	-
Sundry creditors and accruals	<u>844</u>	<u>-</u>
	<u>7,464</u>	<u>-</u>
3 PROFIT AND LOSS ACCOUNT		
Operating profit for the year	3,681	4,907
Retained profit brought forward	<u>5,710</u>	<u>803</u>
Retained profit carried forward	<u>9,391</u>	<u>5,710</u>

PEEBLES COMMUNITY TRUST

CHARTERED ACCOUNTANTS' REPORT TO THE DIRECTORS ON THE UNAUDITED
MANAGEMENT ACCOUNTS OF PEEBLES COMMUNITY TRUST

We have prepared the foregoing management accounts for the year ended 30 September 2018 set out on pages 3 to 5 from the accounting records of the company and from information and explanations supplied to us. We have not carried out an audit.

CHARLES GRAY & CO
CHARTERED ACCOUNTANTS

PEEBLES
7 February 2019



Common Good Fund: Application Form for 2019/20*

*Please note this is a fund of last resort – you will need to demonstrate to the Common Good Fund Committee that you have tried to secure funding from other sources.

Applicant Group/Organisation:	
Name of your project:	
The name of the Common Good Fund that you are applying to:	

Summarise what you want to use this funding for *(max. 100 words)*

(i.e. will it increase access, improve quality of life etc.)

Write here ...

Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the former Burgh *(max. 200 words)*

Tell us what activities you plan to carry out and how you will deliver it.

Write here ...

Tell us how your project will be sustainable in the future *(max. 100 words)*

Write here ...

Expenditure: Please tell us how much money you need for the entire activity/project (you may be asked to provide up to 3 quotes to support your application)

Item of Expenditure	Cost (£)
Total Expenditure	
How much would you like from the Common Good Fund?	
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	

Have you received funding in the last 5 years from Scottish Borders Council or any other external funders? If so, please detail the fund name, the amount and the purpose of the grant.

Fund	Amount	Purpose

Tell us about your own fundraising or how you have secured other funding for this project.

	Amount	Purpose

Individual/Group/Organisation details:

Contact Name:	
Position in Group/Org: (if appropriate)	
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	
Date:	
Signature:	

What does your organisation do and who does it support? If appropriate. (max. 100 words)

Tell us what your group does, the activities it undertakes and in what way it benefits the community.
Write here ...

Equalities

Do you have an Equal Opportunities Policy or Equality Statement? Yes No

Explain how your project complies with the obligations contained in the Equality Act 2010

Commented [MN1]: May need a wee appendix explaining that

Safeguarding

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below.

Write here...

Permissions

Does your project involve work to a building or land? Yes No

If yes do you have the following? (please tick relevant)

- A lease agreement (Date of lease _____ and duration _____ years)
- Written permission of owner
- Planning permission (Reference No. _____)

Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the former Burghs. They can represent a substantial portfolio of land, property, some moveable items and investments and by law continue to exist for the benefit of the inhabitants of the former Burghs to which they relate. Scottish Borders Council is the owner of these Funds and each Fund has a sub-committee comprising the relevant local Councillors who make the decisions on the management of the Fund's assets and approval of any requests for funding (up to a limit of £20,000 above which full Council approval is required).

If you are successful in being awarded Common Good Funds, you will be asked to complete a monitoring & evaluation form when your project is complete or within 1 year of receiving funding. Future applications will not be considered until this has been received and the Common Good Fund Sub-Committee are satisfied with the evaluation you have provided.

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