

# Public Document Pack



## HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 25 MAY 2021

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA MICROSOFT TEAMS on TUESDAY, 25 MAY 2021 at 4.00 PM

J. J. WILKINSON,  
Clerk to the Council,

18 May 2021

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declaration of Interest</b>	
4.	<b>Minute (Pages 3 - 8)</b>  Consider Minute of meeting held on 16 March 2021. (Copy attached).	2 mins
5.	<b>Financial Assistance</b>  Consider applications for financial assistance from:-	2 mins
	(a) <b>Escape Youth Project</b> (Pages 9 - 36)  Copy attached.	5 mins
	(b) <b>Hornshole Greenway Project</b> (Pages 37 - 48)  (Copy attached).	5 mins
	(c) <b>Borders Against Racism</b> (Pages 49 - 54)  (Copy attached).	5 mins
6.	<b>Monitoring Report for 12 months to 31 March 2021 (Pages 55 - 68)</b>  Consider report by Executive Director Finance and Regulatory. (Copy attached).	10 mins
7.	<b>St Leonard's Park, Hawick (Pages 69 - 72)</b>  (a) Request to hold a foot race on Sunday, 5 September 2021. (Copy	15 mins

	<p>attached).</p> <p>(b) To consider letter from Hawick Common Riding Committee. (Copy attached).</p> <p>(c) Mains electricity supply – Estates Strategy Manager.</p>	
8.	<p><b>Property Update</b></p> <p>(a) Hawick Market Update – Estates Strategy Manager. (b) Property Inspections – Property Officer.</p>	10 mins
9.	<b>Any Other Items the Chairman Decides are Urgent</b>	
10.	<b>Any Other Items Previously Circulated</b>	
11.	<p><b>Private Business</b></p> <p>Before proceeding with the private business, the following motion should be approved:-</p> <p>“That under section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A to the aforementioned Act”.</p>	2 mins
12.	<p><b>Private Minute</b> (Pages 73 - 74)</p> <p>Consider Private Minute of meeting held on 16 March 2021. (Copy attached).</p>	2 mins

## NOTES

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

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

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

MINUTES of Meeting of the HAWICK  
COMMON GOOD FUND SUB-COMMITTEE  
held Via Microsoft Teams on Tuesday, 16  
March 2021 at 4.00 pm

Present:- Councillor G Turnbull (Chairman), W McAteer, D Paterson,  
C Ramage, N Richards. Mr J Campbell (Hawick CC) Mr W Fletcher (Burnfoot  
CC).  
Apologies: Councillor S Marshall.  
In Attendance:- Estates Strategy Manager (N Curtis), Managing Solicitor (R Kirk), Pensions  
and Investment Manager (K Robb), Property Officer (F Scott), Democratic  
Services Officer (J Turnbull).

**1. MINUTE**

There had been circulated copies of the Minute of the meeting held on 20 January 2021.

**DECISION**

**APPROVED the Minute of the meeting held on 20 January 2021 for signature by the  
Chairman.**

**2. MATTERS ARISING FROM THE MINUTE**

- 2.1 With regard to paragraph 2 of the Minute of 20 January 2021, it was noted that the Cultural Services Manager was preparing a report to update Members on the Earl of Minto portrait. A Special meeting of Hawick Common Good Sub-Committee would be scheduled when the report was available.
- 2.2 With reference to paragraph 3 of the Minute, Members noted that Hawick Recreation Association had also been awarded funding from the Community Fund and the Hawick Common Good grant had been passed for payment.

**DECISION**

**AGREED to arrange a Special Meeting of Hawick Common Good Sub-Committee to  
consider a report on the Earl of Minto portrait.**

**3. FINANCIAL ASSISTANCE**

**Interest Link Borders**

There had been circulated copies of an application for financial assistance from Interest Link Borders requesting £3,000.00 for the development of existing work to improve the quality of life of 40 members with learning disabilities who live in Hawick and 50 family carers. The Chair thanked Mr Findlay and Ms Reilly for joining the meeting remotely. Mr Findlay and Ms Reilly gave an overview of the project explaining that Interest Link offered a befriending service for people with learning difficulties. During the pandemic they had delivered a robust distance service for members and carers via Zoom offering cooking session, art groups, beetle drives and talent shows. They had also used local organisations including Alchemy for projects. A private Facebook page has also been set up for carers, parents and members with daily posts. Once restrictions were lifted Interest Link would continue with online activities and offer a blended service. Mr Reilly went on to advise that Interest Link also worked with schools and organised Microsoft Teams sessions for crafts and baking. In response to a question Ms Reilly advised that Interest Link used resources at Hawick High School, Wilton Primary School and Burnfoot

Community Hub. The Sub-Committee unanimously supported the application and congratulated Interest Link in managing to deliver their service during the pandemic.

#### **DECISION**

**AGREED to award £3,000.00 to Interest Link Borders for the development of existing work to improve the quality of life for members with learning disabilities in Hawick.**

#### **4. MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2021/22**

With reference to paragraph 5 of the Minute of 8 December 2020, there had been circulated copies of a report by the Executive Director Finance & Regulatory providing details of income and expenditure for the Hawick Common Food Fund for the nine months to 31 December 2021, a full year projected out-turn for 2020/21, projected balance sheet values at 31 March 2021 and proposed budget for 2021/22. Appendix 1 to the report provided the projected income and expenditure position for 2020/21. This showed a projected surplus of £252 for the year, which was better than the deficit figure reported at the 8 December meeting mainly due to the improvement on the return of the Aegon Investment Fund. Appendix 2 provided a projected balance sheet value as at 31 March 2021 and showed a projected surplus increase in the reserves to £2,273. Appendix 3a provided a breakdown of the property portfolio showing projected income for 2020/21 and actual property expenditure to 31 December 2020. Appendix 3b showed projected property expenditure for 2020/21 and actual property expenditure to 31 December 2020. Appendix 4 provided a breakdown of the property portfolio showing projected property valuations at 31 March 2021. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 31 December 2021. Mrs Robb highlighted that the 4.5% return from Aegon was more than the 2% previously anticipated. Members welcomed information detailed in Appendices 3a and 3b on property portfolio performance. Mrs Robb suggested inclusion of a rolling three year maintenance programme in future reports which would give Members a longer term view. In response to questions Mrs Robb explained that the Pilmuir Farm one-off payment for servitude rights was still being negotiated and was likely to be received in 2021/22. Mrs Robb further advised that £51k of Hawick Common Good grants had been approved this year, it was difficult to predict the amount of funding awarded each year. However, the budget for grants could be adjusted as grant applications were received.

#### **DECISION**

##### **(a) AGREED:**

- (i) the projected income and expenditure for 2020/21 in Appendix 1 as the revised budget for 2020/21; and**
- (ii) the proposed budget for 2021/22 as shown in Appendix 1.**

##### **(b) NOTED:**

- (i) The projected balance sheet value as at 31 March 2021 in Appendix 2;**
- (ii) The summary of the property portfolio in Appendices 3 and 4; and**
- (iii) The current position of the Aegon Asset Management Investment Fund in Appendix 5.**

#### **5. FACILITY FOR CAMPERVANS AT THE COMMON HAUGH**

With reference to paragraph 8 of the Minute of 20 January, the Estates Strategy Manager, Mr Curtis, gave an update on the sluice facility for campervans at the Common Haugh. Mr Curtis advised that the Council had obtained probable costs from a Quantity Surveyor who had estimated the cost of the work to be around £8k. This included building works to create a

compound area, new manhole to lead to the waste water drain, sluice facility, flushing unit, fencing and coin lock.

*Councillor Paterson moved that a report be presented to the Special meeting with detailed costings and charging policy before progressing with the sluice facility but received no seconder.*

*Councillor McAteer, seconded by Councillor Richards, moved as an amendment that officers progress the establishment of the sluice facility and come back to discuss the charging regime at the next meeting.*

*Before a vote was taken there was further discussion and following advice from officers Councillor Ramage as an alternative amendment moved that officers progress the sluice facility and come back to the Sub-Committee if the cost increased above £10k. This was seconded by Councillor Turnbull and subsequently accepted by all Members so no vote was required.*

## **DECISION AGREED**

- (a) To request officers progress the sluice facility for Campervans at the Common Haugh;**
- (b) That if the cost of the sluice increased above £10k officers to come back to the Sub-Committee; and**
- (c) That the amount to charge for use of the sluice facility be determined at the Special Meeting.**

## **6. HAWICK MARKET**

6.1 With reference to paragraph 6 of the Minute of 8 December 2020, the Estates Strategy Manager advised of three options for Hawick Market for the Sub-Committee's consideration:

- (i) Advertise the market to determine if any of the existing stallholders were interested in taking on a lease. However, to date no expressions of interest had been received.
- (ii) The Sub-Committee undertake a feasibility study to explore different types of open area markets and then re-advertise the new opportunity. A disadvantage with this option was that the Sub-Committee was then guiding the outcome.
- (iii) To consider if a community organisation would be interested in taking on the market. SOSE could provide support to a community organisation with community engagement, business planning, market research, financial management, legal requirements and partnership working. SOSE could also access support for a feasibility study from Scottish universities. The advantage of this option was the support that could be obtained from SOSE and that consideration could be given to other locations for the market, which might not be Common Good land.

6.2 With reference to Option (i) Councillor Paterson advised that an existing stallholder had indicated he was willing to take on the market, he would forward the stallholder's details to Mr Curtis out with the meeting. Following discussion the Sub-Committee asked that Mr Curtis explore Options (i) and (iii) and come back with proposals.

## **DECISION AGREED**

- (a) To request the Estates Strategy Manager discuss with the existing stallholder his interest in taking forward Hawick Market;**
- (b) To liaise with community engagement colleagues to gauge if any community organisation(s) would be interested in taking on the market; and**
- (c) To bring back to the Sub-Committee further proposals on Options (i) and (iii) as detailed above.**

## **MEMBER**

Councillor Richards left the meeting during consideration of the above report.

## **7. PROPERTY UPDATE**

### **7.1 Hawick Moor**

With reference to paragraph 9.1 of the Minute of 8 December 2020, Mr Scott, Property Officer, advised that the asbestos had now been removed from the toilet block and they would be demolished next week. Mr Scott further advised that there was a problem with moles on the racecourse. The tenant had offered to arrange for their control and would recharge the cost back to the Common Good.

### **7.2 Hornshole**

Hawick Volunteers Group had asked for the Council to purchase some materials such as bollards and flagstones for their works at Hornshole. The Council were then to recharge the Group. Mrs Robb advised that the Common Good could donate the materials which would allow costs to be reduced and ensure materials were the correct quality. The Hawick Volunteer Group could make a donation to Hawick Common Good towards the cost.

### **7.3 Pilmuir Farm**

With reference to paragraph 13.3 of the Minute of 20 December, the roofing works had been delayed because of inclement weather. Works would commence in six weeks' time after lambing.

### **7.4 Hawick Burgh Woodlands**

Drainage repairs and fencing had been undertaken to the track at the Golf Course. Mr Curtis added that replanting works have now been completed and this concluded the timber felling and replanting works.

### **7.5 Property Inspections**

In response to a question Mr Scott advised that only minor maintenance was required to properties. The five year plan required updated as it had slipped because of Covid-19.

## **DECISION**

### **AGREED**

- (a) **The tenant at Pilmuir Farm to arrange for mole control and recharge the Council for the works;**
- (b) **To donate materials to Hawick Recreation Association for their works at Hornshole. Hawick Recreation Association to make a donation to Hawick Common Good towards costs; and**
- (c) **To update the Five Year Plan.**

## **8. PRIVATE BUSINESS**

**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 Paragraphs 6 and 8 of Part I of Schedule 7A to the Act.**

## **SUMMARY OF PRIVATE BUSINESS**

## **9. PRIVATE MINUTE**

Members approved the Private Minute of Hawick Common Good Fund Sub Committee held on 20 January 2021.

10. **PROPERTY UPDATE**

The Sub-Committee received updates on matters pertaining to Common Good properties.

*The meeting concluded at 5.50 pm*

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## Common Good Fund: Application Form for 2020/21\*

\*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.

<b>Applicant Group/Organisation:</b>	Escape Youth Services
<b>Name of your project:</b>	Double Glazing Upgrade
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

### 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.

Escape Youth Services is a locality wide youth provision delivering youth work opportunities throughout the Teviot and Liddesdale area of the Scottish Borders to young people aged 9-18. We offer a drop-in facility for young people in the main town of Hawick; set up in direct response to local needs in 2005 and offer additional 1:1 support, groupwork in schools and the community, holiday activity programmes and a variety of skills-based projects. Our vision is to enhance the lives of young people, building a positive future, by developing and sustaining a supportive service where young people can succeed and increasing the range, quantity, and quality of youth-led provision.

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

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

We are seeking funding to replace the remaining single glazed windows and doors of our premises. With our own fundraising efforts, donations and external funding we have been able to complete phase 1 of this project on the upper level (excluding the main door), have started phase 2 on the lower level and now require £4865 to complete the works. We hire the lower level part of the building to another local charity (Artbeat) who support adults who are socially excluded by reasons of mental health and illness, physical or learning disabilities. The funding will improve the facility for users, access, security, energy efficiency and sustainability for both local charities.

### Summarise how the outcomes of the project will be measured/evaluated (max. 100 words)

As a capital project, the outcomes will be measured and evaluated through a variety of methods from user feedback, monitoring of utility bills and hall bookings/usage:

Short-term outcomes:

Clients/users report increased satisfaction in the building, feeling safe and secure

Potential reduction in insurance costs of the building

Medium-Long-term outcomes:

Evidence of reduction of heating costs

Evidence of reduction in carbon footprint

Evidence of increased use of the building by current clients and other community groups

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

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

The project has been completed in stages as funds have been raised and secured. The full upper level has been completed excluding the main front door, and at present we have utilised our own funds to replace the main front door and surrounding window panels of the lower level at a cost of £2185.

The project will not only benefit the users of Artbeat, but also the members of Escape and the wider community by providing a safe, secure and sustainable environment in which to meet. This will also reduce annual heating costs thus reducing our annual core running costs for which we work hard to fundraise towards each year. This would mean less free reserves would need to be put towards core costs and could be utilised for further project and support work to benefit our members.

The building is in a central residential area and is used by all age groups of the wider community, schools and small businesses for local events and fundraisers, sports groups, fitness classes and toddler groups.

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

The works will future proof the building as illustrated above and enable current and potential new users to benefit from the improved environment.

By replacing the old timber doors and remaining single glazing we will reduce energy costs, improve energy efficiency, plus making the building weather tight and secure. The quotes for the works are from a local companies which states their products are sustainable, thermal efficient with A ratings therefore reducing carbon emissions and a 10 year guarantee for the products is provided.

**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 (£)
Supply and Fitting of double glazed windows and doors to lower level of building plus upper level front door	4865
<b>Total Expenditure</b>	<b>4865</b>
<b>How much would you like from the Common Good Fund?</b>	<b>4865</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>Attached</b>

**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
See additional spreadsheet		

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

	Amount	Purpose
Spifox	£20,000	Phase one of window replacement

		Fitting of double glazed windows to upper level of Hawick Youth Centre premises
Coop Community Foundation	£2000	Contribution to Phase 1 as above
Own fundraising activities and donations	£4732.39	Contribution to Phase 1 as above
	£2185	Fitting of double glazed single door and surrounding window panels to lower level entrance
<p>We had hoped to have been able to fundraise locally over the last year but due to the impact of Covid-19 we were temporarily closed from March - August 2020 and again January-March 2021 with the additional loss of hire income at this time. Although we have been able to reopen to our members and Artbeat to their service users, we have not been able to restart any of our normal fundraising activities (coffee mornings, stalls at community events and so forth). This has had an impact on our free reserves therefore the requirement to seek external funding to support this essential building improvement is required.</p>		

Individual/Group/Organisation details:	
<b>Contact Name:</b>	Sian Snowdon
<b>Position in Group/Org:</b> (if appropriate)	Manager
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	13.05.21
<b>Signature:</b>	

Equalities
<p><b>Do you have an Equal Opportunities Policy or Equality Statement?</b>    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>
<p><b>Explain how your project complies with the obligations contained in the Equality Act 2010</b></p> <p>Our sessions are open to all young people from the area and we work alongside partners in the community to ensure all groups of young people can attend and fully participate. We work hard to ensure the most disadvantaged young people are targeted. We continue to identify any barriers to participation to ensure young people are able to attend and offer free activities wherever funds allow. We will continue to encourage conversations and communications with parents/carers to support our members.</p> <p>We are aware there can on occasion be language barriers and we work with partners to ensure parents and members are kept fully informed and can identify particular support for young people/parents if necessary. We can adapt materials, 'buddy' a member of staff to young people needing additional support if necessary/staff ratio's allow and liaise closely with parents of any young person identifying with additional needs so we can support them as best as possible to attend and continuing attending. We can also sign post to specialist services for further support if required.</p>

## Public Protection

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

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

We have a robust Child Protection Policy in place as well as Code of Conduct for staff and volunteers. All new staff, volunteers and Board members are PVG registered or updates sought and these are renewed every 5 years where applicable.

Staff attend training through SBC and Youth Scotland a minimum of every 3 years with annual updates per annum in house (or as required as a result of changes).

The Manager is Child Protection Officer trained which was refreshed May 2021 and a Board representative is to train at this level also when training is next offered.

The Policy was reviewed alongside our company handbook in December 2020.

## 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 12.01.2015 and duration 25 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 current/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.

This completed form and supporting documents should be submitted Judith Turnbull, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.turnbull@scotborders.gov.uk](mailto:Judith.turnbull@scotborders.gov.uk) Telephone: 01835 826556

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**EYS Funding 2016-2021**

<b>Funder</b>	<b>Amount</b>	<b>Purpose</b>
SBC Children and Young People's Learning Group	£15693 per annum (2016-2021)	Managers Salary
Live Borders Service Level Agreement	£20000 (total for period 2016-2020)	Core running costs, utilities
Children In Need	£25,000 per annum (2016-2018) £27,000 per annum (2019-2022)	Sessional staffing, Senior Youth Worker salary
Bank of Scotland Foundation	£14181 (2020)	Sessional staffing and core running costs
Foundation Scotland	£1995 (2020)	Sessional Staffing
SBC Localities Bid Fund (2)	£2430.3 (2020)	Monthly community lunch club
Cashback for Communities	6632 (2020)	Holiday programme staffing and activities
Fallago Environmental Fund	£2000 (2020)	Outdoor picnic benches and improvements to garden area
SBC Service Level Agreement	£9000 (2020)	Senior Youth Worker and Managers Salary
Corra Foundation	£490 (2020)	Sports Equipment
Coop Community Fund	£917.27 (2020)	Community Lunch Club
National Lottery Community Fund	£16,000 per annum (2018-2021)	Stepping Stones Project
Youth Work Education Reovery Fund	£2676.5 (2021)	Holiday programme staffing and activities
The Robertson Trust	£17000 (2016-2018)	Managers Salary
Creative Scotland	25387 (2016-2018)	Hawick Music Initiative
Burnfoot Bids	£7400 (2018/19)	Drop-in provision in Burnfoot
Hawick Common Good Fund	£5000 (2016)	Sessional Staffing
Hawick Common Good Fund	£4000 (2018)	Contribution towards Top Teri Awards Event
Awards For All	£10000 (2017)	New heating system
Screwfix Foundation	£5000 (2017)	Contribution towards heating system
Comin Relief	£9261 (2016)	Sessional Staffing
SBC Quality of Life Fund	£2500 (2017)	Music equipment

**Covid Response/Recovery Grants 2020/21:**

Scottish Government Community Fund	£13,612	Support packs for members, families, core running costs, equipment and supports for home working
Youth Scotland Action Fund	£1,000	Laptop, zoom licences
Youthlink Scotland Isolation and Lonliness Fund	£2,029.40	Wellbeing packs for members
SBC Business Support Fund	£25,000	Core running costs, building costs, repairs and maintenance
SBC Business Closure Fund	£19,000	restart grant, core costs, maintenance

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Company registration number: SC431246

Charity registration number: SC035939

# Escape Youth Services

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 October 2019

## Escape Youth Services

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## Escape Youth Services

### Reference and Administrative Details

<b>Trustees</b>	R J Jones T Gibson V Rae C Ramage
<b>Secretary</b>	S Snowdon
<b>Principal Office</b>	Hawick Youth Centre Havelock Street Hawick Scotland TD9 7BB  The charity is incorporated in Scotland.
<b>Company Registration Number</b>	SC431246
<b>Charity Registration Number</b>	SC035939
<b>Independent Examiner</b>	David Campbell <del>_____</del> <del>_____ Street</del> Hawick <del>_____</del>

# Escape Youth Services

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 October 2019.

### Objectives and activities

#### *Objects and aims*

The principal objects of the company are the advancement of education by developing and sustaining a supportive service for young people in Hawick and district, as defined by the TD9 postcode (area of benefit), where young people can succeed. And also the provision of recreational facilities, or the organisation of recreational activities with the object of improving the condition of life for young people and only in relation to recreational facilities or activities which are primarily intended for persons who need them by reason of their age; by increasing the range, quantity and quality of youth-led provision in the area of benefit, based on identified need, and by increasing youth participation within the service and community, strengthening relationships and acknowledging young people as valued citizens.

#### **Financial review**

The year under review shows a significant drop in income - partly due to timing of grant receipts but also recognising that certain funding streams have come to a natural end. This has led to a reduction in reserves to £4,148. The trustees have made a number of funding applications which have been successful and these future incomes will assist in restoring a reasonable level of reserves.

Further grants were received in November 2019 to meet ongoing costs.

In light of the Covid restrictions that came in during March 2020, the trustees took a number of steps to ensure that the finances were protected, by utilising the government grants and reducing overheads. This has helped to ensure that we can continue to deliver our services through the remainder of 2020.

#### *Policy on reserves*

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

#### *Principal funding sources*

- Thanks to our ongoing external funders this year, The Big Lottery Stepping Stones Project), Scottish Borders Council (Accessibility Fund and Localities Bid Fund and Children and Young People's Leadership Group, Creative Scotland Youth Music Initiative, Children in Need and Burnfoot Bids Together 2 for their continued support.
- Continued thanks must also be given to STV Children's Appeal for supporting our sessional staffing and we acknowledge Live Borders continued support through our Service Level Agreement.
- Thanks must also be given to Lidl for their kind food donations we receive through the Neighbourly 'Feed it Back' Scheme.

#### *Investment policy and objectives*

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

#### **Going concern**

After the year end, there has been a number of successful funding applications made which have resulted in funding being secured for at least 18 months. On this basis, the trustees consider that the going concern basis is appropriate.

### Structure, governance and management

#### *Nature of governing document*

The company, which is a recognised charity in Scotland, is a charitable company limited by guarantee and was set up by a Memorandum of Association on 28 August 2012.

## Escape Youth Services

### Trustees' Report

#### *Recruitment and appointment of trustees*

All of the organisations trustees are appointed or reappointed by the members at the annual general meeting, which is held in January each year.

#### *Induction and training of trustees*

New directors undergo an induction process which briefs them on their obligations under legislation, the decision making processes, the business plan and the recent financial performance.

#### *Organisational structure*

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

#### **Relationships with related parties**

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

#### **Financial instruments**

#### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

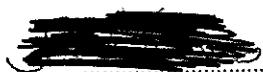
#### **Funds held as custodian trustee on behalf of others**

No funds are held on behalf of other organisations.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 24 September 2020 and signed on its behalf by:



R J Jones  
Trustee

## Escape Youth Services

### Statement of Trustees' Responsibilities

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

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

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

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

Approved by the trustees of the charity on 24 September 2020 and signed on its behalf by:



R J Jones  
Trustee



## Escape Youth Services

### Independent Examiner's Report to the trustees of Escape Youth Services

I report on the accounts of the charity for the year ended 31 October 2019 which are set out on pages 6 to 14.

#### Respective responsibilities of trustees and examiner

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

#### Basis of independent examiner's report

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

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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



.....  
David Campbell  
Deans  
ICAS

27 North Bridge Street  
Hawick  
TD9 9BD

Date: 12-10-20

## Escape Youth Services

### Statement of Financial Activities for the Year Ended 31 October 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	583	47,119	47,702
Other trading activities	5	21,788	-	21,788
<b>Total income</b>		<u>22,371</u>	<u>47,119</u>	<u>69,490</u>
<b>Expenditure on:</b>				
Charitable activities	6	(25,970)	(86,046)	(112,016)
<b>Total expenditure</b>		<u>(25,970)</u>	<u>(86,046)</u>	<u>(112,016)</u>
<b>Net expenditure</b>		<u>(3,599)</u>	<u>(38,927)</u>	<u>(42,526)</u>
<b>Net movement in funds</b>		(3,599)	(38,927)	(42,526)
<b>Reconciliation of funds</b>				
Total funds brought forward		6,391	40,283	46,674
Total funds carried forward	13	<u>2,792</u>	<u>1,356</u>	<u>4,148</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	2,986	120,457	123,443
Other trading activities	5	12,739	-	12,739
<b>Total income</b>		<u>15,725</u>	<u>120,457</u>	<u>136,182</u>
<b>Expenditure on:</b>				
Charitable activities	6	(13,793)	(97,889)	(111,682)
<b>Total expenditure</b>		<u>(13,793)</u>	<u>(97,889)</u>	<u>(111,682)</u>
<b>Net income</b>		<u>1,932</u>	<u>22,568</u>	<u>24,500</u>
<b>Net movement in funds</b>		1,932	22,568	24,500
<b>Reconciliation of funds</b>				
Total funds brought forward		4,459	17,715	22,174
Total funds carried forward	13	<u>6,391</u>	<u>40,283</u>	<u>46,674</u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2018 is shown in note 13.

**Escape Youth Services**  
**(Registration number: SC431246)**  
**Balance Sheet as at 31 October 2019**

	Note	2019 £	2018 £
<b>Current assets</b>			
Cash at bank and in hand	11	4,436	46,962
<b>Creditors: Amounts falling due within one year</b>	12	<u>(288)</u>	<u>(288)</u>
<b>Net assets</b>		<u>4,148</u>	<u>46,674</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	13	1,356	40,283
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>2,792</u>	<u>6,391</u>
<b>Total funds</b>	13	<u>4,148</u>	<u>46,674</u>

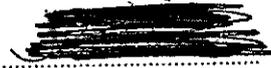
For the financial year ending 31 October 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

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

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

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 24 September 2020 and signed on their behalf by:

  
 R J Jones  
 Trustee

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

#### 1 Charity status

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

The address of its registered office is:

Hawick Youth Centre  
Havelock Street  
Hawick  
Scotland  
TD9 7BB

These financial statements were authorised for issue by the trustees on 24 September 2020.

#### 2 Accounting policies

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

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

##### Statement of compliance

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

##### Basis of preparation

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

##### Going concern

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

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

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

##### Income and endowments

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

##### Donations and legacies

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

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### Financial instruments

##### Classification

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

##### Recognition and measurement

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

##### Impairment

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

#### 3 Income from donations and legacies

	Unrestricted funds		Total 2019	Total 2018
	General £	Restricted funds £	£	£
Donations and legacies;				
Donations from individuals	583	-	583	2,986
Grants, including capital grants;				
Grants	-	47,119	47,119	120,457
	583	47,119	47,702	123,443

#### 4 Income from charitable activities

	Restricted funds £	Total 2019 £	Total 2018 £
Children In Need	13,971	13,971	27,942
The Robertson Trust	-	-	5,000
Scottish Borders Council	15,693	15,693	27,693
Youth Borders	-	-	31,120
Creative Scotland	4,305	4,305	16,195
Burnfoot Bids	4,400	4,400	3,000
Youth Scotland	-	-	900
Live Borders	8,750	8,750	8,607
	47,119	47,119	120,457

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

#### 5 Income from other trading activities

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Trading income;			
Tuck shop	4,464	4,464	2,392
Events income;			
Activities	2,279	2,279	1,895
Subscriptions	2,402	2,402	1,442
Rental income	12,643	12,643	7,010
	<u>21,788</u>	<u>21,788</u>	<u>12,739</u>

#### 6 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
Note	General £	£	£	£
Fundraising	4,208	-	4,208	3,702
Staff costs	6,733	70,490	77,223	62,567
Allocated support costs	14,669	15,556	30,225	45,068
Governance costs	360	-	360	345
	<u>25,970</u>	<u>86,046</u>	<u>112,016</u>	<u>111,682</u>
		Activity undertaken directly	Total 2019	Total 2018
		£	£	£
Wages and salaries		76,201	76,201	62,514
Staff training		190	190	15
Travelling		832	832	38
Repairs		6,076	6,076	21,486
Rent		-	-	1,000
Property costs		4,606	4,606	3,465
Printing, postage & stationery		530	530	655
Advertising		-	-	790
Fundraising costs		8	8	223
Telephone		2,209	2,209	1,650
Purchases		4,200	4,200	3,479
Session resources		15,209	15,209	14,839
Subscriptions		670	670	264
Professional fees		590	590	576
Confirmation statement fee		-	-	13
Bank charges		177	177	147
IT		158	158	183
		<u>111,656</u>	<u>111,656</u>	<u>111,337</u>

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

£25,610 (2018 - £13,448) of the above expenditure was attributable to unrestricted funds and £86,046 (2018 - £97,889) to restricted funds.

#### 7 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Independent examiner fees			
Examination of the financial statements	360	360	345
	360	360	345

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
<b>Staff costs during the year were:</b>		
Wages and salaries	75,632	62,177
Social security costs	8	-
Pension costs	561	337
Other staff costs	1,022	53
	77,223	62,567

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
Youth workers	12	11

1 (2018 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £696 (2018 - £337).

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

#### 9 Independent examiner's remuneration

	2019 £	2018 £
Examination of the financial statements	360	345

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

#### 10 Taxation

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

#### 11 Cash and cash equivalents

	2019 £	2018 £
Cash at bank	<u>4,436</u>	<u>46,962</u>

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

	2019 £	2018 £
Accruals	<u>288</u>	<u>288</u>

#### 13 Funds

	Balance at 1 November 2018 £	Incoming resources £	Resources expended £	Balance at 31 October 2019 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	6,391	22,371	(25,970)	2,792
<b>Restricted funds</b>				
Children In Need	4,657	13,971	(18,628)	-
CYPLG	-	15,693	(15,693)	-
Hawick Music Initiative	4,731	4,305	(9,036)	-
Hawick Common Good	2,541	-	(2,541)	-
Live Borders	-	8,750	(8,750)	-
Burnfoot Bids	3,000	4,400	(7,400)	-
Accessibility Fund	11,921	-	(11,921)	-
Big Lottery - Improving Lives	<u>13,433</u>	<u>-</u>	<u>(12,077)</u>	<u>1,356</u>
<b>Total restricted funds</b>	<u>40,283</u>	<u>47,119</u>	<u>(86,046)</u>	<u>1,356</u>
<b>Total funds</b>	<u>46,674</u>	<u>69,490</u>	<u>(112,016)</u>	<u>4,148</u>
	Balance at 1 November 2017 £	Incoming resources £	Resources expended £	Balance at 31 October 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	4,459	15,725	(13,793)	6,391

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2019

	Balance at 1 November 2017 £	Incoming resources £	Resources expended £	Balance at 31 October 2018 £
<b>Restricted funds</b>				
Children In Need	4,115	27,942	(27,400)	4,657
CYPLG	-	15,693	(15,693)	-
The Robertson Trust	12,000	5,000	(17,000)	-
Hawick Music Initiative	-	16,195	(11,464)	4,731
Hawick Common Good	-	4,000	(1,459)	2,541
Live Borders	-	8,607	(8,607)	-
Youth Scotland	1,600	900	(2,500)	-
Burnfoot Bids	-	3,000	-	3,000
Localities Bid	-	8,000	(8,000)	-
Accessibility Fund	-	15,000	(3,079)	11,921
Big Lottery - Improving Lives	-	16,120	(2,687)	13,433
<b>Total restricted funds</b>	<u>17,715</u>	<u>120,457</u>	<u>(97,889)</u>	<u>40,283</u>
<b>Total funds</b>	<u>22,174</u>	<u>136,182</u>	<u>(111,682)</u>	<u>46,674</u>

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

Restricted funds represent various grants provided to assist in the running of the charity. Each provider has its own conditions attached to the grants and the providers are shown separately for this reason. Balances on these funds represent unspent grant monies where the commitment to expend the balance exists in subsequent accounting periods.

#### 14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Current assets	3,080	1,356	4,436
Current liabilities	(288)	-	(288)
<b>Total net assets</b>	<u>2,792</u>	<u>1,356</u>	<u>4,148</u>
	Unrestricted funds	Restricted funds	Total funds at 31 October 2018
	General £	£	£
Current assets	6,679	40,283	46,962
Current liabilities	(288)	-	(288)
<b>Total net assets</b>	<u>6,391</u>	<u>40,283</u>	<u>46,674</u>

#### 15 Related party transactions

There were no related party transactions in the year.



Window & Door Cost

4 September 2020 at 14:58

To: Sian Snowden [redacted]

Sian

Cost to replace Artebat single door and surrounding windows would be £2165

This is for a single door with emergency escape push bar. If you wanted to omit the bar and replace with an electric opener an additional £1440 would be applicable

To break the job down in total --

Top Single Door - £720

Lower French Doors and window - £2775

Artebat large triple window - £1370

Artebat Single door and surrounding Glazing - £2165

**Total - £7850 Inc Vat**

Regards

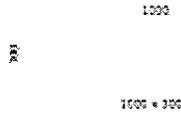
John



Plot 1, Block 1

**INLITEN 70 WHITE WINDOW**  
**WHITE**  
 60mm Outer  
 1000 \* 300

1 x



Location: Lower Level Window  
 Style: 1 ( WN )  
 Glass: FRAME & GLASS SEPERATE

**Frame Accessories**

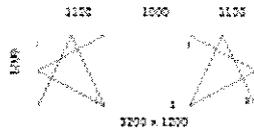
C0016 Med Duty Coupler (16mm) 1 / 1000  
 Comp-White

**Glass Details**

4mm SN [TUFF]20 GAS|4mm Clear [TUFF]

**INLITEN 70 WHITE TILT & TURN**  
**WHITE**  
 78mm Outer  
 3200 \* 1200

1 x



Location: Artbeat  
 Style: 192 ( TT )  
 Glass: FRAME & GLASS SEPERATE

**Sash 1**

Handle: T/T Handle White  
 Lock: Tilt & Turn Locks  
 Hinge: T & T Hinge

**Accessories**

GS4000SP2 CLIP ON WHITE TVENT 2 / 0  
 4000 \* SLOT ROUTERING

**Sash 2**

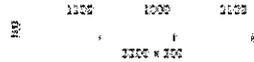
Handle: T/T Handle White  
 Lock: Tilt & Turn Locks  
 Hinge: T & T Hinge

**Glass Details**

4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]

**INLITEN 70 WHITE WINDOW**  
**WHITE**  
 60mm Outer  
 3200 \* 300

1 x



Location: Artbeat Window Head  
 Style: 27 ( WN )  
 Glass: FRAME & GLASS SEPERATE

**Frame Accessories**

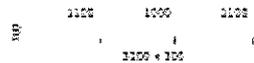
C0016 Med Duty Coupler (16mm) 1 / 3200  
 Comp-White

**Glass Details**

4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]

**INLITEN 70 WHITE WINDOW**  
**WHITE**  
 60mm Outer  
 3200 \* 300

1 x



Location: Artbeat Window Bottom  
 Style: 27 ( WN )  
 Glass: FRAME & GLASS SEPERATE  
 Cill: 150mm External Cill -White

**Frame Accessories**

C0016 Med Duty Coupler (16mm) 1 / 3200  
 Comp-White

**Glass Details**

4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]  
 4mm SN [TUFF]20 GAS|4mm Clear [TUFF]

Mrs. S Snowden,  
Escape Youth Services,  
Havlock Street,  
Hawick,  
TD9 7BB

Dear Mrs. Snowden,

Further to your recent enquiry, I can now confirm the cost of your proposed improvements, as detailed below.

#### PROPOSED WORKS

##### Stage 1

7 casement style windows, and door and side panels with infill to bottom units, to office and entrance area.

Total price: £8580.00

##### Stage 2

6 windows to kitchen area, casements to side and tilt and turn to front, obscured glass to window at sink, infills to lower units at side.

Total price: £8740.00

##### Stage 3

11 windows to rear hall and toilets, combination of casements and tilt and turn windows, obscure glass to all toilet windows.

Total price: £4520.00

##### Stage 4

8 fixed 4 pane windows clear glass, all access and scaffold costs are included.

Total price: £9160.00

##### Stage 5

4 fixed windows, 1 large tilt and turn to match other windows, 1 set of french doors with panic bars and one front entrance door. All doors are part M compliant.

Total price: £6876.75

*\* Stages 1-4 complete  
excluding main entry door*

Toughened glass specified where necessary, and full internal pvc finishes as required. All windows and doors in white upvc RAL 9016.

All above prices include VAT @ 20%

#### ACCREDITATIONS

We take quality seriously, so we're proud that our standards are endorsed by all the relevant industry bodies and glazing associations.

#### MADE IN BRITAIN

You'll find the "Made in Britain" marque on all our products. This means they're made from start to finish in a British factory by British craftspeople. With 50 years of manufacturing and fitting experience to call on, we have the most rigorous standards of quality and manufacture.

#### SECURED BY DESIGN

Secured by Design (SBD) is an official UK Police Initiative that aims to reduce crime in the home by promoting security standards for our vast array of products.

#### TRUSTED MERCHANT

Fefco have named us as a trusted merchant. This has been awarded for consistent delivery of great customer service and we are very proud to have this accreditation.

#### TRADE ASSOCIATIONS

##### Glass and Glazing Federation

Anglian is a leading member of the Glass and Glazing Federation. The GGF monitors the performance of member companies to ensure the standard of products and installation remain constantly high.

##### Fensa

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## Common Good Fund: Application Form for 2020/21\*

\*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.

<b>Applicant Group/Organisation:</b>	Hornshole Greenway Development Group (SCIO Application in process).
<b>Name of your project:</b>	Hornshole Greenway
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

### 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 ...

The recently established Hornshole Development Group has the following clear objectives

- \* The commemoration of the history and culture of Hawick.
- The advancement of education.
- The advancement of citizenship or community development.
- The advancement of the arts, heritage and culture.
- The provision of recreational facilities..
- The advancement of environmental protection or improvement.

We plan to delivered on these aims through the design and delivery of a 7.5 kilometre multifaceted 'Interpretative Greenway' through the town to Horshole which has a strong focus on a wider green objective and includes the creation of an iconic sculpture

### 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 ...

Considerable work has already been undertaken to create our business plan (copy available at the meeting) constructed on a voluntary basis by advisors to the group

As we begin the process of looking at large scale funding sources for our ambitious project we are seeking financial support from you to allow us to engage an appropriate professional company to assist with gathering and processing the information necessary for applications to major national funders.

In addition we are seeking some funding to cover start up costs for our organisation and to establish the foundations of our educational objectives

**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 ...

We see development of the Hornshole Greenway as a major asset to the town of Hawick bringing direct benefits to local residents who are able to utilise, engage with and help shape and develop the multi-faceted project. We see in particular that the younger members of the community will have the chance to learn about and embrace a greener agenda and act as ambassadors for green issues into the future.

In tandem with this however we see the Greenway (and the proposed iconic sculpture) as a potential major visitor attraction for the town bringing substantial economic benefit to the community as a whole. We feel that developing and encouraging tourism is key to the future of Hawick and the Borders in general so it is very important that the visitor experience is given high priority.

However attracting major funding and key partners for the project will be a very significant challenge going forward and we believe that it is essential we seek the best help possible to maximise our chances of success. By funding the aspect for which we are applying we believe the Common Good Fund would be offering invaluable assistance in helping us achieve that goal.

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

Write here ...

We are seeking funding from Common Good Fund for assistance in the development stage of our major project. If successful with this bid we believe the manner in which we plan to utilize it will be the key to attracting the full funding to sustain the Hornshole Greenway into the future

**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 estimated cost for entire project	£1.3 million
Aspects for which we are seeking Common Good Fund support	
Engagement of professional company to assist with information gathering and preparation of applications to major grant funders	£5000
Preparatory work for educational components of project	£1000
General administrative and preparatory work for other aspects of project	£1000
<b>Total planned Expenditure for full project</b>	<b>£1.3 million</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£7000</b>

**Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan**

**As we are a new organisation we do not have annual accounts as yet Project financial plan attached**

**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.**

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
No		

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

	<b>Amount</b>	<b>Purpose</b>
Donation in kind	£10000-£15000	Preparation of business plan

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	Catherine Elliott-Walker
<b>Position in Group/Org:</b> (if appropriate)	Member of current steering group (and Trustee for the the SCIO which is currently awaiting approval by OSCR )
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	13th May 2021
<b>Signature:</b>	

## Equalities

Do you have an Equal Opportunities Policy or Equality Statement? Yes

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

Draft Equality statement attached to be confirmed when SCIO status granted. This covers all aspects of the obligations contained in the Equalities Act 2010

## Public Protection

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

If yes what public protection 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...

At our current stage we are not working with under 18 or vulnerable adults directly . However it is our intention to engage with activities involving children in the future. It is not clear at this stage how that will be implemented but we will have appropriate policies and safe guards put in place to insure that all those working on our behalf have undergone suitable training and PVG checks

## Permissions

Does your project involve work to a building or land? Yes - land

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

Written permission of owner - Under discussion with various owners

Planning permission - Appropriate permission will be sought/obtained before any works are undertaken

## Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/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.

This completed form and supporting documents should be submitted to Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.Turnbull@scotborders.gov.uk](mailto:Judith.Turnbull@scotborders.gov.uk) Telephone: 01835 826556

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# Hawick Greenway Development Group

## Draft EQUAL OPPORTUNITIES POLICY

### Policy Statement

Hawick Greenway Development Group is committed to the promotion of equality of opportunity in all its activities.

It will take every reasonable step to ensure that no-one connected to or benefitting from the work of the organisation, will receive less favourable treatment than others, on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, social class, age, trade union activity, responsibility for dependents or employment status.

Such equality of opportunity will also apply to services delivered by the organisation. Everyone involved with the organisation is required to promote this policy.

Our organisation will ensure that the services provided to staff, volunteers and the community at large are sensitive and appropriate to their needs and are in accordance with this policy in every aspect.

Arrangements will be made to ensure that;

- everyone involved with our organisation is made aware of the need for understanding and positive action to combat discrimination.
- procedures for evaluation of this policy are reviewed and, if necessary, amended on an annual basis.
- as far as is practicable, all projects in which we are involved will be accessible to people with disabilities and other disadvantaged groups, and that people with disability are consulted and their views and needs are taken into consideration.

*This Equal Opportunities Policy and arrangements for its application is reviewed and agreed by the Board of Trustees on an annual basis*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairman**

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## Hawick - Hornshole Greenway Signing

	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Discovery Point improvements/ landscape	TOTALS	Notes
<b>Proposed New Gateway Signs</b>							
1	A7 from North	New	£8,000.00	£500.00	£1,000.00		From Website to first Welcome sign - Hawick Branding
2	A7 from South	New	£8,000.00	£500.00	£1,000.00		Need to rationalise all signs on approach to town
3	A698 (Weensland Road)	New	£6,000.00	£500.00	£500.00		
4	B6399 (Liddesdale Road)	New	£6,000.00	£500.00	£500.00		
<b>Sub Total</b>			<b>£28,000.00</b>	<b>£2,000.00</b>	<b>£3,000.00</b>	<b>£33,000.00</b>	
<b>Remove and Replace Key Tourist Road Directional Signing</b>							
5	Various locations directing visitors to parking	New	£4,000.00	£1,000.00	£0.00		Direction to Parking at Haugh, Old Mart and possible others.
<b>Sub Total</b>			<b>£4,000.00</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£5,000.00</b>	
<b>Pedestrian Direction Signs</b>							
6	Pedestrian finger-posts	New x 15	£18,000.00	£5,000.00	£0.00		locations to be confirmed
7	Wall/Railing mounted signs	New x 20	£6,000.00	£1,000.00	£0.00		
<b>Sub Total</b>			<b>£24,000.00</b>	<b>£6,000.00</b>	<b>£0.00</b>	<b>£30,000.00</b>	
<b>Proposed Orientation &amp; Interpretation Signs</b>							
8	Hardware (incl. Spear detail)	New x 30	£22,000.00	£6,000.00	£45,000.00		Site landscape, paved space, seating, low walling etc.
9	Interpretation Panel (Single side)	New x 30	£14,000.00	£2,000.00	£0.00		
<b>Sub Total</b>			<b>£36,000.00</b>	<b>£8,000.00</b>	<b>£45,000.00</b>	<b>£89,000.00</b>	
<b>Total</b>						<b>£157,000.00</b>	
Preliminaries & contingencies 10%						£15,700.00	
Professional Fees (graphic design, research & writing, copyrights etc.)						£10,300.00	To be donated by HGTrust members & advisors
Professional Fees (planning, technical design, manufacture, installation, site design and project management)						£22,000.00	
<b>TOTAL</b>						<b>£205,000.00</b>	

### Border Queen Sculpture

	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Discovery Point improvements/ landscape	TOTALS	Notes
<b>Production of and installation of iconic sculpture</b>							
10	Site Investigations & enabling works in the river			£5,000.00			
11	Civil/Structural Engineering (foundations etc.)			£50,000.00			
12	Bronze Sculpture (including additional structural requirements)		£200,000.00				
13	Viewing Areas				£70,000.00		viewing areas x 2, seating and interpretation. 1 elevated location and one on riverbank
14	Lighting and Security				£15,000.00		
15	Tree Management & soft landscape				£5,000.00		
<b>Sub Total</b>			£200,000.00	£55,000.00	£90,000.00	<b>£345,000.00</b>	
Preliminaries & contingencies 10%						£34,500.00	
Artist Fees & Costs						£80,000.00	
Professional Fees						£25,000.00	
<b>TOTAL</b>						<b>£484,500.00</b>	

### Mansfield to Hornshole Footpath

	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Site improvements/ landscape	TOTALS	Notes
<b>Path improvements</b>							
14	Path Improvements including new realignment where necessary (say - approx 2500 m)				£100,000.00		Some of this may be able to be undertaken by volunteers although skilled contractors/trades will also be required
15	Key Discovery Points and Outdoor Education Areas (x 3 @ £15K)				£45,000.00		Some of this may be able to be undertaken by volunteers although skilled contractors/trades will also be required
16	Tree Planting & soft Landscape				£15,000.00		
<b>Sub Total</b>			£0.00	£0.00	£160,000.00	<b>£160,000.00</b>	
Preliminaries & contingencies 10%						£16,000.00	
Professional Fees						£12,000.00	
<b>TOTAL</b>						<b>£188,000.00</b>	

### Greenway Trees (50 trees)

	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Site improvements/ landscape	TOTALS	Notes
17	Semi-mature street trees along the Greenway x 50				£175,000.00		Opportunity to promote a more green urban environment and introduce street trees where possible.
<b>Sub Total</b>						<b>£175,000.00</b>	
Preliminaries & contingencies 10%						£17,500.00	
Professional Fees						£10,000.00	
<b>TOTAL</b>						<b>£202,500.00</b>	

### Mansfield Community Garden Hub

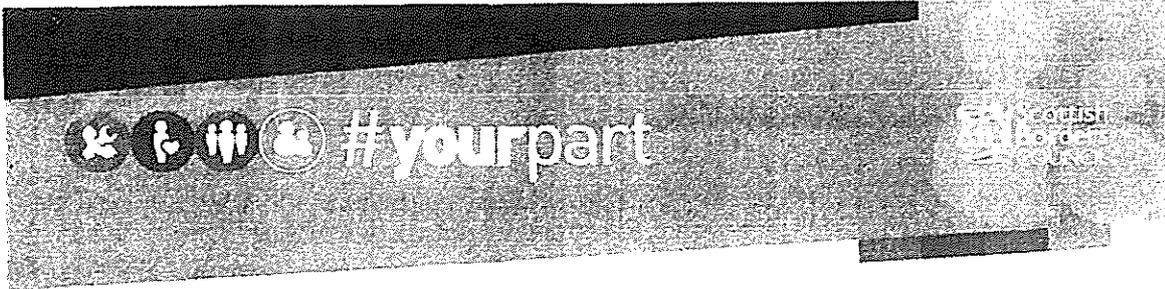
	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Site improvements/ landscape	TOTALS	Notes
<i>Infrastructure to Install a Community Garden (Mansfield Road - McL&amp;H Site Offices)</i>							
18	Community Garden & Hub Development				£150,000.00		To include a small timber building for group meetings/workshops etc.
<b>Sub Total</b>						<b>£150,000.00</b>	
Preliminaries & contingencies 10%						£10,000.00	
Professional Fees						£10,000.00	
<b>TOTAL</b>						<b>£170,000.00</b>	

### Other Support, Environment & Education Projects

	Site	New/ Refurbish/ map location	Hardware Cost	Site Installation Cost	Site improvements/ landscape	TOTALS	Notes
<i>Other Community projects</i>							
19	Budget for Start-up of educational initiatives and other set-up costs etc.				£30,000.00		Scope to be confirmed
20	Website Design and launch, including links with all other relevant Hawick projects				£20,000.00		A main website with links to key things to do. Town of 1000 Trails to be prominent as will other activity websites
<b>Total</b>						<b>£50,000.00</b>	<b>£50,000.00</b>

**COST SUMMARY**

Signing Project	£205,000
Border Queen Sculpture	£484,500
Mansfield to Hornshole (Path Improvements & Discovery Points)	£188,000
Greenway Tree Planting	£202,500
Community Garden	£170,000
Other Environment & Education Initiatives/Projects	£30,000
Hawick Visitor Website	£20,000
<b>TOTAL</b>	<b>£1,300,000</b>



## Common Good Fund: Application Form for 2020/21\*

\*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.

BARR

<b>Applicant Group/Organisation:</b>	BOLDNESS - AGAINST RACISM
<b>Name of your project:</b>	FREDERICK DOUGLASS CELEBRATION
<b>The name of the Common Good Fund that you are applying to:</b>	HAWICK COMMON GOOD FUND.

**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 ... WE ARE ORGANISING A SERIES OF EVENTS TO CELEBRATE FREDERICK DOUGLASS' SPEECH IN HAWICK 175 YEARS AGO. WE WILL HOLD TALKS, ERECT A PLAQUE, PRODUCE AN EDUCATIONAL PACK FOR ALL LOCAL SCHOOLCHILDREN, A MURAL AND A BOOKLET TO WIDEN KNOWLEDGE AND UNDERSTANDING ON AN EMANCIPATION AND ANTI-RACISM PLATFORM.

**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 ... TO ENABLE US TO ENGAGE AN ARTIST FOR THE PLAQUE/MURAL AND COMPILE AND PRINT THE EDUCATIONAL MATERIAL AS WELL AS ENGAGE SPEAKERS.

**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 them. Write here ... THE ENGAGEMENT WITH A LOCAL LIVED MATTER, ANTI-RACISM AND CELEBRATION OF ONE OF THE MOST IMPORTANT SPEECHES EVER MADE IN THE TOWN ARE ALL VITAL TO SHOW INCLUSION FOR THE PEOPLE OF THE BURGH AND TO CHAMPION OUR TOWN'S INCLUSIVITY. WITHOUT THE FUNDING WE CANNOT PROCEED.



<b>Equalities</b>
Do you have an Equal Opportunities Policy or Equality Statement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Explain how your project complies with the obligations contained in the Equality Act 2010 OUR GROUP IS FULLY DIVERSE - THIS IS CLEAR FROM OUR NAME - WE ADMIT ALL, LISTEN TO ALL, INCLUDE ALL AND MAKE ALLOWANCES FOR ANY DISADVANTAGED PERSONS

<b>Public Protection</b>
Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes what public protection 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... WE WILL BE PROVIDING AN EDUCATION PACK TO SCHOOLS IN 2021 WHICH WILL BE FULLY VETTED BY EDUCATIONALISTS AND BY THEIR CP OFFICERS - ANY PERSONS ATTENDING GROUPS INCLUDING CHILDREN WITH HAVE APPROPRIATE DISCUSSURE.

<b>Permissions</b>
Does your project involve work to a building or land? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes do you have the following? (please tick relevant)
<input type="checkbox"/> A lease agreement (Date of lease _____ and duration _____ years)
<input checked="" type="checkbox"/> Written permission of owner
<input type="checkbox"/> Planning permission (Reference No. _____ )

<b>Telephone Number:</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]
<b>Date:</b>	7/5/21
<b>Signature:</b>	[REDACTED]

# FDP per BAR

## Projected Financial Plan. 2021

SET UP COSTS FOR GROUP, ADMIN etc £250 —  
(obtained from philanthropic donation)

### Event costs

Design & Production of plaque & mural £2500

Design & Print of educational pack £1500

Booking speakers, locations, web forum £1000

(seek funding from local public sources)

Year 1 Spend £5,250. (see above)

- At the events to undertake collections Oct/Nov 21  
by way of public donation - projected income £500-

- Seek donations from SBC education dept for production  
of the learning/information packs - projected income £500-

- NB. There are 7 volunteers on this group who have  
already provided tens of hours of voluntary work  
in planning - uncharged & voluntary.

- The plan is at the event's end in 2021 to have  
raised £1000 to form a basis for 2022  
costings per development of the celebration.  
2022 to involve wider national engagement  
in bringing more people to this inclusive event  
and provide our packs, talks, projects on diversity  
and freedom of personal and speech to a wider audience.

Projections for 2022 to follow 2021 event 1/10/-30/1/2

### **Common Good Funds**

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/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.

This completed form and supporting documents should be submitted to Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.Turnbull@scotborders.gov.uk](mailto:Judith.Turnbull@scotborders.gov.uk) Telephone: 01835 826556

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## **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2021**

**Report by Executive Director, Finance & Regulatory**

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

**25 May 2021**

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

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the year 2020/21 including balance sheet values as at 31 March 2021, a full year projected out-turn for 2021/22, and projected balance sheet values as at 31 March 2022.**
- 1.2 Appendix 1 provides the actual income and expenditure for 2020/21. This shows a surplus of £3,124 for the year, which is better than the surplus figure reported at the 16 March 2021 meeting, as a result of an underspend in Grants & Donations, tree planting and the general property expenditure budgets, mainly off-set by a delay in the receipt of the Pilmuir Servitude payment.
- 1.3 Appendix 2 provides an actual balance sheet value as at 31 March 2021. It shows an increase in the reserves of £11,555, due to the annual release from Revaluation Reserve off-set by unrealised gain on the Aegon Asset Management Fund.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing actual rental income and net return for 2020/21.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing actual property expenditure for 2020/21.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing actual property valuations at 31 March 2021.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 31 March 2021.

## **2 RECOMMENDATIONS**

**2.1 It is recommended that the Common Good Fund Sub-Committee:**

- (a) Notes the actual income and expenditure for 2020/21 in Appendix 1;**
- (b) Agrees the projected income and expenditure for 2021/22 in Appendix 1 as the revised budget for 2021/22;**
- (c) Notes the final balance sheet value as at 31 March 2021, and projected balance sheet value as at 31 March 2022 in Appendix 2;**
- (d) Notes the summary of the property portfolio in Appendices 3 and 4; and**
- (e) Notes the current position of the Aegon Asset Management Investment Fund in Appendix 5.**

### **3 BACKGROUND**

3.1 This report provides the Committee with financial information for the period to 31 March 2021 and projections to 31 March 2022. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2022.

### **4 FINANCIAL POSITION 2020/21**

4.1 Appendix 1 provides details on income and expenditure for the 2020/21 financial year, which resulted in a surplus of £3,124, as well as projections for 2021/22.

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

- (a) Rental income for 2020/21 is shown in Appendices 1 & 3a, with Appendix 3a detailing the actual annual rental income by individual property. Rental income for this period is reduced following Councillors agreement to grant a 3 month rent free period on Williestruther Cottage from January to March 2021.
- (b) The projected rental income for 2021/22 has been reduced by £1,625 to reflect the 3 month rent free period covering April to June 2021 recently agreed by Councillors for Williestruther Cottage.

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

- (a) The final outturn position shows an amount of £139 relating to interest receivable on cash held by SBC, a drop from projections due to the negative effect on interest rates from COVID-19. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £19,004 which is slightly ahead of the revised projection of 4.5% return, while less than the overall 5% target and the monthly distribution profile projections provided by Aegon.
- (b) As the full economic recovery from the COVID-19 impact is not yet known the projections for 2021/22 have been retained at 4.5% compared to the target of 5%. The position will be monitored closely with Aegon Asset Management.
- (c) Included within other income for the year is a rebate from Aegon Asset Management of £319 which, along with the £110 received in March 2020, has been re-invested to purchase an additional 426 units. Rebate income received in March 2021 of £113 has been accounted for within income but the corresponding 103 units were not purchased until April 2021.
- (d) The agreement relating to servitude income of £52,000 for Pilmuir was not signed in 2020/21, however it is currently anticipated that the agreement will be finalised during 2021/22 and receipt of this income is included in the 2021/22 projections.

#### 4.4 Income & Expenditure – Property Expenditure

- (a) The property expenditure for 2020/21 is shown in Appendices 1 & 3b, with Appendix 3b detailing the actual property expenditure by individual property. Actual expenditure is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.
- (b) The total projected expenditure for 2021/22 is shown in Appendix 1. This has been increased by £38,000 to cover the works approved at the Common Haugh Car Park (£8,000) for the campervan sluice, and the carry forward of works from 2020/21 which were not completed at Pilmuir Farm (£30,000).
- (c) Appendices 3a and 3b show a full breakdown of the projections for property rental and repairs for 2021/22.

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

The grants and other donations approved and distributed to 31 March 2021 are shown below:

<b>Grant Recipients</b>	<b>Approved</b>	<b>£</b>
<b>Approved and Paid to 31 March 2021</b>		
Hawick Golf Club notional rent contribution	28/05/19	9,200
Hawick Royal Albert United Football Club	24/06/20	5,000
Hawick Community Council	02/09/20	7,745
Hawick Reivers Festival 2020 (part repayment due)	26/11/19	(566)
Future Hawick	22/12/20	9,500
Hawick Volunteers	22/12/20	11,000
Hawick in Bloom	26/11/19	1,832
Interest Link Borders	16/03/21	3,000
<b>Total Paid to 31 March 2021</b>		<b>46,711</b>
<b>2020/21 Budget</b>		<b>54,250</b>
<b><i>(Unallocated)/Overallocated Budget</i></b>		<b><i>(7,539)</i></b>
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	19/03/19	200
Hawick Recreational	25/01/21	7,374
<b>Total Grants Approved not paid</b>		<b>7,574</b>
<b>2021/22 Commitments</b>		
Hawick in Bloom	26/11/19	1,888
Hawick Golf Club	28/05/19	4,600

#### 4.6 Income & Expenditure – Depreciation Charge

The depreciation charge for the year is £64,341. 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 actual balance sheet value as at 31 March 2021, and a projected balance sheet as at 31 March 2022.

#### 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 2019. Appendix 4 shows the actual values of the individual properties at 31 March 2021, actual depreciation charges for 2020/21 and projected values at 31 March 2022.

#### 4.9 **Balance Sheet – Investment Fund**

The fund has a 0.78% 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 16.84% since investment in February 2018.

#### 4.10 **Balance Sheet – Cash Balance**

The cash held by the fund is £141,099 at 31 March 2021 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2020</b>	<b>137,888</b>
Surplus for year from Income & Expenditure Statement	3,124
Net cash movement in Debtors/Creditors	516
Rebate Investment in Aegon	(429)
<b>Projected Closing Balance at 31 March 2021</b>	<b>141,099</b>

#### 4.11 **Balance Sheet – Capital Reserve**

The movement in the Capital Reserves include the unrealised gain for the Aegon Asset Management Fund as at 31 March 2021 but due to the nature of the markets no estimate has been made for the future years' movement.

## **5 IMPLICATIONS**

### 5.1 **Financial**

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

### 5.2 **Risk and Mitigations**

There is a risk that investments in the Aegon Asset Management Fund may reduce in value due to market or investment performance. This risk cannot be fully mitigated; however, it is being managed by the selection of a Fund Manager with a clear objective of preserving capital values while aiming to produce returns in line with their benchmark

### 5.3 **Integrated Impact Assessment**

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine financial monitoring report which forms part of the governance of the management of the Common Good Funds. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio-economic factors have duly been considered when preparing 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 Chief Legal Officer (including as Monitoring Officer), the Chief Officer Audit and Risk, the Service Director HR, Communications and the Clerk to the Council have been consulted and their appropriate comments have been incorporated into this report.

### **Approved by**

**David Robertson**  
**Executive Director Finance & Regulatory**

**Signature .....**

### **Author(s)**

Kirsty Robb	Pensions and Investments Manager - Tel: 01835 825249
Sara Halliday	Treasury Business Partner - Tel: 01835 824000 Ext.5854

### **Background Papers:**

**Previous Minute Reference:** Hawick Common Good Committee 16 March 2021

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. We can also give information on other language translations as well as providing additional copies.

Contact us at Pension & Investments, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Tel: 01835 824000

Fax: 01835 825166

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

**HAWICK COMMON GOOD FUND  
ACTUAL INCOME AND EXPENDITURE 2020/21**

**APPENDIX 1**

	<b>Actuals at 31/03/21</b>	<b>Full Year Approved Budget 2020/21</b>	<b>Over/ (Under) Spend 2020/21</b>	<b>Full Year Approved Budget 2021/22</b>	<b>Full Year Projected Out-turn 2021/22</b>	<b>Full Year Projected Over/ (Under) Spend 2021/22</b>	<b>Para Ref</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Property Income</b>							
Rental Income	(102,403)	(99,901)	(2,502)	(101,526)	(99,901)	1,625	4.2
<b>Non-Property Related Income</b>							
Interest on Cash deposited with Council	(139)	(550)	411	(550)	(550)	0	4.3
Investment Fund – Dividends Rec'd	(19,004)	(18,965)	(39)	(18,965)	(18,965)	0	4.3
Other Income	(432)	(640)	208	(640)	(640)	0	4.3
Pilmuir Servitude	0	(52,000)	52,000	0	(52,000)	(52,000)	4.3
Sale of Timber	(61,298)	(64,000)	2,702	0	0	0	4.3
<b>Total Income</b>	<b>(183,276)</b>	<b>(236,056)</b>	<b>52,780</b>	<b>(121,681)</b>	<b>(172,056)</b>	<b>(50,375)</b>	
<b>Property Costs Detailed in App'x 3b</b>	<b>82,466</b>	<b>113,400</b>	<b>(30,934)</b>	<b>44,650</b>	<b>82,650</b>	<b>38,000</b>	4.4
<b>Cost of Tree Planting</b>	<b>39,071</b>	<b>56,250</b>	<b>(17,179)</b>	<b>0</b>	<b>0</b>	<b>0</b>	4.4
<b>Grants &amp; Other Donations</b>	<b>46,711</b>	<b>54,250</b>	<b>(7,539)</b>	<b>52,000</b>	<b>52,000</b>	<b>0</b>	4.5
<b>Central Support Service Charge</b>	<b>11,904</b>	<b>11,904</b>	<b>0</b>	<b>12,142</b>	<b>12,142</b>	<b>0</b>	
<b>Depreciation</b>							
Depreciation Charge	64,341	64,341	0	64,341	64,341	0	4.6
Contribution from Revaluation Reserve	(64,341)	(64,341)	0	(64,341)	(64,341)	0	4.6
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Net (Surplus)/Deficit for year</b>	<b>(3,124)</b>	<b>(252)</b>	<b>(2,872)</b>	<b>(12,889)</b>	<b>(25,264)</b>	<b>(12,375)</b>	

## BALANCE SHEET VALUE AT 31 MARCH 2021

	Opening Balance at 01/04/20	Movement in Year	Closing Balance at 31/03/21	Projected Closing Balance at 31/03/22
	£	£	£	£
<b>Fixed Assets</b>				
Land & Buildings	4,427,909	(64,341)	4,363,568	4,299,227
Heritable Assets	3,000	0	3,000	3,000
Feu Duties	18	0	18	18
<b>Total Fixed Assets</b>	<b>4,430,927</b>	<b>(64,341)</b>	<b>4,366,586</b>	<b>4,302,245</b>
<b>Capital in Investment Funds</b>				
Investment Fund Book Value	456,274	429	456,703	457,132
Unrealised Gains/(Loss)	(69,164)	72,772	3,608	3,608
<b>Market Value</b>	<b>387,110</b>	<b>73,201</b>	<b>460,311</b>	<b>460,740</b>
<b>Current Assets</b>				
Debtors	28,255	1,621	29,876	29,876
Cash deposited with SBC	137,888	3,211	141,099	165,934
<b>Total Current Assets</b>	<b>166,143</b>	<b>4,832</b>	<b>170,975</b>	<b>195,810</b>
<b>Current Liabilities</b>				
Creditors	(3,145)	(3,421)	(6,566)	(6,566)
Receipts in Advance	(11,476)	1,284	(10,192)	(10,192)
<b>Total Current Liabilities</b>	<b>(14,621)</b>	<b>(2,137)</b>	<b>(16,758)</b>	<b>(16,758)</b>
<b>Net Assets</b>	<b>4,969,559</b>	<b>11,555</b>	<b>4,981,114</b>	<b>4,942,037</b>
<b>Funded by: Reserves</b>				
Revenue Reserve	(148,625)	(3,124)	(151,749)	(177,013)
Capital Reserve	(525,842)	(72,772)	(598,614)	(598,614)
Revaluation Reserve	(4,295,092)	64,341	(4,230,751)	(4,166,410)
<b>Total Reserves</b>	<b>(4,969,559)</b>	<b>(11,555)</b>	<b>(4,981,114)</b>	<b>(4,942,037)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2020/21**  
**(Actual income to 31 March 2021 and projected 2021/22)**

Rental Income – Land & Buildings	2020/21			2021/22		
	Approv'd Budget	Actual	Actual Net (Return) /Loss	Approv'd Budget	Project'd Out-turn	Project'd Net (Return) /Loss
	£	£	£	£	£	£
<b>General</b>						
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Hawick Golf Course	(9,200)	(9,200)	(5,861)	(9,200)	(9,200)	(9,200)
Acreknowe Reservoir (Part)	0	0	0	0	0	0
Williestruther Loch	(400)	(400)	4,573	(400)	(400)	(400)
Williestruther Cottage	(4,875)	(4,875)	(2,702)	(6,500)	(4,875)	675
Lothian Street Store	(2,550)	(2,550)	(2,577)	(2,550)	(2,550)	(2,550)
Common Haugh Car Park	(1,289)	(3,507)	(2,636)	(1,289)	(1,289)	6,711
Hawick Moor Racecourse & Bldgs	(700)	0	539	(700)	(700)	(700)
Hawick Moor Shootings	(300)	(125)	(125)	(300)	(300)	(300)
Woodend Grazings (West)	(195)	0	0	(195)	(195)	(195)
Millpath Stables	0	0	344	0	0	500
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	(1,750)	(1,702)	(1,518)	(1,750)	(1,750)	(1,750)
Hawick Burgh Woodlands	0	0	21,780	0	0	0
Woodend Grazings (East)	(195)	(195)	(195)	(195)	(195)	(195)
Hawick Golf Club Sub Stn Site	(75)	0	0	(75)	(75)	(75)
Common Riding	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
Williestruther Path	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	0	0	0	0	0	30,000
<b>General Sub Total</b>	<b>(21,529)</b>	<b>(22,554)</b>	<b>(11,622)</b>	<b>(23,154)</b>	<b>(21,529)</b>	<b>22,521</b>
<b>Pilmuir</b>						
Pilmuir Farm	(45,000)	(45,000)	(23,752)	(45,000)	(45,000)	(8,600)
Pilmuir Farm Cottage	(7,200)	(7,200)	(1,562)	(7,200)	(7,200)	(7,000)
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0
<b>Pilmuir Sub Total</b>	<b>(52,200)</b>	<b>(52,200)</b>	<b>(25,314)</b>	<b>(52,200)</b>	<b>(52,200)</b>	<b>(15,600)</b>
<b>St Leonards</b>						
St Leonards Farmhouse Buildings	(9,600)	(11,377)	3,288	(9,600)	(9,600)	(7,600)
St Leonards Cottage & Park	(8,472)	(8,472)	(6,641)	(8,472)	(8,472)	(8,472)
St Leonards Hut	0	0	4,908	0	0	0
St Leonards Grazings (Lot 1B)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
St Leonards Horse Gallop	(600)	(300)	(300)	(600)	(600)	(600)
St Leonards Grazings (Lot 1A)	-	0	0	0	0	0
		-	-		-	-
<b>St Leonards Sub Total</b>	<b>(26,172)</b>	<b>(27,649)</b>	<b>(6,245)</b>	<b>(26,172)</b>	<b>(26,172)</b>	<b>(24,172)</b>
<b>Total</b>	<b>(99,901)</b>	<b>(102,403)</b>	<b>(19,937)</b>	<b>(101,526)</b>	<b>(99,901)</b>	<b>(17,251)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2020/21**  
**(Actual expenditure to 31 March 2021 and projected 2021/22)**

Property Expenditure – Land & Buildings	2020/21				2021/22	
	Approv'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total	Approv'd Budget	Project'd Out-turn
	£	£	£	£	£	£
<b>General</b>						
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Hawick Golf Course	0	3,339	0	3,339	0	0
Acreknowe Reservoir (Part)	0	0	0	0	0	0
Williestruther Loch	0	4,447	526	4,973	0	0
Williestruther Cottage	0	2,173	0	2,173	5,550	5,550
Lothian Street Store	0	0	(28)	(28)	0	0
Common Haugh Car Park	0	26	845	871	0	8,000
Hawick Moor Racecourse & Bldgs	0	380	159	539	0	0
Hawick Moor Shootings	0	0	0	0	0	0
Woodend Grazings (West)	0	0	0	0	0	0
Millpath Stables	0	0	344	344	500	500
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	0	184	0	184	0	0
Hawick Burgh Woodlands	0	21,780	0	21,780	0	0
Woodend Grazings (East)	0	0	0	0	0	0
Hawick Golf Club Sub Stn Site	0	0	0	0	0	0
Common Riding	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
Williestruther Path	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	30,000	0	0	0	30,000	30,000
<b>General Sub Total</b>	<b>30,000</b>	<b>32,329</b>	<b>1,846</b>	<b>34,175</b>	<b>36,050</b>	<b>44,050</b>
<b>Pilmuir</b>						
Pilmuir Farm	81,400	21,046	202	21,248	6,400	36,400
Pilmuir Farm Cottage	0	5,638	0	5,638	200	200
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0
<b>Pilmuir Sub Total</b>	<b>81,400</b>	<b>26,684</b>	<b>202</b>	<b>26,886</b>	<b>6,600</b>	<b>36,600</b>
<b>St Leonards</b>						
St Leonards Farmhouse Buildings	2,000	14,463	202	14,665	2000	2000
St Leonards Cottage & Park	0	1,831	0	1,831	0	0
St Leonards Hut	0	4,583	325	4,908	0	0
St Leonards Grazings (Lot 1B)	0	0	0	0	0	0
St Leonards Horse Gallop	0	0	0	0	0	0
St Leonards Grazings (Lot 1A)	0	0	0	0	0	0
<b>St Leonards Sub Total</b>	<b>2,000</b>	<b>20,877</b>	<b>527</b>	<b>21,404</b>	<b>2,000</b>	<b>2,000</b>
<b>Total</b>	<b>113,400</b>	<b>79,890</b>	<b>2,575</b>	<b>82,465</b>	<b>44,650</b>	<b>82,650</b>

## PROPERTY PORTFOLIO VALUATION FOR 2020/21

(Actual property valuation to 31 March 2021 and projected to 31 March 2022)

<b>Fixed Assets – Land &amp; Buildings</b>	<b>Net Book Value at 01/04/20</b>	<b>Depn Charge 2020/21</b>	<b>Net Book Value at 31/03/21</b>	<b>Project'd Depn Charge 2021/22</b>	<b>Projected Net Book Value at 31/03/22</b>
	£	£	£	£	£
<b>General</b>					
Moat Park	0	0	0	0	0
Moat Park Playground	0	0	0	0	0
Hawick Golf Course	66,000	0	66,000	0	66,000
Acreknowe Reservoir (Part)	0	0	0	0	0
Williestruther Loch	5,700	0	5,700	0	5,700
Williestruther Cottage	193,998	6,000	187,998	6,000	181,998
Lothian Street Store	17,459	540	16,919	540	16,379
Common Haugh Car Park	82,000	0	82,000	0	82,000
Hawick Moor Racecourse & Bldgs	47,700	2,300	45,400	2,300	43,100
Hawick Moor Shootings	1,500	0	1,500	0	1,500
Woodend Grazings (West)	1,800	0	1,800	0	1,800
Millpath Stables	27,975	1,025	26,950	1,025	25,925
Ca'Knowe Monument	0	0	0	0	0
Volunteer Park & Stand including 3G Pitch and Site (Part of Tennis Court)	404,778	28,225	376,553	28,225	348,328
Hawick Burgh Woodlands	318,000	0	318,000	0	318,000
Woodend Grazings (East)	1,500	0	1,500	0	1,500
Hawick Golf Club Sub Stn Site	750	0	750	0	750
Common Riding	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0
Williestruther Path	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0
Property Expenditure General	-	-	-	-	-
<b>General Sub Total</b>	<b>1,169,160</b>	<b>38,090</b>	<b>1,131,070</b>	<b>38,090</b>	<b>1,092,980</b>
<b>Pilmuir</b>					
Pilmuir Farm	1,992,332	7,667	1,984,665	7,667	1,976,998
Pilmuir Farm Cottage	194,858	5,142	189,716	5,142	184,574
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0
<b>Pilmuir Sub Total</b>	<b>2,187,190</b>	<b>12,809</b>	<b>2,174,381</b>	<b>12,809</b>	<b>2,161,572</b>
<b>St Leonards</b>					
St Leonards Farmhouse Buildings	278,324	6,675	271,649	6,675	264,974
St Leonards Cottage & Park	213,231	6,767	206,464	6,767	199,697
St Leonards Hut	3,000	0	3,000	0	3,000
St Leonards Grazings (Lot 1B)	290,000	0	290,000	0	290,000
St Leonards Horse Gallop	20,000	0	20,000	0	20,000
St Leonards Grazings (Lot 1A)	267,000	0	267,000	-	267,000
<b>St Leonards Sub Total</b>	<b>1,071,555</b>	<b>13,442</b>	<b>1,058,113</b>	<b>13,442</b>	<b>1,044,671</b>
<b>Total</b>	<b>4,427,905</b>	<b>64,341</b>	<b>4,363,564</b>	<b>64,341</b>	<b>4,299,223</b>

Fixed Assets – Moveable Assets	Net Book Value at 31/03/21  £
Official Robes	0
Pictures in Municipal Buildings	0
Provost’s Chain	0
Feu Duty Redemptions	18
Hizzie Leathers	3,000
James Wilson Statue	0
<b>Total</b>	<b>3,018</b>

**INVESTMENTS EXTERNALLY MANAGED**

<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
Aegon Asset Management Investment (February 2018)	420,634	455,420
Aegon Fund Rebate (2018-2019)	430	465
Aegon Fund Rebate (2019-2020)	349	389
Aegon Fund Rebate (2020-2021)	426	429
<b>Total Invested to 31 March 2021</b>	<b>421,839</b>	<b>456,703</b>

<b>Value of Investment</b>	<b>£</b>
31 March 2018	453,948
30 June 2018	451,256
30 September 2018	452,981
31 December 2018	428,037
31 March 2019	459,044
30 June 2019	466,824
30 September 2019	467,199
31 December 2019	483,031
31 March 2020	387,110
30 June 2020	417,484
30 September 2020	420,369
31 December 2020	453,792
31 March 2021	460,311
<b>Unrealised Gain/(Loss) on Investment</b>	<b>3,608</b>

<b>Return on Investment from inception</b>	<b>Capital Return %</b>	<b>Total Return %</b>
to 31 March 2018	-0.03	
to 31 March 2019	+3.86	+9.41
to 31 March 2020	-15.16	-5.98
to 30 June 2020	-8.52	+2.76
to 30 September 2020	-7.91	+4.83
to 31 December 2020	-0.61	+14.09
to 31 March 2021	+0.78	+16.84

# Ancient Order Of Mosstroopers

6<sup>th</sup> May 2021

Area Services Officer  
Corporate Resources  
Scottish Borders Council  
High Street  
Hawick  
TD9 9EF

Dear Sir/Madam

## **SCOTTISH BORDERS COUNCIL – HAWICK COMMON GOOD FUND**

On behalf of The Ancient Order of Mosstroopers I wish to seek permission for the Club to hold a foot race, starting and finishing on Hawick Moor on Sunday 5<sup>th</sup> September from 9.00am.

I look forward to hearing from you.

Yours faithfully

Jim Davidson (Interim Sec.)

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# HAWICK COMMON RIDING COMMITTEE SCIO

Registered Scottish Charity SC049647

Hawick Common Good  
Judith Turnbull, Democratic Services Officer,  
Scottish Borders Council,  
Council Headquarters  
Newtown St Boswells  
Melrose  
TD6 0SA

Secretariat  
Miss L Fraser & Mrs L Smith

6<sup>th</sup> May 2021

## **HAWICK MOOR**

Dear Judith

My Committee has asked me to write to Hawick Common Good condition of Hawick Moor, in particular the racecourse.

The Committee fully understand that things are somewhat up in the air due to both the ongoing Covid crisis and the speculative plans for redevelopment of the Moor by the St Leonards Park Development, however it has concerned the committee that it the track is not tended last year or this year. With possible racing later on in the year and hopefully back to normal next year, the surface must be maintained to make it fit for purpose and safe to use

Yours sincerely

Lesley Fraser

Hon. Secretary

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