

# SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS  
INSTITUTION TRUST held in Via Microsoft  
Teams on Monday, 19th April, 2021 at 5.00  
pm

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Present:- Councillors K. Chapman (Chairman), H. Anderson, S. Bell, S. Haslam,  
E. Small and R. Tatler  
In Attendance:- Executive Director Finance & Regulatory, Capital & Investments Manager,  
Estates Manager, Solicitor (G. Sellar), Estates Surveyor (T. Hill), Localities  
Development Co-ordinator (K. Harrow), Democratic Services Team Leader

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## 1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 24 February 2021.

### **DECISION**

**AGREED to approve the Minute.**

## 2. **FUTURE FINANCIAL REPORTING**

In response to a request to consider the frequency of financial reporting the Capital & Investments Manager advised that the finances of the Chambers Institution Trust were currently reported on an annual basis. Her section were currently working through the annual reporting process for 2020/2021 with a draft position being available for the Trust at the end of May. In response to a question from the Chairman she confirmed that this was the position for other similar Trusts. Common Good Funds received quarterly reports but there was a cost to them for that frequency and they had a greater number of transactions. The Trustees discussed whether or not they wished to receive financial reports on a more frequent basis and agreed that reporting continue on an annual basis but that any project spend would be monitored against initial budget.

### **DECISION**

**AGREED to continue with the current annual reporting cycle subject to monitoring of any project budgets against spend.**

## 3. **CONSULTATION ON USE OF BURGH HALL**

With reference to paragraph 3 of the Minute of 24 February 2021, there had been circulated copies of the results from the consultation on the use of the Burgh Hall. Mr Harrow advised that many of the hall users had only used it on a single occasion so no contact details were available. However, 15 responses had been received with 4 expressions of interest in becoming members of a stakeholder group. The majority of responses supported a "like for like" replacement of the kitchen and the Trustees agreed that should be supported. Mr Hastie advised that he would now seek tenders for the works and report back to the next meeting. With regard to the Stakeholder Group it was suggested that a meeting for tenant and users be arranged. Councillor Tatler suggested that the Chairman of the Innerleithen Memorial Hall User Group come along to a future meeting to explain how their group worked. The Chairman agreed that he would liaise with Mr Harrow regarding arrangements.

## **DECISION**

### **AGREED:-**

- (a) that the Estates Manager obtain tenders for a like for like refurbishment of the Burgh Hall kitchen and report back on the outcome at the next meeting:-
- (b) that Keith Belville, Chairman of the Innerleithen Memorial Hall User Group be invited to attend the next meeting:-
- (c) that following that meeting, a meeting be arranged for users and tenants to discuss the setting up of a user group.

## **4. PROPERTY UPDATE**

### **4.1 Window Displays**

With reference to paragraph 2.1 of the previous Minute regarding the request to see the proposed graphics to be displayed, the Estates Manager advised that there had still been no progress due to Live Borders staff being furloughed but he would continue to try and make contact and report back as soon as an update was available.

## **DECISION**

### **NOTED.**

### **4.2 Citizens Advice Post Box**

With reference to paragraph 2.2 of the previous Minute regarding the planning permission for the erection of a post box, the Estates Manager advised that no consent was required. The local Property Officer was in touch with the CAB to clarify requirements before the work was carried out. Trustees would be updated when the works were complete.

## **DECISION**

### **NOTED.**

### **4.3 Consultation – Digital Solution**

With reference to paragraph 3.2 of the previous Minute, the Estates Manager advised that a digital solution could be provided within 6-8 weeks of a request being made and asked the Trustees what they were looking for in terms of the areas to be covered. The Trustees agreed that they would like the various options suggested in the Page & Park report to be included to allow the public to be able to comment as fully as possible. Mr Robertson suggested that Page & Park should be approached first to ascertain if they could provide this service as they had carried out the original work and this was agreed. It was suggested that Mr Renwick, Project Manager assist with consultation questions that could be asked to go along with the digital solution. Mr Robertson advised that he would discuss this with the Service Director Assets & Infrastructure as given Mr Renwick's involvement in other major projects he might have limited capacity.

## **DECISION**

### **AGREED that:-**

- (a) that Page & Park be approached to see if they could provide a digital walk through/animation of the various option contained in their original report with an estimated cost or if they could not that a suitable alternative provider be found;
- (b) that the Executive Director, Finance & Regulatory discuss the provision of assistance in formulating appropriate questions to accompany this digital walk through/animation.

### **4.4 Request from CAB for additional office space**

With reference to paragraph 7 of the previous Minute, the Estates Manager advised regarding the CAB request for additional office space which currently formed part of the Contact Centre that until plans for re-opening had been agreed no decision could be made. There were other parties interested in space within the building and he agreed to report back on the CAB and the other parties regarding the options which might be available.

**DECISION**

**AGREED that the Estates Manager report back to the next meeting of the Trust on the options.**

4.5 **Ongoing Maintenance Work**

The Estates Manager advised that as part of the ongoing maintenance works for the property painting works were required to the hall, gallery, toilets and stairs.

**DECISION**

**AGREED that these maintenance works proceed.**

5. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency to keep Members informed.

6. **LETTER TO PEEBLES COMMUNITY COUNCIL**

With reference to paragraph 6 of the previous Minute, the Chairman advised that he was liaising with the Chief Legal Officer regarding the letter from Peebles Community Council and a response would be issued soon. He would arrange for the draft letter to be circulated to the other Trustees.

**DECISION**

**NOTED.**

7. **PRIVATE BUSINESS**

**DECISION**

**AGREED that the item relating to Trust Membership should be considered in public.**

8. **TRUST MEMBERSHIP**

With reference to paragraph 5 of the previous Minute, the Executive Director, Finance & Regulatory advised that the current membership had been agreed by Council and was a legally binding decision which would require either a further decision by Council or a Court decision to make any change. He further advised that a Motion should be submitted to Council to allow any change to be debated. Mrs Sellar confirmed the complex legal situation surrounding the Trust and that only Council could appoint Trustees. This did not mean that others could not be appointed but there was currently only one class of Trustee and that was one of ownership which brought with it obligations and potential liabilities. The Trustees agreed that they still wished to pursue the appointment of 2 additional Trustees and it was agreed that a Motion would be submitted to Council in May requesting that officers prepare a report on such appointments and detail the legal liabilities of Trustees.

**DECISION**

**AGREED that the Chairman submit a Motion to Council in May requesting that officers prepare a report on the option and implications of adding additional external members as Trustees.**

*The meeting concluded at 6.10 pm*