

# Public Document Pack



## COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 22 JUNE 2022

A MEETING of the COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE will be held VIA MS TEAMS on WEDNESDAY, 22 JUNE 2022 at 2.00 pm

All attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded and that recording will be available thereafter for public view for 180 days.

J. J. WILKINSON,  
Clerk to the Council,

15 June 2022

<b>BUSINESS</b>		
1.	<b>Appointment of Chairman</b>	2 mins
2.	<b>Apologies for Absence</b>	
3.	<b>Order of Business</b>	
4.	<b>Declarations of Interest</b>	
5.	<b>Minute (Pages 3 - 4)</b> Note Minute of Meeting held on 8 December 2021. (Copy attached.)	2 mins
6.	<b>Financial Monitoring for 12 Months to 31 March 2022 (Pages 5 - 12)</b> Consider report by Director Finance and Corporate Governance. (Copy attached.)	10 mins
7.	<b>Consultation on Common Good Fund Register for Coldstream</b> Consider report by Principal Solicitor. (Copy to follow)	10 mins
8.	<b>Car Parking - Use of Land at Home Park</b> Consider principle of use of land at Home Park for car parking.	10 mins
9.	<b>Any Other Items Previously Circulated</b>	
10.	<b>Any Other Items the Chairman Decides Are Urgent</b>	

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## **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 J. Greenwell, D. Moffat and M. Rowley, Community Council Representative

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Please direct any enquiries to Louise McGeoch Tele No: 01835 825005  
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**SCOTTISH BORDERS COUNCIL  
COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE**

MINUTE of Meeting of the COLDSTREAM  
COMMON GOOD FUND SUB-COMMITTEE  
held by Microsoft Team on Wednesday, 8  
December 2021 at 9.30 a.m.

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Present:- Councillors J. Greenwell (Chairman), D. Moffat, M. Rowley  
In Attendance:- Principal Solicitor, Capital & Investments Manager, Estates Surveyor (T. Hill),  
Democratic Services Team Leader,

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1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 30 June 2020.

**DECISION**

**AGREED to approve the Minute for signature by the Chairman.**

2. **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2021/22**

There had been circulated copies of a report by the Director, Finance and Corporate Governance providing the details of the assets held by the Coldstream Common Good Fund as at 31 March 2021, a full year revenue out-turn for 2020/21 and projected balance sheet values as at 31 March 2022. Appendix 1 to the report provided an Income and Expenditure account for the year to 31 March 2021 and Appendix 2 provided an actual balance sheet as at 31 March 2021. It showed a decrease in the reserves of £10,177 due to the revaluation of the properties but was offset by a contribution from the Revaluation Reserve so had no actual impact.

**DECISION**

**AGREED:-**

(a) **to note the actual income and expenditure for 2020/21 in Appendix 1 to the report;**

(b) **the proposed budget for 2021/22 as shown in Appendix 1 to the report;**

(c) **to note the final balance sheet value as at 31 March 2020 and projected balance sheet value as at 31 March 2022 as shown in Appendix 2 to the report; and**

(d) **to note the summary of the property portfolio as shown in Appendix 3 to the report.**

3. **CONSULTATION ON HERITABLE AND MOVEABLE ASSET REGISTERS FOR THE FORMER BURGH OF COLDSTREAM**

There had been circulated copies of a report by the Principal Solicitor seeking approval of the draft Common Good Registers for the former Burgh of Coldstream and to advise on the next steps in the process for consultation and publication under the Community Empowerment (Scotland) Act 2015. The report explained that under the Community Empowerment (Scotland) Act 2015 the Council was required to establish and maintain a register of property which was held by the authority as part of the Common Good ("a Common Good Register"). Before establishing a Common Good Register, the Act required the Council to publish a list of property that it proposed to include in the Register

and consult the public on this list. Council approved the process for compliance with the Community Empowerment (Scotland) Act 2015 on 31 January 2019, and since that date work had been ongoing in consolidating all information held in respect of heritable and moveable Common Good assets. From the work carried out, a draft list of assets considered to be a complete list of heritable and moveable assets held by the Coldstream Common Good had been prepared, and was appended to the report. The Chairman mention a portrait of General Monk which was currently displayed in a room outside the Registrars Marriage Room. There was a dispute as to whether or not it was owned by the Coldstream Guards or the Community. Mrs MacLeod advised that more investigation would be required before it could be claimed by the Common Good Fund and suggested that the consultation process might elicit more information regarding its ownership. Councillor Rowley highlighted the need for good communications to raise awareness of the consultation process and was assured that notification would be advertised in the local press. Mrs MacLeod also advised that the outcome of the consultation was not the end of the process and items could continue to be added to the Register in the future if they were identified as belonging to the Common Good Fund.

#### **DECISION**

##### **AGREED to:-**

- (a) approve the contents of the draft list of heritable and moveable property assets held by the Council within the former Burgh of Coldstream;**
- (b) approve the publishing of the draft list to be made available for public consultation for a period of at least twelve weeks;**
- (c) note that following the period of consultation all comments would be brought to the Common Good Fund Sub-Committee for their consideration.**

*The meeting concluded at 9.45 a.m.*



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## **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2022 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2022/23**

**Report by Director – Finance & Corporate Governance**

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

**22 June 2022**

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

- 1.1 This report provides the details of the assets held by the Coldstream Common Good Fund as at 31 March 2022, a full year revenue out-turn for 2021/22 and projected balance sheet values as at 31 March 2023**
- 1.2 Appendix 1 provides an Income and Expenditure account for the year to 31 March 2022.
- 1.3 Appendix 2 provides an actual balance sheet value as at 31 March 2022. It shows a decrease in the reserves of £10,117, which is due to the annual release from Revaluation Reserve.

#### **2 RECOMMENDATIONS**

- 2.1 It is recommended that the Common Good Fund Sub-Committee:**
  - (a) Notes the actual income and expenditure for 2021/22 in Appendix 1;**
  - (b) Agrees the proposed budget for 2022/23 as shown in Appendix 1;**
  - (c) Notes the final balance sheet value as at 31 March 2022, and projected balance sheet value as at 31 March 2023 in Appendix 2; and**
  - (d) Notes the summary of the property portfolio in Appendix 3.**

### **3 BACKGROUND**

- 3.1 Coldstream Museum was recognised as a Common Good asset on 1 April 2018. Until that time the Museum was deemed to belong to Scottish Borders Council (SBC). This transfer relates to the *ownership* of the museum and has no impact on the transfer of the operation and maintenance of the museum, which is undertaken jointly between SBC and Live Borders.
- 3.2 Live Borders are liable for operating costs such as staffing, energy and communications in return for their retention of all income earned. Scottish Borders Council have retained budget and liability for rates, insurance and maintenance costs.
- 3.3 This report provides the Committee with financial information for the period to 31 March 2022 and proposed budgets to 31 March 2023. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2023.

### **4 FINANCIAL POSITION 2021/22**

- 4.1 Appendix 1 provides detail on income and expenditure for the 2021/22 financial year, as well as the proposed budget for 2022/23.

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

As the liability for the upkeep of the Museum falls to Scottish Borders Council, there is no anticipated income or expenditure relating to the Museum.

#### **4.3 Income & Expenditure – Grants & Other Donations**

It is anticipated that no grants will be paid from the Coldstream Common Good Fund.

#### **4.4 Income & Expenditure – Depreciation Charge**

The depreciation charge for the year is £10,117. 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. As such, the net income/expenditure impact is nil.

- 4.5 Appendix 2 provides the balance sheet value as at 31 March 2022, and a projected balance sheet as at 31 March 2023.

#### **4.6 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 3 shows the actual values of the individual properties at 31 March 2022, actual depreciation charges for 2021/22 and projected values at 31 March 2023.

The list of both Land & Buildings and Moveable Assets in Appendix 3 have been updated to reflect the current position regarding the consultation exercise on Common Good Assets being led by Legal dept. This has

resulted in 2 Moveable Assets being included in the report, however there is no change to the value of assets held in the Balance Sheet.

A report will be submitted to Council in September setting out the results of the consultation on Common Good assets.

## **5 IMPLICATIONS**

### **5.1 Financial**

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

### **5.2 Risk and Mitigations**

There is a risk with any property that works will be required during its life, which the Common Good does not hold funds for. This risk is mitigated by agreements in place between Scottish Borders Council and Live Borders. Operational costs are met by Live Borders and major repairs are met by Scottish Borders Council.

### **5.3 Intergrated Impact Assessment**

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine good governance required to ensure robust 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 Sustainable Development Goals**

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 Climate Change**

There are no effects on climate change 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 Data Protection Impact Statement**

There are no personal data implications arising from the proposals contained in this report.

## 5.8 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, Director (People Performance & Change), the Clerk to the Council and Communications have been consulted and their appropriate comments have been incorporated into this report.

### Approved by

**David Robertson**

**Director, Finance & Corporate Governance**

**Signature .....**

### Author(s)

Kirsty Robb	Pension and Investment Manager – Tel: 01835 825249
Sara Wilson	Treasury Business Partner – Tel: 01835 824000 Extn 5854

### Background Papers:

**Previous Minute Reference:** Coldstream Common Good Committee 8 December 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 Corporate Finance, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Tel: 01835 824000

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**COLDSTREAM COMMON GOOD FUND**

**APPENDIX 1**

**ACTUAL INCOME AND EXPENDITURE 2021/22**

	<b>Actuals at 31/03/22</b>	<b>Full Year Approved Budget 2021/22</b>	<b>Over/ (Under) Spend 2021/22</b>	<b>Full Year Proposed Budget 2022/23</b>	<b>Para Ref</b>	<b>Commentary</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>Depreciation</b>						
Depreciation Charge	10,117	10,117	0	10,117	4.4	
Contribution from Revaluation Reserve	(10,117)	(10,117)	0	(10,117)		
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total Net (Surplus)/Deficit for year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

## BALANCE SHEET VALUE AS AT 31 MARCH 2022

	Opening Balance at 01/04/21  £	Movement in Year  £	Closing Balance at 31/03/22  £	Projected Closing Balance at 31/03/23  £
<b>Fixed Assets</b>				
Land & Buildings	265,766	(10,117)	255,649	245,532
<b>Total Fixed Assets</b>	<b>265,766</b>	<b>(10,117)</b>	<b>255,649</b>	<b>245,532</b>
<b>Net Assets</b>	<b>265,766</b>	<b>(10,117)</b>	<b>255,649</b>	<b>245,532</b>
<b>Funded by: Reserves</b>				
Capital Reserve	(121,763)	0	(121,763)	(121,763)
Revaluation Reserve	(144,003)	10,117	(133,886)	(123,769)
<b>Total Reserves</b>	<b>(275,883)</b>	<b>10,117</b>	<b>(255,649)</b>	<b>(245,532)</b>

## PROPERTY PORTFOLIO VALUATION FOR 2021/22

(Actual property valuation to 31 March 2022 and projected to 31 March 2023)

<b>Fixed Assets – Land &amp; Buildings</b>	<b>Net Book Value at 01/04/21</b>	<b>Depn Charge 2021/22</b>	<b>Net Book Value at 31/03/22</b>	<b>Project'd Depn Charge 2022/23</b>	<b>Project'd Net Book Value at 31/03/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Coldstream Museum	265,766	(10,117)	255,649	(10,117)	245,532
Home Park	0	0	0	0	0
Home Park Play Area	0	0	0	0	0
Home Park Pavillion Site & Pitch	0	0	0	0	0
Lees Mill	0	0	0	0	0
Lees Mill Play Area	0	0	0	0	0
<b>Total</b>	<b>265,766</b>	<b>(10,117)</b>	<b>255,649</b>	<b>(10,117)</b>	<b>245,532</b>

<b>Fixed Assets – Moveable Assets</b>	<b>Net Book Value at 31/03/22 £</b>
Art & Artefacts – held in location below: <u>Coldstream Museum</u> Provost's Robes Provost's Chain of Office	0

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