

Public Document Pack



HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 29 MARCH 2022

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA
MICROSOFT TEAMS on TUESDAY, 29 MARCH 2022 at 4.00 PM

J. J. WILKINSON,
Clerk to the Council,

22 March 2022

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interest	
4.	Financial Assistance Consider applications for financial assistance from:-	10 mins
	(a) Hawick Ex-Service Association Consider application for financial assistance from Hawick Ex-Service Association. (Copy attached.)	(Pages 3 - 32)
	(b) Hawick Common Riding Consider application for financial assistance from Hawick Common Riding. (Copy attached.)	(Pages 33 - 54)
5.	Any Other Items Previously Circulated	
6.	Any Other Items the Chairman Decides are Urgent	
7.	Private Business Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act."	

8.	St Leonard's Park Project (Pages 55 - 86) Consider business case from Bright Light Marketing. (Copy attached.)	45 mins
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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.**

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)

Please direct any enquiries to William Mohieddeen
Tel: 01835 826504; Email: william.mohieddeen@scotborders.gov.uk

Common Good Fund: Application Form for 2021/22*

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

Applicant Group/Organisation:	Hawick Ex Service Association
Name of your project:	Commemoration Bench for a Residential Care Facility in Hawick
The name of the Common Good Fund that you are applying to:	Hawick

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

It's a long-established Ex Service Association SC 049205 founded in 1912 which still today plays a pivotal; role in supporting our veterans especially in our role annually organizing events to commemorate armistice day.

In the past we have organized town twinning events in Bailluel.

It is anticipated to hold future twinning events next year to coincide with the towns 50th anniversary between our 2 communities.

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

The provision of 1 6ft long Glen Isla Bench of which I attach the specification as provided by Scottish Borders Council.

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

The provision of this bench will provide the residents a place to sit outside. It is hoped that such an item will bring great benefit to both the residents, their family and friends.

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)

N/A

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

The Ex-Service Association will undertake to maintain the bench as and when necessary.

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 (£)
Cost of Bench	£599
Cost of plaque and angle bolts and bracket	£218
Delivery	£85
Total Expenditure	£902 + 20% VAT
How much would you like from the Common Good Fund?	£1082.40
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	As per 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.

Fund	Amount	Purpose
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Nil	Nil	Nil

Tell us about your own fundraising or how you have secured other funding for this project.		
	Amount	Purpose
Donation	£100.00	Contribute towards project

Individual/Group/Organisation details:	
Contact Name:	Mr James Adams
Position in Group/Org: (if appropriate)	President
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	
Date:	17/02/2022
Signature:	

Equalities
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 We comply as per the SCIO guidance and advise and our legal obligations under the Equality Act 2022

Public Protection
Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes <input type="checkbox"/> No <input checked="" 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...
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Permissions

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

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

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

Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the 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 William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA;
Email: william.mohieddeen@scotborders.gov.uk; Telephone: 01835 826504

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**CONSTITUTION
OF
HAWICK EX-SERVICE ASSOCIATION**



CONSTITUTION
of
HAWICK EX-SERVICE ASSOCIATION

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GENERAL

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

Name

- 3 The name of the organisation is "Hawick Ex-Service Association".

Purposes

- 4 The organisation's purposes are
 - a) the relief of members and ex-members of H.M. Forces who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage, and
 - b) the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended, so as to promote social intercourse, mutual helpfulness, and intellectual improvement.

Powers

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability of members

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

General structure

- 9 The structure of the organisation consists of:-
- 9.1 the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take *decisions on changes to the constitution itself*;
 - 9.2 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

MEMBERS

Qualifications for membership

- 11 Membership is open to Ex-Service personnel of all branches of H.M. Forces, and their relatives, and anyone who supports the objects of the company, all of whom must be aged over 18.
- 12 Employees of the organisation are not eligible for membership.

Application for membership

- 13 Any person who wishes to become a member must sign a written application for membership and lodge this with the organisation along with a remittance to meet the joining fee and the annual membership subscription; the application will then be considered by the board at the next board meeting.
- 14 The board may, at its discretion, refuse to admit any person to membership.
- 15 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit them to membership; if the decision was to refuse admission, the board shall return to the applicant the remittance lodged by them under clause 13.

Membership subscription

- 16 Members shall require to pay an initial joining fee and an annual membership subscription; unless and until otherwise determined by the members, the amount of the joining fee shall be £5 and the annual membership subscription shall be £5.

- 17 The annual membership subscriptions shall be payable on or before 1st January in each year.
- 18 The members may vary the amount of the annual membership subscription and/or the date on which it falls due in each year, by way of a resolution to that effect passed at an AGM.
- 19 If the membership subscription payable by any member remains outstanding more than one calendar month after the date on which it fell due - and providing they have been given at least one written reminder - the board may, by resolution to that effect, expel them from membership.
- 20 A person who ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.

Register of members

- 21 The board must keep a register of members, setting out
 - 21.1 for each current member:
 - 21.1.1 their full name and address; and
 - 21.1.2 the date on which they were registered as a member of the organisation;
 - 21.2 for each former member - for at least six years from the date on which they ceased to be a member:
 - 21.2.1 their name; and
 - 21.2.2 the date on which they ceased to be a member.
- 22 The board must ensure that the register of members is updated within 28 days of any change:
 - 22.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 22.2 which is notified to the organisation.
- 23 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

Withdrawal from membership

- 24 Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by them; they

will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

25 Membership of the organisation may not be transferred by a member.

Re-registration of members

26 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.

27 If a member fails to provide confirmation to the board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 26, the board may expel them from membership.

28 A notice under clause 26 will not be valid unless it refers specifically to the consequences (under clause 27) of failing to provide confirmation within the 28-day period.

Expulsion from membership

29 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:-

29.1 at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;

29.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination

30 Membership of the organisation will terminate on death.

DECISION-MAKING BY THE MEMBERS

Members' meetings

31 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.

32 The gap between one AGM and the next must not be longer than 15 months.

- 33 Notwithstanding clause 31, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.
- 34 The business of each AGM must include:-
- 34.1 a report by the chair on the activities of the organisation;
 - 34.2 consideration of the annual accounts of the organisation;
 - 34.3 the election/re-election of charity trustees, as referred to in clauses 63 to 66.
- 35 The board may arrange a special members' meeting at any time.

Power to request the board to arrange a special members' meeting

- 36 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:
- 36.1 the notice states the purposes for which the meeting is to be held; and
 - 36.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 37 If the board receive a notice under clause 36, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

- 38 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 39 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
- 39.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
 - 39.2 in the case of any other resolution falling within clause 51 (requirement for two-thirds majority) must set out the exact terms of the resolution.
- 40 The reference to "clear days" in clause 38 shall be taken to mean that, in calculating the period of notice,

- 40.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
- 40.2 the day of the meeting itself should also be excluded.
- 41 Notice of every members' meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- 42 Any notice which requires to be given to a member under this constitution must be: -
- 42.1 sent by post to the member, at the address last notified by them to the organisation; *or*
- 42.2 sent by e-mail to the member, at the e-mail address last notified by them to the organisation.

Procedure at members' meetings

- 43 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 44 The quorum for a members' meeting is 12 members, present in person.
- 45 The board may make arrangements, in advance of any members' meeting, to allow members to participate in the members' meeting by means of a conference telephone, video conferencing facility or similar communications equipment - so long as all those participating in the meeting can hear each other; a member participating in a members' meeting in this manner shall be deemed to be present in person at the meeting.
- 46 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
- 47 The chair of the organisation should act as chairperson of each members' meeting.
- 48 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members' meetings

- 49 Every member has one vote, which must be given personally; for the avoidance of doubt, a vote given by a member participating in the meeting through any of the methods referred to in clause 45 will be taken to be given personally for the purposes of this clause.
- 50 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 51.
- 51 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 55):
- 51.1 a resolution amending the constitution;
 - 51.2 a resolution expelling a person from membership under clause 299;
 - 51.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - 51.4 a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
 - 51.5 a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
 - 51.6 a resolution for the winding up or dissolution of the organisation.
- 52 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 53 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 54 The chairperson will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

Written resolutions by members

- 55 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

Minutes

- 56 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 57 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

BOARD

Number of charity trustees

- 58 The maximum number of charity trustees is 9;
- 59 The minimum number of charity trustees is 4.

Eligibility

- 60 A person shall not be eligible for election/appointment to the board under clauses 63 to 66 unless they are a member of the organisation; a person appointed to the board under clause 67 need not, however, be a member of the organisation.
- 61 A person will not be eligible for election or appointment to the board if they are: -
- 61.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
- 61.2 an employee of the organisation.

Initial charity trustees

- 62 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

Election, retiral, re-election

- 63 At each AGM, the members may elect any member (unless they are debarred from membership under clause 61) to be a charity trustee.
- 64 The board may at any time appoint any member (unless they are debarred from membership under clause 61) to be a charity trustee.
- 65 At each AGM, all of the charity trustees elected/appointed under clauses 63 and 64 (and, in the case of the first AGM, those deemed to have been appointed under clause 62) shall retire from office – but shall then be eligible for re-election under clause 63.

- 66 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 66.1 they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
 - 66.2 an election process was held at the AGM and they were not among those elected/re-elected through that process; or
 - 66.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

- 67 In addition to their powers under clause 64, the board may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 58, and providing they are not debarred from membership under clause 61), on the basis that they have specialist experience and/or skills which could be of assistance to the board.
- 68 At each AGM, all of the charity trustees appointed under clause 67 shall retire from office – but shall then be eligible for re-appointment under that clause.

Termination of office

- 69 A charity trustee will automatically cease to hold office if: -
- 69.1 they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - 69.2 they become incapable for medical reasons of carrying out their duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
 - 69.3 (in the case of a charity trustee elected/appointed under clauses 63 to 66) they cease to be a member of the organisation;
 - 69.4 they become an employee of the organisation;
 - 69.5 they give the organisation a notice of resignation, signed by them;
 - 69.6 they are absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove them from office;
 - 69.7 they are removed from office by resolution of the board on the grounds that they are considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 86);

- 69.8 they are removed from office by resolution of the board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
 - 69.9 they are removed from office by a resolution of the members passed at a members' meeting.
- 70 A resolution under paragraph 69.7, 69.8 or 69.9 shall be valid only if: -
- 70.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for their removal is to be proposed;
 - 70.2 the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote; and
 - 70.3 (in the case of a resolution under paragraph 69.7 or 69.8) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

Register of charity trustees

- 71 The board must keep a register of charity trustees, setting out
- 71.1 for each current charity trustee:
 - 71.1.1 their full name and address;
 - 71.1.2 the date on which they were appointed as a charity trustee; and
 - 71.1.3 any office held by them in the organisation;
 - 71.2 for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
 - 71.2.1 the name of the charity trustee;
 - 71.2.2 any office held by them in the organisation; and
 - 71.2.3 the date on which they ceased to be a charity trustee.
- 72 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 72.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 72.2 which is notified to the organisation.

- 73 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

- 74 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 75 In addition to the office-bearers required under clause 74, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 76 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 74 or 75.
- 77 A person elected to any office will automatically cease to hold that office: -
- 77.1 if they cease to be a charity trustee; *or*
 - 77.2 if they give to the organisation a notice of resignation from that office, signed by them.

Powers of board

- 78 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 79 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 80 The members may, by way of a resolution passed in compliance with clause 51 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

- 81 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:-
- 81.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;

- 81.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- 81.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
- 81.3.1 put the interests of the organisation before that of the other party;
- 81.3.2 where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
- 81.4 ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
- 82 In addition to the duties outlined in clause 81, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 82.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
- 82.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 83 Provided they have declared their interest - and have not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which they have a personal interest; and (subject to clause 84 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.
- 84 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out their duties as a charity trustee.
- 85 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

Code of conduct for charity trustees

- 86 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 87 The code of conduct referred to in clause 86 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of board meetings

- 88 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 89 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

Procedure at board meetings

- 90 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 3 charity trustees, present in person.
- 91 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 90, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 92 A charity trustee may participate in a meeting of the board by means of a conference telephone, video conferencing facility or similar communications equipment - so long as all the charity trustees participating in the meeting can hear each other; a charity trustee participating in a meeting in this manner shall be deemed to be present in person at the meeting.
- 93 The chair of the organisation should act as chairperson of each board meeting.
- 94 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

- 95 Every charity trustee has one vote, which must be given personally; for the avoidance of doubt, a vote given by a charity trustee participating in the meeting through any of the methods referred to in clause 92 will be taken to be given personally for the purposes of this clause.
- 96 All decisions at board meetings will be made by majority vote.
- 97 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 98 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
- 99 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; they must withdraw from the meeting while an item of that nature is being dealt with.
- 100 For the purposes of clause 99: -
- 100.1 an interest held by an individual who is “connected” with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that charity trustee;
- 100.2 a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

Minutes

- 101 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 102 The minutes to be kept under clause 101 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

ADMINISTRATION

Delegation to sub-committees

- 103 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.

- 104 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 105 When delegating powers under clause 103 or 104, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 106 Any delegation of powers under clause 103 or 104 may be revoked or altered by the board at any time.
- 107 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

- 108 Subject to clause 109, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 109 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 108.

Accounting records and annual accounts

- 110 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 111 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

- 112 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
- 113 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the constitution

- 114 This constitution may (subject to clause 115) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 51) or by way of a written resolution of the members.
- 115 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 116 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 116.1 any statutory provision which adds to, modifies or replaces that Act; and
- 116.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 116.1 above.
- 117 In this constitution: -
- 117.1 "charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;
- 117.2 "charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

Your account statement

Issue date: 1 February 2022



J31C2201OE1MBA0000042754001001 316 000

HAWICK EX-SERVICE ASSOCIATION
12 TEVIOT CRESCENT
HAWICK
ROXBURGHSHIRE
TD9 9RE



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TREASURERS ACCOUNT

HAWICK EX-SERVICE ASSOCIATION

INTEREST RATES FOR THE PERIOD 10 DEC 21 TO 10 JAN 22

Debit Rates 10 DEC 21 - 15 DEC 21

Unauthorised Borrowing 10.95% pa

Debit Rates 16 DEC 21 - 10 JAN 22

Unauthorised Borrowing 11.10% pa

PKB20MK3100000

M33C220ADUB D33C220T73

Page 1 of 2 / 0042754 / 0264147

Unless otherwise specified in the account charges brochure which applies to this account, the charges for unauthorised borrowing and unpaid items are set out below

Unauthorised borrowing fee: £15.00
Unpaid item (direct debit): £7.00

Unpaid item (cheque): £7.00,
Unpaid item (standing order): £7.00

If your account becomes overdrawn, or you exceed any agreed overdraft limit, we may allow an overdraft to be created or allow the agreed overdraft limit to be exceeded. In these circumstances the new or excess overdraft is an unauthorised overdraft and you will be charged at the rate for unauthorised borrowing which is shown on your statement and will incur other unauthorised borrowing charges shown above.

Interest is calculated on the cleared daily balance of the new or excess overdraft and is payable for the duration of the new or excess overdraft.

We may change any of our charges and interest at any time and will notify you in writing at least two months before we make any change. You will be deemed to have accepted any such change if you do not notify us to the contrary before the date any such change comes into effect. However, if you choose not to accept any change:

- You can close the account at any time before the change comes into effect provided that any outstanding amounts on the account are paid; or
- Our notice of the change shall be deemed to be notice of termination given under the terms of your account and your account Agreement will terminate the day before any change comes into effect. Should there be any outstanding balance on the account it will become immediately due and payable on termination.

When we tell you about a change we will do so by letter, e-mail, text, statement, statement inserts or messages or in any other way which is sent to you individually.

If the change is to your advantage we may change our interest rates at any time and without notice to you. We will tell you about the change by putting notices in our branches within three Business Days of making the change or by telling you personally within 30 days of making the change and we will update our website within three Business Days of an interest rate change taking effect.

STATEMENT OF BALANCES

As at 31st December 2021

	2021	2020
Funds		
Balance at 31st December 2020	£ 5,265	£ -
Net Receipts for the year	<u>303</u>	<u>5,265</u>
Balance at 31st December 2021	<u>£ 5,568</u> =====	<u>£ 5,265</u> =====
Represented By:-		
Balance at Bank of Scotland, Hawick		
Treasurers Account	£ 5,568 =====	£ 5,265 =====
Assets		
Fixed Assets (Note 2)	£ 35,000 =====	£ 35,000 =====
Debtors (Note 3)	£ - =====	£ 26 =====
Liabilities	£ 420 =====	£ - =====

All funds are unrestricted.

Approved by the Trustees and signed on their behalf on 18th February 2022.

J Adams - Trustee

J G Bell - Trustee

Subject Fwd: quote
From Jim Adams <[REDACTED]>
To: Alexander Barclay <[REDACTED]>
Date 24 Feb at 09:17

Hi Eck,

Phoned Edinburgh and got this quote with name etc at bottom scroll down and you will see,

Jim

Sent from my iPad

Begin forwarded message:

From: Tim <tim@unitedflags.co.uk>
Date: 24 February 2022 at 09:11:02 GMT
To: [REDACTED]
Subject: quote





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Burnfoot Community Futures
 89 Burnfoot Road
 Hawick
 TD9 8EJ
 carly@burnfootcf.org
 VAT Registration No.: 283983550



Estimate

ADDRESS

Hawick Ex serviceman
 association

ESTIMATE NO. 1003

DATE 25/02/2022

EXPIRATION DATE 31/03/2022

	QTY	RATE	VAT	AMOUNT
4001 Additional Catering (Parties etc) Sandwiches/wrap Platter	5	6.25	20.0% S	31.25
4001 Additional Catering (Parties etc) Sausage roll Box (12 covers)	3	8.3333333	20.0% S	25.00
4001 Additional Catering (Parties etc) Mini Traybake box (30 covers)	1	25.00	20.0% S	25.00

SUBTOTAL	81.25
VAT TOTAL	16.25
TOTAL	£97.50

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		16.25	81.25

Accepted By

Accepted Date

Common Good Fund: Application Form for 2021/22*

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

Applicant Group/Organisation:	Hawick Common Riding Committee SCIO
Name of your project:	Hawick Common Riding 2022
The name of the Common Good Fund that you are applying to:	Hawick Common Good

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

The organisation’s purposes are to uphold and continue the Heritage, Customs and Traditions of the Common Riding for the benefit of the people of Hawick, and to annually accept responsibility to ensure the proper conduct of the ceremonies.

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

To cover the cost of the extra toilets required, over Common Riding weekend.

The additional toilets are required because of the removal of the existing permanent toilets on Hawick Moor, which were not fit for purpose, and the delay in replacement facilities being built. This requires an additional 12 portaloos to be hired over and above the 45 normally hired. In a year when costs are already increasing, the supply of extra units will be an added cost to the Committee.

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

The financial assistance requested will offset the extra cost to Hawick Common Riding Committee SCIO and ensure its continued viability. These facilities are essential and much needed for those attending.

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)

It will help towards the cost of toilets which have increased in price even before the additional 12 have been added. It will help ensure there are enough toilets on Hawick Moor for everyone to use.

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

This is hopefully a one-off request for financial assistance. New permanent toilets are needed on the Moor. However, assistance in covering the cost of these additional toilets helps sustain Hawick Common Riding Committee SCIO for future years by supporting what is an additional cost made necessary by removal of facilities on Common Good Land whilst awaiting their rebuild.

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 (£)
Hire and servicing of 45 units for two days	5959.20
Hire & servicing of additional 12 Units	864.00
Total Expenditure	6823.20
How much would you like from the Common Good Fund?	864.00
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	

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

Fund	Amount	Purpose
Festival Grants Scheme 2017-2021 (no Grant Award 2020)	32,550	To help cover costs incurred at Hawick Common Riding used to be Civic Functions but now emphasis of grant is for welfare and safety of public, which totals over £16,000 each year.

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

	Amount	Purpose
All other funds raised by sponsorship and Ticket money		

Individual/Group/Organisation details:

Contact Name:	Lesley Fraser
Position in Group/Org: (if appropriate)	Secretary
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	commonriding@btinternet.com
Date:	3/3/22
Signature:	Lesley Fraser

Equalities

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

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

It provides toilet facilities for all attending the event

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...

Permissions

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

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

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

Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the 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 William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA; Email: william.mohieddeen@scotborders.gov.uk; Telephone: 01835 826504

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021
FOR
HAWICK COMMON RIDING COMMITTEE (SCIO)**

HAWICK COMMON RIDING COMMITTEE (SCIO)

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

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Balance Sheet	8
Notes to the Financial Statements	9 to 16

HAWICK COMMON RIDING COMMITTEE (SCIO)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021

The trustees present their report with the financial statements of the charity for the year ended 31st August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the Committee shall be to uphold and continue the Heritage, Customs and Traditions of the Common-Riding for the benefit of the people of Hawick and to annually accept responsibility to ensure the proper conduct of the ceremonies.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The customs and traditions of our Common Riding were, once again, unfortunately unable to be celebrated fully this year following the outbreak of the global pandemic COVID-19 and government restrictions in place. However, a virtual online Common Riding was held, as well as wreath laying ceremonies and gift presentations taking place. The Official ceremonial duties of the Common Riding were carried out.

FINANCIAL REVIEW

Financial position

Total Incoming Resources increased during the year by £3,078 from £11,606 to £14,684.

Expenditure increased by £5,637 from £11,304 to £16,941.

Total reserves at 31st August 2021 stood at £211,038.

Risk management and reserves policy

The Committee aim to hold at least one year's expenditure in the General Fund. At present the funds are well in excess of this amount although several projects to utilise the funds are underway or in planning. The committee are aware that it may not receive the SBC Grant in the future and robust efficiencies must be made to make the Common Riding financially sustainable. The Committee are also aware that Covid-19 restrictions may impact the Common Riding for some time and must look at ways to address the financial implications this will bring.

FUTURE PLANS

The Common Riding Committee has earmarked £125,000 for future projects, however our main project, which was to replace the current Committee Rooms at Hawick Moor, has now been put on hold, due to proposed plans from another organisation. The Committee this year have began a Lockdown Legacy Project archiving this year and last years Virtual Common Ridings as well as archiving other Common Riding memorabilia. This will then be submitted to the Hawick Heritage Hub for future generations to be able to access. While the Committee buildings are still on hold the Committee will continue to focus on other projects in the forthcoming year.

HAWICK COMMON RIDING COMMITTEE (SCIO)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

OSCR gave Hawick Common Riding Committee permission to become a Scottish Charitable Incorporated Organisation (SCIO) on 30/09/2019. Hawick Common Riding Committee (SCIO) operates with the same name as the previously unincorporated charity (SC038913) having transferred all of its activities, assets and liabilities from 30/07/2020. The charity is governed by its constitution.

Hawick Common Riding Committee (SC038913) was removed from the Scottish Charities Register 18/08/2020.

HAWICK COMMON RIDING COMMITTEE (SCIO)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Committee shall consist of:-

- 2 Members nominated by Hawick's Honorary Provosts Council, who shall be the Honorary Provost, and an elected member of Scottish Borders Council, or their nominated deputies.
- 12 Ward Members (6 representatives from each of the 2 Wards)
- 1 Community Councillors from Burnfoot Council
- 1 Community Councillors from Hawick Council
- 8 Public members.
- 4 Principals
- 1 Member elected from the Drum & Fife Band

All Trustees shall be members of the Ceremonial/General Committee who will be responsible for overall administration and endorsement, or otherwise, of Sub-Committee recommendations and all Ceremonial matters, as appropriate, in association with the Honorary Provost's Council.

The work of the Committee shall also be carried out through the following sub-committees:-

- Race Committee - To deal with all Race matters including Ceremonial races.
- Ticket & Gatemens Committee - All manning of gates. Collection of ticket monies.
- Hut Committee - All matters relating to Ceremonial functions within St. Leonard's Hut.
- Ball Committee - All matters relating to the Common-Riding Dinner and Ball.
- Finance Committee - All financial matters.
- Sponsorship Committee - All matters relating to sponsorship.
- Executive Committee - The office bearers, sub-committee conveners and life members shall address any matters that require immediate attention, where time does not permit the relevant Committee to meet.

The Principals shall be members of the Ceremonial/General and Race Committees only, will not be eligible to hold office but shall have full voting rights.

The Public members shall be persons of proven experience and recognised supporters of the Common-Riding whose names have been put forward and agreed by the committee at the last Ceremonial and General Committee meeting before the A.G.M. The names of those selected will then be submitted to the Honorary Provosts Council for their ratification prior to the A.G.M. Should a vacancy arise appointment of new members will be decided by the full Ceremonial and General Committee and ratified by the Honorary Provosts Council.

Ward representatives must reside in the ward they represent when seeking election and must reside in the ward they represent unless they have moved during the term. Should any ward vacancy not be filled the Committee may, at their discretion, ask a person from any ward to represent the vacant ward for one term. In the case of a vacancy occurring during the term, then to fill such vacancy for the remainder of the term.

Any committee member missing 3 consecutive full meetings shall be asked to stand down.

Honorary Life Members shall be those members of long service to the Committee who, in the opinion of the General Committee and in recognition of their service, shall be invited to become Honorary Life Members. They shall be entitled to attend all meetings where their advice and experience will be invaluable, however, as a condition shall relinquish their former voting rights and shall not be eligible to hold office.

The term of office shall be for three years. Members shall be eligible for re-election. Members joining the Committee during this period will serve for the balance of the three-year term.

HAWICK COMMON RIDING COMMITTEE (SCIO)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST AUGUST 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Meetings are held regularly during the year for both the Committee and Sub-Committees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC049647

Principal address

11 O'Connell Street
Hawick
TD9 9HT

Trustees

Ex Cornet J Hogg (Chairman)

Ex Cornet I. Nichol (Master of Ceremonies)

Cornet C. Brunton

Ex Cornet A. George (Left Hand Man)

J. Batten (Deceased 3rd August 2021)

C. Elliott Walker

B. George

S. Gray

S. Hay

Councillor W. McAteer (Honorary Provost)

D. Oliver

D. Rae

W. Robson

Ex Acting Father S. Sharkey

C. Wilkinson

F. Scott (Vice Chairman)

Ex Cornet I. Whillans (Assistant Master of Ceremonies)

Ex Cornet G. Renwick (Right Hand Man)

Acting Father A. Crawford

A. Brown

W. Fletcher

Ex Cornet R. Gibson

R. Halliday

C. Knox

Ex Cornet R. Nichol

Ex Acting Father G. Paxton

Councillor C. Ramage

I. Scott

W. B. T. Smith

Other Office Bearers:

Secretary

Treasurer

L. Fraser

L. Smith

Honorary Life Members:

Ex Acting Father T. Hogg

N. Leadbetter

Ex Cornet W Mactaggart

Ex Cornet A. P. Murray

Ex Cornet J. Hope

G. Linton

S. Marshall

D. Richardson

HAWICK COMMON RIDING COMMITTEE (SCIO)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST AUGUST 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Alister J Biggar
Chartered Accountant
JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

Approved by order of the board of trustees on 4th November 2021 and signed on its behalf by:



J Hogg - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAWICK COMMON RIDING COMMITTEE (SCIO)**

I report on the accounts for the year ended 31st August 2021 set out on pages seven to sixteen.

The charity's trustees 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 charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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 to 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.



Alister J Biggar
Chartered Accountant
JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

8th November 2021

HAWICK COMMON RIDING COMMITTEE (SCIO)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2021**


	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	5,450	-	5,450	760
Charitable activities					
Ceremonial	4	4,448	-	4,448	1,104
Grant - Scottish Borders Council		4,650	-	4,650	9,300
Investment income	3	136	-	136	442
Total		14,684	-	14,684	11,606
EXPENDITURE ON					
Charitable activities					
Hawick Moor	5	200	-	200	102
Ceremonial		7,345	-	7,345	3,586
Civic		150	-	150	394
General		9,246	-	9,246	7,222
Total		16,941	-	16,941	11,304
NET INCOME/(EXPENDITURE)		(2,257)	-	(2,257)	302
RECONCILIATION OF FUNDS					
Total funds brought forward		213,295	-	213,295	212,993
TOTAL FUNDS CARRIED FORWARD		211,038	-	211,038	213,295


HAWICK COMMON RIDING COMMITTEE (SCIO)

**BALANCE SHEET
31ST AUGUST 2021**

	Notes	2021 £	2020 £
CURRENT ASSETS			
Stocks	10	925	446
Debtors	11	10,254	5,020
Cash at bank and in hand		203,207	210,678
		<u>214,386</u>	<u>216,144</u>
CREDITORS			
Amounts falling due within one year	12	(3,348)	(2,849)
		<u>211,038</u>	<u>213,295</u>
NET CURRENT ASSETS			
		<u>211,038</u>	<u>213,295</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		211,038	213,295
NET ASSETS			
		<u>211,038</u>	<u>213,295</u>
FUNDS			
	14		
Unrestricted funds:			
General fund		95,922	98,179
Projects Fund		115,116	115,116
		<u>211,038</u>	<u>213,295</u>
TOTAL FUNDS			
		<u>211,038</u>	<u>213,295</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4th November 2021 and were signed on its behalf by:


J Hogg - Trustee


F Scott - Trustee

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

Going concern

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for a period of not less than twelve months. The trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Income

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

Expenditure

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

Allocation and apportionment of costs

Support costs are allocated as a percentage across the main charitable activities; 25% Hawick Moor Horse Racing, 25% Town Hall Dinner and Ball, 25% Ceremonial and 25% Civic.

For the current year this allocation was not made since the main Hawick Common Riding events were not held following the restrictions in place due to COVID-19.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

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

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

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES - continued

Financial assets

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

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

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

Financial liabilities

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

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

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

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	450	760
Legacies	5,000	-
	<u>5,450</u>	<u>760</u>

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	136	442
	<u>136</u>	<u>442</u>

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021

4. INCOME FROM CHARITABLE ACTIVITIES

			2021	2020
	Ceremonial £	Grant - Scottish Borders Council £	Total activities £	Total activities £
Grants	-	4,650	4,650	9,300
Donations & Sponsorship	4,448	-	4,448	-
Cornet's Timetable	-	-	-	1,104
	<u>4,448</u>	<u>4,650</u>	<u>9,098</u>	<u>10,404</u>

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

	2021	2020
	£	£
Scottish Borders Council	<u>4,650</u>	<u>9,300</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Hawick Moor	200	-	200
Ceremonial	7,345	-	7,345
Civic	150	-	150
General	1,252	7,994	9,246
	<u>8,947</u>	<u>7,994</u>	<u>16,941</u>

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Printing & Advertising	166	469
Sundries	356	218
Course Preparation	200	-
Virtual event costs	6,162	-
Presentations	513	2,845
Hire of horses	600	-
Other Celebratory Costs	950	550
	<u>8,947</u>	<u>4,082</u>

7. SUPPORT COSTS

	Finance	Governance	Totals
	£	costs	£
	£	£	£
General	<u>6,494</u>	<u>1,500</u>	<u>7,994</u>

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

	2021	2020
	General	Total
	£	activities
	£	£
Rent	-	300
Insurance	239	90
Donations	1,500	-
Telephone and internet	845	750
Printing and advertising	-	60
Sundries	100	958
Secretary's and treasurers honorarium	3,810	3,810
AGM room hire	-	24
Accountancy	1,500	1,230
	<u>7,994</u>	<u>7,222</u>

HAWICK COMMON RIDING COMMITTEE (SCIO)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021**

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2021 nor for the year ended 31st August 2020.

Trustees' expenses

No remuneration is paid to any trustee in connection with their work in serving on the committee.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	760	-	760
Charitable activities			
Ceremonial	1,104	-	1,104
Grant - Scottish Borders Council	9,300	-	9,300
Investment income	442	-	442
Total	11,606	-	11,606
EXPENDITURE ON			
Charitable activities			
Hawick Moor	102	-	102
Ceremonial	3,586	-	3,586
Civic	394	-	394
General	7,222	-	7,222
Total	11,304	-	11,304
NET INCOME	302	-	302
RECONCILIATION OF FUNDS			
Total funds brought forward	212,993	-	212,993
TOTAL FUNDS CARRIED FORWARD	213,295	-	213,295

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021

10. STOCKS

	2021	2020
	£	£
Stocks	925	446
	<u> </u>	<u> </u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Prepayments	10,254	5,020
	<u> </u>	<u> </u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accruals and deferred income	3,348	2,849
	<u> </u>	<u> </u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	2021 Total funds	2020 Total funds
	£	£	£	£
Current assets	214,386	-	214,386	216,144
Current liabilities	(3,348)	-	(3,348)	(2,849)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	211,038	-	211,038	213,295
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

14. MOVEMENT IN FUNDS

	At 1.9.20	Net movement in funds	At 31.8.21
	£	£	£
Unrestricted funds			
General fund	98,179	(2,257)	95,922
Projects Fund	115,116	-	115,116
	<u> </u>	<u> </u>	<u> </u>
	213,295	(2,257)	211,038
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	213,295	(2,257)	211,038
	<u> </u>	<u> </u>	<u> </u>

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	14,684	(16,941)	(2,257)
TOTAL FUNDS	<u>14,684</u>	<u>(16,941)</u>	<u>(2,257)</u>

Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	97,877	302	98,179
Projects Fund	115,116	-	115,116
	<u>212,993</u>	<u>302</u>	<u>213,295</u>
TOTAL FUNDS	<u>212,993</u>	<u>302</u>	<u>213,295</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	11,606	(11,304)	302
TOTAL FUNDS	<u>11,606</u>	<u>(11,304)</u>	<u>302</u>

Nature & purpose of fund;

General fund - Used for the general running of the charity to meet its main objectives.

Projects fund - For projects to enhance our ceremonies and benefit other organisations in the community.

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST AUGUST 2021

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2021.

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