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CHAMBERS INSTITUTION TRUST WEDNESDAY, 3RD AUGUST, 2022

A MEETING of the CHAMBERS INSTITUTION TRUST will be held in VIA MICROSOFT TEAMS on WEDNESDAY, 3 AUGUST 2022 at 3.00 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,

28 July 2022

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Minute of Meeting held on 8 June 2022 to be approved and signed by the Chairman. (Copy attached.)	2 mins
5.	Boer War Memorial Consider proposal to relocate Boer War Memorial plaque.	15 mins
6.	Beneficiaries Group Feedback Update by Community Co-ordinator.	10 mins
7.	Any Other Items Previously Circulated	
8.	Any Other Items Which The Chairman Decides Are Urgent	
9.	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."	

10.	Minute (Pages 7 - 8) Consider private section of Minute of Meeting held on 8 June 2022	2 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 R. Tatler (Chairman), D. Begg, M. Douglas, J. Pirone, E. Small and V. Thomson

Please direct any enquiries to Declan Hall Tel: 01835 826556
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SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST

MINUTE of MEETING of the
CHAMBERS INSTITUTION TRUST held
via Microsoft Teams on 8 June 2022 at
6.00 p.m.

Present:- Councillors D. Begg, M. Douglas, J. Pirone, E Small, R Tatler.
Apologies:- Councillor V. Thomson.
In Attendance:- Chief Legal Officer (Monitoring Officer), Capital and Investments
Manager, Projects Manager (S. Renwick), Estates Surveyor (T.
Hill), Democratic Services Team Leader.

1. **CHAIRMAN**

Councillor Marshall, seconded by Councillor Pirone, moved that Councillor Tatler be appointed as Chairman and this was unanimously approved.

DECISION

AGREED that Councillor Tatler be appointed as Chairman.

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 16 March 2022.

DECISION

NOTED for signature by the Chairman.

3. **PLACE MAKING FUNDING**

With reference to paragraph 2 of the Minute of 16 March 2022, the Estates Surveyor advised that the works to the ceiling at the Burgh Hall would require planning permission. Assistance from the Architects section would be required and it was hoped that this would be achieved within the next 4 weeks. The Chairman advised that there was concern regarding the length of the closure which might be required for the works. Ms Hill advised she would ask the Property Officer to email details of the length of closure to Members. Live Borders would discuss the closure with users. The Chairman further advised that although there had been lots of positive feedback about the works to the kitchen there had also been some negative comments regarding the facilities available. Members discussed this and the Chairman agreed that he would speak to users about their experiences and ascertain if the hall was likely to be used for weddings on a regular basis.

DECISION

(a) **NOTED the need for planning permission for the works to the ceiling in the Burgh Hall and that this was being progressed.**

(b) **AGREED that the Property Officer provide information on the likely length of the ceiling works and that the Chairman ascertain the likely use of the Hall for weddings.**

4. **CONSULTATION PROCESS**

- 4.1 With reference to paragraph 3 of the Minute of 16 March 2022, the Chairman shared an update provided by Mr Harrow which advised that the Stakeholder group was to be formed and new group would nominate a chair and determine the name of the group. Communication to key stakeholders was ready and could happen once there was approval to start the Stakeholder group. A first meeting could be set up by June 30th. This group would be open to all. Key stakeholders of the Chambers Institute will be encouraged to be part of this group. The Community Co-ordinator and Community Engagement officer covering the Tweeddale area could support the set-up of this group and to help facilitate the early meetings.
- 4.2 An Initial meeting with Live Borders had taken place on how to shape 'community conversations' around the use of the Chambers Institute. These conversations would be based on the plans from Page and Park and would allow for a fuller discussion as to how best to utilise space and also maximise the potential of the Chambers Institute. These conversations would take place with the Stakeholder group but would also be expanded upon to cover the wider Tweeddale community and encompass targeted focus group sessions to online drop ins, which had proved successful in other areas. A plan for these conversations would be completed using the VOICE planning tool; [VOiCE \(voicescotland.org.uk\)](http://VOiCE (voicescotland.org.uk)). The VOICE tool was a planning tool that assisted individuals and organisations to design and deliver effective engagement. This tool would allow the Trustees to see the proposed plans for engagement, challenges and as the project progresses, any successes.
- 4.3 Members welcomed the proposals but noted that the Stakeholder Group should be named the "Beneficiaries Group" and the first meeting would need to be held later as the Members had a meeting with Peebles Community Council on 28th June. It was also suggested that in light of reduced Covid restrictions that more consultation events could be held in person. The need for good communications was also highlighted.

DECISION

AGREED to approve the proposed way forward.

5. **USE OF FORMER TOURIST INFORMATION CENTRE**

The Estates Survey advised that Tweed Valley Business Improvement District had requested to use the space previously occupied by the TIC to provide tourist information and asked if Members approved the principle of this use before she provided a detailed report on the terms of the use. Members confirmed that they supported this request in principle.

DECISION

AGREED that a detailed report on the use of the former TIC space be provided for consideration at the next meeting.

6. **CENTENARY OF PEEBLES WAR MEMORIAL**

The Chairman advised that he had been approached by Live Borders regarding the Centenary of the War Memorial which would be on 5 October 2022. It was noted that the Lord-Lieutenant had also expressed an interest. Members suggested that the British Legion and Poppy Scotland should also be contacted.

DECISION

AGREED that the Trustees would take this forward.

7. **FINANCIAL MONITORING FOR THE 12 MONTHS TO 31 MARCH 2022 AND PROPOSED BUDGET FOR 2022/23**

There had been circulated copies of a report by the Director Finance and Corporate Governance providing details of the income and expenditure for the Chambers Institution Trust for the year 2021/22 including balance sheet values as at 31 March 2022, a full year projected out-turn for 2022/23, and projected balance sheet values as at 31 March 2023. Appendix 1 provided the actual income and expenditure position for 2021/22 which showed a surplus of £23,799 for the year, which was better than the previously reported surplus on 16 February 2022 as a result of an underspend in the Property Costs budget. Appendix 2 provides an actual balance sheet value as at 31 March 2022 which showed a decrease in reserves of £44,749, mainly due to the annual release from Revaluation Reserve, as well as the correction to some asset values from the last re-valuation on 1 April 2019. Appendix 3a provided a breakdown of the property portfolio showing actual rental income and net return for 2021/22 and Appendix 3b provided a breakdown of the property portfolio showing actual property expenditure for 2021/22. Appendix 4 provided a breakdown of the property portfolio showing actual property valuations at 31 March 2022. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 31 March 2022. Given the level of cash held by the Trust Ms Robb suggested that Members consider investing more with Aegon as these funds could be accessed quickly if required. Members agreed that £60k be transferred to the Aegon Asset Management Fund.

**DECISION
AGREED:-**

- (a) to note the actual income and expenditure for 2021/22 in Appendix 1 to the report;
- (b) the proposed budget for 2022/23 in Appendix 1 to the report;
- (c) to note the final balance sheet value as at 31 March 2022, and projected balance sheet value as at 31 March 2023 in Appendix 2 to the report;
- (d) to note the summary of the property portfolio in Appendices 3 and 4 to the report;
- (e) to note the current position of the investment in the Aegon Asset Management Investment Fund in Appendix 5 to the report; and
- (f) that £60k be transferred to the Aegon Asset Management Fund.

8. **PRIVATE BUSINESS**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

9. **MINUTE**

The private section of the Minute of the meeting held on 16 March 2022 was approved.

10. **LEVELLING-UP FUNDING**

Members received an update on the progress of the proposed project being funded from the Levelling-up funding.

11. **DATE OF NEXT MEETING**

Agreed that a date in early August be arranged.

The meeting concluded at 6.50p.m.

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