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COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 5 JULY 2023

A MEETING of the COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE will be held VIA MICROSOFT TEAMS on WEDNESDAY, 5 JULY 2023 at 10.00 am

J. J. WILKINSON,
Clerk to the Council,

27 June 2023

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Consider Minute of Meeting held on 22 June 2022 for noting and signature by the Chairman. (Copy attached.)	2 mins
5.	Financial Monitoring Report for 12 months to 31 March 2023 (Pages 7 - 14) Consider report by Director Finance and Procurement. (Copy attached.)	10 mins
6.	Home Park - Car Park Extension Update on request to provide additional car parking at Home Park.	5 mins
7.	Any Other Items Previously Circulated	
8.	Any Other Items the Chairman Decides Are Urgent	

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 J. Greenwell (Chairman), D. Moffat and M. Rowley

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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 via Microsoft
Teams on 22 June 2022 at 2.00 p.m.

Present:- Councillors J. Greenwell, D. Moffat, M. Rowley (from paragraph 8),
Community Councillor A. Campbell.

In Attendance:- Principal Solicitor, Capital and Investments Manager, Estates
Strategy Manager, Network Manager, Democratic Services Team
Leader.

1. **CHAIRMAN**

Councillor Moffat, seconded by Councillor Greenwell, moved that Councillor Greenwell be appointed as Chairman and this was unanimously approved.

DECISION

AGREED that Councillor Greenwell be appointed as Chairman.

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 8 December 2021.

DECISION

NOTED for signature by the Chairman.

3. **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 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. Appendix 1 to the report provided an Income and Expenditure account for the year to 31 March 2022. Appendix 2 provided an actual balance sheet value as at 31 March 2022 and showed a decrease in the reserves of £10,117, which was due to the annual release from Revaluation Reserve. Members noted the report.

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

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

With reference to paragraph 3 of the Minute of 8 December 2021, there had been circulated copies of a report by the Principle Solicitor advising on the outcome of the recent consultation under the Community Empowerment (Scotland) Act 2015, and seeking approval of the final Common Good Register for Coldstream. 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. Following approval by the Sub-Committee consultation on the draft asset register ran from December 2021 to 31 March 2022. The responses received were contained in Appendix 1 to the report. The Principal Solicitor reminded Members what criteria an asset required to meet to be included in the Register and highlighted the two items which were to be added. In response to a question from Community Councillor Campbell regarding the Welfare Trust, Mrs Robb outlined how this had been set up and undertook to send details regarding applications to the Trust to Mrs Campbell. Mrs MacLeod was asked why Henderson Park was not on the list and confirmed it had been purchased by the Burgh for a statutory purpose, in terms of the Burgh Police Act. Accordingly it did not fall under the Common Good. She further advised that if Members approved the draft list the next step would be to take a report to Council in September to approval of the final Register to be published for all Common Good Funds. It was confirmed that publication of the final Register did not prevent the addition of further assets that might be identified in the future.

DECISION

AGREED to:-

- (a) **note the consultation submissions and officers’ responses thereto, as set out at Appendix 1 to the report;**
- (b) **approve the contents of the final list of heritable and moveable property assets held by the Council within the former Burgh of Coldstream, as set out in Appendix 2 to the report; and**
- (c) **recommend to Council the said final asset list for publication as a completed Common Good Register for Coldstream.**

MEMBER

Councillor Rowley joined the meeting during the following item.

5. **CAR PARKING – USE OF HOME PARK**

The Estates Strategy Manager advised that a request had been received to use part of Home Park to increase parking provision in Coldstream. There were a number of issues which would need to be considered, namely were there any title restrictions which would prevent the use of the park for car parking, what it would cost and how this would be funded. A public consultation on the change of use would also be required. Mrs Campbell advised that the Community Council had sent a questionnaire to all residents in Coldstream and lack of parking was the main issue for all age groups. In response to a query by Mr Curtis on the number of spaces required the Chairman advised that around 20-25 were needed. Mrs MacLeod advised that as the park was an unalienable asset she would require to carry out further investigation to ascertain if there were any title restrictions and if consent of the Court was needed in addition to a public consultation. Members agreed in principle to the use of part of

Home Park for car parking subject to officers ascertaining if and how the proposal could be progressed and that they would report back in due course.

DECISION

AGREED to approve in principle to the use of part of Home Park for car parking subject to officers ascertaining if and how the proposal could be progressed and that a further report would be provided by September.

The meeting concluded at 2.40 p.m.

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MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2023 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2023/24

Report by Director Finance and Procurement

COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE

5 July 2023

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 2023, a full year revenue out-turn for 2022/23 and projected balance sheet values as at 31 March 2024.**
- 1.2 Appendix 1 provides an Income and Expenditure account for the year to 31 March 2023.
- 1.3 Appendix 2 provides an actual balance sheet value as at 31 March 2023. It shows a decrease in the reserves of £11,562.

2 RECOMMENDATIONS

- 2.1 I recommended that the Common Good Fund Sub-Committee:**
 - (a) Notes the actual income and expenditure for 2022/23 in Appendix 1;**
 - (b) Agrees the proposed budget for 2023/24 as shown in Appendix 1;**
 - (c) Notes the final balance sheet value as at 31 March 2023 and projected balance sheet value as at 31 March 2024 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 is 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 2023 and proposed budgets to 31 March 2024. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2024.

4 FINANCIAL POSITION 2022/23

- 4.1 Appendix 1 provides detail on income and expenditure for the 2022/23 financial year, as well as the proposed budget for 2023/24.

4.2 Income & Expenditure – Property Costs and Income

As the liability for the upkeep of the Museum falls to Scottish Borders Council and Live Borders, 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 £11,562, an increase of £1,445 due to upward revaluations on the properties owned by the Common Good. 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 2023 and a projected balance sheet as at 31 March 2024.

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, with interim review. A full revaluation was carried out at 1 April 2019, with an interim review at 31 March 2022. Appendix 4 shows the actual values of the individual properties at 1 April 2022, actual depreciation charges for 2022/23 and actual values at 31 March 2023; along with projected value at 31 March 2024.

Adjustments required as part of the 2021/22 audit are now completed and those impacting the balance sheet value are listed in the table below:

Asset Adjustments	Re-valuation as at 31/3/2022 £
Coldstream Museum	30,350
Total	30,350

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 Integrated 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 report 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.

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

Suzy Douglas
Director Finance and Procurement

Author(s)

Suzy Douglas	Director Finance & Procurement - Tel:01835 825881
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Background Papers:

Previous Minute Reference: Coldstream Common Good Committee 22 June 2022.

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 Fax: 01835 825166 Email: treasuryteam@scotborders.gov.uk

COLDSTREAM COMMON GOOD FUND

APPENDIX 1

ACTUAL INCOME AND EXPENDITURE 2022/23

	Actuals at 31/03/23	Full Year Approved Budget 2022/23	Over/ (Under) Spend 2022/23	Full Year Proposed Budget 2023/24	Para Ref	Commentary
	£	£		£		
Depreciation						
Depreciation Charge	11,562	10,117	1,445	11,562	4.4	
Contribution from Revaluation Reserve	(11,562)	(10,117)	(1,445)	(11,562)		
Net impact of Depreciation on Revenue Reserve	0	0		0		
Total Net (Surplus)/Deficit for year	0	0		0		

BALANCE SHEET VALUE AS AT 31 MARCH 2023

	Opening Balance at 01/04/22	Movement in Year	Closing Balance at 31/03/23	Projected Closing Balance at 31/03/24
	£	£	£	£
Fixed Assets				
Land & Buildings	286,000	(11,562)	274,438	262,876
Total Fixed Assets	286,000	(11,562)	274,438	262,876
Net Assets	286,000	(11,562)	274,438	262,876
Funded by:				
Reserves				
Capital Reserve	(121,763)	0	(121,763)	(121,763)
Revaluation Reserve	(164,237)	11,562	(152,675)	(141,113)
Total Reserves	(286,000)	11,562	(274,438)	(262,876)

PROPERTY PORTFOLIO VALUATION FOR 2022/23

(Actual property valuation to 31 March 2023 and projected to 31 March 2024)

Fixed Assets – Land & Buildings	Net Book Value at 31/03/22 (Previously reported) £	Adjustment (see Note 4.6) £	Net Book Value at 01/04/22 £	Revised Depn Charge 2022/23 £	Net Book Value at 31/03/23 £	Project'd Depn Charge 2023/24 £	Project'd Net Book Value at 31/03/24 £
Coldstream Museum	255,650	30,350	286,000	(11,562)	274,438	(11,562)	262,876
Home Park	0	0	0	0	0	0	0
Home Park Play Area	0	0	0	0	0	0	0
Home Park Pavillion Site & Pitch	0	0	0	0	0	0	0
Lees Mill	0	0	0	0	0	0	0
Lees Mill Play Area	0	0	0	0	0	0	0
Total	255,650	30,350	286,000	(11,562)	274,438	(11,562)	262,876

Fixed Assets – Moveable Assets	Net Book Value at 31/03/23 £
Art & Artefacts – held in location below: <u>Coldstream Museum</u> Provost's Robes Provost's Chain of Office	0

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