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## HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 21 MARCH 2023

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA  
MICROSOFT TEAMS on TUESDAY, 21 MARCH 2023 at 5.00 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,

14 March 2023

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declaration of Interest</b>	
4.	<b>Minute</b> (Pages 3 - 6) Consider Minute of the Meeting held on 21 March 2022 for approval and signature by the Chair. (Copy attached.)	2 mins
5.	<b>Monitoring Report for 9 Months to 31 December 2022 and Proposed Budget for Financial Year 2023-24</b> (Pages 7 - 22) Consider report by Acting Chief Financial Officer. (Copy attached).	10 mins
6.	<b>Applications for Financial Assistance</b>	15 mins
	(a) <b>Hawick Common Riding Committee</b> (Pages 23 - 46)  Consider application for financial assistance from Hawick Common Riding Committee. (Copy attached.)	
	(b) <b>Future Hawick</b> (Pages 47 - 62)  Consider application for financial assistance from Future Hawick. (Copy attached.)	
7.	<b>St Leonard's Park Project</b> Consider update on progress on the St Leonard's Park Project.	15 mins

8.	<b>Any Other Items Previously Circulated</b>	
9.	<b>Any Other Items which the Chair Decides are Urgent</b>	
10.	<p><b>Private Business</b></p> <p>Before proceeding with the private business, the following motion should be approved:</p> <p>“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.”</p>	
11.	<p><b>Minute</b> (Pages 63 - 64)</p> <p>Consider Private Section of the Minute of the Meeting held on 22 November 2022 for approval and signature by the Chair. (Copy attached.)</p>	10 mins
12.	<p><b>Hawick Moor Racecourse and Buildings</b> (Pages 65 - 70)</p> <p>Consider report by Property Officer. (Copy attached.)</p>	15 mins
13.	<p><b>Common Good Leases</b></p> <p>Consider update by Estates Strategy Manager.</p>	10 mins
14.	<p><b>Volunteer Park Stand</b></p> <p>Consider an update on the Volunteer Park Stand.</p>	10 mins
15.	<p><b>Property Update</b></p> <p>Consider update by Property Officer.</p>	10 mins

## NOTES

1. Timings given above are only indicative and not intended to inhibit Members' discussions.
2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.

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**Membership of Committee:-** Councillors C. Ramage (Chair), J. Cox, S. Marshall, W. McAteer, N. Richards, A. Smart, Mr J Campbell (Hawick CC) and Ms W. Potts (Burnfoot CC)

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**SCOTTISH BORDERS COUNCIL  
HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTES of Meeting of the HAWICK  
COMMON GOOD FUND SUB-COMMITTEE  
held in via Microsoft Teams on Tuesday, 22  
November 2022 at 5.00 pm

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- Present:- Councillors C. Ramage (Chair), W. McAteer, N. Richards, A. Smart,  
Mr J. Campbell (Hawick CC) and Mr W. Fletcher (Burnfoot CC)
- Apologies:- Councillors J. Cox and S. Marshall
- In Attendance:- Chief Legal Officer, Treasury Business Partner (S. Wilson), Estates Strategy  
Manager (N. Curtis), Property Officer (S. Drummond), Ms M. McGuigan  
(Burnfoot CC), Mr A. Maybury (Silverbuthall Community Development Trust)  
and Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 25 August 2022 and the Special Meeting held on 12 September 2022.

**DECISION**

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

2. **FINANCIAL ASSISTANCE - BURNFOOT COMMUNITY COUNCIL**

There had been circulated copies of an application for financial assistance from Burnfoot Community Council for £4,576.00 to fund a remembrance garden in Wilton Cemetery. The application was presented by Ms Mandy McGuigan, Burnfoot Community Council who advised that £10,000 had been secured from the National Lottery alongside funding from Pot A and Pot B of the Teviot and Liddesdale Neighbourhood Support Fund and that funding from the Common Good Fund would help reach the funding target. Members expressed support for the funding application and that the project would be of benefit to the people of Hawick.

**DECISION**

**AGREED to award Burnfoot Community Council a grant of £4,576.**

3. **FINANCIAL ASSISTANCE - SILVERBUTHALL COMMUNITY DEVELOPMENT TRUST**

There had been circulated copies of an application for financial assistance from Silverbuthall Community Development Trust for £7,000 to conduct a Village Poll to seek community views into use of the former Wilton South and St Margaret's Church site. Mr Andy Maybury, Silverbuthall Community Development Trust presented the application and explained to Members that a mechanism to bring the land into community ownership was sought and that the funding application was to capture feedback from people across Hawick into use of the land. It was intended that the land would be used primarily as a public space for anyone to access and that there was potential to raise revenue from electric vehicle (EV) charging where profits would be used for community benefit. In response to Members' views, Mr Maybury explained that Silverbuthall Community Development Trust would be adaptable to the views of the people of Hawick based on feedback from the consultation and that the Village Poll platform was developed by an organisation based in Cockburnspath.

**DECISION**

**AGREED to award Silverbuthall Community Development Trust a grant of £7,000.**

**4. APPLICATION FOR USE OF COMMON HAUGH CAR PARK**

There had been circulated copies of an application for use of the Common Haugh Car Park by K. Stuart Family Fun Fair from 19 March to 2 April 2023. The Estates Strategy Manager presented the application and explained that the event was regularly held at the time of year set out in the application form.

**DECISION**

**AGREED to approve the application received from K Stuart Family Fun Fair for use of the Common Haugh Car Park on the dates provided from 19 March to 2 April 2023.**

**5. MONITORING REPORT FOR SIX MONTHS TO 30 SEPTEMBER 2022**

There had been circulated copies of a report by Acting Chief Financial Officer that provided details of the income and expenditure for the Hawick Common Good Fund for the six months to 30 September 2022, a full year projected out-turn for 2022/23, and projected balance sheet values as at 31 March 2023. Appendix 1 of the report provided the projected income and expenditure position for 2022-23 which showed a projected surplus of £55,459 for the year, which was less than the previously reported surplus on 25 August 2022, as a result of an increase in the property repairs budget. Appendix 2 of the report provided a projected balance sheet value as at 31 March 2023 which showed a projected decrease in reserves of £8,882. Appendix 3a of the report provided a breakdown of the property portfolio which showed projected rental income and projected net return for 2022-23 and actual property income to 30 September 2022. Appendix 3b of the report provided a breakdown of the property portfolio showing projected property expenditure for 2022-23 and actual property expenditure to 30 September 2022. Appendix 4 of the report provided a breakdown of the property portfolio showing projected property valuations at 31 March 2023. Appendix 5 of the report showed the value of the Aegon Asset Management Investment Fund to 30 September 2022. The Treasury Business Partner presented the report and advised that the unit price of the Aegon Asset Management Investment Fund had dropped and asked the Sub-Committee to consider whether an investment of cash should be made to the Investment Fund to take advantage of the lower price. Members discussed the report and noted that the monthly performance of the fund was positive. In response to the outlay in works to Pilmuir Farm Cottage, the Estates Strategy Manager advised that the standard of the property was high and that a return of the works could be expected from rental of the cottage.

**DECISION**

**(a) AGREED the projected income and expenditure for 2022/23 in Appendix 1 as the revised budget for 2022-23;**

**(b) NOTED**

**(i) the projected balance sheet value as at 31 March 2023 in Appendix 2;**

**(ii) the summary of the property portfolio in Appendices 3 and 4; and,**

**(iii) the current position of the Aegon Asset Management Investment Fund in Appendix 5.**

**6. PRIVATE BUSINESS**

**DECISION**

**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.**

7. **MINUTE**

Members considered the Private Section of the Minute of the Meeting held on 25 August 2022 and the Private Section of the Minute of the Special Meeting held on 12 September 2022.

8. **HAWICK MOOR RACECOURSE AND BUILDINGS**

Members considered an update from the Estates Strategy Manager on the Hawick Moor Racecourse and Buildings.

9. **COMMON GOOD LEASES**

Members considered an update from the Estates Strategy Manager on Common Good leases.

10. **PROPERTY UPDATE**

Members considered an update on Common Good property from the Property Officer.

*The meeting concluded at 5.52 pm.*

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## **MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2022 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2023/24**

**Report by Acting Chief Financial Officer**

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

**21 March 2023**

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

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for nine months to 31 December 2022, a full year projected out-turn for 2022/23, projected balance sheet values as at 31 March 2023 and proposed budget for 2023/24.**
- 1.2 Appendix 1 provides the projected income and expenditure position for 2022/23. This shows a projected surplus of £42,260 for the year, which is less than the previously reported surplus on 22 November 2022, as a result of an increase to the Central Support Charge and an increase in the property repairs budget.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2023. It shows a projected decrease in reserves of £22,081.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing projected rental income and projected net return for 2022/23 and actual property income to 31 December 2022.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing projected property expenditure for 2022/23 and actual property expenditure to 31 December 2022.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing projected property valuations at 31 March 2023.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 31 December 2022.

#### **2 RECOMMENDATIONS**

- 2.1 I recommend that the Common Good Fund Sub-Committee:**
  - (a) Agrees the projected income and expenditure for 2022/23 in Appendix 1 as the revised budget for 2022/23;**
  - (b) Agrees the proposed budget for 2023/24 as shown in Appendix 1;**

- (c) Notes the projected balance sheet value as at 31 March 2023 in Appendix 2;**
- (d) Notes the summary of the property portfolio in Appendices 3 and 4; and**
- (e) Notes the current position of the Aegon Asset Management Investment Fund in Appendix 5.**



### **3 BACKGROUND**

3.1 This report provides the Committee with financial information for the period to 31 December 2022, projections to 31 March 2023 and proposed budgets for 2023/24. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2023 and 31 March 2024.

### **4 FINANCIAL POSITION 2022/23**

4.1 Appendix 1 provides details on income and expenditure for the 2022/23 financial year. The projected net position for the year is a surplus of £42,260. Also included is the proposed budget for 2023/24.

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

Rental income for 2022/23 is shown in Appendices 1 & 3a, with Appendix 3a detailing the actual annual rental income by individual property. Actual income is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.

#### **4.3 Income & Expenditure – Non-Property Related Income**

- (a) The projected outturn position shows an amount of £550 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £21,113, with the projection for 2023/24 remaining at the 5% target and the monthly distribution profile projections provided by Aegon. The position will be monitored closely with Aegon Asset Management.
- (b) Included within other income is a rebate from Aegon Asset Management of £209 which, along with the £114 received in March 2022, has been re-invested to purchase an additional 331 units.

#### **4.4 Income & Expenditure – Property Expenditure**

- (a) The property expenditure for 2022/23 is shown in Appendices 1 & 3b, with Appendix 3b detailing the actual property expenditure by individual property. Actual expenditure is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.
- (b) The projected property expenditure for 2022/23 has been increased by £12,835 to cover required roof repair at St Leonards Cottage and the purchase of extra bunting for Hawick Common riding.
- (c) Appendices 3a and 3b show a full breakdown of the projections for property rental and repairs for 2022/23. These will be revised as further information is received.

#### 4.5 Income & Expenditure – Grants & Other Donations

The grants and other donations approved and distributed to 31 March 2023 are shown below:

<b>Grant Recipients</b>	<b>Approved</b>	<b>£</b>
<b>Approved and Paid to 31 December 2022</b>		
Hawick Ex-Service Association	29/03/22	1,082
Hawick Golf Club (multi-year award, final Sep 22)	28/05/19	4,600
Future Hawick	25/08/22	5,000
Hawick Archaeological Society	25/08/22	5,000
Hawick Honorary Provosts' Council	29/09/22	2,500
<b>Total Paid to 31 March 2023</b>		<b>18,182</b>
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payments)	19/03/19	200
Burnfoot Community Council	22/11/22	4,576
Silverbuthall Community Development	22/11/22	7,000
<b>Total Grants Approved not paid</b>		<b>11,776</b>
<b>2022/23 Budget</b>		<b>46,000</b>
<b><i>(Unallocated)/Overallocated Budget</i></b>		<b><i>(16,042)</i></b>

The budget for 2023/24 is proposed at £33,300, which is the average of the previous 3 years grant expenditure.

#### 4.6 Income & Expenditure – Central Support Service Charge

The proposed charge for 2022/23 was estimated using a 2% uplift on the 2021/22 charge however, after confirmation of the 5% agreed pay award for 2022/23, an additional 3% has been added. The proposed charge for 2023/24 is currently estimated using a 2% uplift on the 2022/23 charge. A full Service Charge Review is due to be carried out in 2023/24.

#### 4.7 Income & Expenditure – Depreciation Charge

The projected depreciation charge for the year is £64,341. 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.

4.8 Appendix 2 provides the actual balance sheet value as at 1 April 2022, the projected movement in year and a projected balance sheet as at 31 March 2023; along with projected balance to 31 March 2024.

#### 4.9 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, projected depreciation charges for 2022/23 and projected 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:

<b>Asset Adjustments</b>	<b>Re-valuation as at 31/3/2022 £</b>
Williestruther Cottage	18,002
Lothian Street Store	1,621
Hawick Moor Racecourse & Bldgs	6,900
Millpath Stables	3,075
Volunteer Park & Stand	84,675
Pilmuir Farm	23,002
Pilmuir Farm Cottage	15,426
St Leonards Farmhouse Buildings	20,026
St Leonards Cottage	20,303
St Leonards Hut	29,000
<b>Total</b>	<b>222,030</b>

#### 4.10 Balance Sheet – Investment Fund

The fund has a 11.43% unrealised loss in market value since investment, largely due to continued volatility in investment markets. Overall, however, taking account of the income received the fund has achieved a return of 12.81% since investment in February 2018.

#### 4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £181,129 at 31 March 2023 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2022</b>	<b>139,331</b>
Projected surplus for year from Income & Expenditure Statement	42,260
Net cash movement in Debtors/Creditors	0
Rebate Investment in Aegon Asset Management	(462)
<b>Projected Closing Balance at 31 March 2023</b>	<b>181,129</b>

#### 4.12 Balance Sheet – Capital Reserve

The movement in the Capital Reserves include the unrealised gain for the Aegon Asset Management Fund as at 31 March 2022, but due to the nature of the markets no estimate has been made for the future years’ movement.

## **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 that investments in the Aegon Asset Management Fund may reduce in value due to market or investment performance. This risk cannot be fully mitigated; however, it is being managed by the selection of a Fund Manager with a clear objective of preserving capital values while aiming to produce returns in line with their benchmark.

### **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 financial monitoring report which forms part of the governance of the management of the Common Good Funds. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio-economic factors have duly been considered when preparing this report.

### **5.4 Sustainable Development Goals**

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life and improvements in local amenities and nurturing of local talent. The potential improvement in levels of income through the use of the new investment fund will act to make the Common Good Fund more sustainable in the future.

### **5.5 Climate Change**

There are no effects on climate change arising from the proposals contained in this report.

### **5.6 Rural Proofing**

There are no effects on rural proofing arising from the proposals contained in this report.

### **5.7 Data Protection Impact Statement**

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

## 5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Scheme of Administration or Scheme of Delegation arising from the proposals contained in this report.

## 6 CONSULTATION

- 6.1 The Chief Legal Officer (including as Monitoring Officer), the Chief Officer Audit and Risk, Director (People Performance & Change), the Clerk to the Council and Communications have been consulted and their appropriate comments have been incorporated into this report.

### Approved by

**Suzy Douglas**  
**Acting Chief Financial Officer**

**Signature .....**

### Author(s)

Suzy Douglas	Acting Chief Financial Officer - Tel: 01835 825881
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### Background Papers:

**Previous Minute Reference:** Hawick Common Good Committee 22 November 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.

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## PROJECTED INCOME AND EXPENDITURE 2022/23 AND 2023/24

	Actuals at 31/12/22	Full Year Approved Budget 2022/23	Full Year Projected Out-turn 2022/23	Full Year Projected Over/ (Under) Spend 2022/23	Full Year Projected Out-turn 2023/24	Para Ref	Comments
	£	£	£	£	£		
<b>Property Income</b>							
Rental Income	(116,181)	(100,831)	(100,831)		(98,802)	4.2	
<b>Non-Property Related Income</b>							
Interest on Cash deposited with Council	0	(550)	(550)		(550)	4.3	
Investment Fund – Dividends Rec'd	(17,039)	(21,113)	(21,113)		(21,135)	4.3	Est 5% return
Other Income	(209)	(450)	(450)		(450)	4.3	
Pillar Servitude	(63,644)	(75,000)	(75,000)			4.3	
<b>Total Income</b>	<b>(197,073)</b>	<b>(197,944)</b>	<b>(197,944)</b>		<b>(120,937)</b>		
<b>Property Costs Detailed in App'x 3b</b>	<b>129,975</b>	<b>84,100</b>	<b>96,935</b>	<b>12,835</b>	<b>28,000</b>	4.4	
<b>Grants &amp; Other Donations</b>	<b>18,182</b>	<b>46,000</b>	<b>46,000</b>		<b>33,300</b>	4.5	3 year average
<b>Central Support Service Charge</b>	<b>12,749</b>	<b>12,385</b>	<b>12,749</b>	<b>364</b>	<b>13,004</b>	4.6	Subject to review
<b>Depreciation Depreciation</b>							
Depreciation Charge	0	64,341	64,341		64,341	4.7	
Contribution from Revaluation Reserve	0	(64,341)	(64,341)		(64,341)	4.7	
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>Total Net (Surplus)/Deficit for year</b>	<b>(36,167)</b>	<b>(55,459)</b>	<b>(42,260)</b>	<b>13,199</b>	<b>(46,633)</b>		

## PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2023 AND 31 MARCH 2024

	Opening Balance at 01/04/22	Projected Movement in Year	Projected Closing Balance at 31/03/23	Projected Closing Balance at 31/03/24
	£	£	£	£
<b>Fixed Assets</b>				
Land & Buildings	4,385,850	(64,341)	4,321,509	4,257,168
Heritable Assets	3,000	0	3,000	3,000
Feu Duties	18	0	18	18
<b>Total Fixed Assets</b>	<b>4,388,868</b>	<b>(64,341)</b>	<b>4,324,527</b>	<b>4,260,186</b>
<b>Capital in Investment Funds</b>	457,165	462	457,627	458,089
Investment Fund Book Value	3,141	0	3,141	3,141
Unrealised Gains/(Loss)	<b>460,306</b>	<b>462</b>	<b>460,768</b>	<b>461,230</b>
<b>Market Value</b>				
<b>Current Assets</b>	22,155	0	22,155	22,155
Debtors	139,331	41,798	181,129	227,300
Cash deposited with SBC	<b>161,486</b>	<b>41,798</b>	<b>203,284</b>	<b>249,455</b>
<b>Total Current Assets</b>				
<b>Current Liabilities</b>	(745)	0	(745)	(745)
Creditors	(11,167)	0	(11,167)	(11,167)
Receipts in Advance	<b>(11,912)</b>	<b>0</b>	<b>(11,912)</b>	<b>(11,912)</b>
<b>Total Current Liabilities</b>				
<b>Net Assets</b>	<b>4,998,748</b>	<b>(22,081)</b>	<b>4,976,667</b>	<b>4,958,959</b>
<b>Funded by:</b>				
<b>Reserves</b>				
Revenue Reserve	(147,568)	(42,260)	(189,828)	(236,461)
Capital Reserve	(598,147)	0	(598,147)	(598,147)
Revaluation Reserve	(4,253,033)	64,341	(4,188,692)	(4,124,351)
<b>Total Reserves</b>	<b>(4,998,748)</b>	<b>22,081</b>	<b>(4,976,667)</b>	<b>(4,958,959)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2022/23  
(Actual income to 31 December 2022 and projected 2023/24)**

Rental Income – Land & Buildings	2022/23				2023/24	
	Approv'd Budget	Project'd Budget	Actuals as at 31/12/22	Project'd Net (Return) /Loss	Proposed Budget	Proposed Net (Return) /Loss
	£	£	£	£	£	£
<b>General</b>						
Cross Wynd Car Park	0	0	0	0	0	0
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Bucleuch Bowling Club	0	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0	0
Henderson Gardens	0	0	0	0	0	0
Hawick Golf Course	(4,630)	(4,630)	(4,660)	(4,630)	(60)	(60)
Acreknowe Reservoir (Part)	0	0	0	0	0	0
Williestruther Loch/Path	(400)	(400)	(700)	(400)	(400)	4,600
Williestruther Cottage	(6,500)	(6,500)	(10,292)	(6,300)	(6,500)	(6,500)
Lothian Street Store	(2,550)	(2,550)	(2,685)	(2,550)	(2,250)	(2,250)
Common Haugh Car Park	(7,269)	(7,269)	(8,049)	(7,269)	(7,000)	(7,000)
Underhaugh	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	(700)	(700)	(700)	(700)	(700)	(700)
Hawick Moor Shootings	(300)	(300)	(300)	(300)	(300)	(300)
Woodend Grazings (West)	0	0	0	0	0	0
Millpath Stables	0	0	0	500	0	5,000
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	(1,750)	(1,750)	(2,758)	(1,750)	(1,750)	(1,750)
Hawick Burgh Woodlands	0	0	0	0	0	0
Woodend Grazings (East)	(195)	(195)	(215)	(195)	(195)	(195)
Hawick Golf Club Sub Stn Site	(75)	(75)	0	(75)	(75)	(75)
Hawick 3G Pitch	0	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0	0
Hornshole	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
Backbraes Woodlands	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	0	0	0	32,835	0	0
<b>General Sub Total</b>	<b>(24,369)</b>	<b>(24,369)</b>	<b>(30,359)</b>	<b>9,166</b>	<b>(19,230)</b>	<b>(9,230)</b>
<b>Pilmuir</b>						
Pilmuir Farm	(45,000)	(45,000)	(40,750)	(29,600)	(45,000)	(30,000)
Pilmuir Farm Cottage	(5,290)	(5,290)	(3,228)	29,710	(8,400)	(8,400)
<b>Pilmuir Sub Total</b>	<b>(50,290)</b>	<b>(50,290)</b>	<b>(43,978)</b>	<b>110</b>	<b>(53,400)</b>	<b>(38,400)</b>
<b>St Leonards</b>						
St Leonards Farmhouse Buildings	(9,600)	(9,600)	(16,373)	(6,600)	(9,600)	(9,600)
St Leonards Cottage & Park	(8,472)	(8,472)	(11,296)	1,528	(8,472)	(5,472)
St Leonards Hut	0	0	0	0	0	0
St Leonards Grazings	(7,500)	(7,500)	(13,125)	(7,500)	(7,500)	(7,500)
St Leonards Horse Gallop	(600)	(600)	(1,050)	(600)	(600)	(600)
<b>St Leonards Sub Total</b>	<b>(26,172)</b>	<b>(26,172)</b>	<b>(41,844)</b>	<b>(13,172)</b>	<b>(26,172)</b>	<b>(23,172)</b>
<b>Total</b>	<b>(100,831)</b>	<b>(100,831)</b>	<b>(116,181)</b>	<b>(3,896)</b>	<b>(98,802)</b>	<b>(70,802)</b>



**PROPERTY PORTFOLIO PERFORMANCE FOR 2022/23  
(Actual expenditure to 31 December 2022 and projected 2023/24 )**

Property Expenditure – Land & Buildings	2022/23					2023/24
	Approv'd Budget	Project'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total	Proposed Budget
	£	£	£	£	£	£
<b>General</b>						
Cross Wynd Car Park	0	0	0	0	0	0
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Buccleuch Bowling Club	0	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0	0
Henderson Gardens	0	0	0	0	0	0
Hawick Golf Course	0	0	0	0	0	0
Acreknowe Reservoir (Part)	0	0	1,711	0	1,711	0
Williestruther Loch/Path	0	0	1,515	0	1,515	5,000
Williestruther Cottage	200	200	14,402	0	14,402	0
Lothian Street Store	0	0	0	(31)	(31)	0
Common Haugh Car Park	0	0	929	485	1,414	0
Underhaugh	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	0	0	16,295	13	16,308	0
Hawick Moor Shootings	0	0	0	0	0	0
Woodend Grazings (West)	0	0	0	0	0	0
Millpath Stables	500	500	875	(80)	795	5,000
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	0	0	0	0	0	0
Hawick Burgh Woodlands	0	0	560	0	560	0
Woodend Grazings (East)	0	0	0	0	0	0
Hawick Golf Club Sub Stn Site	0	0	0	0	0	0
Hawick 3G Pitch	0	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0	0
Hornshole	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	30,000	32,835	1,921	0	1,921	0
<b>General Sub Total</b>	<b>30,700</b>	<b>33,535</b>	<b>38,208</b>	<b>387</b>	<b>38,595</b>	<b>10,000</b>
<b>Pilmuir</b>						
Pilmuir Farm	15,400	15,400	59,370	0	59,370	15,000
Pilmuir Farm Cottage	35,000	35,000	6,335	0	6,335	0
Pilmuir Farm Shed & Silage Pit	0	0	12,326	0	12,326	0
<b>Pilmuir Sub Total</b>	<b>50,400</b>	<b>50,400</b>	<b>78,031</b>	<b>0</b>	<b>78,031</b>	<b>15,000</b>
<b>St Leonards</b>						
St Leonards Farmhouse Buildings	3,000	3,000	1,296	0	1,296	0
St Leonards Cottage & Park	0	10,000	9,384	0	9,384	3,000
St Leonards Hut	0	0	2,564	105	2,669	0
St Leonards Grazings	0	0	0	0	0	0
St Leonards Horse Gallop	0	0	0	0	0	0
<b>St Leonards Sub Total</b>	<b>3,000</b>	<b>13,000</b>	<b>13,244</b>	<b>105</b>	<b>13,349</b>	<b>3,000</b>
<b>Total</b>	<b>84,100</b>	<b>96,935</b>	<b>129,483</b>	<b>492</b>	<b>129,975</b>	<b>28,000</b>

**PROPERTY PORTFOLIO VALUATION FOR 2022/23**  
**(Projected property valuation to 31 March 2023 and 31 March 2024)**

<b>Fixed Assets – Land &amp; Buildings</b>	<b>Net Book Value at 31/03/22 (Previously reported)</b>	<b>Adjustment (see Note 4.9)</b>	<b>Net Book Value at 01/04/22</b>	<b>Project'd Depn Charge 2022/23</b>	<b>Project'd Net Book Value at 31/03/23</b>	<b>Project'd Depn Charge 2023/24</b>	<b>Project'd Net Book Value at 31/03/24</b>
			£	£	£	£	£
<b>General</b>							
Cross Wynd Car Park	0	0	0	0	0	0	0
Moat Park	0	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0	0
Buccleuch Bowling Club	15,000	0	15,000	0	15,000	0	15,000
Hawick Bowling Club	15,000	0	15,000	0	15,000	0	15,000
Henderson Gardens	0	0	0	0	0	0	0
Hawick Golf Course	66,000	0	66,000	0	66,000	0	66,000
Acreknowe Reservoir (Part)	0	0	0	0	0	0	0
Williestruther Loch/Path	5,700	0	5,700	0	5,700	0	5,700
Williestruther Cottage	181,998	18,002	200,000	(6,000)	194,000	(6,000)	188,000
Lothian Street Store	16,379	1,621	18,000	(540)	17,460	(540)	16,920
Common Haugh Car Park & WCs	98,500	0	98,500	0	98,500	0	98,500
Underhaugh	0	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	43,100	6,900	50,000	(2,300)	47,700	(2,300)	45,400
Hawick Moor Shootings	1,500	0	1,500	0	1,500	0	1,500
Woodend Grazings (West)	2,000	0	2,000	0	2,000	0	2,000
Millpath Stables	25,925	3,075	29,000	(1,025)	27,975	(1,025)	26,950
Ca'Knowe Monument	0	0	0	0	0	0	0
Volunteer Park & Stand	277,325	84,675	362,000	(28,225)	333,775	(28,225)	305,550
Hawick Burgh Woodlands	318,000	0	318,000	0	318,000	0	318,000
Woodend Grazings (East)	1,500	0	1,500	0	1,500	0	1,500
Hawick Golf Club Sub Stn Site	750	0	750	0	750	0	750
Hawick 3G Pitch	82,500	0	82,500	0	82,500	0	82,500
Site (Part of Tennis Court)	1,000	0	1,000	0	1,000	0	1,000
Hornshole	0	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0	0
Backbraes Woodlands	7,400	0	7,400	0	7,400	0	7,400
100 Stairs and Adjacent Land	0	0	0	0	0	0	0
<b>General Sub Total</b>	<b>1,159,577</b>	<b>114,273</b>	<b>1,273,850</b>	<b>(38,090)</b>	<b>1,235,760</b>	<b>(38,090)</b>	<b>1,197,670</b>
<b>Pilmuir</b>							
Pilmuir Farm	1,976,998	23,002	2,000,000	(7,667)	1,992,333	(7,667)	1,984,666
Pilmuir Farm Cottage	184,574	15,426	200,000	(5,142)	194,858	(5,142)	189,716
<b>Pilmuir Sub Total</b>	<b>2,161,572</b>	<b>38,428</b>	<b>2,200,000</b>	<b>(12,809)</b>	<b>2,187,191</b>	<b>(12,809)</b>	<b>2,174,382</b>
<b>St Leonards</b>							
St Leonards Farmhouse Buildings	264,974	20,026	285,000	(6,675)	278,325	(6,675)	271,650
St Leonards Cottage & Park	199,697	20,303	220,000	(6,767)	213,233	(6,767)	206,466
St Leonards Hut	3,000	29,000	32,000	0	32,000	0	32,000
St Leonards Grazings	355,000	0	355,000	0	355,000	0	355,000
St Leonards Horse Gallop	20,000	0	20,000	0	20,000	0	20,000
<b>St Leonards Sub Total</b>	<b>842,671</b>	<b>69,329</b>	<b>912,000</b>	<b>(13,442)</b>	<b>898,558</b>	<b>(13,442)</b>	<b>885,116</b>
<b>Total</b>	<b>4,163,820</b>	<b>222,030</b>	<b>4,385,850</b>	<b>(64,341)</b>	<b>4,321,509</b>	<b>(64,341)</b>	<b>4,257,168</b>

Fixed Assets – Moveable Assets	Projected Net Book Value at 31/03/23  £
Feu Duty Redemptions	18
Hizzie Leathers	3,000
James Wilson Statue	0
Arts & Artefacts – held in locations below:	0
<u>Hawick Town Hall</u>	
Misc:	
Official Robes (4), Provost’s Chain (2), Plaque with Hawick Town Crest, Gavel & Base (2), Inkwell, Bell, Framed Charter, Decorative Bowl, Framed Print of Steve Hyslop.	
Artworks:	
Provost Robert Fraser Watson 1878-1887	
Provost John Melrose 1902-1919	
Provost David Fisher 1931- 1938	
Provost David Aitkinson M.B.E, 1958-1962 & 1968-1975	
Provost Robert Milligan, 1887-1890	
Provost John Nichol, 1871-1874	
Provost George Wilson 1861-1868	
Bailie Helen Scott	
“Border Reiver”	
“The Common Riding, an old Borders Custom”	
“Covenanters ”	
Common Riding Scene	
Hawick Town Hall	
Collection of framed photographs of Hawick Provosts (1861 – 1975)	
Collection of framed photographs of Hawick Honorary Provosts (1975 onwards)	
<u>Live Borders</u>	
Artworks:	
Hawick Common Riding, 1846	
Hawick from Wester Braid Road	
Common Riding Procession at Tower Knowe, 1890	
Thomas Purdom	
Hawick from Crumhaughhill	
Deuchars Hill, Yarrow	
Hermans Law	
Return to Hawick from Hornshole 1514	
River Tweed near Walkerburn	
A Reivers Ride, 1900	
Rainbow over St Mary’s Loch, 1916	
Harbour Lights; Harvest Scene; Borders Scene; Neidpath Castle; Minto Crags	
<u>Hawick Museum</u>	
Hawick Common Riding Flags (8)	
<u>Other Artworks</u>	
Portrait of Sir Gilbert Elliot, 4th Earl of Minto	

Fixed Assets – Land & Buildings (owned by the Common Good Fund but not included in the Balance Sheet)	Net Book Value at 01/04/22 £
Cross Wynd Gardens Car Park	0
Henderson Gardens	0
<b>Total</b>	<b>0</b>

**INVESTMENTS EXTERNALLY MANAGED**

<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
Aegon Asset Management Investment (February 2018)	420,634	455,420
Aegon Fund Rebate (2018-2019)	430	465
Aegon Fund Rebate (2019-2020)	349	389
Aegon Fund Rebate (2020-2021)	426	429
Aegon Fund Rebate (2021-2022)	421	462
Aegon Fund Rebate (2022-2023)	331	323
<b>Total Invested to 31 December 2022</b>	<b>422,591</b>	<b>457,488</b>

<b>Value of Investment</b>	<b>£</b>
31 March 2018	453,948
31 March 2019	459,044
31 March 2020	387,110
31 March 2021	460,311
31 March 2022	460,306
30 June 2022	409,442
30 September 2022	383,694
31 December 2022	405,265
<b>Unrealised Gain/(Loss) on Investment</b>	<b>(52,223)</b>

<b>Return on Investment from inception</b>	<b>Capital Return %</b>	<b>Total Return %</b>
to 31 March 2018	-0.30	
to 31 March 2019	+3.86	+9.41
to 31 March 2020	-15.16	-5.98
to 30 June 2020	-8.52	+2.76
to 30 September 2020	-7.91	+4.83
to 31 December 2020	-0.61	+14.09
to 31 March 2021	+0.78	+16.84
to 30 June 2021	+1.10	+18.71
to 30 September 2021	+0.36	+19.52
to 31 December 2021	+3.93	+25.02
to 31 March 2022	+0.68	+22.56
to 30 June 2022	-10.46	+10.70
to 30 September 2022	-16.12	+5.84
to 31 December 2022	-11.43	+12.81

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## Common Good Fund: Application Form for 2022/23\*

\*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.

<b>Applicant Group/Organisation:</b>	Hawick Common Riding Committee SCIO
<b>Name of your project:</b>	Hawick Common Riding 2023
<b>The name of the Common Good Fund that you are applying to:</b>	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, leaving only 6 functioning toilets, and the delay in replacement facilities being built. This requires an additional 22 portaloos to be hired over and above the 45 normally hired. At 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 are having to incur due to permanent toilets being removed, and ensure its continued financial viability.

**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 in turn reduce any financial deficit the Committee may have over the two days.

For the welfare of those attending it will help ensure there are enough toilets on Hawick Moor for everyone to use over Common Riding weekend.

**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 22 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	4710
Hire & servicing of additional 22 Units	1848
<b>Total Expenditure</b>	<b>6558</b>
<b>How much would you like from the Common Good Fund?</b>	<b>1848</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	

**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 2018-2022 (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 £26,000 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:	Hawick Common Riding Committee SCIO [REDACTED]
Post Code:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	commonriding@btinternet.com
Date:	1/3/23
Signature:	[REDACTED]

**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](mailto:william.mohieddeen@scotborders.gov.uk); Telephone: 01835 826504




# HAWICK COMMON RIDING COMMITTEE SCIO

Registered Scottish Charity SC049647

Hawick Common Good

2nd March 2023

Secretariat  
Miss L Fraser & Mrs L Smith

  
commonriding@btinternet.com

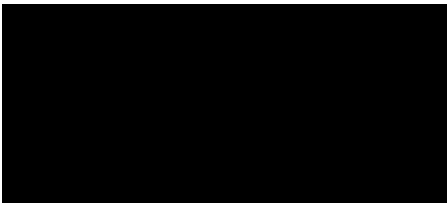
## HAWICK COMMON RIDING 2023

Dear Hawick Common Good Trustees,

I am writing on behalf of my committee, to ask if Hawick Common Good would contribute towards the cost of toilet hire for the 2023 Common Riding?

Due to the removal of some of the permanent toilets at the Moor, that were no longer fit for purpose and the continued delay in new toilets being built, we have had to order extra Portaloos for this year's event. The total cost being £6558.00 with £1848 of that being additional toilets cost to cover the toilets that have been removed.

Yours sincerely,



L. Fraser  
Hon. Secretary

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**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2022  
FOR  
HAWICK COMMON RIDING COMMITTEE (SCIO)**

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2022**

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<b>Report of the Trustees</b>	1 to 4
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<b>Statement of Financial Activities</b>	6
<b>Balance Sheet</b>	7
<b>Notes to the Financial Statements</b>	8 to 16

## **HAWICK COMMON RIDING COMMITTEE (SCIO)**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2022**

The trustees present their report with the financial statements of the charity for the year ended 31st August 2022. 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 Common Riding of 2022 was another successful celebration of our customs and traditions. Several projects identified to utilise project funds have continued. The Common Riding Committee have contributed to the re-landscaping and improvements of the Hornshole Project. On the negative side Covid-19 is still very much to the fore and did have some impact on reducing ticket sales. The poor weather also reduced attendance over both Friday and Saturday Moor Events.

#### **FINANCIAL REVIEW**

##### **Financial position**

Total Incoming Resources increased during the year by £74,511 from £14,684 to £89,195.

Expenditure increased by £82,837 from £16,941 to £99,778.

Total reserves at 31st August 2022 stood at £200,455.

##### **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.

The current economic climate may also impact the Common Riding financially.

#### **FUTURE PLANS**

The Common Riding Committee has earmarked £110,000 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. While the Committee buildings are still on hold the Committee will continue to focus on other projects in the forthcoming year.

#### **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 2022

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



**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

SC049647

**Principal address**



**Trustees**

Ex Cornet J Hogg (Chairman)

Ex Cornet I. Nichol (Master of Ceremonies)

Cornet G. Middlemas

Ex Cornet G. Renwick (Left Hand Man)

C. Elliott Walker

B. George

S. Gray

S. Hay

A. Martin (Appointed Jan 22)

Ex Cornet R. Nichol

Ex Acting Father G. Paxton

Councillor C. Ramage

I. Scott

W. B. T. Smith

F. Scott (Vice Chairman)

Ex Cornet I. Whillans (Assistant Master of Ceremonies)

Ex Cornet C. Brunton (Right Hand Man)

Acting Father A. Brown

W. Fletcher

Ex Cornet R. Gibson

R. Halliday

C. Knox

Councillor W. McAteer (Honorary Provost)

D. Oliver

D. Rae

W. Robson

Ex Acting Father S. Sharkey

C. Wilkinson

**Other Office Bearers:**

Secretary

Treasurer

L. Fraser

L. Smith

**Honorary Life Members:**

Ex Acting Father T. Hogg

G. Linton

S. Marshall

D. Richardson

N. Leadbetter

Ex Cornet W Mactaggart

Ex Cornet A. P. Murray

**Independent Examiner**

Alister J Biggar

Chartered Accountant

JRW

Chartered Accountants

19 Buccleuch Street

Hawick

Roxburghshire

TD9 0HL

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2022**

Approved by order of the board of trustees on 27th October 2022 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 2022 set out on pages six to sixteen.

**Respective responsibilities of trustees and examiner**

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 (as amended). 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.

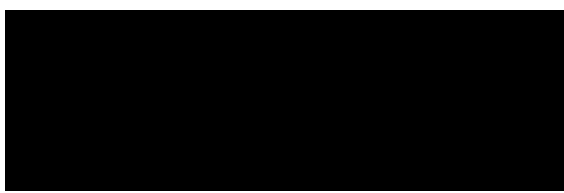
**Independent examiner's statement**

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

Date: ..... 4/11/22 .....

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST AUGUST 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	-	-	5,450
<b>Charitable activities</b>					
Hawick Moor		43,159	-	43,159	-
Town Hall Dinner & Ball		4,655	-	4,655	-
Ceremonial		30,693	-	30,693	4,448
Civic		1,087	-	1,087	-
Grant - Scottish Borders Council		9,300	-	9,300	4,650
Investment income	3	301	-	301	136
<b>Total</b>		89,195	-	89,195	14,684
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Hawick Moor	5	44,757	-	44,757	200
Town Hall Dinner & Ball		6,103	-	6,103	-
Ceremonial		40,550	-	40,550	7,345
Civic		5,623	-	5,623	150
Projects		2,745	-	2,745	-
General		-	-	-	9,246
<b>Total</b>		99,778	-	99,778	16,941
<b>NET INCOME/(EXPENDITURE)</b>		(10,583)	-	(10,583)	(2,257)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		211,038	-	211,038	213,295
<b>TOTAL FUNDS CARRIED FORWARD</b>		200,455	-	200,455	211,038

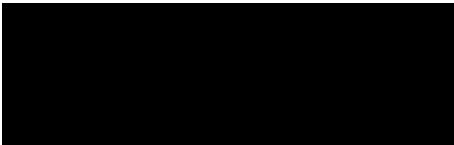
The notes form part of these financial statements

## HAWICK COMMON RIDING COMMITTEE (SCIO)


### BALANCE SHEET 31ST AUGUST 2022

	Notes	2022 £	2021 £
<b>CURRENT ASSETS</b>			
Stocks	10	950	925
Debtors	11	50	10,254
Cash at bank and in hand		201,686	203,207
		<u>202,686</u>	<u>214,386</u>
<b>CREDITORS</b>			
Amounts falling due within one year	12	(2,231)	(3,348)
		<u>200,455</u>	<u>211,038</u>
<b>NET CURRENT ASSETS</b>			
		<u>200,455</u>	<u>211,038</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		200,455	211,038
<b>NET ASSETS</b>		<u>200,455</u>	<u>211,038</u>
<b>FUNDS</b>	14		
Unrestricted funds:			
General fund		86,149	95,922
Projects Fund		114,306	115,116
		<u>200,455</u>	<u>211,038</u>
<b>TOTAL FUNDS</b>		<u>200,455</u>	<u>211,038</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 27th October 2022 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 2022

#### 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 comparative 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 2022

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

	2022	2021
	£	£
Donations	-	450
Legacies	-	5,000
	<u>-</u>	<u>5,450</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	301	136
	<u>301</u>	<u>136</u>

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022

4. INCOME FROM CHARITABLE ACTIVITIES

	Hawick Moor £	Town Hall Dinner & Ball £	Ceremonial £
Admission & ticket sales	22,657	3,855	-
Grants	-	-	-
Racecards	611	-	-
Bookmakers & Krames	1,640	-	-
Franchise	5,000	800	-
Entry Money	3,426	-	-
Donations & Sponsorship	9,825	-	1,295
St Leonard's Hut	-	-	8,799
Colour Bussing	-	-	3,374
Cornet's Timetable	-	-	8,073
Cornet's Smoker	-	-	910
Sale of Cornet's Tie	-	-	8,142
Overseas Night	-	-	100
	<u>43,159</u>	<u>4,655</u>	<u>30,693</u>
		2022	2021
	Civic £	Grant - Scottish Borders Council £	Total activities £
Admission & ticket sales	-	-	26,512
Grants	-	9,300	9,300
Racecards	-	-	611
Bookmakers & Krames	-	-	1,640
Franchise	-	-	5,800
Entry Money	-	-	3,426
Donations & Sponsorship	300	-	11,420
St Leonard's Hut	-	-	8,799
Colour Bussing	-	-	3,374
Cornet's Timetable	-	-	8,073
Cornet's Smoker	-	-	910
Sale of Cornet's Tie	-	-	8,142
Overseas Night	787	-	887
	<u>1,087</u>	<u>9,300</u>	<u>88,894</u>
			<u>9,098</u>



**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**4. INCOME FROM CHARITABLE ACTIVITIES - continued**

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

	2022	2021
	£	£
Scottish Borders Council	9,300	4,650
	<u>          </u>	<u>          </u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Hawick Moor	42,543	2,214	44,757
Town Hall Dinner & Ball	3,889	2,214	6,103
Ceremonial	38,333	2,217	40,550
Civic	3,406	2,217	5,623
Projects	2,745	-	2,745
	<u>          </u>	<u>          </u>	<u>          </u>
	<u>90,916</u>	<u>8,862</u>	<u>99,778</u>

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2022	2021
	£	£
Project costs	2,745	-
Printing & Advertising	4,358	166
Sundries	909	356
Prizes & Expenses	11,670	-
Ambulance	2,675	-
Course Preparation	1,717	200
Race Attendants	15,214	-
Hire of Portaloos & Cleaning	9,693	-
Catering	174	-
Virtual event costs	-	6,162
Common Riding Dinner	3,310	-
Hire of Town Hall	470	-
Allowances to Principals	6,500	-
Other Allowances	415	-
Drum & Fife Band, Saxhorn Band	1,248	-
St Leonard's Hut	1,785	-
Colour Bussing & Nip Knowes	4,155	-
Cornet's Smoker	525	-
Cornet's Stables	1,874	-
Cars & Buses	2,884	-
Printing Timetables	4,850	-
Uniforms incl. Cornet's Tie	9,420	-
Presentations	1,368	513
Hire of horses	-	600
	<u>          </u>	<u>          </u>
Carried forward	87,959	7,997

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued**

	2022	2021
	£	£
Brought forward	87,959	7,997
Honorary Provost Breakfast	1,178	-
Honorary Provost Reception	50	-
Overseas Night	900	-
Honorary Provost Tent	569	-
Election Night	50	-
Other Celebratory Costs	210	950
	90,916	8,947

**7. SUPPORT COSTS**

	Finance	Governance costs	Totals
	£	£	£
Hawick Moor	1,959	255	2,214
Town Hall Dinner & Ball	1,959	255	2,214
Ceremonial	1,962	255	2,217
Civic	1,962	255	2,217
	7,842	1,020	8,862

Activity	Basis of allocation
Finance	% across main charitable activities
Governance costs	% across main charitable activities

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

	Hawick Moor	Town Hall Dinner & Ball	Ceremonial
	£	£	£
Rent	75	75	75
Insurance	443	443	444
Donations	-	-	-
Telephone and internet	146	146	147
Printing and advertising	30	30	30
Sundries	313	313	313
Secretary's and treasurers honorarium	952	952	953
Accountancy	255	255	255
	2,214	2,214	2,217

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**7. SUPPORT COSTS - continued**

	Civic £	2022 Total activities £	2021 Total activities £
Rent	75	300	-
Insurance	444	1,774	239
Donations	-	-	1,500
Telephone and internet	147	586	845
Printing and advertising	30	120	-
Sundries	313	1,252	100
Secretary's and treasurers honorarium	953	3,810	3,810
Accountancy	255	1,020	1,500
	<u>2,217</u>	<u>8,862</u>	<u>7,994</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

Allowances totalling £5,020 (2021, Nil) and uniforms expenditure of £935 (2021, Nil) were payable to, or on behalf of, the four principals and their partners. These payments are a contribution towards expenses incurred personally by the principals in carrying out their duties.

**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 £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	5,450	-	5,450
<b>Charitable activities</b>			
Ceremonial	4,448	-	4,448
Grant - Scottish Borders Council	4,650	-	4,650
Investment income	136	-	136
<b>Total</b>	<u>14,684</u>	<u>-</u>	<u>14,684</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Hawick Moor	200	-	200
Ceremonial	7,345	-	7,345
Civic	150	-	150
General	9,246	-	9,246
<b>Total</b>	<u>16,941</u>	<u>-</u>	<u>16,941</u>

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>NET INCOME/(EXPENDITURE)</b>	(2,257)	-	(2,257)

**RECONCILIATION OF FUNDS**

<b>Total funds brought forward</b>	213,295	-	213,295
<b>TOTAL FUNDS CARRIED FORWARD</b>	211,038	-	211,038

**10. STOCKS**

	2022 £		2021 £
Stocks	950		925

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £		2021 £
Prepayments	50		10,254

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £		2021 £
Accruals and deferred income	2,231		3,348

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
Current assets	202,686	-	202,686	214,386
Current liabilities	(2,231)	-	(2,231)	(3,348)
	200,455	-	200,455	211,038

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022

14. MOVEMENT IN FUNDS

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	95,922	(9,773)	86,149
Projects Fund	115,116	(810)	114,306
	<u>211,038</u>	<u>(10,583)</u>	<u>200,455</u>
<b>TOTAL FUNDS</b>	<u>211,038</u>	<u>(10,583)</u>	<u>200,455</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	89,195	(98,968)	(9,773)
Projects Fund	-	(810)	(810)
	<u>89,195</u>	<u>(99,778)</u>	<u>(10,583)</u>
<b>TOTAL FUNDS</b>	<u>89,195</u>	<u>(99,778)</u>	<u>(10,583)</u>

Comparatives for movement in funds

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

HAWICK COMMON RIDING COMMITTEE (SCIO)

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2022

14. MOVEMENT IN FUNDS - continued

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

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

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2022.



## Common Good Fund: Application Form for 2022/23\*

\*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.

<b>Applicant Group/Organisation:</b>	Future Hawick
<b>Name of your project:</b>	Hawick Welcome Hosts 25 year Celebration
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick

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

Tell us what your group does, the activities it undertakes and in what way it benefits the community.

The organisation's purposes are to improve the well-being, quality of life and opportunities of the people of Hawick by bringing together local community and voluntary organisations to work with public agencies to enhance the town's social, cultural, recreational and educational facilities, environment and economy.

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

(i.e. will it increase access, improve quality of life etc.

As part of its commitment to the town, Future Hawick operates the Hawick Welcome, a unique and highly successful project which welcomes visitors to the town over the summer months, encouraging them to stay longer, see more, and thus benefit the Hawick economy. The project is about to enter its 26<sup>th</sup> year, and while 25 years may have gone Future Hawick would like to recognize and celebrate the commitment of all those who have been involved in the scheme at any stage over those 25 years by holding a small reception.

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

The outcome of the project will be measured in the numbers supporting the reception and the additional publicity generated for the 2023 project through local press and social media outlets.

**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)**

Tell us what activities you plan to carry out and how you will deliver it

The project will generate greater positive publicity for Future Hawick generally and the Hawick Welcome in particular and help to maintain its profile in the community. The community of Hawick has been hugely supportive of the project over the years and we believe that the event will give a sense of pride and satisfaction to those who have supported it.

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

Write here ...

While the reception in itself will not be sustainable, we believe that it will help greatly to launch and raise awareness for the 2023 project and ensure support will continue into the future.

**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 (£)
Reception Catering (50 approx)	550
<b>Total Expenditure</b>	<b>550</b>
<b>How much would you like from the Common Good Fund?</b>	<b>450</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>attached</b>

**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
SoSE (Jan 2023)	£12,600	St Leonards Park Development costs
HCG (Nov 2022)	£5,000	Hawick Welcome wages assistance
FEF (July 2022)	£8,750	Hawick Rewilding Project Phase 2
SoSE (April 2022)	£32,700	St Leonards Park Development costs
SoSE (April 2022)	£10,000	Hawick town app/website development
STP (Dec 2021)	£7,500	Hawick town app/website development



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

	Amount	Purpose
Own General funds	£100	Assistance with reception catering

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	Derick Tait
<b>Position in Group/Org:</b> (if appropriate)	Treasurer
<b>Home Address:</b>	[REDACTED]
<b>Post Code:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]
<b>Date:</b>	21.02.23
<b>Signature:</b>	[REDACTED]

**Equalities**

**Do you have an Equal Opportunities Policy or Equality Statement?** Yes

**Explain how your project complies with the obligations contained in the Equality Act 2010**  
 Future Hawick has an Equal Opportunities Policy to which it adheres (Copy attached)

**Public Protection**

**Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?** YES

**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...**

Future Hawick has a "Working with children and Vulnerable Adults " Policy to which it adheres (Copy attached)

<b>Permissions</b>	
<b>Does your project involve work to a building or land?</b>	<b>NO</b>
If yes do you have the following? (please tick relevant)	
<input type="checkbox"/> A lease agreement (Date of lease _____ and duration _____ years)	
<input type="checkbox"/> Written permission of owner	
<input type="checkbox"/> Planning permission (Reference No. _____)	

<b>Common Good Funds</b>
<p>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).</p> <p>If you are successful in being awarded Common Good Funds, you will be asked to complete a monitoring &amp; 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.</p>

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](mailto:william.mohieddeen@scotborders.gov.uk); Telephone: 01835 826504

**INDEPENDENT EXAMINER'S REPORT to the TRUSTEES of FUTURE HAWICK**  
Scottish Charity Number SC039141

I report on the Accounts of the Charity for the year ended 31 March 2022 which are set out on the attached pages.

**Respective Responsibilities of Trustees and Examiner**

The charity trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity 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 Independent Examiner's Statement**

My examination is 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 these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the 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 Accounts.

**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements

i) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations **and**

ii) to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

Signed



Date

30/8/2022

R Scott Elliot FMAAT



**FUTURE HAWICK (Scottish Charity No SC039141)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2022**

	Unrestricted Funds	Restricted Funds	Total 2021/22	Total 2020/21
<b>RECEIPTS</b>				
Membership Income	£ -		£ -	£ -
General Income (inc SBC Covid Grant)	£ 709		£ 709	£ 3,048
Bank Interest	£ 34		£ 34	£ 30
SBC Regeneration Grants:				
Hawick Action Plan		£ -	£ -	£ 1,000
Town of the Horse (inc SBC Covid Grant)		£ -	£ -	£ 11,500
Festival of Cycling		£ 14,471	£ 14,471	£ -
Hawick Welcome:				
Donations		£ -	£ -	£ 50
Grants (inc SBC Covid Grant)		£ -	£ -	£ 20,616
Brochure Advertisements		£ 885	£ 885	£ -
Fund Raising Activities		£ -	£ -	£ 2,500
CAR Property Improvements		£ -	£ -	£ -
Community Manager		£ 15,000	£ 15,000	£ -
Christmas Project (Donations)	£ 50	£ -	£ 50	£ 4,765
STP Recovery Project (inc SBC Covid Grant)		£ 210	£ 210	£ 12,000
<b>TOTAL RECEIPTS</b>	<b>£ 793</b>	<b>£ 30,566</b>	<b>£ 31,359</b>	<b>£ 55,509</b>
<b>PAYMENTS</b>				
Hawick Regeneration		£ 790	£ 790	£ 1,558
Hawick Action Plan:				
Made in Hawick		£ 122	£ 122	£ 964
Town of the Horse		£ 11,142	£ 11,142	£ 1,170
Festival of Cycling		£ 13,060	£ 13,060	£ -
Hawick Welcome		£ 10,421	£ 10,421	£ 7,593
CAR Property Improvements		£ 6,887	£ 6,887	£ 22,195
Community Manager		£ 1,100	£ 1,100	£ 63
Christmas Project (Community Purchases)	£ 586		£ 586	£ 4,229
STP Recovery Project (inc website)		£ 3,056	£ 3,056	£ 9,186
Sundries:				£ -
Membership Subscriptions	£ 154		£ 154	£ 119
Electricity	£ 227		£ 227	£ 394
Insurance	£ 107		£ 107	£ 405
Donations	£ 110		£ 110	£ -
Sundries:	£ 38		£ 38	£ -
<b>TOTAL PAYMENTS</b>	<b>£ 1,222</b>	<b>£ 46,578</b>	<b>£ 47,800</b>	<b>£ 47,876</b>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>-£ 429</b>	<b>-£ 16,012</b>	<b>-£ 16,441</b>	<b>£ 7,633</b>

	Unrestricted Funds	Restricted Funds	Total 2021/22	Total 2020/21
<b>STATEMENT OF BALANCES as at 31st MARCH 2020</b>				
Bank balance brought forward	£ 4,361	£ 63,658	£ 68,019	£ 60,386
Movement in Year	-£ 429	-£ 16,012	-£ 16,441	£ 7,633
Bank balance carried forward	£ 3,932	£ 47,646	£ 51,578	£ 68,019

## MOVEMENT OF FUNDS

	At 01/04/21	Receipts	Payments	At 31/03/22
Unrestricted Funds	£ 4,361	£ 793	£ 1,222	£ 3,932
Restricted Funds:				
Hawick Regeneration	£ 1,262	£ -	£ 790	£ 472
Hawick Action Plan	£ 127	£ -	£ 122	£ 5
Town of the Horse	£ 14,758	£ -	£ 11,142	£ 3,616
Festival of Cycling	£ -	£ 14,471	£ 13,060	£ 1,411
Hawick Welcome	£ 19,827	£ 885	£ 10,421	£ 10,291
CAR Property Improvements	£ 12,593	£ -	£ 6,887	£ 5,706
Community Manager	£ 12,277	£ 15,000	£ 1,100	£ 26,177
Covid Project	£ 2,814	£ 210	£ 3,056	-£ 32
	£ 63,658	£ 30,566	£ 46,578	£ 47,646
<b>TOTAL FUNDS</b>	£ 68,019	£ 31,359	£ 47,800	£ 51,578

## NOTES TO ACCOUNTS

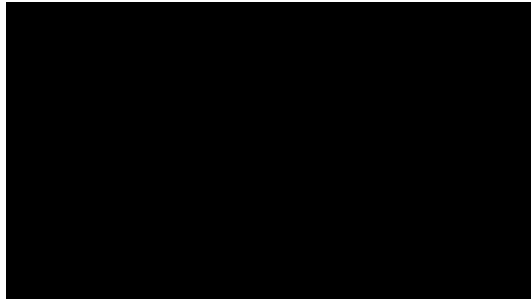
### 1. Trustees & Related Parties Transactions

- No Trustee or person connected to a Trustee received any remuneration
- No Trustee received any expenses
- There were no transactions between the Charity and any Trustee or person connected to a Trustee

### 2. Purpose of Restricted Funds

- Hawick Regeneration: An initial grant of £30,000 from Scottish Borders Council to be spent on dedicated regeneration projects, with the underspend now authorised for the purposes of Future Hawick.
- Hawick Action Plan: A grant from Scottish Borders Council for the development and promotion of the "Made in Hawick" Initiative.
- Town of the Horse: Grants received mainly from Scottish Borders Council to develop Hawick as the "Town of the Horse" initially through a feasibility study for the use of Common land.

- d. Festival of Cycling: a grant from Scottish Borders Council to promote cycling and other wellbeing issues centred on the visit of a stage of the Cycling Tour of Britain to the town
- e. Hawick Welcome: A tourism initiative funded by grants and fundraising initiatives to employ Hosts over the summer months to welcome visitors to the town and provide information in respect of attractions, retail outlets, hotels, and restaurants.
- f. CAR Property Improvements: A grant from Scottish Borders Council to promote and encourage the upgrading and renovation of business properties in the central area of the town, partly delayed due to the Covid-19 outbreak.
- g. Community Manager: Originally a grant from Scottish Borders Council for a pilot scheme to employ a consultant on a contract basis to promote and encourage town initiatives. Subsequent discussion with the Council and South of Scotland Enterprise has changed the dynamic of the fund to a grant enabling the group to develop and implement its own initiatives in line with the conditions of award.
- h. Covid Recovery Project: A Scottish Government grant paid via Scotlands Towns Group to assist and encourage economic and community recovery from the effects of the first lockdown.



1 26/0/22



# Future Hawick

A Regeneration Group for Hawick's  
Future

2 Kirkwynd, Hawick, TD9 0AL

Email : [admin@hawickonline.com](mailto:admin@hawickonline.com)

(Scottish Charity No. SC039141)

## TRUSTEES ANNUAL REPORT for the period 01.04.21 to 31.03.22

**Registration:** Future Hawick is a Scottish Charitable Incorporated Organisation registered as such with OSCR, effective from 1<sup>st</sup> April 2015. The registration number is SC039141.

**Memberships:** Future Hawick has membership of Development Trusts Association Scotland, South of Scotland Destination Alliance, and Scotland's Towns Partnership.

**Principal Address:** 2 Kirkwynd, Hawick, Scottish Borders, TD9 0AL

**Principal Contact:** Derick Tait (tel: [REDACTED]) (e-mail: [admin@hawickonline.com](mailto:admin@hawickonline.com))

**Trustees:** Stuart Beck, Frank Booth, Brian Bouglas, Tina Holley, Cameron Knox (resigned 26/04/21), Ross Oliver, Derick Tait, Colin Telfer, Graeme Webb

**Members:** Membership of the Group currently stands at 151 individual members and 7 group members.

**Governance:** Future Hawick is governed by its Constitution, and its policies on Equal Opportunities, Environment, Financial Management, Data Protection, Trustee Recruitment, Trustee Code of Conduct, Conflict of Interest, Health and Safety, and Volunteering. An effective management Board of Charity Trustees is recruited through local media advertising, and awareness promotion. Unfair discrimination in selection is not employed. Management meetings are held on a monthly basis.

Objectives: Future Hawick is a non-profit making distributing voluntary organisation which aims to improve the well-being, quality of life, and opportunities of the people of Hawick and its environs by bringing together local community and voluntary organisations to work with public agencies to enhance the town's social, cultural, recreational, and educational facilities, environment, and economy. To help achieve these objectives, Future Hawick provides a resource centre for administration, information support, equipment hire, and meetings, and is involved in local regeneration works and projects.

Main Achievements for 2021/22: Project Initiation, Completion, and Achievement were again severely curtailed by the Covid pandemic restrictions which also impacted on the format of trustees monthly meetings etc., but despite restrictions progress was made with regard to the following:-

1. Administration of Council Shop Front Grant Scheme to completion of phase 3 of a 3 year project involving a total of 33 properties.
2. Continued promotion of the "Made in Hawick " initiative, a project involving local manufacturers and retailers in promoting the trademarked quality aspect of goods produced in the region through product labelling, a dedicated website, and social media outlets.
3. Continued administration and operation of the annual Hawick Welcome, a tourist initiative which employs Welcome Hosts over the summer months to meet, greet, and provide relevant information to visitors to the town.
4. Continued work on a project to develop Hawick as "The Town of the Horse" developing the feasibility study and preparing proposals for the use of Common Land in the town for equestrian and recreational purposes.
5. Continued promotion of a Shop Local campaign to boost economy of the town,
6. Continued development of the Hawick Online website and associated social media outlets.
7. Investigate and provide initial proposals for the development of a dedicated town app.
8. Promotion and organisation of a community photography competition on "What Hawick means to me"
9. Promotion and organisation of a festival of cycling which ran in conjunction with a stage visit to the town for "The tour of Britain" cycle race.
10. Introduction of a phased rewilding project for derelict areas of the town.

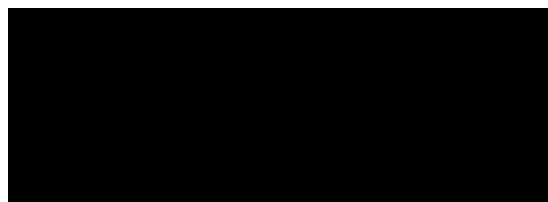


11. Investigate the establishment of a pavement "Walk of Fame" on the town's main central areas.
12. Representation on town groups:
  - Hawick Flood Group stakeholders
  - CARS central regeneration scheme stakeholders

In addition to its main initiatives, the group continues to meet with local politicians, councillors, community councillors, and officials to discuss local issues, and provides meeting facilities for several community groups.

Group representatives also meet with members of similar organisations in neighbouring towns to discuss projects and items of mutual interest.

This Trustees Report and Annual Accounts were approved at the Annual General Meeting of Future Hawick, held on 29<sup>th</sup> August 2022



Chairman

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# **FUTURE HAWICK**

Charity Reg No SC039141

## **EQUAL OPPORTUNITIES POLICY**

### **INTRODUCTION**

Responsibility for ensuring equality and diversity among members, trustees, and workers rests ultimately with the Board of Trustees of Future Hawick. Members, trustees, and workers are responsible for the implementation of the policy and its observance.

### **STATEMENT OF INTENT**

Future Hawick recognises that individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status, and age. Future Hawick is committed to working towards eliminating all forms of discrimination both through its own work, and through its policies and practices.

Recognising that passive policies will not achieve change, Future Hawick will, through regular monitoring of policies and practice, take active steps to combat discrimination.

### **RECRUITMENT AND SELECTION**

Future Hawick aims to receive the widest response to recruitment of volunteers, members, and trustees. All vacancies will be publicised widely with the aim of reaching all sections of society. Information sent out will include role description and details of the Equal Opportunities Policy.

## TERMS AND CONDITIONS

Future Hawick will endeavour to ensure that members, trustees, and workers are not discriminated against through the terms and conditions under which they have been engaged.

Future Hawick also recognises that family and social circumstances may change, and consequently members, trustees, and workers may need to change their conditions of membership or work. Where circumstances and resources permit, Future Hawick will attempt to accommodate such needs.

## SUPPORT

Members, trustees, and workers are entitled to support from the Board of Trustees.

## TRAINING

Future Hawick recognises that training is an important factor in leading to achievement and opportunity. When needs are identified, every effort will be made to ensure training is provided.

## MONITORING

Regular monitoring of procedures will take place as required to ensure the effectiveness of this policy.

Adopted by the Board of Trustees \_\_\_\_\_

Chairman \_\_\_\_\_

# **FUTURE HAWICK**

Charity Reg No SC039141

## **WORKING WITH CHILDREN AND VULNERABLE ADULTS POLICY**

### **DEFINITIONS**

For purposes of this policy a child is defined as anyone under the age of 18.

For purposes of this policy a vulnerable adult is defined as a person aged 18 or over who has a substantial learning or physical disability, a physical or mental illness, or a significant reduction in physical or mental capacity.

### **OBJECTIVES**

1. To protect children and vulnerable adults from abuse irrespective of age, culture, disability, gender, language, ethnic origin, religious beliefs, or sexuality.
2. To conduct risk assessments to minimise potential hazards to the welfare of children and vulnerable adults.
3. To act proactively by preventing occurrences of abuse through risk assessment.
4. To ensure that all personnel fully understand their responsibilities in preventing instances of abuse.

### **PROCEDURES**

Future Hawick will ensure that all trustees, members, and workers who have access to children and vulnerable adults are appropriately checked for suitability.

Future Hawick will ensure that designated trustees, members, and workers receive appropriate training and are in possession of a Disclosure Scotland certificate as required by the PVG scheme.

Future Hawick will undertake appropriate risk assessments and take all necessary steps to minimise and manage risks to children and vulnerable adults.

Future Hawick will advise parents, children, and vulnerable adults how to raise concerns or complaints.

Adopted by the Board of Trustees \_\_\_\_\_

Chairman \_\_\_\_\_

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