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## HAWICK COMMON GOOD FUND SUB-COMMITTEE TUESDAY, 23 MAY 2023

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA  
MICROSOFT TEAMS on TUESDAY, 23 MAY 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,

15 May 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 2023 for approval and signature by the Chair. (Copy attached.)	2 mins
5.	<b>Monitoring Report for 12 Months to 31 March 2023</b> (Pages 7 - 20) Consider report by Acting Chief Financial Officer. (Copy attached.)	10 mins
6.	<b>Applications for Financial Assistance</b>	30 mins
	(a) <b>Hawick Colts AFC</b>  Consider application for financial assistance from Hawick Colts AFC. (Copy attached.)	(Pages 21 - 42)
	(b) <b>Hawick Ex-Service Association</b>  Consider application for financial assistance from Hawick Ex-Service Association. (Copy attached.)	(Pages 43 - 52)
	(c) <b>Escape Youth Services</b>  Consider application for financial assistance from Escape Youth Services. (Copy attached.)	(Pages 53 - 98)

	(d) <b>Hornshole Greenway Development Group</b>  Consider application for financial assistance from Hornshole Greenway Development Group. (Copy attached.)	(Pages 99 - 122)	
	(e) <b>Riddell Fiddles</b>  Consider application for financial assistance from Riddell Fiddles. (Copy attached.)	(Pages 123 - 140)	
7.	<b>Common Haugh Vehicle Charging Points</b>		10 mins
8.	<b>Any Other Items Previously Circulated</b>		
9.	<b>Any Other Items that the Chair Decides are Urgent</b>		
10.	<b>Private Business</b> Before proceeding with the private business, the following motion should be approved:-  “That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”		
11.	<b>Minute</b> (Pages 141 - 142) Consider Private Section of the Minute of the Meeting held on 21 March 2023. (Copy attached.)		2 mins
12.	<b>Common Haugh</b> Consider verbal update on Common Haugh.		10 mins
13.	<b>Property Update</b> Consider update by Property Officer.		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, 21  
March 2023 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 Ms W. Potts (Burnfoot CC)
- Apologies:- Councillors J. Cox and S. Marshall
- In Attendance:- Chief Legal Officer, Acting Chief Financial Officer, Estates Strategy Manager  
(N. Curtis), Property Officer (S. Drummond), Graduate Trainee Surveyor (A.  
Watson); Mr B. Bouglas, Ms F. Drane, Mr D. Tait, Mr D. Taylor and Mr C.  
Telfer (Future Hawick); Mr J. Hogg (Hawick Common Riding Committee), and  
Democratic Services Officer (W. Mohieddeen).

**CHAIR'S REMARKS**

The Chair welcomed Members, officers and the public to the meeting and noted that to prioritise her role as a councillor and to participate in debates as a Member she had taken the decision to resign as a member of Hawick Common Riding Committee.

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 22 November 2021.

**DECISION**

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

2. **MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2022 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2023-24**

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 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. Appendix 1 of the report provided the projected income and expenditure position for 2022-23 which showed a projected surplus of £42,260 for the year, which was 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. Appendix 2 of the report provided a projected balance sheet value as at 31 March 2023 which showed a projected decrease in reserves of £22,081. 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 31 December 2022. Appendix 3b of the report provided a breakdown of the property portfolio which showed projected property expenditure for 2022-23 and actual property expenditure to 31 December 2022. Appendix 4 of the report provided a breakdown of the property portfolio which showed projected property valuations at 31 March 2023. Appendix 5 of the report showed the value of the Aegon Asset Management Investment Fund to 31 December 2022. The Acting Chief Financial Officer summarised the report and answered Members questions. It was clarified that unallocated funds would be carried forward into the next year, and that the allocation of funds for grant expenditure was a guide for budgeting of the fund, however the Sub-Committee may choose to alter this.

## **DECISION**

### **(a) AGREED:**

- (i) the projected income and expenditure for 2022-23 in Appendix 1 as the revised budget for 2022-23;**
- (ii) the proposed budget for 2023-24 as shown in Appendix 1;**

### **(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.**

## **DECLARATION OF INTEREST**

Councillor McAteer declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion.

### **3. APPLICATION FOR FINANCIAL ASSISTANCE - HAWICK COMMON RIDING COMMITTEE**

There had been circulated copies of an application for financial assistance from Hawick Common Riding Committee for £1,848.00 to cover the cost of 22 additional toilets on the Hawick Moor for the Hawick Common Riding weekend. The Chair invited John Hogg, Chair of Hawick Common Riding Committee to present the application. Members expressed support for the application.

#### **DECISION**

**AGREED to award Hawick Common Riding Committee a grant of £1,848.**

#### **MEMBER**

Councillor McAteer rejoined the Meeting.

### **4. APPLICATION FOR FINANCIAL ASSISTANCE - FUTURE HAWICK**

There had been circulated copies of an application for financial assistance from Future Hawick for £450 for a reception to recognise those that had been involved Hawick Welcome over the 26 years of its operation. The Chair invited Derick Tait, Treasurer of Future Hawick, to present the application. Members expressed support for the application.

#### **DECISION**

**AGREED to award Future Hawick a grant of £450.**

### **5. ST LEONARD'S PARK PROJECT**

With reference to paragraph 4 of the Minute of the Meeting held on 29 March 2022, the Chair invited Brian Bouglas, Duncan Taylor, Fiona Drane and Colin Telfer of Future Hawick to the meeting to present an update on the St Leonard's Park Project. Mr Bouglas advised that a survey conducted by Future Hawick on St Leonard's Park had returned positive views from members of the public with regard to the project proposals which should advance to the next stage. Future Hawick felt that the next step of the project would be to form a community board to oversee future phases of the project which included landscaping and modernisation of the Hawick Moor race track as a priority for those that participated in the survey, followed by works to the race track buildings. Access to the site also required improvements. Members expressed that before any further commitment on project progress could be made by the Common Good Fund,

further detail would be required on next steps. Mr Taylor advised that further external funding could only be made after receiving a commitment from the Common Good Fund Sub-Committee to the project and this was being sought by the Future Hawick. Officers advised that before the Sub-Committee makes a commitment to the next steps of the project, a report may need to be received by the Sub-Committee to set out what phase 1 of the project would be and a summary of the due diligence considered. The Chief Legal Officer advised that more substance of the next steps of the project should be presented before an agreement-in-principal is made and that the project managers should return to the Sub-Committee with a greater level of clarity of what was to be proposed so that the Hawick Common Good Fund Sub-Committee could make clear what they would be supporting. It was further advised that the Sub-Committee could be supportive of development of the site but should not go as far as approving anything in principal without details of further phases presented to a meeting.

#### **DECISION**

**NOTED the update.**

#### **CHAIR'S REMARKS**

The Chair noted that the Estates Strategy Manager, Mr Norrie Curtis, was leaving the Council and expressed thanks for his work and support of the Hawick Common Good Fund Sub-Committee.

#### **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 22 November 2022.

#### **8. HAWICK MOOR RACECOURSE AND BUILDINGS**

Members considered the report by Property Officer.

#### **9. COMMON GOOD LEASES**

Members considered the report by Estates Strategy Manager.

#### **10. VOLUNTEER PARK STAND**

Members considered the report by Estates Strategy Manager.

#### **11. PROPERTY UPDATE**

Members considered the report by Property Officer.

*The meeting concluded at 6.15 pm.*

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## **MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2023**

**Report by Acting Chief Financial Officer**

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

**23 May 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 the year 2022/23 including balance sheet values as at 31 March 2023, a full year projected out-turn for 2023/24, and projected balance sheet values as at 31 March 2024.**
- 1.2 Appendix 1 provides the actual income and expenditure for 2022/23. This shows a deficit of £17,218 for the year, which is less than the reported surplus on 21 March 2023, as a result of notification of a delay in Pilmuir servitude income originally expected in financial year 2022/23.
- 1.3 Appendix 2 provides an actual balance sheet value as at 31 March 2023. It shows a decrease in reserves of £154,145.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing actual rental income and net return for 2022/23.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing actual property expenditure for 2022/23.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing actual property valuations at 31 March 2023.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 31 March 2023.

#### **2 RECOMMENDATIONS**

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

- (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 March 2023 and projections 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 details on income and expenditure for the 2022/23 financial year, which resulted in a deficit of £17,218, as well as projections 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 final outturn position shows an amount of £2,587 relating to interest receivable on cash held by SBC. This is higher than the projected figure due to the improvement in interest rates. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £21,888, 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 £412 which, along with the £114 received in March 2022, has been re-invested to purchase an additional 540 units. Rebate income received in March 2023 of £103 has been accounted for within income, but the corresponding 107 units were not purchased until April 2023.
- (c) Income from the Pilmuir Servitude has been delayed for a further year into financial year 2023/24 due to additional works now being carried out (installation of additional poles and underground lines near Hawick Golf Club). Income of £75,000 is expected, although clarification is required on the status of the works and Servitude. The sub-Committee will be updated on this issue as further information becomes available.

#### **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 expenditure for 2023/24 is shown in Appendices 1 and 3b.

- (c) Appendices 3a and 3b show a full breakdown of the projections for property rental and repairs for 2023/24. 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 March 2023</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
Burnfoot Community Council	22/11/22	4,576
<b>Total Paid to 31 March 2023</b>		<b>22,758</b>
<b>2022/23 Budget</b>		<b>46,000</b>
<b>(Unallocated)/Overallocated Budget</b>		<b>(23,242)</b>
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payments)	19/03/19	200
Silverbuthall Community Development	22/11/22	7,000
Hawick Common Riding	21/03/23	1,848
Future Hawick	21/03/23	450
<b>Total Grants Approved not paid</b>		<b>9,498</b>

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

The proposed charge for 2023/24 is currently estimated using a 2% uplift on the 2022/23 charge. This is subject to revision once the 2023/24 pay award is confirmed and a full Service Charge Review has been completed and approved by Council.

#### 4.7 Income & Expenditure – Depreciation Charge

The depreciation charge for the year is £80,378, an increase of £16,037 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.

- 4.8 Appendix 2 provides the actual balance sheet value as at 31 March 2023 and a projected balance sheet as at 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. The fixed assets were revalued at 1 April 2019. Appendix 4 shows the actual values of the individual properties at 31 March 2023, actual depreciation charges for 2022/23 and projected values at 31 March 2024.

#### 4.10 Balance Sheet – Investment Fund

The fund has a 11.69% unrealised loss in market value since investment, largely due to continued volatility in investment markets. However, taking account of the income received, the fund has achieved an overall return of 13.46% since investment in February 2018.

#### 4.11 Balance Sheet – Cash Balance

The cash held by the fund is £113,886 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>
Actual deficit for year from Income & Expenditure Statement	(17,218)
Net cash movement in Debtors/Creditors	(7,702)
Rebate Investment in Aegon Asset Management	(525)
<b>Closing Balance at 31 March 2023</b>	<b>113,886</b>

#### 4.12 Balance Sheet – Capital Reserve

The movement in the Capital Reserves include the unrealised loss for the Aegon Asset Management Fund as at 31 March 2023, 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**

### Author(s)

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

**Previous Minute Reference:** Hawick Common Good Committee 21 March 2023

**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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**HAWICK COMMON GOOD FUND**

**APPENDIX 1**

**ACTUAL INCOME AND EXPENDITURE 2022/23**

	<b>Actuals at 31/03/23</b>	<b>Full Year Approved Budget 2022/23</b>	<b>Over/ (Under) Spend 2022/23</b>	<b>Full Year Approved Budget 2023/24</b>	<b>Full Year Projected Out-turn 2023/24</b>	<b>Full Year Projected Over/ (Under) Spend 2023/24</b>	<b>Para Ref</b>	<b>Comments</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>Property Income</b>								
Rental Income	(97,094)	(100,831)	3,737	(98,802)	(98,802)		4.2	
<b>Non-Property Related Income</b>								
Interest on Cash deposited with Council	(2,587)	(550)	(2,037)	(550)	(550)		4.3	Est 5% return
Investment Fund – Dividends Rec'd	(21,888)	(21,113)	(775)	(21,135)	(21,135)		4.3	
Other Income	(412)	(450)	38	(450)	(450)		4.3	
Pilgrimage Servitude	(63,644)	(75,000)	75,000	0	(75,000)	(75,000)	4.3	
<b>Total Income</b>	<b>(185,625)</b>	<b>(197,944)</b>	<b>12,319</b>	<b>(120,937)</b>	<b>(195,937)</b>	<b>(75,000)</b>		
<b>Property Costs Detailed in App'x 3b</b>	<b>167,336</b>	<b>96,935</b>	<b>70,401</b>	<b>28,000</b>	<b>41,000</b>	<b>13,000</b>	4.4	
<b>Grants &amp; Other Donations</b>	<b>22,758</b>	<b>46,000</b>	<b>(23,242)</b>	<b>33,300</b>	<b>33,300</b>		4.5	3 year average
<b>Central Support Service Charge</b>	<b>12,749</b>	<b>12,749</b>	<b>0</b>	<b>13,004</b>	<b>13,004</b>		4.6	Subject to review
<b>Depreciation Depreciation</b>								
Depreciation Charge	80,378	64,341	16,037	64,341	80,378	16,037	4.7	
Contribution from Revaluation Reserve	(80,378)	(64,341)	(16,037)	(64,341)	(80,378)	(16,037)	4.7	
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total Net (Surplus)/Deficit for year</b>	<b>17,218</b>	<b>(42,260)</b>	<b>59,478</b>	<b>(46,633)</b>	<b>(108,633)</b>	<b>(62,000)</b>		

**HAWICK COMMON GOOD FUND  
BALANCE SHEET VALUE AS AT 31 MARCH 2023**

**APPENDIX 2**

	<b>Opening Balance at 01/04/22</b>	<b>Movement in Year</b>	<b>Closing Balance at 31/03/23</b>	<b>Projected Closing Balance at 31/03/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>				
Land & Buildings	4,385,850	(80,378)	4,305,472	4,225,094
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>(80,378)</b>	<b>4,308,490</b>	<b>4,228,112</b>
<b>Capital in Investment Funds</b>				
Investment Fund Book Value	457,165	526	457,690	458,216
Unrealised Gains/(Loss)	3,141	(56,549)	(53,408)	(53,408)
<b>Market Value</b>	<b>460,306</b>	<b>(56,023)</b>	<b>404,282</b>	<b>404,808</b>
<b>Current Assets</b>				
Debtors	22,155	9,436	31,591	31,591
Cash deposited with SBC	139,331	(25,445)	113,886	221,994
<b>Total Current Assets</b>	<b>161,486</b>	<b>(16,009)</b>	<b>145,477</b>	<b>253,585</b>
<b>Current Liabilities</b>				
Creditors	(745)	745	0	0
Receipts in Advance	(11,167)	(2,480)	(13,647)	(13,647)
<b>Total Current Liabilities</b>	<b>(11,912)</b>	<b>(1,735)</b>	<b>(13,647)</b>	<b>(13,647)</b>
<b>Net Assets</b>	<b>4,998,748</b>	<b>(154,145)</b>	<b>4,844,603</b>	<b>4,872,858</b>
<b>Funded by: Reserves</b>				
Revenue Reserve	(147,568)	17,218	(130,350)	(238,983)
Capital Reserve	(598,147)	56,549	(541,598)	(541,598)
Revaluation Reserve	(4,253,033)	80,378	(4,172,655)	(4,092,277)
<b>Total Reserves</b>	<b>(4,998,748)</b>	<b>154,145</b>	<b>(4,844,603)</b>	<b>(4,872,858)</b>

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

Rental Income – Land & Buildings	2022/23			2023/24	
	Approv'd Budget £	Actuals as at 31/03/23 £	Actual Net (Return) /Loss £	Approv'd Budget £	Project'd Net (Return) /Loss £
<b>General</b>					
Cross Wynd Car Park	0	0	0	0	0
Moat Park	0	0	25	0	0
Moat Park Playground	0	0	0	0	0
Bucleuch Bowling Club	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0
Henderson Gardens	0	0	0	0	0
Hawick Golf Course	(4,630)	(4,630)	(4,581)	(60)	(60)
Acreknowe Reservoir (Part)	0	0	1,736	0	0
Williestruther Loch/Path	(400)	(400)	2,126	(400)	4,600
Williestruther Cottage	(6,500)	(6,500)	8,138	(6,500)	(6,500)
Lothian Street Store	(2,550)	(2,550)	(2,607)	(2,250)	(2,250)
Common Haugh Car Park	(7,269)	(8,049)	(4,949)	(7,000)	(7,000)
Underhaugh	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	(700)	(700)	16,666	(700)	2,300
Hawick Moor Shootings	(300)	(300)	(300)	(300)	(300)
Woodend Grazings (West)	0	0	0	0	0
Millpath Stables	0	0	929	0	5,000
Ca'Knowe Monument	0	0	0	0	0
Volunteer Park & Stand	(1,750)	(1,750)	(1,598)	(1,750)	(1,750)
Hawick Burgh Woodlands	0	0	560	0	0
Woodend Grazings (East)	(195)	(215)	(215)	(195)	(195)
Hawick Golf Club Sub Stn Site	(75)	0	0	(75)	(75)
Hawick 3G Pitch	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0
Hornshole	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0
Backbraes Woodlands	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0
Property Expenditure General	0	0	6,236	0	10,000
<b>General Sub Total</b>	<b>(24,369)</b>	<b>(25,094)</b>	<b>22,166</b>	<b>(19,230)</b>	<b>3,770</b>
<b>Pilmuir</b>					
Pilmuir Farm	(45,000)	(45,000)	16,957	(45,000)	(30,000)
Pilmuir Farm Cottage	(5,290)	(828)	20,148	(8,400)	(8,400)
Pilmuir Farm Shed & Silage Pit	0	0	12,327	0	0
<b>Pilmuir Sub Total</b>	<b>(50,290)</b>	<b>(45,828)</b>	<b>49,432</b>	<b>(53,400)</b>	<b>(38,400)</b>
<b>St Leonards</b>					
St Leonards Farmhouse Buildings	(9,600)	(9,600)	(7,546)	(9,600)	(9,600)
St Leonards Cottage & Park	(8,472)	(8,472)	10,465	(8,472)	(5,472)
St Leonards Hut	0	0	3,826	0	0
St Leonards Grazings	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
St Leonards Horse Gallop	(600)	(600)	(600)	(600)	(600)
<b>St Leonards Sub Total</b>	<b>(26,172)</b>	<b>(26,172)</b>	<b>(1,355)</b>	<b>(26,172)</b>	<b>(23,172)</b>
<b>Total</b>	<b>(100,831)</b>	<b>(97,094)</b>	<b>70,243</b>	<b>(98,802)</b>	<b>(57,802)</b>

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

Property Expenditure – Land & Buildings	2022/23				2023/24	
	Approv'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total	Approv'd Budget	Project'd Out-turn
	£	£	£	£	£	£
<b>General</b>						
Cross Wynd Car Park	0	0	0	0	0	0
Moat Park	0	0	25	25	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	49	49	0	0
Acreknowe Reservoir (Part)	0	1,711	25	1,736	0	0
Williestruther Loch/Path	0	2,230	296	2,526	5,000	5,000
Williestruther Cottage	200	14,564	74	14,638	0	0
Lothian Street Store	0	0	(57)	(57)	0	0
Common Haugh Car Park	0	2,186	914	3,100	0	0
Underhaugh	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	0	17,156	210	17,366	0	3,000
Hawick Moor Shootings	0	0	0	0	0	0
Woodend Grazings (West)	0	0	0	0	0	0
Millpath Stables	500	875	54	929	5,000	5,000
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	0	127	25	152	0	0
Hawick Burgh Woodlands	0	560	0	560	0	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	32,835	5,482	754	6,236	0	10,000
<b>General Sub Total</b>	<b>33,535</b>	<b>44,891</b>	<b>2,369</b>	<b>47,260</b>	<b>10,000</b>	<b>23,000</b>
<b>Pilmuir</b>						
Pilmuir Farm	15,400	61,883	74	61,957	15,000	15,000
Pilmuir Farm Cottage	35,000	20,774	202	20,976	0	0
Pilmuir Farm Shed & Silage Pit	0	12,327	0	12,327	0	0
<b>Pilmuir Sub Total</b>	<b>50,400</b>	<b>94,984</b>	<b>276</b>	<b>95,260</b>	<b>15,000</b>	<b>15,000</b>
<b>St Leonards</b>						
St Leonards Farmhouse Buildings	3,000	1,992	62	2,054	0	0
St Leonards Cottage & Park	10,000	18,875	62	18,937	3,000	3,000
St Leonards Hut	0	3,704	122	3,826	0	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>13,000</b>	<b>24,571</b>	<b>246</b>	<b>24,817</b>	<b>3,000</b>	<b>3,000</b>
<b>Total</b>	<b>96,935</b>	<b>164,446</b>	<b>2,891</b>	<b>167,337</b>	<b>28,000</b>	<b>41,000</b>



## PROPERTY PORTFOLIO VALUATION FOR 2022/23

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

Fixed Assets – Land & Buildings	Net Book Value at 01/04/22 £	Revised Actual 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 £
<b>General</b>					
Cross Wynd Car Park	0	0	0	0	0
Moat Park	0	0	0	0	0
Moat Park Playground	0	0	0	0	0
Buccleuch Bowling Club	15,000	0	15,000	0	15,000
Hawick Bowling Club	15,000	0	15,000	0	15,000
Henderson Gardens	0	0	0	0	0
Hawick Golf Course	66,000	0	66,000	0	66,000
Acreknowe Reservoir (Part)	0	0	0	0	0
Williestruther Loch/Path	5,700	0	5,700	0	5,700
Williestruther Cottage	200,000	(6,667)	193,333	(6,667)	186,667
Lothian Street Store	18,000	(600)	17,400	(600)	16,800
Common Haugh Car Park & WCs	98,500	0	98,500	0	98,500
Underhaugh	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	50,000	(2,706)	47,294	(2,706)	44,588
Hawick Moor Shootings	1,500	0	1,500	0	1,500
Woodend Grazings (West)	2,000	0	2,000	0	2,000
Millpath Stables	29,000	(1,206)	27,794	(1,206)	26,588
Ca'Knowe Monument	0	0	0	0	0
Volunteer Park & Stand	362,000	(40,321)	321,679	(40,321)	281,357
Hawick Burgh Woodlands	318,000	0	318,000	0	318,000
Woodend Grazings (East)	1,500	0	1,500	0	1,500
Hawick Golf Club Sub Stn Site	750	0	750	0	750
Hawick 3G Pitch	82,500	0	82,500	0	82,500
Site (Part of Tennis Court)	1,000	0	1,000	0	1,000
Hornshole	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0
Backbraes Woodlands	7,400	0	7,400	0	7,400
100 Stairs and Adjacent Land	0	0	0	0	0
<b>General Sub Total</b>	<b>1,273,850</b>	<b>(51,500)</b>	<b>1,222,350</b>	<b>(51,500)</b>	<b>1,170,850</b>
<b>Pilmuir</b>					
Pilmuir Farm	2,000,000	(8,519)	1,991,481	(8,519)	1,982,962
Pilmuir Farm Cottage	200,000	(5,625)	194,375	(5,625)	188,750
<b>Pilmuir Sub Total</b>	<b>2,200,000</b>	<b>(14,144)</b>	<b>2,185,856</b>	<b>(14,144)</b>	<b>2,171,712</b>
<b>St Leonards</b>					
St Leonards Farmhouse Buildings	285,000	(7,216)	277,784	(7,216)	270,568
St Leonards Cottage & Park	220,000	(7,518)	212,482	(7,518)	204,964
St Leonards Hut	32,000	0	32,000	0	32,000
St Leonards Grazings	355,000	0	355,000	0	355,000
St Leonards Horse Gallop	20,000	0	20,000	0	20,000
<b>St Leonards Sub Total</b>	<b>912,000</b>	<b>(14,734)</b>	<b>897,266</b>	<b>(14,734)</b>	<b>882,532</b>
<b>Total</b>	<b>4,385,850</b>	<b>(80,378)</b>	<b>4,305,472</b>	<b>(80,378)</b>	<b>4,225,094</b>

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

<b>Fixed Assets – Land &amp; Buildings (owned by the Common Good Fund but not included in the Balance Sheet)</b>	<b>Net Book Value at 01/04/23 £</b>
Cross Wynd Gardens Car Park	0
Henderson Gardens	0
<b>Total</b>	<b>0</b>

**INVESTMENTS EXTERNALLY MANAGED**

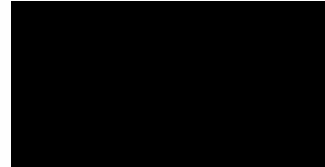
<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
Aegon Asset Management Investment (February 2018)	420,634	455,420
Aegon Fund Rebate (2018-2019)	430	465
Aegon Fund Rebate (2019-2020)	349	389
Aegon Fund Rebate (2020-2021)	426	429
Aegon Fund Rebate (2021-2022)	421	462
Aegon Fund Rebate (2022-2023)	540	526
<b>Total Invested to 31 March 2023</b>	<b>422,800</b>	<b>457,690</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
31 March 2023	404,282
<b>Unrealised Gain/(Loss) on Investment</b>	<b>(53,408)</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
to 31 March 2023	-11.69	+13.46



*David Slight*



**Hawick Colts A.F.C. Hawick Common Good Fund Application**

**Included in your bundle**

- 1. Application form (includes appendix 1)**
- 2. Copy of club constitution**
- 3. Copy of January 2023 bank statement (Please Note - the amount includes the £9,500 grant from the National Lottery Fund)**
- 4. Copy of annual accounts as at end April 2022**
- 5. Copy of estimate, accepted by the committee, for the initial groundworks. (Please note- there were two other verbal quotes. Both over £20,000. These were never considered.)**
- 6. A breakdown of all the costs associated with the setting up of the pitch.**
- 7. Copy of club equality policy.**
- 8. Copy of the lease agreement from S.B.C. NOTE – This is a signed copy although still on draft paper. To show proof of authenticity I have included a cover note email from Alasdair Watson from S.B.C.**

**Douglas Leithead  
Club Treasurer**



**HAWICK COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><b>Applicant Details</b> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>Hawick Colts A.F.C.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Address to which payment should be made:</p>	<p>[REDACTED]</p>
<p><b>Activities</b> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>We are a local amateur football club. We have, as a club, only been in existence since 2021. We provide football coaching and playing opportunities for both established and junior players. We provide a safe and secure environment for people of all ages and abilities to enjoy the game of association football. We play in the second division of the Border Amateur football league having gained promotion from division three in our first season. We acquired along with Hawick United, the changing facilities at Wilton Lodge park and along with Craig Girvan and G10 sports plan to do even more going forward.</p>
<p><b>Assistance Requested</b> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We have now acquired the ground next to the changing rooms and plan to turn it into a football pitch. We would be asking for £3,000 to help with this.</p>
<p>When will the donation be required:</p>	<p>April 2023</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>We expect this to be a one-off project</p> <p>April 2023 to September 2023</p> <p>The total estimated cost is £14,250.</p> <p>We have, through our weekly tote treble, put aside £2,000</p> <p>We have had a grant of £9,500 from the National Lottery We are applying to Club sport Borders for £1,000</p>

<p><b><u>Other information</u></b>          If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>We have acquired the ground which was formerly used by Hawick Harlequins rugby club as a training area. We have formed a close connection with them and hope to cement this bond going forward. We have offered them use of our changing facilities whenever they require them. We hope to run community events on the area along with G10 sports and to also run a family day and five aside tournament annually. Also, along with G10, it our intention to look into starting up a junior team. This however is in the very early planning stages.</p> <p><i>A PLEASE ALSO SEE APPENDIX 1.</i></p>
<p><b><u>Declaration</u></b>          I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held:</p> <p>Date:</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></p>	
<p>This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556</p>	

## **Appendix 1.**

**As well as the other information written on the application form, I would like to add the following.**

**We were contacted by The Bright-Eyed Daughters who wish to use the ground and our facilities for an annual education event they run each May. They use the space to put up some marquees and gazebos and will have 200 children. From Wednesday 3<sup>rd</sup>. to Friday 5<sup>th</sup>. May. They have the kids doing lots of Common Riding related learning activities during the three days. We are only too happy to let them have both the ground, and the use of our indoor facilities. They enquired about a fee, but we are glad to be able to assist in any way we can for free. We have also said that if we can provide any other assistance, they only need let us know.**

**Hawick United visited our twin town in Bailleul a few years ago to play two football games and enjoy the hospitality of our hosts. The visit was so successful we have been trying to get them to Hawick to reciprocate. Due to Covid and other factors this has not yet happened. We almost got them here this year but lack of affordable accommodation provide difficult in the timescale we had. However, we are still hopeful that we can get them here next April/May and would use the pitch and the adjoining Derek Ramage pavilion to host the game. We made many good friends on our visit and are hopeful we can arrange something.**

**I only mention the above to show what can be done on the area/pitch and how flexible and adaptable we want o be to help the whole community and should we be successful in making a proper football pitch alongside our new pavilion it could benefit many different factions in the town.**

**We realise that we have the 3G but it is not always available or suitable for certain events.**

**Dougie Leithead  
Treasurer**



Hawick Colts Monthly Accounts Monitor 2021/22 - Year end Summary as at end April 2022

Category	Income	Year ending
		Apr-22
Subs / Membership	£	140.00
Sponsorship	£	2,202.00
Fundraisers/Scratch cards	£	1,520.00
Social	£	-
Tota	£	17,829.08
Donations	£	843.00
Club Merchandise	£	152.00
Misc.	£	137.19
Defib fundraising	£	500.00
<b>Total Income</b>	<b>£</b>	<b>23,323.27</b>

Main areas of income = Total £17,829.08  
 Sponsorship = £2,202.00  
 Fundraisers/Scratchcards = £1,520.00

Category	Expenditure
Referees	£ 290.00
Travel / Petrol	£ 759.68
Training / pitch hire	£ 1,485.70
Equipment/balls, flags etc.	£ 393.03
Kit and embroidery	£ 5,531.10
Electricity	£ -
Laundry	£ 14.00
League fees/insurance	£ 265.00
Donation	£ 100.00
Tote	£ 6,491.00
Fines	£ 95.00
Scratchcards/Fundraisers	£ 125.00
Miscellaneous	£ 176.00
Defib fundraising	£ -
Match day food	£ 60.00
<b>Total expenditure</b>	<b>£ 15,785.59</b>
<b>Profit - Loss</b>	<b>£ 7,537.68</b>

Main areas of expenditure = Total £6,491.00  
 Kit and Embroidery = £5,531.10  
 Training and pitch hire = £1,485.70

Total net profit = £11,338.08

Cash in bank account	£ 7,537.68
Cash in hand	£ -
Debtors = TOTE £950.00	£ 950.00
Creditors	£ -
Therefore club nett worth	£ 6,587.68

Prepared by W Jarvis (independent auditor)  
 Treasurer Hawick Golf Club

Signed D. Leithead - treasurer

D. Slight - Secretary

K. Strathdee - Chairman

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## **HAWICK COLTS A.F.C CONSTITUTION**

### **TITLE**

The team competing in the Border Amateur Leagues shall be called "HAWICK COLTS" Amateur Football Club.

The club shall be known as "HAWICK COLTS A.F.C." and shall consist of the present members as shall be here after admitted.

### **OBJECTS**

The objects of the Club shall be to promote and encourage interest in association football in Hawick and surrounding districts under the auspices of the Border Amateur League.

### **COMMITTEE**

(1)

The business and affairs of the Club shall be managed by the Committee. The Committee shall have complete control over the management of the Club and will pass any regulations necessary to this end. These regulations shall be binding on all members until withdrawn or cancelled.

(2)

The Committee shall consist of Chairman, Treasurer, Secretary and any such elected at the Annual General Meeting

(3)

Members of the Committee shall retire each year and are eligible for re-election at the Annual General Meeting

## CONTINUED

### MEETINGS

The Annual General Meeting for the re-election of Office-bearers and the members of the committee, for the purpose of receiving a report on the general concerns of the Club and to transact any other competent business shall be held on a suitable day in July. Attendance is available to any interested party although only members, whose subscriptions are fully paid, shall be entitled to vote.

( 2 )

### SPECIAL MEETINGS

Special meetings may be called from time to time under the following criteria

(A) A written requisition of 2 Committee members, the reason for which meeting being called given.

(B)

A written requisition of 3 members not on the Committee, the reason which meeting being called given, The Committee shall hold a special meeting of all members within 14 days of the above.

(3)

The Committee shall hold regular meetings at periodic intervals throughout the playing season, at least 3 members being present to form a quorum.

Team Manager to be co-opted on to Committee

(4)

Accurate minute shall be kept of any Meeting and must be approved at the next Meeting.

### VENUE

## CONTINUED

The venue of the Committee Meetings, Special Meetings and the Annual General Meetings shall be entirely at the discretion of the Committee.

### MEMBERSHIP

(1)

Application for membership shall be made in writing to the secretary.

(2)

Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.

(3)

Applicants shall enjoy the privileges of members until such time as the Committee will discuss the application. Refusal of admission will automatically deprive the applicant of all privileges.

(4)

An application on being refused membership of the Club may not apply again within a period e.g. three calendar months since date of refusal.

(5)

Membership shall be granted by the Committee at a meeting called to discuss the application.

### TERMINATION OF MEMBERSHIP

A member terminating their membership of the Club shall have no claim upon, nor be entitled to participate in any of, the effects or property belonging to the club.

### ELECTION TO COMMITTEE

(1)

A member at the Annual General Meeting shall be elected to the Committee on obtaining a majority vote.

(2)

## CONTINUED

A member may apply for admission to the Committee by obtaining FOUR sponsors who are full members of the club. The application shall be submitted to the SECRETARY in writing and will be discussed at the next regular Committee meeting.

### SUBSCRIPTION

(1)

The initial subscription for playing and full members shall be determined by the committee each year prior to the A.G.M. The cost will be determined depending on the previous year's accounts but shall not exceed £10 unless by the consent of the members. Junior and Concession memberships are £2.50 per annum.

(2)

Subscription is payable immediately on the applicant being admitted to membership and failure to do so within 14 days shall result in cancellation of membership. To ease payment a direct debit may be paid.

(3)

A non-playing member shall be termed a playing member if that person plays in two or more League or Cup games throughout the season. They must then pay the full rate of membership.

(4)

Annual subscription shall be payable by the end of October or monthly by bankers mandate.

(5)

Failure to pay within 6 weeks of the above date will automatically suspend the member from the Club.

### COMPLAINTS

(1)

All complaints shall be made in writing to the Secretary for the notice of the Committee. The conduct of the members shall in no circumstances be made a matter of personal reprimand by any other member.

(2)

## CONTINUED

Misconduct by members brought to notice of the Committee shall be the subject of a Special Meeting when the attendance of the offending Member or Members shall be requested. The Committee shall have full powers of suspension or expulsion from the Club. A  $\frac{3}{4}$  majority is required for any of the foregoing steps.

### ACCOUNTS

(1)

Bank accounts shall be kept in the name of the Committee and shall be signed by any two from three. These shall be the Treasurer, Secretary and any named Committee member.

(2)

Accurate accounts and books shall be kept by the treasurer showing the financial affairs of the Club. All books shall be closed for balance at 30<sup>th</sup> June, when an Income and Expenditure Account be prepared and signed off accordingly. The cash in hand and in bank account must be shown on balance sheet.

(3)

The accounts must be checked and signed off prior to the A.G.M. The accounts shall be examined by an independent auditor. The auditor must not be attached to the club and should be totally independent. Completed audited accounts must then be proposed and seconded at the A.G.M.

### SELECTION

Team selection shall be conducted by a selected Manager/Coach.

### ALTERATION TO CONSTITUTION

Alterations to the Constitution shall only be made at the Annual General Meeting or a Special Meeting call for such purposes. Notice of a proposed alteration must be given to the Secretary and be signed by three members at least 7 days prior to the Annual General Meeting. A Special Meeting must be called by the Secretary within 14 days of receiving such notice if date is out with that of the Annual General Meeting. A majority of members shall be required to uphold that alteration.

## CONTINUED

### DISSOLUTION

If, upon winding up or dissolution of the Club, there remains after satisfaction of all the Club's debts and liabilities and property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects ( that is, aims and activities) similar to the objects of the Club. Such organisation or organisations to be determined by members of the Club by resolution passed at a General Meeting, at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

### CLUB COLOURS

Home Strip – Red and Black

Away Strip – Blue and Yellow

THIS CONSTITUTION WAS CONFIRMED AT A SPECIAL MEETING OF  
HAWICK COLTS HELD FOR THAT PURPOSE ON  
Monday 17<sup>TH</sup>. May 2021.

SIGNED – Kevin Strathdee  
Chairman

SIGNED – David Slight  
Secretary

SIGNED – Dougie Leithead  
Treasurer

DATE –17/05/2021



# K. JOHNSTONE

Window Cleaning Services & Fencing Contractor

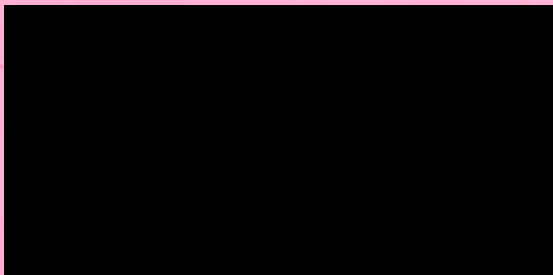
180 Ramsay Road, Hawick TD9 0DR  
07984 159455 01450 370355



Hawick colts

Date 3/2/23

Description	£
To supply dumper and digger and other materials for football pitch.	5000

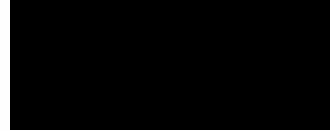


Sub Total	5000
VAT	
Total	5000

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*David Slight*  
*Secretary*



**Hawick Colts A.F.C. Hawick Common Good Fund Application**

**Breakdown of all costs associated with pitch project.**

- 1. Initial groundworks £5,000**
- 2. Goalposts £3000**
- 3. Goal nets £400**
- 4. Line making machinery and paint £1,000**
- 5. Grass cutting throughout the season (twice a month for 7 months @ £300/month) £2,100**
- 6. Floodlight running cost, including spares (we have already acquired the lights from Hawick Harlequins) £600**
- 7. Corner flag posts and flags £200**
- 8. Signage £500**
- 9. Dug outs and covers £950**
- 10. Contingency running cost £500**

**Total cost = £14,250.**

**D. Leithead as at February 2023.**

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Hawick Colts AFC

*Please ask for:*

*Alasdair Watson*

*Our Ref:*

*Your Ref:*

*E-Mail:*

[estate@infrastructure@scottishborders.gov.uk](mailto:estate@infrastructure@scottishborders.gov.uk)

*Date:*

*15<sup>th</sup> June 2022*

Dear Sir / Madam

### **WILTON PARK PITCH**

This agreement is between Scottish Borders Council, hereinafter referred to as "the Council" and Hawick Colts AFC, hereinafter referred to as "the Hawick Colts". The site, as shown on the plans attached and signed as relative hereto, hereinafter referred to as "the plan" belongs to the Council. The Hawick Colts wish to alter and enhance the physical characteristics of the site so that it can be used for the purpose of a football pitch, hereinafter referred to as "the Pitch Alterations" as shown on the plans attached and signed as relative hereto.

1. Notwithstanding the date or dates hereof, the Pitch Alterations will be carried out between the 12<sup>th</sup> September 2022 and the 7<sup>th</sup> November 2022.
2. The maintenance of the Pitch Alterations on the site will remain the Hawick Colts responsibility after the works have been carried out until their lease over the pavilion located at Wilton Park has ended.
3. Any Current fixtures and fittings relating to the pitch such as the flood lights currently situated there, will be the responsibility of the Hawick Colts who will be liable to pay any costs incurred. The Hawick Colts shall indemnify the Council of all repairing and operating costs associated with the flood lights at Wilton Park.
4. The white storage container located adjacent to the pitch is to be used for shared use with the Hawick Harlequins RFC.
5. The Hawick Colts shall have a right of access to the site for the purposes of carrying out the Pitch Alterations on the dates referred to in 1. above. Beyond these dates the Hawick Colts will have a further right of access to carry out maintenance of the site as detailed in 2. above.
6. The Hawick Colts will carry out the Pitch Alterations without causing any undue disturbance or inconvenience to visitors to the site.

7. The Hawick Colts shall indemnify and relieve the Council against all actions, claims, demands and others which may be brought against the Council in connection with the Hawick Colts carrying out the Pitch Alterations.
8. The Hawick Colts are responsible for obtaining all necessary insurances relating to the Pitch Alterations at the site.
9. Prior to commencing the Pitch Alterations the Hawick Colts will carry out a site specific Risk Assessment and ensure that the Pitch Alterations are carried out in accordance with the Risk Assessment. This will need to include a Safe System of Work. The Risk Assessment and the Safe System of Work to be approved by the Council prior to work commencing.
10. The Hawick Colts shall indemnify the Council to the fullest extent possible for any loss whatsoever suffered as a result of the Hawick Colts use of the site, whether under this agreement or otherwise.
11. At the expiry or sooner of the period of this agreement, the Club shall leave the site and the Pitch Alterations in like good repair and condition as at the commencement of this agreement.
12. The Hawick Colts shall indemnify the Council for the full cost of making good any damage caused to the area referred to in this agreement as deemed necessary by the Council.
13. The Council reserves the right to terminate this agreement at any time if there is a breach of any of the above term and conditions

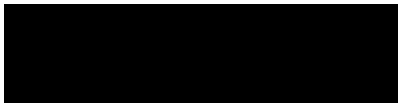
If the above is acceptable to you, please sign below and also on the plan to confirm your agreement.

Yours sincerely

Norrie Curtis  
Estates Strategy Manager

For Hawick Colts AFC

Signature



Name in Full

KEVIN STRATHDEE

Designation

KEVIN STRATHDEE

at

HAWICK COLTS AFC

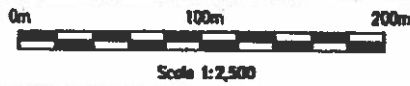
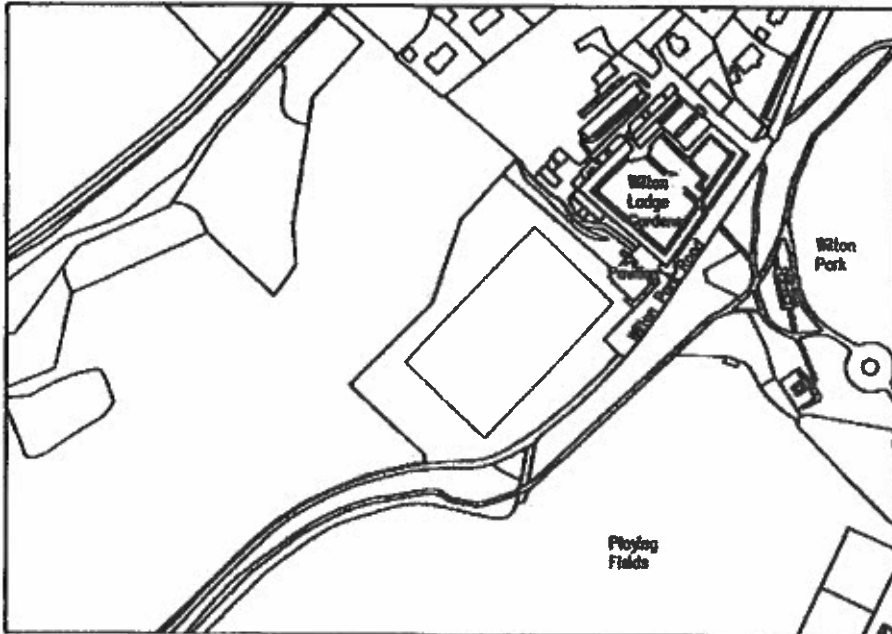
on 13/9/2022

in presence of MARK DOUGLAS

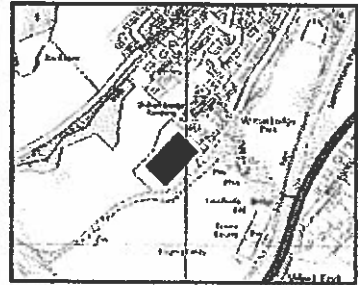
Witness Signature [Redacted]

Witness Full Name MARK DOUGLAS

Witness Address [Redacted]



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LOCATION PLAN (SCALE 1:10,000)

Licence granted to form & use a  
Football Pitch at  
Land east to Wilton Park Changing Pavilion,  
Wilton Park Road,  
Herdick

Area: 6,120 m<sup>2</sup> a.l.

22/AR/005

Date: 9<sup>th</sup> September 2022







## **Hawick Colts A.F.C. – Equality Policy**

To promote, foster and develop, throughout its membership without discrimination against any organisation or person for reason of race, religion or politics, the game of Association Football, and to take all such steps as may be deemed necessary or advisable for preventing infringements of the rules of the game or other improper methods or practices in the game and for protecting it from abuses.

Scottish Amateur Football Association is the governing body for amateur football under the jurisdiction of the Leagues and Associations of the SAFA.

The Equality Standard is a framework that the Scottish Amateur FA use to help take steps towards achieving equality, making sure all policies, procedures and decisions are fair. It is also a process that encourages our organisation to attempt to eliminate the barriers that may be affecting member's ability to take part in amateur football.

### **Key Definitions:**

*Protected Characteristics* are outlined in the Equality Act 2010 of which there are nine in total, sex, race, disability, age, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief.

*Equality is fairness.* All members/employees are respected and treated without discrimination and there is access for all. Equality is treating people equally or making sure equal numbers (members/employees) are offered and participate in the same opportunities.

*Equal Opportunity* is the prevention, elimination or regulation of discrimination between members/employees because of their sex or marital status, race, disability, age, sexual orientation, language or social origin, religious or political beliefs (Scotland Act 1998).

*Direct Discrimination.* This means treating someone less favourably than you would treat others in the same circumstances.

*Indirect Discrimination.* Where a member/employee imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable.

*Harassment* is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards members/employees because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic.

*Victimisation* is defined as when a member/employee is treated less favourably than others because he or she has taken action against Scottish Amateur FA.

*Disability Discrimination* includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

#### **Purpose of the Policy**

The Scottish Amateur FA recognises that certain members/employees may have been affected by past discrimination or may still be denied the opportunity to participate equally and fully in football at amateur level.

The Scottish Amateur FA has adopted this policy to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against employees and members in football under its jurisdiction.

#### **Statement of Commitment**

The Scottish Amateur FA is fully committed to the principles of Equality and equal opportunities and is responsible for ensuring that no, employee or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Date: 7<sup>th</sup> November 2021

## Common Good Fund: Application Form for 2023/24\*

\*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 Ex Service Association
<b>Name of your project:</b>	Trip to Bailleul to Celebrate 50yrs of the Twinning with Hawick & Visits to Places of Military Interest.
<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)**

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

In the past we have organized town a town twinning event in Bailluel and a parade to install 2 benches and the planting of 2 trees at the BOER War Memorial in Hawick Park and the installation of a bench at Douglas Haig Court Care Home to celebrate the Queens Platinum Jubilee

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

It is the 50-year anniversary of the twinning between our town Hawick and the French town of Bailleul. We would like to take 40 people from Hawick to visit Bailleul from the 7th to the 12th of October 2023 leaving on the 6th of October and returning on the 13th of October.

The trip would take part in activities in Bailluel to the celebrate our twinning and also make trips of military interest from the 1st world war and where possible visit cemetery's where local Hawick soldiers are interred. The funding would be used to offset the cost of travel and accommodation and would therefore allow the opportunity of those who would not otherwise afford the cost as many are older and or on low incomes.

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

**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)*

**The project will allow those who may never have had the opportunity to partake in a trip in their lifetime and will be a lifetime experience for them.**

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

**Expenditure: Please tell us how much money you need for the entire activity/project (you may be asked to provide up to 3 quotes to support your application)**

Item of Expenditure	Cost (£)
Cost of Coach, Bus Driver, and Ferry	£8,220.00
Cost of Accommodation	12,000.00
<b>Total Expenditure</b>	<b>£20,200.00</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£19,200.00</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>As per 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
Common Good Fund		Bench at Douglas Haig Court
QPJ Fund		Plant 2 Trees BOER War Memorial

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

	<b>Amount</b>	<b>Purpose</b>
Donation	£1000.00	Contribute towards project

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	Mr. Eck Barclay
<b>Position in Group/Org:</b> (if appropriate)	Hawick Ex Service Association Secretary
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	
<b>Signature:</b>	

**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**

We comply as per the SCIO guidance and advise and our legal obligations under the Equality Act 2010

**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 EX-SERVICE ASSOCIATION (SCIO)**  
**FINANCIAL STATEMENTS**  
For the year ended  
31st December 2022  
Scottish Charity No. SC049205

**INTRODUCTION**

The Hawick Ex-Service Association was registered as a Scottish Charitable Incorporated Organisation (SCIO) on 10th April 2019. It was formed in order to take over some of the activities of the Hawick Ex-Servicemen's Club. The transfer of assets to the charity from the Hawick Ex-Servicemen's Club took place on 1st January 2020.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity's objects are as follows:

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

**Activities & Achievements**

The charity fulfilled its objectives in the year under review by leasing, for a nominal rent, the club premises at 12 Teviot Crescent, Hawick, to Hawick Ex-Service Club, a company limited by guarantee, for the benefit of members and ex-members of H.M Forces.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its Constitution and is a Scottish Charitable Incorporated Organisation (SCIO).

**Recruitment and appointment of trustees**

The board of trustees consists of members elected by the membership at each annual general meeting together with any additional trustees, who need not be members, appointed by the board at any time on the basis that they have specialist experience or skills which could be of assistance to the board. At each annual general meeting all trustees shall retire from office but shall be eligible for re-election or re-appointment.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

SC049205

**Principal address**

12 Teviot Crescent

Hawick

TD9 9RE

**Trustees**

J Adams

G N Anderson (resigned 18.02.22)

J G Bell

A T Barclay

E F Losert (appointed 18.02.22)

**1. Donations**

During the year ended 31st December 2022 a grant of £2,500 was received from Scottish Border Council Queen's Jubilee Fund for tree planting and memorial benches at Wilton Lodge Park, Hawick and a grant of £1,082 was received from Hawick Common Good fund for a memorial bench at Douglas Haig Court, Hawick.

**2. Fixed Assets**

Comprises the Hawick Ex-Service Club premises located at 12 Teviot Crescent, Hawick, which was transferred to the SCIO from the former Hawick Ex-Servicemen's Club at the net book value at 1st January 2020.

**3. Trustee Remuneration and Expenses**

The Trustees did not receive any remuneration or expenses during the year.



	2022	2021
<b>Funds</b>		
Balance at 31st December 2021	£ 5,568	£ 5,265
Net Receipts for the year	<u>861</u>	<u>303</u>
<b>Balance at 31st December 2022</b>	<b>£ 6,429</b>	<b>£ 5,568</b>
	=====	=====
<b>Represented By:-</b>		
Balance at Bank of Scotland, Hawick	£ 6,429	£ 5,568
Treasurers Account	=====	=====

Assets  
Fixed Assets  
**Page**  
**Liabilities**

£ 35,000	£ 35,000
=====	=====
£ 720	£ 420
=====	=====

All funds are unrestricted.

Approved by the Trustees and signed on their behalf on 2nd March 2023

**J G Bell - Trustee**

**E F Losert - Trustee**

**RESERVES**

The charity holds reserves in order to have sufficient funds to maintain the fabric of the club premises to ensure that the premises remain fit for the purpose of benefitting members and ex-members of H.M. Forces, and to provide relief for members and ex-members of H.M. Forces who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

**TRUSTEES RESPONSIBILITIES**

The trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the charity during the financial year. The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 2nd March 2023 and signed on their behalf,

**J Adams - Trustee**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HAWICK EX-SERVICE ASSOCIATION (SCIO)

3.

I report on the Accounts of the charity for the year ended 31st December 2022 which are set out on pages 4 to 6.

**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. The Charity Trustees consider that the audit requirement of Regulation 10(1)(d) 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 those 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 view given in the Accounts.

**Independent examiner's statement**

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

1. which give 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 comply with Regulation 9 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.

Kevin D. Crowford,  
Chartered Accountant.

Address: JRW,  
19 Buccleuch Street,  
HAWICK, TD9 0HL.

2nd March 2023

HAWICK EX-SERVICE ASSOCIATION (SCIO)

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2022

4.

	2022	2021
<b>RECEIPTS</b>		
Grants & Donations	£ 3,642	£ 256
Rent Received	500	500
	(Note 1)	
<b>Total Receipts</b>	<u>£ 4,142</u>	<u>£ 756</u>
<b>PAYMENTS</b>		
Charitable Activities	£ 3,281	£ 453
Governance Costs	-	-
Independent Examiner's Fee	-	-
<b>TOTAL PAYMENTS</b>	<u>£ 3,281</u>	<u>£ 453</u>
<b>NET RECEIPTS FOR THE YEAR</b>	<u>£ 861</u>	<u>£ 303</u>
	=====	=====
	<b>£ 861</b>	<b>£ 303</b>

## **PROPOSED TRIP TO BAILLEUL OCTOBER 2023**

Hawick Ex-Service Association is planning a trip to Bailleul in October 2023 to celebrate and commemorate the 50<sup>th</sup> Anniversary of the Town Twinning. During the last visit in 2018 to commemorate the end of World War I, the President promised that there would be other visits in view of the outstanding way the Club had been received both by the Council and by the public of Bailleul. 50 years is quite an achievement in any relationship. Hawick has, unlike some other towns, no other Twin and considering the distance, it makes the occasion even more worthy of marking in a significant way.

The Association can perhaps claim to have its own special relationship with Bailleul, Not only is it situated in Flanders, where many men from Hawick and district '*lie where poppies grow*', four of those are actually buried in Bailleul itself and almost every year since the Twinning took place, suitable tributes have been placed on their resting places. In addition, those who have read the book, will know that Bailleul was a British Garrison Town, run by the British Army during World War 1. Many of those were Scots.

The Association is keen to see the link continue and wants to be in the vanguard to ensure that this happens and can act as a catalyst for other local organisation to follow suit due to the fact that other plans for reciprocal visits had to be cancelled because of the pandemic, as were proposed video links between schools and colleges and school pupil / student exchanges. We know the Mayor of Bailleul shares that view and is equally keen to establish as many links as possible, between the two Towns.

The plan is for a party of 40 persons comprising Association members, and members of the public to travel from Hawick on the 6<sup>th</sup> of October and stay overnight in the Dover area travelling by ferry on the Saturday and staying in Bailleul for another six nights travelling back on the Friday, allowing for Bed and Breakfast costs of £350.00 per person sharing and almost £500 for single occupancy. The estimated cost of the bus for the whole excursion is likely to be in the region of £8000 which includes ferry crossings and bus driver expenses which is an estimate as we don't have an up-to-date ferry price currently. This does not include visits to any sites of interest. To keep the price affordable to those going and, having regard to the nature of the trip and its value to the town, the Association is looking to public bodies for assistance to help achieve this aim. The hope would be to obtain a grant to meet the cost of the bus, at least, as was the case with the very successful trip in 2018.

It has to be stressed that the excursion is not a battlefield trip, although again like the 2018, visits would be made to places of significant interest related to the two major conflicts. That said, due to the kindness of local people in Bailleul, one or two families were able to have personal pilgrimages fulfilled, but that cannot be guaranteed this time. The Association Committee feels that because of its very nature, the trip is worthy of meaningful support from public funds and will hopefully inspire other organisations to celebrate this landmark occasion which, if the aims of Town Twinning are to be fulfilled will realise benefits in both towns across many sections of the local community, particularly when the trend nowadays appears to be towards centralisation in areas which at one time were undoubtedly matters for local decision.

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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>	Escape Youth Services
<b>Name of your project:</b>	Escape into Summer 2023
<b>The name of the Common Good Fund that you are applying to:</b>	

### 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.

Open 5 nights a week, Escape is a drop-in facility for young people in Hawick and the surrounding area where we provide a safe and fun environment for young people to meet, creating opportunities and supporting development. We offer a wide variety of activities including creative media, games, sports, music, arts, baking and cooking, interest groups, issue-based sessions, excursions and residentials.

Working in partnership with the school and Community Learning and Development and other groups. Providing a safe and welcoming environment along with providing fun filled new and exciting activities during the school holidays.

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

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

With the cost of living crisis impacting thousands of individuals we want to make sure that our Youths of today continue to thrive in such an unprecedented time. We want to provide a programme that runs three days a week for 5 weeks during the Summer Holidays. The programme will provide exciting activities that improve the young people's mental health and well-being. To support our young people to take part in activities they may not have taken part in before due to location, budget, or a variety of other barriers. Providing lunch each day to support families.

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

**Young people build their confidence and resilience, benefit from strengthened support networks and reduce risk-taking behaviour:**

With previous attendance around 90 young people a day in 2022 we would measure this by attendance figures and a pre and post evaluation.

**Young People develop their physical and personal skills:**

With young people having access to a facility on their doorstep, we would be able to encourage young people to take part in other physical and personal skills more so out with their normal school life.

**Supporting young people during a cost-of-living crisis:** Providing free lunch to all young people.

**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.

**In recent years we have seen an increased number of young people using our service who live in areas of deprivation (6 datazones within Hawick rank in the top 20% of SIMD); experience difficult or challenging family circumstances and the number of young people impacted by isolation and poor mental health. This has been further exasperated due to the continued impact of Covid-19 and more recently the cost-of-living crisis where more families face increased financial difficulties and hardship.**

**Last year we had over 130 unique young people participate with positive outcomes and learning recorded and a wealth of positive feedback from young people, parents, and partners. We also worked and will continue to work to target young people from the most deprived areas and those in need of additional support or engagement identified either by ourselves, school or partners to attend these extra sessions. The programme provides opportunities for our young people to take part in during the holidays, occupying a large amount of young people, removing barriers to participation and showcasing the positive impact our youths have within our local community.**

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

**The clear impact and evaluation of the holiday programme is that we have run them for the last 12 years. We have managed to secure funding in previous years and this year we aim to do the same. We are always finding new ways to raise funds to support our service and the impact we have on these young people during the holidays are life-long. We gain new young people off the back of these programmes who then go on to attend our evening sessions. The mental-health and wellbeing enhancements on this programme are vital to our young people.**

**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 (£)
Contribution to lunches, refreshments and snacks	£1000
Freelance workshops to provide new and innovate activities for our young people	£1000
Bus transport for trip/external learning opportunities	£2000
Entry fees for further afield trips to create new and exciting opportunities for our young people	£2000
Staffing costs to provide support and activities during the 15 days 3 members of staff @ £280 per day x 15 <b>(We are not asking for this from the Hawick Common Good Fund)</b>	£4,200
<b>Total Expenditure</b>	<b>£10,200</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£6,000</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
Please see attached Appendix (Spreadsheet) that lists this information.		

Tell us about your own fundraising or how you have secured other funding for this project.		
Proposed Funding	Amount	Purpose
Young People Sponsored Walk	£1000	We would ask the young people to complete a sponsored walk to raise money to support the programme
Request to Hawick Panto Group	£500	To support with lunches & refreshments
Stand Up to Sectarianism	£500	Requesting support to help fund staffing

Individual/Group/Organisation details:	
Contact Name:	Andrew Shields
Position in Group/Org: (if appropriate)	Assistant Manager
Home Address:	
Post Code:	

<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	<b>25.04.2023</b>
<b>Signature:</b>	<b>A.J.Shields</b>

<b>Equalities</b>
<b>Do you have an Equal Opportunities Policy or Equality Statement?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Explain how your project complies with the obligations contained in the Equality Act 2010</b>  Our project does not exclude anyone, our project is in line with our current remit of who Escape works with for which is any young person who is in Primary 6 to Secondary School Year 6.

<b>Public Protection</b>
<b>Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>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.</b> <b>Child Protection Policy, Code of Conduct, Equal Opportunities Policy, GDPR, Child Protection Appendix 1,2,3 &amp; 4</b> <b>Copies attached</b>
<b>All our staff are PVG Registered and Checked. All complete Child Protection Training and updates. All our staff know the current protocol for any child protection issues, and we have 3 child protection officers (2 members of Senior Management and 1 Board member)</b>

<b>Permissions</b>
<b>Does your project involve work to a building or land?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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>
--------------------------



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

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Company registration number: SC431246  
Charity registration number: SC035939

# Escape Youth Services

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 October 2021

## **Escape Youth Services**

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## **Escape Youth Services**

### **Reference and Administrative Details**

<b>Trustees</b>	R J Jones T Gibson V Rae C Ramage A Hill S Logan
<b>Secretary</b>	S Snowdon
<b>Charity Registration Number</b>	SC035939
<b>Company Registration Number</b>	SC431246
<b>Registered Office</b>	The charity is incorporated in Scotland. Hawick Youth Centre Havelock Street Hawick Scotland TD9 7BB
<b>Independent Examiner</b>	David Campbell Deans 27 North Bridge Street Hawick TD9 9BD

## **Escape Youth Services**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 October 2021.

#### **Objectives and activities**

##### ***Objectives, strategies and activities***

The principal objects of the company are the advancement of education by developing and sustaining a supportive service for young people in Hawick and district, as defined by the TD9 postcode (area of benefit), where young people can succeed. And also the provision of recreational facilities, or the organisation of recreational activities with the object of improving the condition of life for young people and only in relation to recreational facilities or activities which are primarily intended for persons who need them by reason of their age; by increasing the range, quantity and quality of youth-led provision in the area of benefit, based on identified need, and by increasing youth participation within the service and community, strengthening relationships and acknowledging young people as valued citizens.

We have started to return to "normal" activities as the pandemic restrictions were lifted. We have increased our sessions and are developing new activities for our client base.

#### **Achievements and performance**

The 20/21 year has proved to be challenging in terms of operational matters but the finances of the charity remain healthy due to the support of our grant providers.

At the end of the period, we had 240 members currently registered with 175 active members (those who have attended repeatedly in the last 3 months). 219 youth work sessions were delivered throughout the period totalling 3666 attendances.

Restrictions again varied throughout the year meaning a mixture of online sessions, outdoor sessions and face to face indoor sessions initially with limited numbers.

For the August to December 2020 period when we returned to face-to-face work 72 members re-engaged during this time with 743 attendances.

For January- March 2021 when we entered level 4 restrictions we reverted back to work online where we had 331 attendances with 49 young people and returned to outdoor sessions from 30th March.

We run 3 outdoor and 2 online session per week in the April/May period before returning to 5 indoor sessions per week from mid-May once indoor youth work was again permitted.

Additional day-time programmes were run in the school holiday periods over 21 days in April and July-Aug including multi-activity days with sports, crafts, team building, problem solving activities, cooking with our new outdoor pizza oven and chill time, Bubble Football, Nerf Wars, BBQ and Silent Disco plus trips to the beach, Foxlake and Rock UK for outdoor activities including climbing and gorge walking. Lunch was provided on all the days plus refreshments throughout. All sessions in April were full (limited to 15) with some Stepping Stones young people who have not attended our drop-in's before coming along and new members who have also began attending evening drop-in's recently.

The summer saw 653 attendances with 70 individual young people.

Due to additional funding from Youthlink we were able to provide 75 members (including all Denholm and Stepping Stones young people) activity and wellbeing packs (with a value of £25 each) for the start of the April holidays. Packs included sweet treats and an Easter egg, sunflower and flower seed packs, a fiction book, mindfulness puzzle books, acrylic paints and canvas, bath bombs, stationary items, kindness/happiness journal, and baking kit plus info on all our sessions and upcoming April programme. These again were warmly received particularly those who had not returned to face-to-face work since prior to the pandemic.

## **Escape Youth Services**

### **Trustees' Report**

In the periods of April-July attendances were at the limits of those within our guidance for levels at the time i.e., 15 young people per session level 3, 30 young people levels 1/2, showing the need for face-to-face engagement. Since restrictions lifted, our attendance has continued to increase with an average of 60 young people attending our junior sessions per evening and 21 for our Senior sessions over the last few months.

We continue to offer a wide variety of activities within drop-in's to improve health and wellbeing, increase confidence and self-esteem and improve skills including sports, arts, hobby and interest areas, life-skills, and issue-based topics.

Our Stepping Stones project resulted in 401 hours of additional 1:1 support and small group work for 20 young people throughout the period. We also were permitted to visit schools in June to carry out transition support with 190 pupils in all the local primary schools.

We have continued to improve and promote our social media presence and website which has led to increased community awareness and knowledge of our service. Not only has this impacted the number of young people we are working with but has resulted in an increased number of ongoing hires using the facility each week out with drop-in periods to increase our revenue.

As well as positive experiences recorded in session plans from our members, we have received lots of positive feedback from members and parents on our activities and holiday programmes to illustrate our impact and difference we are making in young people's lives.

We have a visioning day planned for November for Board members, staff and volunteers, which we will repeat and/or adapt activities to include our members in this process so they too can help shape the future of the organisation.

#### **Financial review**

A surplus of £18,761 was earned in the year and this was added to reserves. Unrestricted reserves now stand at £47,674. The trustees consider this to be a satisfactory position.

#### ***Policy on reserves***

We are now in a significantly stronger position than previous years, and the management committee has aimed for reserves of at least 3 months running costs. With £47,674 currently in reserve they feel that this is around that amount. Consideration will be given to creating a designated fund to ringfence some of these reserves to cover unforeseen costs.

#### ***Funds in deficit***

No funds are in deficit.

## **Escape Youth Services**

### **Trustees' Report**

#### ***Principal funding sources***

An overwhelming thanks to our external funders this year for their continued support and continued flexibility in the use of funds; Scottish Borders Council Children and Young People's Learning Group, Children in Need, Bank of Scotland Foundation Reach Fund, The National Lottery Community Fund, The Scottish Government's Wellbeing Fund, Foundation Scotland, Youth Link Scotland, The Corra Foundation, The Bridge (Fallago Environmental Fund), Hawick Common Good Fund and The Coop Local Community Fund and

We also continued to be involved with the Neighbourly Food Surplus Scheme and are grateful for our weekly donations from Lidl and Aldi supermarkets.

Due to Covid 19 we continued to face negative financial impact on our ability to hold fundraising events, hire our hall for external use, and appeal for general donations; however, we did generate just over £15,000 through hires (once permitted) and donations. Thanks must go to the Arnold Clark Community Fund, Unison, Unite Union, Hawick Scrubs Group and Hawick Community Council, Mrs J Bruce, Mrs E Cranston and Mr P Murray as well as individuals who supported us through Easyfundraising and Amazon Smile donations.

We also want to thank and acknowledge Youthborders for their support in contributing to the sustainability of our organisation through administering funds, updates, training and guidance and representing our organisation strategically both locally and nationally.

We once again thank all these organisations and individuals, our members, parents, carers and the wider community for their continuing support.

#### ***Investment policy and objectives***

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the directors wish. Monies not immediately required can be invested in such investments or securities or property as may be thought fit.

#### **Plans for future periods**

##### ***Aims and key objectives for future periods***

With the impact of the pandemic and potential changes to service still ongoing we are aware that our services and plans will need to remain flexible and adaptable to any restrictions implemented; and the importance of maintaining relationships with young people throughout such times.

We are therefore committed:

- To increasing the level of provision in relation to identified need and increased engagement of young people.
- To continue to target the most vulnerable young people in our community by working with schools and other service providers.
- To continue to upskill our staff, volunteers and Board members to ensure quality of service.
- To continue to seek funding to develop the facility and outside space to ensure a safe and well-equipped environment for our staff to provide diverse and quality youth work activities.
- To investigate further ideas for social enterprise and sustainable development in the context of climate change.

#### **Going concern**

The Trustees consider that the charity is a going concern.



## **Escape Youth Services**

### **Trustees' Report**

#### **Structure, governance and management**

##### ***Nature of governing document***

The company, which is a recognised charity in Scotland, is a charitable company limited by guarantee and was set up by a Memorandum of Association on 28 August 2012.

##### ***Recruitment and appointment of trustees***

All of the organisations trustees are appointed or reappointed by the members at the annual general meeting, which is held in August each year.

##### ***Induction and training of trustees***

New directors undergo an induction process which briefs them on their obligations under legislation, the decision making processes, the business plan and the recent financial performance.

##### ***Organisational structure***

The Company has a Board of Directors who meet monthly and are responsible for the strategic direction and policy of the charity. At present the committee has six members from a variety of backgrounds relevant to the work of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the facilities rest with the manager. The manager is responsible for ensuring that the charity delivers the facilities specified and that key performance indicators are met, together with responsibility for the operational management of the facilities.

#### **Relationships with related parties**

There are no related parties at present, but "Escape" works closely with a number of statutory and voluntary bodies and it is anticipated that service level agreements may be entered into in the future.

#### **Financial instruments**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

#### **Funds held as custodian trustee on behalf of others**

No funds are held on behalf of other organisations.

#### **Creditor payment policy**

It is policy to settle invoices within normal credit terms.

#### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Escape Youth Services for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations. The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

## **Escape Youth Services**

### **Trustees' Report**

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 26 July 2022 and signed on its behalf by:



R J Jones  
Trustee

## Escape Youth Services

### Independent Examiner's Report to the trustees of Escape Youth Services

I report on the accounts of the charity for the year ended 31 October 2021 which are set out on pages 8 to 18 .

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 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 report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 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.

  
David Campbell  
Deans  
ICAS

27 North Bridge Street  
Hawick  
TD9 9BD

26 July 2022

## Escape Youth Services

### Statement of Financial Activities for the Year Ended 31 October 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	35,553	92,673	128,226
Other trading activities	5	15,186	-	15,186
<b>Total income</b>		<u>50,739</u>	<u>92,673</u>	<u>143,412</u>
<b>Expenditure on:</b>				
Charitable activities	6	(26,720)	(97,931)	(124,651)
<b>Total expenditure</b>		<u>(26,720)</u>	<u>(97,931)</u>	<u>(124,651)</u>
<b>Net income/(expenditure)</b>		<u>24,019</u>	<u>(5,258)</u>	<u>18,761</u>
<b>Net movement in funds</b>		24,019	(5,258)	18,761
<b>Reconciliation of funds</b>				
Total funds brought forward		23,655	31,761	55,416
Total funds carried forward	13	<u>47,674</u>	<u>26,503</u>	<u>74,177</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	30,326	115,739	146,065
Other trading activities	5	9,648	-	9,648
<b>Total income</b>		<u>39,974</u>	<u>115,739</u>	<u>155,713</u>
<b>Expenditure on:</b>				
Charitable activities	6	(19,111)	(85,334)	(104,445)
<b>Total expenditure</b>		<u>(19,111)</u>	<u>(85,334)</u>	<u>(104,445)</u>
<b>Net income</b>		<u>20,863</u>	<u>30,405</u>	<u>51,268</u>
<b>Net movement in funds</b>		20,863	30,405	51,268
<b>Reconciliation of funds</b>				
Total funds brought forward		2,792	1,356	4,148
Total funds carried forward	13	<u>23,655</u>	<u>31,761</u>	<u>55,416</u>

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2020 is shown in note 13.

The notes on pages 10 to 18 form an integral part of these financial statements.

## Escape Youth Services

### (Registration number: SC431246) Balance Sheet as at 31 October 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Cash at bank and in hand	11	74,465	55,704
<b>Creditors: Amounts falling due within one year</b>	12	<u>(288)</u>	<u>(288)</u>
<b>Net assets</b>		<u>74,177</u>	<u>55,416</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	13	26,503	31,761
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>47,674</u>	<u>23,655</u>
<b>Total funds</b>	13	<u>74,177</u>	<u>55,416</u>

For the financial year ending 31 October 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 8 to 18 were approved by the trustees, and authorised for issue on 26 July 2022 and signed on their behalf by:

  
R J Jones  
Trustee

The notes on pages 10 to 18 form an integral part of these financial statements.

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

#### 1 Charity status

The charity is limited by guarantee, incorporated in Scotland, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Hawick Youth Centre  
Havelock Street  
Hawick  
Scotland  
TD9 7BB

These financial statements were authorised for issue by the trustees on 26 July 2022.

#### 2 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Escape Youth Services meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The accounts are presented in Sterling (£) and are rounded to the nearest £1.

##### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### Income and endowments

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

## **Escape Youth Services**

### **Notes to the Financial Statements for the Year Ended 31 October 2021**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Investment income***

Investment income is recognised on a receivable basis.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### ***Cash and cash equivalents***

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### Financial instruments

##### Classification

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### Recognition and measurement

Where shares are issued, any component that creates, a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as an interest expenses in the profit and loss account.

##### Impairment

At the end of each reporting period financial instruments measured at fair value are assessed for objective evidence of impairment. The impairment loss is recognised in the profit and loss account.

### 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies;			
Donations from individuals	3,081	-	3,081
Grants, including capital grants;			
Grants	32,472	92,673	125,145
	<u>35,553</u>	<u>92,673</u>	<u>128,226</u>



## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

#### 4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Children In Need	-	29,178	29,178	31,698
Scottish Borders Council	32,472	23,540	56,012	35,277
National Lottery Community Fund	-	16,446	16,446	32,094
SBC Service Level Agreement STV	-	18,000	18,000	1,250
Bank of Scotland	-	-	-	4,000
Corra Foundation	-	-	-	14,181
Youth Link	-	490	490	13,612
Foundation Scotland	-	5,019	5,019	6,632
Youth Scotland	-	-	-	1,995
The Bridge	-	-	-	1,000
Neighbourly Community Fund	-	-	-	2,500
UK Government	-	-	-	400
	-	-	-	1,152
	<u>32,472</u>	<u>92,673</u>	<u>125,145</u>	<u>145,791</u>

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

#### 5 Income from other trading activities

	Unrestricted funds General £	Total 2021 £
Trading income;		
Sales of goods and services	1,930	1,930
Membership subscriptions	828	828
Property rental income	12,428	12,428
	15,186	15,186
	Unrestricted funds General £	Total 2020 £
Trading income;		
Sales of goods and services	2,894	2,894
Events income;		
Other events income	359	359
Membership subscriptions	1,611	1,611
Property rental income	4,784	4,784
	9,648	9,648

#### 6 Expenditure on charitable activities

		Unrestricted funds General £	Restricted funds £	Total 2021 £
Fundraising	Note	1,984	-	1,984
Staff costs		3,679	82,703	86,382
Allocated support costs	7	20,666	15,228	35,894
Governance costs	7	391	-	391
		26,720	97,931	124,651

	Activity undertaken directly £	2021 £
Wages and salaries	85,841	85,841
Staff training	184	184
Travelling	357	357
Repairs	9,765	9,765

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

	Activity undertaken directly £	2021 £
Property costs	3,039	3,039
Printing, postage & stationery	536	536
Fundraising costs	3	3
Purchases	1,981	1,981
Telephone	1,793	1,793
Session resources	16,546	16,546
Subscriptions	966	966
Professional fees	1,911	1,911
Bank charges	100	100
IT	1,238	1,238
	124,260	124,260

In addition to the expenditure analysed above, there are also governance costs of £391 (2020 - £386) which relate directly to charitable activities. See note 7 for further details.

#### 7 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Independent examiner fees			
Examination of the financial statements	391	391	386
	391	391	386

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	84,471	69,736
Social security costs	346	184
Pension costs	1,024	967
Other staff costs	541	1,409
	86,382	72,296

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Youth workers	11	11

1 (2020 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,024 (2020 - £967).

No employee received emoluments of more than £60,000 during the year.

#### 9 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	391	386

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	74,465	55,704

#### 12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	288	288

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

#### 13 Funds

	Balance at 1 November 2020 £	Incoming resources £	Resources expended £	Balance at 31 October 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	23,655	50,739	(26,720)	47,674
<b>Restricted funds</b>				
Children In Need	1,921	29,178	(30,699)	400
CYPLG	(7,847)	23,540	(15,693)	-
Youth Link	6,632	5,019	(11,651)	-
Foundation Scotland	1,995	-	(1,995)	-
SBC	-	18,000	(9,000)	9,000
Bank of Scotland	13,391	-	(11,477)	1,914
National Lottery Community Fund	15,669	16,446	(16,926)	15,189
Corra Foundation	-	490	(490)	-
<b>Total restricted funds</b>	<u>31,761</u>	<u>92,673</u>	<u>(97,931)</u>	<u>26,503</u>
<b>Total funds</b>	<u>55,416</u>	<u>143,412</u>	<u>(124,651)</u>	<u>74,177</u>
	<b>Balance at 1 November 2019 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 31 October 2020 £</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General	2,792	39,974	(19,111)	23,655
<b>Restricted</b>				
Children In Need	-	31,698	(29,777)	1,921
CYPLG	-	7,847	(15,694)	(7,847)
Youth Link	-	6,632	-	6,632
Foundation Scotland	-	1,995	-	1,995
SBC	-	13,612	(13,612)	-
STV	-	4,000	(4,000)	-
Live Borders	-	1,250	(1,250)	-
Bank of Scotland	-	14,181	(790)	13,391
SBC - Localities Bid	-	2,430	(2,430)	-
National Lottery Community Fund	1,356	32,094	(17,781)	15,669
<b>Total restricted funds</b>	<u>1,356</u>	<u>115,739</u>	<u>(85,334)</u>	<u>31,761</u>

## Escape Youth Services

### Notes to the Financial Statements for the Year Ended 31 October 2021

	Balance at 1 November 2019 £	Incoming resources £	Resources expended £	Balance at 31 October 2020 £
<b>Total funds</b>	4,148	155,713	(104,445)	55,416

The specific purposes for which the funds are to be applied are as follows:

Restricted funds represent various grants provided to assist in the running of the charity. Each provider has its own conditions attached to the grants and the providers are shown separately for this reason. Balances on these funds represent unspent grant monies where the commitment to expend the balance exists in subsequent accounting periods.

#### 14 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 October 2021 £
Current assets	47,962	26,503	74,465
Current liabilities	(288)	-	(288)
<b>Total net assets</b>	47,674	26,503	74,177

	Unrestricted funds General £	Restricted funds £	Total funds at 31 October 2020 £
Current assets	23,943	31,761	55,704
Current liabilities	(288)	-	(288)
<b>Total net assets</b>	23,655	31,761	55,416



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## **4. Charity Policies**

### **Introduction**

The under noted policies in section 4 **do not** form part of your contract of employment, but will serve as guidelines on how you can expect the Charity to deal with certain issues.

### **Code of Conduct for working with children and young people: promoting good practice and a safeguarding culture**

The following are a guide to helping create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the EYS Child Protection Policy.

#### **Practice to be encouraged:**

- Treat all children and young people with respect and dignity
- Involve young people in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
- When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by EYS staff in relation to each child or young person attending the event/meeting:
  - A Consent Form for all events or specific activities;
  - Contact details for the family/guardians, including emergency contact numbers;
  - Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
  - Use a reporting form to keep a clear note of any incidents or concerns
  - If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of young people

#### **Practice to be avoided:**

- Workers should not give lifts in their car to individual children or young people or travel alone with young people. Where not doing this would compromise EYS Health and Safety Policy (e.g. leaving a young person alone at a venue) you should attempt to phone the parent/guardian of the young person to confirm what you will be doing. You should also ask the young person to sit in the back seat.
- Workers should not take young people to their home or that of another worker
- Workers should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer
- Workers should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, unless agreed by the management committee.  
Unacceptable practice:
  - Invading the privacy of children and young people when they are toileting or showering, changing or dressing.
  - Inappropriate physical or sexually provocative games
  - Sharing sleeping accommodation with an individual child or young person
  - Making sexually suggestive comments about or to a child or young person even in fun
  - Inappropriate and intrusive touching of any form
  - Scape-goating or ridiculing a child or young person

- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- Any form of physical punishment
- Illegal use of drugs
- Use of alcohol during an event
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism of any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

*If any of the following occur, you must report it to the line manager:*

- A young person is hurt
- He/she seems distressed in any manner
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague

## **Child Protection Policy and Procedure**

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Members of staff have an important role to play in creating a positive and safe environment where children are concerned. The organisation further recognises its responsibility to protect children; to recognise the possible signs of abuse or neglect; and if there is cause for disquiet, to report any issues to the manager who has agreed to act as monitor for child protection issues.

This policy applies to all employees, volunteers and members of the Board.

### **Aims:**

The main aims of this policy are to:

Set out the expectations of staff, volunteers and members of the Board in relation to Child Protection issues

- Define Child Abuse – to include bullying
- Ensure that children have the right to be protected from abuse and harm at all times and in all situations.
- Ensure that all staff are aware that Child Protection is the responsibility of every adult who has involvement with children
- Provide information on the ways in which abuse or neglect may present in the child

Provide advice on Disclosure Scotland vetting procedures

Responsibility for developing and maintaining a child-safe environment rests with everyone at some level.

The organisation will ensure that this policy is communicated to all staff, volunteers and members of the Board and that the policy and procedures are adhered to by all staff, volunteers and members of the Board

Appropriate guidance and support will be provided to members of staff who report child care concerns, confidential records will be maintained in relation to any allegations and the effectiveness of the response in relation to these allegations and communication links maintained with the local Child Protection Committee/Agency at all times

Line Managers have a duty to:

- Understand, explain and promote the policy to their staff

- Encourage staff to raise any concerns they have regarding bullying and/or other forms of child abuse
- Be responsive and supportive to any employee who so raises a concern

Employees have a duty to:

- Familiarise themselves with this policy and procedures
- Raise any concerns they have relating to bullying or child abuse at the earliest opportunity
- Advise their line manager immediately if they are under suspicion or accused of any conduct which may affect their suitability to work with children

## Definitions

### Child protection

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect or exploitation.

It also states that children should have the right to express their views on any issues or decisions affecting them.

### Bullying

- Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- Bullying is an unacceptable form of behaviour through which a child/ young person or groups feel threatened, abused or undermined by another individual or group.
- Bullying is behaviour that can be defined as a repeated attack of a physical, psychological, social or verbal nature by those who are able to exert influence over others.
- Bullying can take many forms. It may include physical aggression, intimidation, threatening, extorting, pressurising, name-calling or teasing.
- Less obvious examples such as ignoring or excluding someone are also regarded as bullying and their possible effects should not be minimised.
- Bullying can cause stress and can affect a child's health.

### Child abuse

The formal definition of Child Abuse is:

'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or \*omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of the child).'

[Reference; Scottish office (1998) 'Protecting Children: A Shared Responsibility'].

\*nb. This means children at risk through either something a person has done to them OR something a person is failing to do for them.

This is a very open definition which encourages us to be open minded and to think about what child abuse is. For those working in the field of Child Protection the definition gets broken down further into Categories of Abuse, namely:

- Physical Injury
- Sexual Abuse
- Emotional Abuse
- Physical Neglect
- Non-organic Failure to Thrive

#### Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

#### Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other

forms of gratification of that person or any other person(s) including organised networks. This definition holds, whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.

#### Non Organic Failure to Thrive

Children who significantly fail to reach normal growth and development milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

#### Emotional Abuse

Failure to provide for the child's basic emotional needs, such as to have a severe effect on the behaviour and development of the child.

#### Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child.

[Reference: 'Scottish Office (1998) Protecting Children: A Shared Responsibility'].

#### Recognition of Abuse

- Possible indicators of physical injury are bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the marks of a hand, lacerations, bite marks or burns
- Possible indicators of physical neglect are inadequate clothing, poor growth, poor hunger, poor hygiene
- Possible indicators of emotional abuse are excessive dependence, attention seeking, and self-harming
- Possible indicators of sexual abuse are physical signs such as bruises, scratches or bite marks to thighs or genital areas; or behaviours such as precocity, withdrawal or inappropriate sexual behaviour

#### Note:

Such symptoms may be due to a variety of other causes such as bereavement, domestic violence or changes in family circumstances. However, they may be due to child abuse.

No list of symptoms can be exhaustive. Also, alternative medical, psychological or social explanations may exist for the signs and symptoms described. In particular bruises to the legs are often accidental. Further guidance from the Scottish Executive explains how children rarely tell if they are being abused. However, there may be signs which make you concerned and may be an indication of a child being abused or neglected.

#### **Child Protection Procedures**

Child protection should not be treated in isolation – it will be necessary to take on board guidance given by the local Child Protection Committee/Agency and to address the recruitment and selection of volunteers and paid employees by doing the following:

##### Administrative procedures

1. We accept that it is our responsibility as an organisation/group to check that all adults with substantial access to children have been appropriately vetted (Appendix)
2. We will ensure that every new volunteer or member of staff will complete an application form
3. We will make a request for previous addresses on volunteer/ job application forms
4. We will ask for the names of two referees who will be prepared to provide a written reference
5. We will interview all prospective volunteers and staff;
6. We will note at interview all previous experience of volunteers and staff in working with children;
7. We will carry out a probationary period for all volunteers and staff of at least 3 months.
8. We will hold a register of every child involved with the organisation/group including relevant medical details and have a contact name and number close to hand in case of emergencies

##### Behavioural Procedures

Every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our

organisation if we have suspicions about a child's physical, sexual or emotional wellbeing, we will take action.

Volunteers and staff must, at all times:

1. Acknowledge the age group they work with
2. Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others
3. Be aware that someone else might misinterpret actions even if they are well-intentioned
4. Provide time for children to talk to us
5. Encourage children to respect and care for others
6. Take action to stop any inappropriate verbal or physical behaviour;
7. Respect a child's right to personal privacy
8. Never trivialise or exaggerate child abuse issues;
9. Refrain from interrogating or questioning a child other than to clarify understanding. (If the matter is to be investigated further it will be so done by trained professionals).
10. Be honest - in that you may have to talk to someone else who can help (do not promise confidentiality)
11. Remain calm, no matter how difficult it is to listen to the child
12. Listen to the child - REALLY LISTEN - taking what they say seriously.
13. Record written details of disclosure or events using the organisation's incident/disclosure form.
14. Records should be signed and stored in a secure place.
15. Share concerns with the manager/committee member who has agreed to monitor child protection issues
16. Remember to REFER not INVESTIGATE any suspicions or allegations about abuse;
17. Only share concerns and seek support from those identified in the organisation's child protection policy.
18. If an allegation is made in relation to a volunteer or employee of the organization, a referral will be made to Disclosure Scotland.

If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Services or the Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our organisation's child protection monitor, who would then make a referral to any appropriate support services. It is important that all volunteers and staff communicate concerns accurately as described below:

- a. Upon suspicions being raised, or on the receipt of any information from a child, it is necessary to record what has been seen, heard or known of at the time the event occurs
- b. Share these concerns with the monitor for the organisation/group and agree action to be taken
- c. Always REFER never INVESTIGATE any suspicions or allegations about abuse

If we have concerns, we must act - it may be the final piece of the jigsaw that is needed to protect that child or we may prevent other children from being hurt.

**Local contacts:**

**Children and Families Social Work Team 01896 662787**

**Out of Hours Social Work Emergency Duty Team 01896 752111**

**Public Protection 01896 664596 (Out of Hours)**

**Police Station: 101**

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## **Appendix 1**

### **DISCLOSURE SCOTLAND (VETTING PROCEDURES)**

Disclosure Scotland checks are compulsory for all volunteers who work with/ who have 'substantial access' to children/ young people. When considering the question of substantial access consider the following questions:

- Will the person have one-to-one contact with children? If 'yes' the access must be considered substantial.
- Will the person be supervised? If the person is under close supervision at all times, the access may not be considered substantial, however it will allow close relationships to be formed and this could be exploited.
- Will the person be in an isolated situation with a child? The risks are greater where a child is with an adult in an isolated situation away from peers and family.
- Will there be regularity of contact? The more regular the contact, the stronger the relationship that may be formed which could be exploited.
- Is overnight care involved? If 'yes' then the adult must be fully vetted.

For all new volunteers and staff, it is the committee's responsibility to discuss and decide upon the checks required. These will include taking up two written references and will include a Disclosure Scotland check.

For positions considered to be 'regulated work' as defined by the PVG Act, successful applicants will be required to become members of the PVG Scheme or, if already a member, provide their Scheme Record and permit access to a PVG Scheme Record Update.

Any applicant found to be fully listed on the Children's List will not be appointed to a regulated work position (paid or unpaid).

## Appendix 2

### **POLICY and PROCEDURE ON PROTECTING VULNERABLE PEOPLE**

This policy applies to regulated work with children and/or protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

We aim to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

#### SELECTION

- All applicants, for paid and unpaid positions, will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of appointment.
- The successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.

#### SCREENING

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

#### TRAINING

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work. Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

#### SUPERVISION

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteers will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

We will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy/procedures and have received appropriate training and support to ensure its full implementation.

#### Legal issues

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.



## Appendix 3

### POLICY AND PROCEDURE ON THE RECRUITMENT OF EX OFFENDERS

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will request a Standard or Enhanced disclosure only where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration –

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and procedure and have received relevant training and support.

Any applicant for any post that requires a disclosure may receive a copy of this document and the Code of Practice.

## Appendix 4

### **POLICY AND PROCEDURES ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION**

In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of Disclosure Information, we will ensure that all staff with access to disclosure information are aware of this policy/procedure and have received relevant training and support.

We will make a copy of this policy/procedure available to any applicant for a post (paid or voluntary) that requires a disclosure and we will ensure the following practices:

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our designated signatory and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made; however, the following details may be retained: -
  - Date of issue of disclosure
  - Name of subject
  - Disclosure type
  - Position for which disclosure was requested
  - Unique reference number of disclosure
  - Recruitment decision taken

## **Equal Opportunities Policy**

The Charity condemns any kind of discrimination or victimisation on the basis of a protected characteristic or association with a person who has a protected characteristic. Protected characteristics are sex, sexual orientation, marriage and civil partnership status, age, disability, pregnancy and maternity, gender reassignment, religion or belief, race, creed, colour, ethnic and national origins. Any person found to be discriminating directly or indirectly or victimising any employee, associate, contractor, customer or member of the public, will be subject to disciplinary action up to and including dismissal. The policy will be implemented in accordance with the appropriate statutory legislation in conjunction with Codes of Practice and guidance from the Equality and Human Rights Commission. We will maintain a neutral working environment in which no employee or worker should feel under threat or intimidated.

### **Recruitment and selection**

Job descriptions shall be drafted so to include only those requirements strictly relevant to the job. Recruitment advertisements shall be placed so as to attract the widest possible response. Where the applicant must be in possession of an occupational/professional qualification or relevant abilities/experience, this shall be clearly stated. All applicants shall receive fair treatment and be selected for interview solely on the basis of their possession of the relevant abilities and/or experience and/or qualifications. Successful interviewees shall be selected for employment based solely on their possession of the professional attributes necessary for the position concerned.

### **Promotion and training**

Promotions will be awarded solely on merit. Opportunities for training which are normally linked to skills and qualifications related to business needs, shall be available to all staff.

### **Grievance procedures**

The Grievance Procedure as set out in this handbook shall apply equally to all employees. Senior management will pay particular attention to grievances which may result from discrimination or victimisation and it shall be their responsibility to ensure all staff comply with the requirements of this policy.

### **Monitoring**

Senior management take responsibility for reviewing and monitoring employment records to ensure adherence to this policy. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

### **Communication**

The Charity has an open-door policy and all feedback is welcome in respect of both this policy and any other policy or practice within the business.

Should you believe you have been subjected to any act of discrimination at work you are strongly encouraged to raise the issue under the Charity's Grievance Procedure.

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# Data Protection Policy and Guidelines (GDPR)

This document sets out Escape Youth Services (EYS) policy on the protection of information relating to staff members, workers and volunteers. Protecting the confidentiality and integrity of personal data is a critical responsibility that EYS takes seriously at all times. EYS will ensure that data is always processed in accordance with the provisions of relevant data protection legislation, including the General Data Protection Regulation (GDPR).

## KEY DEFINITIONS

### Data processing

Data processing is any activity that involves the use of personal data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

### Personal data

Personal data is any information identifying a data subject (a living person to whom the data relates). It includes information relating to a data subject that can be identified (directly or indirectly) from that data alone or in combination with other identifiers EYS possesses or can reasonably access. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

### Sensitive personal data

Sensitive personal data is a special category of information which relates to a data subject's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data. It also includes personal data relating to criminal offences and convictions.

## PRIVACY NOTICES

EYS will provide staff members and adults in care of service users with privacy notices setting out the information EYS holds about staff and members, the purpose for which this data is held and the lawful basis on which it is held. EYS may process personal information without staff/members' knowledge or consent, in compliance with this policy, where this is required or permitted by law.

If the purpose for processing any piece of data about staff/members should change, EYS will update privacy notices with the new purpose and the lawful basis for processing the data and will notify staff members of changes.

## FAIR PROCESSING OF DATA

Fair processing principles

In processing staff/members' data the following principles will be adhered to. Personal data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that are clearly explained and not used in any way that is incompatible with those purposes;
- Relevant to specific purposes and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the specified purposes; and
- Kept securely.

## Lawful processing of personal data

Personal information will only be processed when there is a lawful basis for doing so. Most commonly, EYS will use personal information in the following circumstances:

- when it is needed to perform staff members' contracts of employment;
- when it is needed to comply with a legal obligation; or
- when it is necessary for the EYS legitimate interests (or those of a third party) and staff members' interests and fundamental rights do not override those interests.

EYS may also use personal information in the following situations, which are likely to be rare:

- when it is necessary to protect staff members' interests (or someone else's interests); or
- when it is necessary in the public interest [or for official purposes].

### **Lawful processing of sensitive personal data**

EYS may process special categories of personal information in the following circumstances:

- In limited circumstances, with explicit written consent;
- in order to meet legal obligations;
- when it is needed in the public interest, such as for equal opportunities monitoring [or in relation to the EYS occupational pension scheme]; or
- when it is needed to assess working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, EYS may process this type of information where it is needed in relation to legal claims or where it is needed to protect a staff member's interests (or someone else's interests) and the staff member is not capable of giving consent, or where a staff member has already made the information public. EYS may use particularly sensitive personal information in the following ways:

- information relating to leaves of absence, which may include sickness absence or family related leaves, may be used to comply with employment and other laws;
- information about staff members' physical or mental health, or disability status, may be used to ensure health and safety in the workplace and to assess fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits;
- information about race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual life or sexual orientation, may be used to ensure meaningful equal opportunity monitoring and reporting; and
- information about trade union membership may be used to pay trade union premiums, register the status of a protected staff member and to comply with employment law **obligations**.

### **Lawful processing of information about criminal convictions**

EYS does not envisage that it will hold information about criminal convictions. If it becomes necessary to do so, YouthBorders will only use this information where it has a legal basis for processing the information. This will usually be where such processing is necessary to carry out the EYS obligations. Less commonly, EYS may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect a staff member's interests (or someone else's interests) and the staff member is not capable of giving consent, or where the staff member has already made the information public.

EYS will only collect information about criminal convictions if it is appropriate given the nature of the role and where it is legally able to do so. Where appropriate, EYS will collect information about

criminal convictions as part of the recruitment process or may require staff members to disclose information about criminal convictions during the course of employment.

### **Consent to data processing**

EYS does not require consent from staff members to process most types of staff member data. In addition, EYS will not usually need consent to use special categories of personal information in order to carry out legal obligations or exercise specific rights in the field of employment law. If a staff member fails to provide certain information when requested, EYS may not be able to perform the contract entered into with the staff member (such as paying the staff member or providing a benefit). EYS may also be prevented from complying with legal obligations (such as to ensure the health and safety of staff members).

In limited circumstances, for example, if a medical report is sought for the purposes of managing sickness absence, staff members may be asked for written consent to process sensitive data. In those circumstances, staff members will be provided with full details of the information that sought and the reason it is needed, so that staff members can carefully consider whether to consent. It is not a condition of staff members' contracts that staff members agree to any request for consent.

Where staff members have provided consent to the collection, processing and transfer of personal information for a specific purpose, they have the right to withdraw consent for that specific processing at any time. Once EYS has received notification of withdrawal of consent it will no longer process information for the purpose or purposes originally agreed to, unless it has another legitimate basis for doing so in law.

### **Automated decision making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention.

EYS may use automated decision-making in the following circumstances:

Where staff members have been notified and given 21 days to request a reconsideration.

Where it is necessary to perform a contract and appropriate measures are in place to safeguard staff members' rights.

In limited circumstances, with staff members' explicit written consent and where appropriate measures are in place to safeguard staff member rights.

If EYS makes an automated decision on the basis of any particularly sensitive personal information, staff members will be asked for explicit written consent unless processing is justified in the public interest. EYS will put in place appropriate measures to safeguard staff member rights. Staff members will not be subject to decisions that will have a significant impact based solely on automated decision-making, unless EYS has a lawful basis for doing so and has given staff members prior notification.

## **COLLECTION AND RETENTION OF DATA**

### **Collection of data**

EYS will collect personal information about staff members through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. EYS may sometimes collect additional information from third parties including former employers.

From time to time, EYS may collect additional personal information in the course of job-related activities throughout the period of employment. If EYS requires to obtain additional personal information, staff members will receive a fresh or updated privacy notice setting out the purpose and lawful basis for processing the data.

## **Retention of data**

EYS will only retain staff members' personal information for as long as necessary to fulfil the purposes it was collected for, including for the purposes of satisfying any legal, accounting, or reporting requirements (see guidelines set out below).

When determining the appropriate retention period for personal data, EYS will consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which the personal data is processed, whether EYS can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances EYS may anonymise personal information so that it can no longer be associated with individual staff members, in which case EYS may use such information without further notice to staff members. After the data retention period has expired, EYS will securely destroy staff members' personal information.

Data retention guidelines:

- General personnel records – duration of service + 5 years
- Disciplinary proceedings – duration of warning
- Notes of disciplinary proceedings – 3 years unless otherwise agreed
- Notes of disciplinary appeal – conclusion of appeal
- Annual and special leave record - 3 years
- Travel and other expenses – 5 years
- Sickness records - 3 years
- Termination of employment – 6 years
- References – 5 years
- Information on clients/individuals with whom the organisation has dealings with – 3 years from last contact

## **DATA SECURITY AND SHARING**

Data security

EYS has put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed (see compliance section below).

Access to personal information is limited to those staff members, agents, contractors and other third parties who have a business need to know. They will only process personal information on EYS instructions and are subject to a duty of confidentiality. EYS expects staff members handling personal data to take steps to safeguard personal data of staff members (or any other individual) in line with this policy.

Data sharing

EYS requires third parties to respect the security of staff member data and to treat it in accordance with the law. EYS may share personal information with third parties, for example in the context of the possible sale or restructuring of the business. EYS may also need to share personal information with a regulator or to otherwise comply with the law.



EYS may also share staff member data with third-party service providers where it is necessary to administer the working relationship with staff members or where EYS has a legitimate interest in doing so. The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration, IT services.

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## Common Good Fund: Application Form for 2020/21\*

\*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>	Hornshole Greenway Development Group
<b>Name of your project:</b>	Hornshole Greenway - design compliance of signage system
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

### 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. Write here ...

The Hornshole Development Group has the following clear objectives

- \* The commemoration of the history and culture of Hawick.
- The advancement of education.
- The advancement of citizenship or community development.
- The advancement of the arts, heritage and culture.
- The provision of recreational facilities..
- The advancement of environmental protection or improvement.

We plan to delivered on these aims through the design and delivery of a 7.5 kilometre multifaceted 'Interpretative Greenway' through the town to Horshole which has a strong focus on a wider green objective, tells the story of Hawick and includes the creation of an iconic sculpture.

The current application is focused specifically on the interpretive signage system which will bring the history and story of Hawick to life.

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

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

Ultimately we are seeking to secure funding for the next phase of our project which involves the design work for the layout, manufacture and installation of signs along the length of the Greenway. We have been in regular negotiation with the Flood protection scheme who have now undertaken to pay for the manufacture and installation of the signs which fall within the active travel route through the town.

Following discussion with other stakeholders (SBC, Sustrans etc) there is a general acceptance of the signage design concept developed by our group and this work is required to set out any legislative guidance, specifications and quality standards for orientation, wayfinding and interpretation signing to confirm compliance . Only one quote has been ~~Page 99~~ as the Paul Hogarth company have acted as advisers to our Board on a voluntary basis thus far and therefore have a knowledge of the project that

is unrivaled and therefore they would be best placed to undertake this work

**Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the former Burgh (max. 200 words)**

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

Write here ...

We see development of the Hornshole Greenway as a major asset to the town of Hawick bringing direct benefits to local residents who are able to utilise, engage with and help shape and develop the multi-faceted project. We see in particular that the younger members of the community will have the chance to learn about and embrace a greener agenda and act as ambassadors for green issues into the future.

In tandem with this however we see the Greenway (and the proposed iconic sculpture) as a potential major visitor attraction for the town bringing substantial economic benefit to the community as a whole. We feel that developing and encouraging tourism is key to the future of Hawick and the Borders in general so it is very important that the visitor experience is given high priority.

The creation of the Greenway signange system will provide a most valuable introduction to the town both for the community and of course will also tell the town's many stories to visitors

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

Write here ...

We are seeking funding from Common Good Fund for assistance in this next development stage of our signage project.

While responsibility for this small stage of the process sits with the HGDG its successful completion will be the key to opening access to potential large scale funding to secure delivery of the full signage system

**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 (£)
<b>Total estimated cost for entire signage system</b>	<b>£400000</b>
<b>Aspects for which we are seeking Common Good Fund support</b>	
Work required to set out any legislative guidance, specification and quality standards for orientation, wayfinding and interpretation signing. (£3880 + VAT)	<b>£4656</b>
<b>Total planned Expenditure for full project</b>	<b>£4656</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£4656</b>

Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan

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

Fund	Amount	Purpose
Hawick Common Good Fund	£7000	Information gathering, public consultation, education programme etc
Build Back Better Borders	£15000	Education programme over 2 years and public consultation

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

	Amount	Purpose
Donation in kind	£10000-£15000	Preparation of business plan

Individual/Group/Organisation details:

<b>Contact Name:</b>	Catherine Elliott-Walker
<b>Position in Group/Org:</b> (if appropriate)	Member of current steering group (and Trustee for the the SCIO which is currently awaiting approval by OSCR )
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	3rd May 2023
<b>Signature:</b>	Catherine Elliott-Walker

## 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  
Equality statement attached. This covers all aspects of the obligations contained in the Equalities Act 2010

## 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...

As part of our Eco-education programme we only work with children under parental or school supervision in large groups. Plans are in place for those involved to undergo the necessary PVG checks etc (although most of our team already hold appropriate certification)

## Permissions

Does your project involve work to a building or land? Yes - land (but not for this aspect )

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

Written permission of owner - Under discussion with various owners

Planning permission - Appropriate permission will be sought/obtained before any works are undertaken

## 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 Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.Turnbull@scotborders.gov.uk](mailto:Judith.Turnbull@scotborders.gov.uk) Telephone: 01835 826556

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# Hornshole Greenway Development Group SCIO

A Scottish Charitable Incorporated Organisation  
Annual Report and Financial Statements

for the period from 21 June 2021 to 30 June 2022

# Hornshole Greenway Development Group SCIO

## Contents (continued)

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## **Hornshole Greenway Development Group SCIO**

### **Reference and Administrative Details**

<b>Chairman</b>	J G Hogg
<b>Trustees</b>	M Calothis L Fraser E J Murray J G Hogg C S C Elliott-Walker
<b>Charity Registration Number</b>	51068
<b>Principal Office</b>	55 High Street Hawick Roxburghshire TD9 9BP
<b>Independent Examiner</b>	Deans Accountants and Business Advisors Independent Examiner 27 North Bridge Street Hawick TD9 9BD

# Hornshole Greenway Development Group SCIO

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the period ended 30 June 2022.

### Objectives and activities

#### *Objects and aims*

The organisations purposes are for the advancement of local community development and in particular:

- a) The provision of recreational facilities that commemorate and celebrate the history and culture of Hawick.
- b) The advancement of local environmental protection and improvement.
- c) The advancement of education.

### Achievements and performance

Since achieving charitable status in June 2021 Hornshole Greenway Development Group has had an interesting and productive year.

The project has many facets but we are able to report a degree of progress on each front.

We have engaged widely with the local community to scope local interest and backing for our project and this has been very positive.

Preparatory works have been undertaken regarding the Border Queen sculpture and extensive research has been carried out by local historians regarding our exciting plans for an informative signage system throughout the town telling the rich and multifaceted story of Hawick. We have also been working closely with the Hawick Flood protection scheme and active travel network to progress plans for the delivery of this concept.

Our eco-education project has moved forward substantially with the delivery of a number of highly successful workshops in conjunction with local schools and community groups and we are indebted to SBC Build Back a Better Borders Fund for making this possible.

We would also like to thank all our other funders for having faith in the project and we look forward to continuing to work closely with them and the local community as we move forward into our second year of operation.

### Financial review

Unrestricted funds totalled £1,408 and restricted funds £12,429 at 30 June 2022. Principle funding comes from grants and donations which allows the charity to meet its principal objectives.

### Structure, governance and management

#### *Nature of governing document*

The Charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in its current legal form on 21 June 2021.

#### *Recruitment and appointment of trustees*

The individuals who signed the charity trustee declaration forms on incorporation shall be deemed to have been appointed by the members on incorporation.

At each AGM, the members may elect any member to be a charity trustee. The board may at any time appoint any member to be a charity trustee. At each AGM, all of the charity trustees appointed by the members and the board shall retire from office (except those appointed on incorporation) - but shall then eligible for be re-election.

The maximum number of charity trustees is twelve and minimum is three.

#### *Induction and training of trustees*

Trustees are inducted into the company with an induction pack, which summarises Trustees obligations and responsibilities. Relevant training is offered to both new and existing trustees on all aspects of governance.

# Hornshole Greenway Development Group SCIO

## Trustees' Report (continued)

### *Organisational structure*

The members have a right to attend members' meetings and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself:

The Board, hold regular meetings, and generally control the activities of the organisation.

Membership is open to any individual aged 16 or over who shares the aims of the organisation and have an interest in furthering the organisations aims.

### **Financial instruments**

### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

### *Cash flow risk*

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

### *Credit risk*

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

### *Liquidity risk*

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

# Hornshole Greenway Development Group SCIO

## Trustees' Report (continued)

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 26 September 2022 and signed on its behalf by:

## Hornshole Greenway Development Group SCIO

### Independent Examiner's Report to the trustees of Hornshole Greenway Development Group SCIO

I report to the trustees on my examination of the accounts of Hornshole Greenway Development Group SCIO for the year ended 30 June 2022.

#### Responsibilities and basis of report

As the charity trustees of Hornshole Greenway Development Group SCIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). You are satisfied that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply.

I report in respect of my examination of the Hornshole Greenway Development Group SCIO's accounts carried out under section 44 (1)(c) of the 2005 Act and section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 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 view given by the accounts.

#### Independent examiner's statement

Since the charity has prepared its accounts on an accruals basis and is also registered in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Hornshole Greenway Development Group SCIO as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the Charities Accounts (Scotland) Regulations 2006 (as amended); or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
D Campbell  
Independent Examiner  
ICAS

27 North Bridge Street  
Hawick  
TD9 9BD

26 September 2022

## Hornshole Greenway Development Group SCIO

### Statement of Financial Activities for the Period from 21 June 2021 to 30 June 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	1,730	25,800	27,530
Other income		<u>102</u>	<u>-</u>	<u>102</u>
Total income		<u>1,832</u>	<u>25,800</u>	<u>27,632</u>
<b>Expenditure on:</b>				
Charitable activities	3	<u>(424)</u>	<u>(13,371)</u>	<u>(13,795)</u>
Total expenditure		<u>(424)</u>	<u>(13,371)</u>	<u>(13,795)</u>
Net income		<u>1,408</u>	<u>12,429</u>	<u>13,837</u>
Net movement in funds		<u>1,408</u>	<u>12,429</u>	<u>13,837</u>
<b>Reconciliation of funds</b>				
Total funds carried forward	7	<u>1,408</u>	<u>12,429</u>	<u>13,837</u>

All of the charity's activities derive from continuing operations during the above period.



# Hornshole Greenway Development Group SCIO

(Registration number: 51068)  
Balance Sheet as at 30 June 2022

	Note	2022 £
<b>Fixed assets</b>		
Tangible assets	5	2,315
<b>Current assets</b>		
Cash at bank and in hand	6	<u>11,522</u>
<b>Net assets</b>		<u><u>13,837</u></u>
<b>Funds of the charity:</b>		
<b>Restricted income funds</b>		
Restricted funds	7	12,429
<b>Unrestricted income funds</b>		
Unrestricted funds		<u>1,408</u>
<b>Total funds</b>	7	<u><u>13,837</u></u>

The financial statements on pages 6 to 12 were approved by the trustees, and authorised for issue on 26 September 2022 and signed on their behalf by:

# Hornshole Greenway Development Group SCIO

## Notes to the Financial Statements for the Period from 21 June 2021 to 30 June 2022

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Accounts (Scotland) Regulations 2006.

#### Basis of preparation

Hornshole Greenway Development Group SCIO meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements are presented in Sterling (£) and rounded to the nearest £0.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### *Donations and legacies*

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### *Grants receivable*

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received.

#### *Deferred income*

Deferred income represents amounts received in advance for future periods and is released to which it relates.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Government grants

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are received.

# Hornshole Greenway Development Group SCIO

## Notes to the Financial Statements for the Period from 21 June 2021 to 30 June 2022 (continued)

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	33.33% straight line

### Impairment of fixed assets

The policy with respect to impairment review of fixed assets is that an annual review is carried out by the trustees. As at 30 June 2022 in the trustee's opinion, there are no differences between the market value and the carrying value in the accounts.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### Financial instruments

#### Classification

The trust only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## Hornshole Greenway Development Group SCIO

### Notes to the Financial Statements for the Period from 21 June 2021 to 30 June 2022 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	1,230	6,000	7,230
Grants, including capital grants;			
Grants from other charities	500	19,800	20,300
<b>Total for period ended 30 June 2022</b>	<b>1,730</b>	<b>25,800</b>	<b>27,530</b>

#### 3 Expenditure on charitable activities

	Activity undertaken directly £	Total expenditure £
Materials	1,107	1,107
Travel	613	613
Room Hire	1,483	1,483
Computer Expenses	265	265
Advertising	396	396
Donations	200	200
Printing and Stationery	866	866
Repairs and Maintenance	60	60
Professional fees	8,144	8,144
Depreciation	661	661
<b>Total for period ended 30 June 2022</b>	<b>13,795</b>	<b>13,795</b>

## Hornshole Greenway Development Group SCIO

### Notes to the Financial Statements for the Period from 21 June 2021 to 30 June 2022 (continued)

#### 4 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 5 Tangible fixed assets

	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost</b>		
Additions	2,976	2,976
At 30 June 2022	2,976	2,976
<b>Depreciation</b>		
Charge for the year	661	661
At 30 June 2022	661	661
<b>Net book value</b>		
At 30 June 2022	2,315	2,315

#### 6 Cash and cash equivalents

	<b>2022 £</b>
Cash at bank	11,522

#### 7 Funds

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 30 June 2022 £</b>
<b>Unrestricted funds</b>			
<i>General</i>			
Unrestricted	1,832	(424)	1,408
<b>Restricted funds</b>			
Education	14,250	(7,775)	6,475
Greenway	6,750	(5,541)	1,209
Community Orchard	2,500	(55)	2,445
Border Queen	2,300	-	2,300
<b>Total restricted funds</b>	25,800	(13,371)	12,429
<b>Total funds</b>	27,632	(13,795)	13,837

## Hornshole Greenway Development Group SCIO

### Notes to the Financial Statements for the Period from 21 June 2021 to 30 June 2022 (continued)

The specific purposes for which the funds are to be applied are as follows:

Education - environmental education opportunities.

Border Queen - creation of a bronze sculpture.

Greenway - creation of a walkway through Hawick.

Community Orchard - creation of a community orchard.

#### 8 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 30 June 2022 £
Tangible fixed assets	-	2,315	2,315
Current assets	1,408	10,114	11,522
Total net assets	1,408	12,429	13,837

## 1578 - Hawick Pedestrian Signing System

Hornshole Greenway Trust, as of 04 May 2023

Performance Specification Document for Pedestrian Signing				
Tasks	Director	Associate Director	Project Designer	Total (GBP)
Undertake desk-top research and outline current professional knowledge in relation to requirements of manufacture/fabrication of orientation, directional/wayfinding and interpretation signs including references to best practice guidelines on materials, colour, font (including size) etc. in relation to legibility. Also, providing reference to specific legislation and quality standards such as BS.	0.25	1	0.5	990.00
Prepare draft performance specification document for an orientation, wayfinding and interpretation system for Hawick, including reference to all legislative requirements and quality standards for signing. Include case studies/examples where appropriate.	0.25	2.5	0.25	1,788.75
Circulate draft to all interested parties for comment, including Client (HGT), SBC (Departments), HFPS, Hawick CARS etc. Adopt all germane comments and prepare final document for issue and approval.		1.5	0.25	1,001.25
Professional Fees :				£ 3,780.00
Expenses :				£ 100.00
<b>Project Total :</b>				<b>£ 3,880.00</b>

Abbreviation	Role	Daily Rate(GBP)
Paul Hogarth	Director	750.00 per day
Stuart Rogers	Associate Director	600.00 per day
Nisha Hawkrige	Project Designer	405.00 per day

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# Hornshole Greenway Development Group

## EQUAL OPPORTUNITIES POLICY

### Policy Statement

Hawick Greenway Development Group is committed to the promotion of equality of opportunity in all its activities.

- It will take every reasonable step to ensure that no-one connected to or benefitting from the work of the organisation, will receive less favourable treatment than others, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

Such equality of opportunity will also apply to services delivered by the organisation. Everyone involved with the organisation is required to promote this policy.

Our organisation will ensure that the services provided to staff, volunteers and the community at large are sensitive and appropriate to their needs and are in accordance with this policy in every aspect.

Arrangements will be made to ensure that;

- everyone involved with our organisation is made aware of the need for understanding and positive action to combat discrimination.
- procedures for evaluation of this policy are reviewed and, if necessary, amended on an annual basis.
- as far as is practicable, all projects in which we are involved will be accessible to people with disabilities and other disadvantaged groups, and that people with disability are consulted and their views and needs are taken into consideration.

*This Equal Opportunities Policy and arrangements for its application is reviewed and agreed by the Board of Trustees on an annual basis*

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## Common Good Fund: Application Form for 2020/21\*

\*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>	Riddell Fiddles
<b>Name of your project:</b>	Burnfoot Buskers
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

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

Burnfoot Buskers was set up in November 2019 as an umbrella youth organisation of Riddell Fiddles ( a fully constituted Selkirk based community music group set up in 2003). The Burnfoot project follows an ongoing successful youth group set up in 2015 on Bannerfield Housing Estate, Selkirk. The aim is to offer free music tuition in fiddle and guitar to children at an after-school club based in Burnfoot. Free instruments (well set up and good instruments) are also handed out with insurance and maintenance covered by Riddell Fiddles.

Currently there are 15 children attending and participating with performances lined up in March 2023. In addition to free tuition the children are loaned instruments (also free of charge) to allow them to practice at home. The group supports community events such as a recent Burnfoot Hub Burns Supper and will play at the Hawick Reivers Festival in March 2023. Burnfoot Buskers will also feature in the 20<sup>th</sup> anniversary Riddell Fiddles concert on 13<sup>th</sup> May 2023. One child from the group has progressed to the extent that she will sit a traditional music grade with the Royal Conservatoire of Scotland in May 2023. Riddell Fiddles were recognized for their achievements and their work with Burnfoot Buskers, and their sister organisation based in Bannerfield in Selkirk at the Scottish Trad Music awards 2021 (Riddell Fiddles' Two Towns Housing Estate Youth Musical Outreach Programme) and won the Scottish Community Project of the Year 2021 at the televised 'Hands Up for Trad' Awards. Riddell Fiddles tries very hard to make practice materials accessible to learners with homework pages online/recordings sent home and email and text prompts.

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

The classes are presently based in Burnfoot Hub, and the grant applied for is to cover the costs of running such a group Room hire. Tutor costs. Travel costs. Instrument cost etc. With all funding coming from the parent group 'Riddell Fiddles' who do perform and busk to raise funds the group is quite stretched with two fully flourishing youth groups in two different towns as well as the main group and a neurodiverse band. Paying for room hire at the hub (£50 for two hours) has become a real problem and is not sustainable in the long term. During Covid grants allowed the group to continue within the guidelines in place at the time.

**Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the former Burgh (max. 200 words)**

Weekly music classes in fiddle and guitar will be offered for approx. 30 weeks each year and are open to any primary age children in the area who wishes to attend.

Two rooms are required as two different types of instrumental tuition is on offer.

This project is providing a unique and special opportunity for the children of Burnfoot to learn and engage with experienced tutors of Scottish Traditional Music - tuition which would not be available to many in the normal course of events due to financial limitations on families. The opportunities to perform allows young people to be part of a group bearing the name of their community. The resultant benefits in terms of self-esteem, ownership, and resilience (it is hard to stand up in front of your community and perform) are immeasurable.

Music learning allows a heightened sense of health and wellbeing and allows focus and concentration which feeds back into formal curricular learning.

Music tuition is not as available as it has been previously although Youth Music Initiative (YMI) do some blocks of whole class musical education across the Scottish Borders.

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

Where possible the children will perform (Morrison's are very supportive of busking) and seek donations to cover costs although ongoing grant support from various sources in the future may need to be sought. At present seeking donations from businesses is deemed inappropriate due to the financial climate. However, this avenue will be explored later in the year. The room rental costs are extremely high for a voluntary group, and it may be that alternative accommodation may need to be sought long term. It is our wish to be within the Burnfoot Community Hub at the centre of the community and the group are hoping to raise funds to cover ongoing costs. So far, the group have managed and are extremely resilient and creative.

**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)**

<b>Hire of rooms at Burnfoot Hub at £50 per week (for 2 rooms) x30 weeks per year</b>	<b>£1500</b>
<b>Tutor travel costs (0.45 x 24) x 30 . One vehicle</b>	<b>£324</b>
<b>Instrumental Maintenance &amp; costs</b>	<b>£500</b>
<b>Total</b>	<b>£2324</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.**

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
Covid Recovery grant (Teviotdale) Nov 2021 to May 2022	£6120	This grant allowed an open-door policy to all pupils at a time of uncertainty within the covid pandemic. Attendance was high although there were some absences as families isolated and dealt with the continuing situation. Overall, a band of young enthusiasts formed, and these young people have carried on in the ensuing sessions .

<b>Tell us about your own fundraising or how you have secured other funding for this project.</b>		
	<b>Amount</b>	<b>Purpose</b>
Riddell Fiddles Fundraising (Performances/Busking/Sponsorship)	£2000	Tuition Costs (2 tutors) Admin/Communication Instruments

<b>Individual/Group/Organisation details:</b>	
<b>Contact Name:</b>	Sheila Sapkota
<b>Position in Group/Org:</b> (if appropriate)	Leader
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	28.02.23
<b>Signature:</b>	

## 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**

**Draft Equality statement attached to be confirmed when SCIO status granted. This covers all aspects of the obligations contained in the Equalities Act 2010**

*Riddell Fiddles tolerates no form of discrimination, and all are welcome to attend the group – within the age parameters entailed by the group. All attempts are made to overcome barriers (financial/learning/language based) and to engage with learners and make the learning and playing of music an enjoyable, inclusive process.*

## 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.

The group is run by a fully disclosed GTC registered teacher within Scottish Borders with fully disclosed staff who are members of the Musician's Union and have comprehensive liability insurance. Comprehensive data protection and consent forms are in place with years of local experience and integrity behind the management of the group.

## Permissions

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

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

- Written permission of owner - Under discussion with various owners
- Planning permission - Appropriate permission will be sought/obtained before any works are undertaken

## 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 Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.Turnbull@scotborders.gov.uk](mailto:Judith.Turnbull@scotborders.gov.uk) Telephone: 01835 826556

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## Riddell Fiddles Accounts 2022-2023

### INCOME

DATES	DETAILS	Riddell Fiddles	Bannerfield & Burnfoot Buskers	Total
open Apr 22	<b>Funds c/f from previous year</b>	£12,265.20		<b>£12,265.20</b>

#### **GRANTS**

April to April	Arnold Clark		£1,000.00	<b>£1,000.00</b>
April to April	Feisean Nan Gaidheal.Tasgadh	£900.00		<b>£900.00</b>
April to April	Pockets & Prospects	£1,235.00		<b>£1,235.00</b>

#### **FEES & SUBSCRIPITONS**

April to April	Subscriptions	£1,525.00		<b>£1,525.00</b>
April to April	Individual lessons	£30.00		<b>£30.00</b>

#### **FUNDRAISING & Donations**

April to April	Selkirk Jubilee Coffee Morning	£50.00		<b>£50.00</b>
April to April	Printing Costs - Maine/Selkirk event	£100.00		<b>£100.00</b>
April to April	Maine/Selkirk event donations	£285.00		<b>£285.00</b>
April to April	Events - Maine Fiddlers/ Melrose in Bloom/ Kelso Folk festival	£190.00		<b>£190.00</b>
April to April	Event - Langlee Carnival	£100.00		<b>£100.00</b>
April to April	Donations - personal	£50.00	£250.00	<b>£300.00</b>
April to April	Book donation	£10.00		<b>£10.00</b>
April to April	Event - Abbotsford	£50.00		<b>£50.00</b>
April to April	Donation - Holequest Ltd		£2,000.00	<b>£2,000.00</b>
April to April	Events - Duns, NHS Burns, Melrose busking	£215.85		<b>£215.85</b>
April to April	Event - Hawick Reivers	£100.00		<b>£100.00</b>

	Riddell Fiddles	Bannerfield & Burnfoot Buskers	Total
<b>TOTAL INCOME</b>	<b>£17,106.05</b>	<b>£3,250.00</b>	<b>£20,356.05</b>

Riddell Fiddles 14.05.23

**EXPENDITURE**

DATES	DETAILS	Riddell Fiddles	Bannerfield & Burnfoot Buskers	Total
<b>TUTOR FEES</b>				
April to April	Guitar/Support tutors	£3,050.00	£1,870.00	<b>£4,920.00</b>
April to April	Fiddle tutors	£3,330.00	£1,575.00	<b>£4,905.00</b>

**ADMIN. COSTS**

April to April	Admin costs - All groups	£1,000.00		<b>£1,000.00</b>
April to April	Website hosting	£240.00		<b>£240.00</b>
April to April	Digital WIFI connection	£70.00		<b>£70.00</b>
April to April	Zoom fees	£119.90		<b>£119.90</b>

**OTHERS**

April to April	Venue Hires – all bands	£505.00	£995.00	<b>£1,500.00</b>
April to April	Mauldsheugh Woodlands project photos & video		£620.85	<b>£620.85</b>
April to April	Printing - Maine/Selkirk event	£476.04		<b>£476.04</b>
April to April	Catering/Snacks - all groups	£115.85		<b>£115.85</b>
April to April	Petrol Expenses	£25.22		<b>£25.22</b>
April to April	Poloshirts - logos & customised 2023	£939.84		<b>£939.84</b>
April to April	Publicity – Edinburgh Fringe prog.	£96.00		<b>£96.00</b>
April to April	Trad Music Forum subscription	£20.00		<b>£20.00</b>
April to April	Composers Fees	£70.00		<b>£70.00</b>

	Riddell Fiddles	Bannerfield & Burnfoot Buskers	Total
<b>TOTAL EXPENDITURE</b>	<b>£10,057.85</b>	<b>£5,060.85</b>	<b>£15,118.70</b>

		Riddell Fiddles	Bannerfield & Burnfoot Buskers	Total
6/4/21 to 5/4/22	<b>Total Income</b>	<b>£17,106.05</b>	<b>£3,250.00</b>	<b>£20,356.05</b>
6/4/21 to 5/4/22	<b>Total Expenditure</b>	<b>£10,057.85</b>	<b>£5,060.85</b>	<b>£15,118.70</b>
	<b>Balance to c/f to 2023 - 24</b>	<b>£7,048.20</b>	<b>-£1,810.85</b>	<b>£5,237.35</b>

**Grants c/f to 2023-24      £5,237.35**

<b>Ringfenced Monies</b> carried forward as well as a payment for 22-23 not yet redeemed			
Item	Amount	Band	Comments
March 2023 payment due	£300 – Burnfoot Hub	Burnfoot Buskers	Invoice issue at venue
Business Sponsorship	£2000 – sponsorship (Holequest Ltd.)	Bannerfield Buskers	Youth Group in Selkirk
20 <sup>th</sup> Anniversary Concerts (Hawick/Edinburgh)	£900 – Tasgadh Grant	Riddell Fiddles/Burnfoot Buskers	13.05.23 (Heart of Hawick) 12.08.23 (Edinburgh) 19.08.23 (Edinburgh)



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## ***Riddell Fiddles Constitution***

The Group will be called ***Riddell Fiddles***.

### 1. Aims and objectives

The aims and objectives of the group will be:

- To provide inexpensive fiddle tuition & guitar accompaniment for traditional music
- To allow **everyone**, regardless of age, musical ability, and financial status, to learn the playing of traditional music with other fiddles and guitars.
- To build up ceilidh bands of all age groups for local dances
- To employ visiting tutors of excellence to complement local teaching.
- To involve players in local performances
- To facilitate attendance of players at folk festivals and concerts to widen the range of musical experience.
- To provide guitar tuition in accompaniment
- To perform with local & visiting musicians and at local folk clubs.

### 2. Membership

Membership is open to any person – youth, tutor, player (whatever instrument), ancillary helpers, parent etc. who attend the group on a regular basis

All members will be subject to the regulations of the constitution and by joining the group will be deemed to accept them therein.

Members will be enrolled in one of the following categories:

- full member
- junior member
- family member
- Tutor
- Support Member (Parent, etc.)

### 3. Membership fees

Membership fees will be set annually according to tuition & other costs.

**2022-23 session.** A subscription (annual) is levied (£75) for Riddell Fiddles' adults where they can afford it with no charge for Bannerfield Buskers or Burnfoot Buskers.

4.

The Management Committee will be elected at the AGM and consist of 8 persons made up to include the following categories.

- Chair
- Administrator/Secretary
- Treasurer
- Youth member
- Tutor Member (2)
- Ancillary staff
- Parental member

Management Committee members will be elected annually at the Annual General Meeting. The Management Committee may co-opt any member to the Management Committee until the conclusion of the following AGM.

The Management Committee have authority on behalf of the group to apply on behalf of the group for funding or grants.

5. The Management Committee will be convened by the Administrator/Secretary and held no less than *three times* per year.

The quorum required for business to be agreed at Management

Committee meetings will be: Five

The Management Committee will be responsible for managing funds, booking tutors, accepting performances, deciding on fund-raising events to be held and organisation (with support) of group trips/tours.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers/ professional musicians to the Management Committee as necessary to fulfil its business.

6. Finance

All group monies will be banked in account held in the name of Riddell Fiddles.

The Administrator/Secretary & Treasurer will be responsible for the finances of the group.

The financial year of the club will end on: *5<sup>th</sup> April each year.*

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## 7. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Administrator/Secretary. Not less than 21 clear days' notice is to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee will be sent to the Administrator/Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 15

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

- Dissolution

A resolution to dissolve the group can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of a local traditional music organisation to be decided by the Management Committee.

- Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Declaration

*Riddell Fiddles* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: Sheila Sapkota

DATE: 1/4/22

NAME: SHEILA SAPKOTA

POSITION: Group Leader

SIGNED: KAREN HENDRY

DATE: 1/4/22

NAME: KAREN HENDRY

POSITION: ADMINISTRATOR/SECRETARY



## **EQUAL OPPORTUNITIES POLICY – revised 1/4/22**

**'Riddell Fiddles is open to everyone regardless of age, musical ability, financial status, ethnic origin or gender'. The only criteria is that members of the group must want to learn a musical instrument or sing. Riddell Fiddles encourages participation for all and actively encourages audience participation.**

Riddell Fiddles) aims to:

- Eliminate any barriers or 'perceived' barriers to participation within the group
- Ensure that all members are aware of, understand and follow the group's equity statement (above)
- Increase awareness within the group of the needs of those who face discrimination
- Ensure that the group considers equal opportunities in all its activities and in all its' language being mindful of current transgender issues and LGBT initiatives.
- Ensure that the group premises are accessible to all, including those with physical disabilities but being aware that disabilities are not always visible. (Argus Hall has ramp access)
- Ensure that discriminatory language or behaviour is not accepted in any shape or form.
- Ensure that the implementation of the policy is reviewed regularly.

1/4/22

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## **Child Protection Policy**

**Statement:** Riddell Fiddles has a duty of care to safeguard all children involved in the organisation from harm.

Riddell Fiddles will ensure the safety and protection of all children involved in the group and associated bands and initiatives through adherence to the Child Protection guidelines adopted by Riddell Fiddles. A child is defined as a person under the age of sixteen years old.

### **Policy Aims**

The aim of the Riddell Fiddles Child Protection Policy is to promote good practice i.e. providing children and young people with appropriate safety, protection and encouragement whilst at Riddell Fiddles or associated guitar group.

### **Good Practice Guidelines**

All personnel are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

### **Our Practice**

- Always working in an open environment avoiding private situations and encouraging open communication. Parents are encouraged to stay (many learn an instrument at the same time) and have refreshments or watch the classes.
- All young people are treated with respect and dignity
- Within the group balanced relationships are built up based on mutual trust and empowering children to share in decision making.
- The aim is to make music enjoyable and fun.
- If a tutor needs to touch the child's hand to correct poor practice the child's permission must first be sought.
- At residential events such as folk festivals there must be an adequate number of parents in attendance. Adults, unless a parent/carer, should not enter children's rooms or invite children into their rooms.
- A responsible adult must not drink alcohol if in charge of young people.
- Tutors should give enthusiastic and constructive feedback.
- If, on a residential course, parents are not present written parental consent needs to be obtained including the right to administer/seek medical treatment.
- Parental consent is needed if tutors are required to transport young people in their cars
- Following current regulations on data protection

## **Use of Photographic/Filming Equipment at Musical Events**

It is recognised that vigilance should be maintained in this area. However, due to the performance aspect of the group, it is inevitable that some photography will occur. Close monitoring is maintained to avoid unsuitable use of images .

## **Recruitment & Training of Tutors**

Riddell Fiddles recognises the need to take reasonable steps to ensure tutor suitability.

### **Tutor's background and career is known prior to working in the group**

All volunteers/staff should complete a form and are asked for disclosure details. Two fully disclosed staffs run Riddell Fiddles and one of these is always present at the group. A GTC registered teacher leads the group.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

## **Declaration**

On behalf of Riddell Fiddles, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all reasonable steps to ensure it is adhered to.

### **Signed:**

*Gary Smith*

*Sheila Sapkota*

### **Name:**

**Gary Smith**

**Sheila Sapkota**

**Position within Riddell Fiddles**

**Position within Riddell Fiddles**

**Guitar Tutor**

**Leader**

**Date: 1/4/22**

**Date: 1/4/22**

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