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INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE THURSDAY, 1ST JUNE, 2023

A MEETING of the INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE will be held via MICROSOFT TEAMS on THURSDAY, 1 JUNE 2023 at 3.00 pm

All Attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded and that recording will be available thereafter for public view for 180 days.

J. J. WILKINSON,
Clerk to the Council,

22 May 2023

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) (a) Minute of Meeting held on 8 March 2023 for noting (Copy attached). (b) Action Tracker to be updated. (Copy attached.)	2 mins
5.	Financial Monitoring Report to 31 March 2023 and Proposed Budget for 2023/24 (Pages 7 - 14) Consider report by Acting Chief Financial Officer. (Copy attached.)	5 mins
6.	Memorial Garden An update from Ross McGinn, Innerleithen Community Trust.	10 mins
7.	Wildflower Planting in Common Good Parks (Pages 15 - 16) Consider a request for permission for wildflower planting by Buglife: The Invertebrate Trust. (Copy attached.)	10 mins
8.	Any Other Items Previously Circulated	
9.	Any Other Items which the Chairman Decides are Urgent	

10.	Future Meeting Dates The future meeting dates of Innerleithen Common Good Fund Sub-Committee were scheduled as follows: <ul style="list-style-type: none">• 17 August 2023, 3pm• 9 November 2023, 3pm• 23 May 2024, 3pm	
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NOTES

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

Membership of Committee:- Councillors M. Douglas, J. Pirone and R. Tatler

Please direct any enquiries to Lynne Cuerden 01835 826527
Email:- lynne.cuerden@scotborders.gov.uk

SCOTTISH BORDERS COUNCIL

MINUTES of Meeting of the INNERLEITHEN
COMMON GOOD FUND SUB-COMMITTEE
held VIA MICROSOFT TEAMS on
Wednesday, 8th March, 2023 at 3.00 pm

Present:- Councillors M. Douglas (Chairman), J. Pirone and R. Tatler
Apologies:- Acting Chief Financial Officer
In Attendance:- Principal Solicitor (G. Sellar), Estates Surveyor (Tricia Hill), G.Daly
(Innerleithen Community Council), Emma Guy (ESO Sports), Trainee
Democratic Services Officer

1. **MINUTE**

There had been circulated copies of the Minute of the meetings held on 24 August and 15 September 2022.

DECISION:

AGREED the minute of the meetings held on 24 August and 15 September 2022.

2. **CYCLE STORAGE AT INNERLEITHEN MEMORIAL HALL**

There had been circulated plans of the proposed site for cycle storage Veloboxes. Permission had been sought by ESO Sports to install the Veloboxes for use by employees and the public. The boxes were to be secured with key access, leased on an annual basis. Local residents had been approached to publicise their availability and two households had signed up to use a box. Loulabelle's Café on Innerleithen High Street had also been approached to use the secure storage for the benefit of their customers, on a sign in/ sign out basis. It was confirmed that the future maintenance and removal of the storage boxes was the responsibility of ESO Sports. It was confirmed that the Veloboxes were to be further advertised on Innerleithen Online.

DECISION

AGREED to the installation of cycle storage Veloboxes as detailed on the plan.

3. **MEMORIAL GARDEN**

It was agreed that an update from Ross McGinn, Community Trust be requested for the next meeting of the Innerleithen Common Good Fund.

DECISION

AGREED to that an update be requested from Ross McGinn at the next meeting on 1 June 2023.

4. **MEMORIAL HALL: DEVELOPMENT OF PLAY PARK SITE**

There followed a discussion on the development of an empty green space behind the Memorial Hall. Suggestions from the User Group included the installation of benches and tables, an area of hard standing for local bands to play and to approach the Edible Garden to install some raised beds to create a community growing facility. Further proposals were welcomed for consideration at a future meeting. Gordon Daly undertook to discuss the matter with Innerleithen Community Council with a view to a member joining the user group.

DECISION:
NOTED the update

5. **DATE OF NEXT MEETING**

The next meeting of the Innerleithen Common Good Fund was scheduled for 1 June 2023 at 3pm.

The meeting concluded at 3.10 pm

SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

INNERLEITHEN COMMON GOOD FUND – AUGUST 2022 onwards

Notes:-

Items for which no actions are required are not included

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
1 JUNE 2023				
8 MARCH 2023				
1. CYCLE STORAGE AT INNERLEITHEN MEMORIAL HALL	Para2 – action – AGREED TO THE INSTALLATION OF CYCLE STORAGE Veloboxes as detailed on plan			
24 AUGUST 2022				
3. WAR MEMORIAL GARDEN	Para 5 – action - AGREED that the Members of the Innerleithen Common Good Fund Sub-Committee would write to the Parks Department seeking assistance with maintenance issues at the War Memorial Gardens.			

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

Report by Acting Chief Financial Officer

INNERLEITHEN COMMON GOOD FUND SUB-COMMITTEE

1 June 2023

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the assets held by the Innerleithen Common Good Fund as at 31 March 2023, a full year revenue out-turn for 2022/23 and projected balance sheet values as at 31 March 2024.**
- 1.2 Appendix 1 provides the actual Income and Expenditure account for the year to 31 March 2023.
- 1.3 Appendix 2 provides an actual balance sheet value as at 31 March 2023. It shows a decrease in the reserves of £40,174.

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 proposed budget for 2023/24 as shown in Appendix 1;**
 - (c) Notes the final balance sheet value as at 31 March 2023, and projected balance sheet value as at 31 March 2024 in Appendix 2; and**
 - (d) Notes the summary of the property portfolio in Appendix 3.**

3 BACKGROUND

- 3.1 Innerleithen Memorial Hall was recognised as a Common Good asset on 1 April 2015. Until that time the Hall was deemed to belong to Scottish Borders Council (SBC). This transfer relates to the *ownership* of the Hall and has no impact on the transfer of the operation and maintenance of the Hall, which is undertaken jointly between SBC and Live Borders.
- 3.2 Live Borders are liable for operating costs such as staffing, energy and communications in return for their retention of all income earned. Scottish Borders Council have retained budget and liability for insurance and maintenance costs.
- 3.3 This report provides the Committee with financial information for the period to 31 March 2023 and proposed budgets for 2023/24. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2024.

4 FINANCIAL POSITION 2022/23

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

4.2 Income & Expenditure – Property Income & Expenditure

As the liability for the upkeep of the Hall falls to Scottish Borders Council, there is no anticipated income or expenditure relating to the Hall.

4.3 Income & Expenditure – Grants & Other Donations

It is anticipated that no grants will be paid from the Innerleithen Common Good Fund.

4.4 Income & Expenditure – Depreciation Charge

The depreciation charge for the year is £40,174, an increase of £8,944 due to upward revaluations on the properties owned by the Common Good. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation Reserve at the end of the financial year. As such, the net income/expenditure impact is nil.

- 4.5 Appendix 2 provides the actual balance sheet value as at 31 March 2023 and a projected balance sheet as at 31 March 2024.

4.6 Balance Sheet – Fixed Assets

All fixed assets of the Common Good Fund are revalued every 5 years as part of the Council’s rolling programme, with interim review. A full revaluation was carried out at 1 April 2019, with an interim review at 31 March 2022. Appendix 4 shows the actual values of the individual properties at 1 April 2022, actual depreciation charges for 2022/23 and actual values at 31 March 2023; along with projected value at 31 March 2024. Adjustments required as part of the 2021/22 audit are now completed and those impacting the balance sheet value are listed in the table below:

Asset Adjustments	Re-valuation as at 31/3/2022 £
Innerleithen Memorial Hall	61,286
Innerleithen Memorial Hall Office	12,518
Innerleithen Memorial Hall Offices (upper floor)	19,886
Total	93,690

5 IMPLICATIONS

5.1 Financial

There are no further financial implications other than those explained above in Section 4.

5.2 Risk and Mitigations

There is a risk with any property that works will be required during its life, which the Common Good does not hold funds for. This risk is mitigated by agreements in place between Scottish Borders Council and LIVE Borders. Operational costs are met by LIVE Borders and major repairs by Scottish Borders Council.

5.3 Integrated Impact Assessment

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine 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 this report, the hall is a valuable community asset which, through its activities, has positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life and improvements in local amenities and nurturing of local talent.

5.5 Climate Change

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

5.6 Rural Proofing

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

5.7 Data Protection Impact Statement

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

5.8 Changes to Scheme of Administration or Scheme of Delegation

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

6 CONSULTATION

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

Approved by

Suzy Douglas
Acting Chief Financial Officer

Author(s)

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

Previous Minute Reference: Scottish Borders Council 24 August 2022

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. We can also give information on other language translations as well as providing additional copies.

Contact us at Corporate Finance, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Tel: 01835 824000

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INNERLEITHEN COMMON GOOD FUND

APPENDIX 1

ACTUAL INCOME AND EXPENDITURE 2022/23

	Actuals at 31/03/23	Full Year Approved Budget 2022/23	Over/ (Under) Spend 2022/23	Full Year Proposed Budget 2023/24	Para Ref	Commentary
	£	£	£	£		
Depreciation						
Depreciation Charge	40,174	31,230	8,944	40,174	4.4	
Contribution from Revaluation Reserve	(40,174)	(31,230)	(8,944)	(40,174)		
Net impact of Depreciation on Revenue Reserve	0	0	0	0		
Total Net (Surplus)/Deficit for year	0	0	0	0		

BALANCE SHEET VALUE AS AT 31 MARCH 2023

	Opening Balance at 01/04/22	Movement in Year	Closing Balance at 31/03/23	Projected Closing Balance at 31/03/24
	£	£	£	£
Fixed Assets				
Land & Buildings	545,100	(40,174)	504,926	464,752
Total Fixed Asset	545,100	(40,174)	504,926	464,752
Net Assets	545,100	(40,174)	504,926	464,752
Funded by: Reserves				
Capital Reserve	(135,263)	0	(135,263)	(135,263)
Revaluation Reserve	(409,837)	40,174	(369,663)	(329,489)
Total Reserves	(545,100)	40,174	(504,926)	(464,752)

PROPERTY PORTFOLIO PERFORMANCE FOR 2022/23

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

Fixed Assets – Land & Buildings	Net Book Value at 31/03/22 (previously reported)	Adjustment (See note 4.6 above)	Net Book Value at 01/04/22	Revised Depn Charge 2022/23	Net Book Value at 31/03/23	Project'd Depn Charge 2023/24	Project'd Net Book Value at 31/03/24
	£	£	£	£	£	£	£
Innerleithen Memorial Hall	329,714	61,286	391,000	(26,000)	365,000	(26,000)	339,000
Innerleithen Memorial Hall Office	41,080	12,520	53,600	(5,738)	47,862	(5,738)	42,124
Innerleithen Memorial Hall Offices (upper floor)	80,616	19,884	100,500	(8,436)	92,064	(8,436)	83,628
Innerleithen War Memorial	0	0	0	0	0	0	0
Damside Park	0	0	0	0	0	0	0
Damside Play Area	0	0	0	0	0	0	0
Total	451,410	93,690	545,100	(40,174)	504,926	(40,174)	464,752

Fixed Assets – Moveable Assets	Net Book Value at 31/03/23 £
Arts & Artefacts – held in location below: <u>St Ronans Wells Visitor Centre</u> Provost's chain and medal	0

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DESTINATION TWEED – POLLINATORS ALONG THE TWEED PROJECT

INNERLEITHEN COMMON GOOD SUB-COMMITTEE

1 JUNE 2023

This report seeks Members agreement to adopt management principles that align with the wider 'Pollinators along the Tweed' Project for a 10 year period at the following sites:

- **Damside, Innerleithen - Innerleithen Common Good (Asset – IN024/01)**

These management principles include:

- **Wildflower planting through seeding/plug plants/bulb planting**
- **Less intensive grasscutting practices in selected areas where appropriate**

BACKGROUND

The 'Pollinators along the Tweed' project comes under the auspices of 'Destination Tweed', a series of interconnected schemes and proposals along the length of the River Tweed, with associated ecological and cultural benefits. 'Pollinators along the Tweed' aims to create and enhance pollinator habitats along the River Tweed corridor, involving local communities in the creation and management of those habitats, increasing the area of wildflower-rich grasslands and restoring habitat connectivity. The project engages stakeholders including Scottish Borders Council, landowners and communities in the creation, restoration and enhancement of sites for pollinators in villages and towns along the length of the River Tweed.

Scottish Borders Council is working in partnership to support the project which is being delivered by Tweed Forum and Buglife. During the delivery phase, the project aims to create, restore and enhance up to 40 hectares of wildflower-rich habitat across a minimum of 50 sites along the whole length of the Tweed, of which it is estimated around 33 will be on land owned and managed by Scottish Borders Council. Habitats created, restored and enhanced will provide forage and nesting sites for a range of pollinator species along these 'B-Lines'.

Supporting biodiversity and sustaining habitat networks is a key component of climate change adaptation and mitigation.

The 'Pollinators along the Tweed' project is reliant on commitment from Scottish Borders Council, as a major stakeholder and steward of public greenspace, in signing up to a 10 year management plan of agreed sites across the project area. Council

officers within Parks & Environment have been working with Buglife and Tweed Forum on assessing proposals and the management and maintenance implications.

The Project also includes working with communities to further the aims of the project through community initiatives and inviting communities to get involved. As such, by supporting this project through a 10 year management commitment, Scottish Borders Council will also be supporting a wider network of biodiversity and community benefits.

It has been proposed that the site at Damside could play an important role in this project. It is hoped, therefore, that Members will agree to adopt these management principles and take part in the project.

Agreement is also sought to enter into a 10 year Landowner Agreement that agrees:

- "That the habitat work undertaken by or on behalf of the Charity as part of the Project will not be knowingly destroyed or damaged by me/us and will be managed which seeks to maintain favourable habitat for a minimum of 10 years.
- To allow the Charity or its representatives to access the Sites during normal working hours for a period of at least 5 years, for the purposes of monitoring the habitat.
- Ongoing management of the Sites created, enhanced, and restored through the Project will be the Landowners responsibility, including the risk management associated with any future works."

Decision Requested

It is recommend that the Innerleithen Common Good Sub-Committee:
(a) agrees to adopt and align with the Pollinators along the Tweed Management Principles at Damside; and
(b) Agrees to enter into the Landowner Agreement outlined above.