

# Public Document Pack



## JEDBURGH COMMON GOOD SUB-COMMITTEE MONDAY, 11TH SEPTEMBER, 2023

A MEETING of the JEDBURGH COMMON GOOD SUB-COMMITTEE will be held on MONDAY, 11TH SEPTEMBER, 2023 at 4.30 PM. The meeting will be conducted by Microsoft Teams.

Arrangements are in place to stream the meeting for public viewing and a link will be provided on the Council's website before the meeting.

**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,

1 September 2023

BUSINESS		
1.	<b>Apologies for Absence.</b>	
2.	<b>Order of Business.</b>	
3.	<b>Declaration of Interests.</b>	
4.	<b>Minute and Action Tracker</b>	
	(a) <b>Minute</b> (Pages 3 - 4) Minute of Meeting of 29 May 2023 to be agreed and signed. (Copy attached.)	5 mins
	(b) <b>Action Tracker</b> (Pages 5 - 6) Review Action Tracker. (Copy attached)	5 mins
5.	<b>Monitoring Report for 3 months to 30 June 2023</b> (Pages 7 - 24) Consider report by Director of Finance and Procurement. (Copy attached.)	15 mins
6.	<b>Application for Financial Assistance - Jedburgh Festival</b> (Pages 25 - 30)	15 mins

	Application and supporting papers. (Copies attached)	
7.	<b>Any Other Items Previously Circulated.</b>	
8.	<b>Any Other Items which the Chairman Decides are Urgent.</b>	

**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 P. Brown (Chair), S. Hamilton, S. Scott and Community Councillor J. Taylor

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Please direct any enquiries to Fiona Henderson Tel: 01835 826502  
E-mail: [fhenderson@scotborders.gov.uk](mailto:fhenderson@scotborders.gov.uk)

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

MINUTE of MEETING of the  
JEDBURGH COMMON GOOD FUND  
SUB-COMMITTEE held via Microsoft  
Teams on Monday, 29 May 2023 at  
4.30 p.m.

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Present: - Councillors P. Brown (Chairman), S. Hamilton, S. Scott and  
Community Councillor J. Taylor.

In Attendance: - Acting Chief Financial Officer (Suzy Douglas), Solicitor (Scott  
Archibald), Democratic Services Officer (F. Henderson).

Members of the Public: - 0

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1. **MINUTE**

There had been circulated copies of Minute of the Jedburgh Common Good Fund Sub-Committee held on 30 January 2023.

2. **ACTION TRACKER**

With reference to paragraph 5.2 of the Minute of 30 January 2023, the Democratic Services Officer advised that although a grant of £2,500 had been agreed for the repair to the Ceremonial Robes a payment of £2,000 had been made to the Community Council. Community Councillor Taylor advised that the Priest who was to repair the robes was no longer available and an alternative would require to be found and it was unclear if the costs would remain the same. Following discussion, it was agreed that until an alternative had been secured, the balance of £500 would remain allocated but unpaid.

**DECISION**

**AGREED that:-**

- (a) **the Minute of Meeting held on 30 January be approved;**
- (b) **the balance of £500 in respect of the repairs to the Ceremonial Robes be retained until an alternative repairer had been identified; and**
- (c) **that completed actions be removed from the Tracker.**

2.1 The Democratic Services Officer confirmed the dates that Financial Assistance payments had been made and it was agreed that the actions be removed from the Tracker.

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

3.1 There had been circulated copies of a report by the Acting Chief Financial Officer which provided the income and expenditure for the Jedburgh Common Good Fund for the year

2022/23 including balance sheet values as at 31 March 2023, a full year projected out turn for 2022/23 and projected balance sheet values as at 31 March 2024. Appendix 1 provided the actual income and expenditure position for 2022/23. This showed a surplus of £30,382 for the year, which was higher than the previously reported deficit and was a result of an underspend in the Grants and Donations budget. Scheduled works for the new Allerley Well Play Park had been deferred into 2023/24. Appendix 2 provided an actual balance sheet value as at 31 March 2023, which showed a decrease in reserves of £99,792. Appendix 3a provided a breakdown of the property portfolio showing actual rental income and net return for 2022/23. Appendix 3b provided a breakdown of the property portfolio showing actual property expenditure for 2022/23. Appendix 4 provided a breakdown of the property portfolio showing actual property valuations at 31 March 2023. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 31 March 2023. The Acting Chief Financial Officer was present and answered Members questions.

## **DECISION**

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

- (i) the projected income and expenditure for 2023/24 contained in Appendix I to the report as the revised budget for 2023/24;**

### **(b) NOTED**

- (i) the actual income and expenditure for 2022/23 as shown in Appendix I to the report**
- (i) the final balance sheet value as at 31 March 2023 and projected balance sheet value as at 31 March 2-24 contained in Appendix 2 to the report;**
- (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 to the report.**

*The meeting closed at 4.45 p.m.*

**SCOTTISH BORDERS COUNCIL**  
**ACTION TRACKER (PUBLIC BUSINESS)**  
**Jedburgh Common Good – 29 May 2023**

Notes:-  
 Items for which no actions are required are not included

Agenda Number	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
<b>30 January 2023</b>				
Item 6(b)	Para 5.2 - AGREED to award a grant of £2,500 to the Jedburgh Community Council for the refurbishment of the Ceremonial Robes.	Finance & Corporate Governance	Fiona Henderson	Payment of £2,000 requested – 02.02.23 and payment made. Payment should have been £2,500 – further payment to be made once an alternative repairer has been identified – 29.05.23
<b>12 September 2022</b>				
Item 7(b)	Para 5.3 – (b) that the Jedburgh Community Trust report back to the Common Good on the progress and success of the proposed work	Finance & Corporate Governance	Fiona Henderson	To be brought to future meet

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## **MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023**

**Report by Director of Finance & Procurement**

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

**11 September 2023**

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

- 1.1 This report provides the details of the income and expenditure for the Jedburgh Common Good Fund for the three months to 30 June 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 projected income and expenditure position for 2023/24. This shows a projected deficit of £34,241 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £47,278.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing projected rental income and projected net return for 2023/24 and actual property income to 30 June 2023.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing projected property expenditure for 2023/24 and actual property expenditure to 30 June 2023.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing projected property valuations at 31 March 2024.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 30 June 2023.

#### **2 RECOMMENDATIONS**

- 2.1 I recommend that the Common Good Fund Sub-Committee:**
  - (a) Notes the actual income and expenditure for 2023/24 in Appendix 1;**
  - (b) Notes the projected balance sheet value as at 31 March 2024 in Appendix 2;**
  - (c) Notes the summary of the property portfolio in Appendices 3 and 4; and;**
  - (d) 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 30 June 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 2023/24**

4.1 Appendix 1 provides details on income and expenditure for the 2023/24 financial year. The projected net position for the year is a deficit of £34,241.

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

There is no Rental Income from the properties owned by the Jedburgh Common Good Fund.

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

(a) The projected out-turn position shows an amount of £340 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £44,804, 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) Rebate income of £217 from Aegon Asset Management received in March 2023 along with the corresponding 226 units purchased in April, was accounted for in 2022/23.

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

(a) The property expenditure for 2023/24 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) Appendices 3a and 3b show a full breakdown of the projected budget 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 30 June 2023</b>		0
<b>Total Paid to 31 March 2024</b>		<b>0</b>
<b>2023/24 Budget</b>		<b>76,000</b>
<b>Approved but not yet paid</b>		
Scottish Borders Council	28/02/22	50,000
Scottish Borders Council (Ceremonial robes)	30/01/23	500
<b>Total Grants Approved not paid</b>		<b>50,500</b>
<b><i>(Unallocated)/Overallocated Budget</i></b>		<b><i>(25,500)</i></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 projected depreciation charge for the year is £13,037. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation Reserve at the end of the financial year.

4.8 Appendix 2 provides the actual balance sheet value as at 1 April 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, projected depreciation charges for 2023/24 and projected values at 31 March 2024.

#### 4.10 Balance Sheet – Investment Fund

The fund has a 11.30% unrealised loss in market value since investment, largely due to continued volatility in investment markets. Overall, however, taking account of the income received, the fund has achieved a return of 16.45% since investment in February 2018.

#### 4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £81,015 at 31 March 2024 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance as at 1 April 2023</b>	<b>116,356</b>
Projected deficit for year from Income & Expenditure Statement	(34,241)
Net movement in debtors /creditors	0
Rebate Investment in Aegon	(1,100)
<b>Projected Closing Balance as at 31 March 2024</b>	<b>81,015</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.

#### 4.13 Contingent Asset – Jedburgh Golf Club

The final accounts will also include a Contingent Asset of £15,000 for the remaining balance of the secured grant given to Jedburgh Golf Club in January 2005 for the purchase of two additional fields. This position will be reviewed on an annual basis to assess the likelihood of the Golf Club disposing of the fields.

## 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 the 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**  
**Director of Finance & Procurement**

### Author(s)

Suzy Douglas	Director of Finance & Procurement – Tel: 01835 825881
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### Background Papers:

**Previous Minute Reference:** Jedburgh Common Good Committee 29 May 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.

Contact us at Pensions & Investments, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Fax: 01835 825166  
Email: [t&cteam@scotborders.gov.uk](mailto:t&cteam@scotborders.gov.uk)

**JEDBURGH COMMON GOOD FUND  
PROJECTED INCOME AND EXPENDITURE 2023/24**

**APPENDIX 1**

	<b>Actuals at 30/06/23</b>	<b>Full Year Approved Budget 2023/34</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>Property Income</b>						
Rental Income	0	0	0		4.2	
<b>Non-Property Related Income</b>						
Interest on Cash deposited with Council	(0)	(340)	(340)		4.3	
Investment Funds – Dividends Rec'd	(6,943)	(44,804)	(44,804)		4.3	
Other Income	(0)	(950)	(950)		4.3	Est 5% return
<b>Total Income</b>	<b>(6,943)</b>	<b>(46,094)</b>	<b>(46,094)</b>			
<b>Property Expenditure</b>						
Property Costs – General	0	0	0		4.4	
<b>Total Property Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Grants &amp; Other Donations</b>	<b>0</b>	<b>76,000</b>	<b>76,000</b>		4.5	
<b>Central Support Service Charge</b>	<b>0</b>	<b>4,335</b>	<b>4,335</b>		4.6	Subject to review
<b>Depreciation</b>						
Depreciation Charge	0	13,037	13,037		4.7	
Contribution from Revaluation Reserve	(0)	(13,037)	(13,037)		4.7	
<b>Net impact of Depreciation on Revenue Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Total Net (Surplus)/Deficit for year</b>	<b>(6,943)</b>	<b>34,241</b>	<b>34,241</b>			

**JEDBURGH COMMON GOOD FUND  
PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2024**

**APPENDIX 2**

	<b>Opening Balance at 01/04/23</b>	<b>Projected Movement in Year</b>	<b>Projected Closing Balance at 31/03/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>			
Land & Buildings	538,963	13,037)	525,926
Feu Duties	0	0	0
<b>Total Fixed Assets</b>	<b>538,963</b>	<b>(13,037)</b>	<b>525,926</b>
<b>Capital in Investment Funds</b>			
Investment Fund Book Value	966,462	1,100	967,562
Unrealised Gains/(Loss)	(109,632)	0	(109,632)
<b>Market Value</b>	<b>856,830</b>	<b>1,100</b>	<b>857,930</b>
<b>Current Assets</b>			
Debtors	2,688	0	2,688
Cash deposited with SBC	116,356	(35,341)	81,015
<b>Total Current Assets</b>	<b>119,044</b>	<b>(35,341)</b>	<b>83,703</b>
<b>Current Liabilities</b>			
Creditors	0	0	0
Receipts in Advance	0	0	0
<b>Total Current Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Assets</b>	<b>1,514,837</b>	<b>(47,278)</b>	<b>1,467,559</b>
<b>Funded by:</b>			
<b>Reserves</b>			
Revenue Reserve	(170,332)	34,241	(136,091)
Capital Reserve	(808,215)	0	(808,215)
Revaluation Reserve	(536,290)	13,037	(523,253)
<b>Total Reserves</b>	<b>(1,514,837)</b>	<b>47,278</b>	<b>(1,467,559)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24  
(Actual income to 30 June 2023 and projections to 31 March 2024)**

<b>Rental Income – Land &amp; Buildings</b>	<b>2023/24</b>		<b>2023/24</b>
	Approv'd Budget	Actuals	Projected Net (Return) /Loss £
	£	£	£
Market Cross/Jubilee Fountain	0	0	0
Jedburgh Castle Jail	0	0	0
Mary Queen of Scots House	0	0	0
Murray's Green Park	0	0	0
Murrays Green Car Park	0	0	0
Dounehill (Dunshill)	0	0	0
Dounehill (Dunshill) Playpark	0	0	0
Ramparts	0	0	0
Land at Oxnam Road	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24  
(Actual expenditure to 30 June 2023 and projections to 31 March 2024)**

Property Expenditure – Land & Buildings	2023/24			
	Approv'd Budget	Actual (Repair & Maint) £	Actual (Other) £	Actual Total £
	£	£	£	£
Market Cross/Jubilee Fountain	0	0	0	<b>0</b>
Jedburgh Castle Jail	0	0	0	<b>0</b>
Mary Queen of Scots House	0	0	0	<b>0</b>
Murray's Green Park	0	0	0	<b>0</b>
Murrays Green Car Park	0	0	0	<b>0</b>
Dounehill (Dunshill)	0	0	0	<b>0</b>
Dounehill (Dunshill) Playpark	0	0	0	<b>0</b>
Ramparts	0	0	0	<b>0</b>
Land at Oxnam Road	0	0	0	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**PROPERTY PORTFOLIO VALUATION FOR 2023/24**  
**(Projected property valuation to 31 March 2024)**

<b>Fixed Assets – Land &amp; Buildings</b>	<b>Net Book Value at 01/04/23</b>	<b>Project'd Depn Charge 2023/24</b>	<b>Project'd Net Book Value at 31/03/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Market Cross/Jubilee Fountain	0	0	0
Jedburgh Castle Jail	538,963	(13,037)	525,926
Mary Queen of Scots House	0	0	0
Murray's Green Park	0	0	0
Murrays Green Car Park	0	0	0
Dounehill (Dunshill)	0	0	0
Dounehill (Dunshill)	0	0	0
Playpark	0	0	0
Ramparts	0	0	0
Land at Oxnam Road			
<b>Total</b>	<b>538,963</b>	<b>(13,037)</b>	<b>525,926</b>

<b>Fixed Assets – Moveable Assets</b>
Portrait Sir D Brewster
Marble Bust Sir D Brewster
Gold Chains
Relics – Queen Mary House
Lady Provost Brooch
George Tinline Plates (2)
Provost's Gold Chain & Robes
Small Bust Sir John Tinline
Framed copy of Burgh Charter
Casket containing Burgess Ticket
Tapestry
<b>Total</b>

**JEDBURGH COMMON GOOD FUND  
INVESTMENTS EXTERNALLY MANAGED**

**APPENDIX 5**

<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
Aegon Asset Management Investment (February 2018)	834,019	902,994
Aegon Fund Rebate - (2018-2019)	853	921
Aegon Fund Rebate - (2019-2020)	693	771
Aegon Investment – November 2020	36,819	38,859
Aegon Fund Rebate – (2020-2021)	855	861
Aegon Fund Rebate – (2021-2022)	870	956
Aegon Asset Management Investment	20,838	20,000
Aegon Fund Rebate – (2022-2023)	1,128	1,100
<b>Total Invested to 30 June 2023</b>	<b>896,075</b>	<b>966,462</b>

<b>Value of Investment</b>	<b>£</b>
31 March 2018	900,074
31 March 2019	910,178
31 March 2020	767,550
31 March 2021	952,879
31 March 2022	952,867
30 June 2022	847,575
30 September 2022	794,275
31 December 2022	858,911
31 March 2023	856,830
30 June 2023	860,502
<b>Increase/(Decrease) from Total Cash Invested</b>	<b>(105,960)</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
to 30 June 2023	-11.30	+16.45

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
<b>Description of the proposal:</b> (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate).)	Quarterly report to Jedburgh Common Good Fund on the projected out-turn for 2023/24 and the projected balance sheet for 2023/24
<b>Service Area:</b> <b>Department:</b>	Common Good Funds Finance & Regulatory
<b>Lead Officer:</b> (Name and job title)	Suzy Douglas, Director of Finance & Procurement
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	
<b>Date(s) IIA completed:</b>	09/08/2023

**2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?**

<b>Yes / No</b> (please delete as applicable)
If yes, - please state here:

**3 Legislative Requirements**

<b>3.1 Relevance to the Equality Duty:</b>	
<p><b>Do you believe your proposal has any relevance under the Equality Act 2010?</b>  <i>(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)</i></p>	
<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	Given the subject matter of this assessment, it is not relevant to Equality duty.
<b>Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	
<b>Foster good relations?</b> <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	

<b>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)</b>				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	<b>Impact</b>			<b>Please explain the potential impacts and how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<b>All of the protected characteristics including Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation.</b>	X			No impact or relevance. This is a routine monitoring report required as part of good governance of the Common Good Funds
<b>3.3 Fairer Scotland Duty</b>				
This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.				
The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.				
<b>Is the proposal strategic? No</b>				
<del>Yes</del> / No <i>(please delete as applicable)</i>				
<b>If No go to Section 4</b>				
<b>If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:</b>				
	<b>Impact</b>		<b>State here how you know this</b>	

	No Impact	Positive Impact	Negative Impact	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.				
<b>Material Deprivation</b> – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies				
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income				
<b>Looked after and accommodated children and young people</b>				
<b>Carers</b> paid and unpaid including family members				
<b>Homelessness</b>				
<b>Addictions and substance use</b>				
<b>Those involved within the criminal justice system</b>				

#### 4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

**Yes / No** (please delete as applicable)

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

Report is a regular governance report required to ensure good governance of the Common Good Fund. All members of the Fund have equal status under the regulations followed.

<b>Signed by Lead Officer:</b>	<b>Suzy Douglas</b>
<b>Designation:</b>	<b>Director of Finance &amp; Procurement</b>
<b>Date:</b>	<b>09/08/2023</b>
<b>Counter Signature Service Director</b>	
<b>Date:</b>	

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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>	Jethart Callant's Festival
<b>Name of your project:</b>	Jethart Callant's Festival
<b>The name of the Common Good Fund that you are applying to:</b>	Jedburgh

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

To assist with the running costs of Festival events which are non-income generating i.e. are arranged for the benefit of folks of Jedburgh and District of all ages.

As with all things the organizing committee are finding a substantial increase in the cost of items which are essential to the running of the event e.g. hiring of principles horses, uniform, medical cover, toilets, rubbish collection all of which put pressures on the overall cost of running the Festival.

**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.

The Festival covers a period of around 3 weeks during which a wide variety of events are held including of horse rideouts; community entertainment for all ages – family sports day, family fun afternoon; ceremonial events

These events provide an opportunity for residents to come together and celebrate our history and heritage as well as coming together as a community.

The 2022 and 2023 Festivals have seen an increase in support from the community with audiences for outside/ceremonial events more than pre-covid times.

During the Festival there is a tremendous sense of belonging and community. Members of the public who perhaps don't normally go out much have been seen to be out and about, engaging with friends who they haven't seen for a while. The Festival also affords the opportunity for exiles to return to the town at a time when they know that they will be able to catch up with friends and family.

The local businesses do benefit from an increase in trade during the Festival whether it be hospitality, retail.

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

Write here ...

The organizing committee have worked hard since coming back from Covid lockdowns to ensure that all ticket events at least breakeven if not make a small profit. During the planning of the 2023 Festival a sponsorship initiative was introduced to help with the cost of the rideouts and other events, increased awareness of the patrons scheme plus an increase of fundraising events. These initiatives will continue in following years to help to address the ever-increasing costs of running the Festival.

The organizing committee are looking closely at all events to see where cost savings can be made.

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

Item of Expenditure	Cost (£)
Hire of Principal's horses	8560
Principles uniform	1000
Hospitality costs for guests, including transport	1100
Entertainment – bouncy castle, face painting, music, slides for family fun afternoon, rubbish collection charges [SBC]	1800
Ceremonial costs – venue hire	750
<b>Total Expenditure</b>	<b>13210</b>
<b>How much would you like from the Common Good Fund?</b>	<b>6000</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>2022 audited accounts attached to the application</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
Community annual grant	6500	To support costs of insurance and health & safety measures

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

	Amount	Purpose
Patrons	£ 2850	Supporting the Festival
Sponsorship	£3500	Local businesses

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	Lindsay Wilson
<b>Position in Group/Org:</b>	Honorary Secretary

(if appropriate)	
<b>Home Address:</b>	██████████ ██████████
<b>Post Code:</b>	██████████
<b>Telephone Number:</b>	██████████
<b>Email Address:</b>	██
<b>Date:</b>	15/8/2023
<b>Signature:</b>	Lindsay S Wilson

<b>What does your organisation do and who does it support? If appropriate. (max. 100 words)</b>
<p>Tell us what your group does, the activities it undertakes and in what way it benefits the community.</p> <p>Write here ...</p> <p>3 weeks of horse rideouts, public entertainment for all ages – dances, disco, family day, trail run, sports, ball, ceremonial events. The Festival brings the townspeople together and generates considerable income for the town trades, as well as attracting visitors to the town.</p>

<b>Equalities</b>
<p><b>Do you have an Equal Opportunities Policy or Equality Statement?    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></b></p>
<p><b>Explain how your project complies with the obligations contained in the Equality Act 2010</b></p> <p>Events are open to all unless age restricted to comply with licensing laws</p>

<b>Safeguarding</b>
<p><b>Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?    Yes <input type="checkbox"/>    No <input checked="" type="checkbox"/></b></p> <p><b>If yes what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below.</b></p>
<p>Write here...</p>

## 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 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.

JETHART CALLANT'S FESTIVAL

Abstract of Accounts 2022

INCOME

<u>Income</u>	<u>2022</u>	<u>2021</u>
Scottish Borders Council – Grant	6500.00	4870.00
Scottish Borders Council – Common Good	----	----
Scottish Borders Council – Grant for Banners	6340.58	----
Donations	8192.55	305.76
Patrons	2865.22	----
Magazine Sales	2192.50	----
Magazine Adverts	700.00	----
Raffles	84.50	----
Redeswire Badges x 6 @ £5	30.00	----
Southdean/Dolphinston/Fulton Car Parking	436.45	----
Sale of Merchandise	218.00	----
Redeswire Dinner	1154.73	----
Festival Lunch	3209.60	----
Ball	12266.20	----
Miscellaneous	102.05	----
General	1373.68	2636.48
Loss for Year	11721.04	2563.88
TOTAL	56037.10	10376.12

<u>Expenditure</u>	<u>2022</u>	<u>2021</u>
Scottish Borders Council/Live Borders £	376.36	----
Principal's Uniform	---	----
Horses/Blacksmith/Marshalls etc.	9103.98	----
Magazine	2845.00	----
Secretary's/Treasurer's expenses	---	----
Donations (Town Bands/Schools)	1710.00	----
Trophies/Rosettes	571.94	300.00
Redeswire Dinner – catering etc.	1211.25	----
Festival Lunch – catering/security	3065.00	----
Ball	17285.60	----
Refreshments	877.89	39.00
Transport	520.00	----
Insurance	3894.70	3845.41
Printing/advertising	163.20	----
General & Sundries	14580.18	6191.71
Uncashed cheque	168.00	----
TOTAL	56037.10	10376.12

Pro 1/2022  
£250

Page 29

Examined from the books and vouchers  
Presented to me and found to be correct

5<sup>th</sup> December 2022  
Rhonda Hill Examiner  
Nolan Moffat Treasurer

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