

Public Document Pack



CHAMBERS INSTITUTION TRUST WEDNESDAY, 29TH NOVEMBER, 2023

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on
WEDNESDAY, 29 NOVEMBER 2023 at 5.00 pm

N. MCKINLAY,
Director Corporate Governance,

20 November 2023

BUSINESS		
1.	Welcome and Introductions	
2.	Apologies for Absence	
3.	Order of Business	
4.	Declarations of Interest	
5.	Minute (Pages 3 - 4) Consider Minute of 27 September 2023. (Copy attached.)	2 mins
6.	Beneficiaries Group Update An update from the meeting on 28 November 2023.	10 mins
7.	Condition Survey Update	10 mins
8.	Any Other Items Previously Circulated	
9.	Any Other Items Which The Chairman Decides Are Urgent	
10.	Date of Next Meeting The next meeting was scheduled for 24 January 2024.	
11.	Private Business 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.”	
12.	Private Minute (Pages 5 - 6) Consider the Private Minute from the meeting of 27 September 2023. (Copy attached.)	2 mins
13.	Daylight Projector (Pages 7 - 8) Consider quotation for supply and installation of a daylight projector. (Copy to follow.)	5 mins
14.	Burgh Hall Curtains (Pages 9 - 10) Consider quotation for supply and installation of window curtains. (Copy attached.)	5 mins
15.	Page\Park Burgh Hall Mezzanine Study and future engagement to be considered.	10 mins
16.	Burgh Hall Acoustics Report (Pages 11 - 14) Consider report and costs for installation of acoustic panels. (Copy attached.)	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.**

Membership of Committee:- Councillors R. Tatler (Chairman), D. Begg, M. Douglas, J. Pirone, E. Small and V. Thomson; S. Coe

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

SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST

MINUTES of Meeting of the CHAMBERS
INSTITUTION TRUST held in via Microsoft
Teams on Wednesday, 27 September, 2023
at 5.00 pm

Present:- Councillors R. Tatler (Chair), D. Begg, M. Douglas, J. Pirone, E. Small and
V. Thomson

Apologies:- Gareth Smith

In Attendance:- F. Colton (Live Borders), Localities Development Co-Ordinator (K. Harrow), S.
Coe (Beneficiaries Group), Democratic Services Officer (L. Cuerden)

1. **ORDER OF BUSINESS**

The Chair varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting. An item on Page\Park Architects was added to Private Business.

2. **MINUTE AND ACTION TRACKER**

There had been circulated copies of the Minute of the Meetings held on 2 August 2023 and 11 September 2023 and the Action Tracker.

DECISION

AGREED to approve the Minutes for signature by the Chair.

3. **BENEFICIARIES GROUP UPDATE**

3.1 The Chair provided an update from the Beneficiaries Group meeting held on 26 September. SBC had identified the cause of the leak and additional matching downpipes were to be installed. With reference to the artwork to be displayed, there was the offer of a permanent loan from the artist Susan Mitchell. Fiona Colton confirmed that the Live Borders approach was not to agree a permanent loan of assets but for a maximum period of five years with option to renew. A formal agreement was to be drawn up between the artist and the Trust. It was suggested that shelving be erected for its display in the vestibule. With reference to the acoustics in the Hall, stage curtains had been ordered with a 6 week lead time. The quotation for the induction loop installation was to be considered at meeting on 27 September. Live Borders had received some recommendations for acoustic consultants to survey the Hall. The matter of daylight and interior lighting impeding presentations was discussed. It was acknowledged that electric window blinds were a desirable though expensive longer-term aim. The installation of curtains or roller blinds would help meanwhile and it was agreed that Councillor Tatler, Mr Coe and Ms Colton were to liaise with Gareth Smith at SBC to agree sourcing and costs. Trustees were to request costs for a daylight projector from Live Borders. Concern was raised at the apparent difference in colour between the walls and the stage; Gareth Smith was to be asked to raise this as a snagging issue.

3.2 With reference to Page\Park Architects, the Group were advised that Karen Nugent had parted ways with the company and no further work had been carried out since the last meeting. Simpson Brown had been suggested as an alternative. Councillor Tatler was to discuss the matter further with the Trustees.

DECISION

NOTED the update

4. **CONDITION SURVEY UPDATE**

The Chair agreed to liaise with Estates to discuss the arrangement of a thorough condition survey. One had been completed in 2016.

DECISION

AGREED that the Chair and Estates liaise to arrange a thorough condition survey.

5. **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 6 of Part I of Schedule 7A to the Act.

6. **MINUTE AND ACTION TRACKER**

Members considered the Private Minutes of 2 August 2023 and 11 September 2023.

7. **INDUCTION LOOP SYSTEM QUOTATIONS**

Members considered a quotation to supply and install an induction loop system in Burgh Hall.

8. **BURGH HALL DECORATION**

Members discussed the plan to decorate additional areas of the Burgh Hall building. The awarding of the paint contract was to be revisited following roof repairs.

9. **PAGE\PARK ARCHITECTS**

Members discussed the work completed at the Burgh Hall to date by Page\Park Architects.

The meeting concluded at 5:30 pm

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank