

# Public Document Pack



## CHAMBERS INSTITUTION TRUST THURSDAY, 21ST MARCH, 2024

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on THURSDAY, 21 MARCH 2024 at 4.00 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.**

N. MCKINLAY,  
Director Corporate Governance,

14 March 2024

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute (Pages 3 - 6)</b>  Consider Minutes of the meetings held on 24 January and 28 February 2024. (Copy attached.)	2 mins
5.	<b>Beneficiaries Group Update</b>  To include a discussion on the drop-in day at the Burgh Hall held on 18 March 2024.	15 mins
6.	<b>John Buchan Museum Update</b>  An update from Gareth Smith.	10 mins
7.	<b>Any Other Items Previously Circulated</b>	
8.	<b>Any Other Items Which The Chairman Decides Are Urgent</b>	
9.	<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.”	
10.	<b>Private Minute</b> (Pages 7 - 10)  Consider Private Minute of meetings held on 24 January and 28 February 2024. (Copies attached.)	2 mins
11.	<b>Burgh Hall Foyer Cabinet</b> (Pages 11 - 12)  Consider quotation for the supply and installation of cabinetry to house art work. (Copy attached.)	5 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 R. Tatler (Chairman), D. Begg, M. Douglas, J. Pirone, E. Small and V. Thomson, S.Coe.

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Please direct any enquiries to Lynne Cuerden Tel: 01835 826527  
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**SCOTTISH BORDERS COUNCIL  
CHAMBERS INSTITUTION TRUST**

MINUTES of Meeting of the CHAMBERS  
INSTITUTION TRUST held via MICROSOFT  
TEAMS on Wednesday, 24 January 2024 at  
5.00 pm

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

Apologies:- Director Corporate Governance, G. Smith

In Attendance:- S. Coe (Beneficiaries Group), J. Dyer, Democratic Services Officer (L. Cuerden)

1. **MINUTE**

There had been circulated copies of the Minute of the Meetings held on 29 November 2023.

**DECISION**

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

2. **URGENT BUSINESS**

The Chair had introduced two late papers that were to be considered as a matter of urgency. The papers had not been available for circulation before late afternoon of 24 January 2024. There had been circulated copies of a consultation report from Jason Dyer, the purpose of which was to provide Members with a summary report on all work and consultations undertaken in relation to the Burgh Hall and recommendations for next steps. The report was to contribute to the Levelling Up Fund bid to be submitted by 9 February 2024. Copies of the minute of the Beneficiaries Group held on 23 January 2024 were also circulated.

3. **BENFICIARIES GROUP UPDATE**

The Chair shared the main points from the meeting of the Beneficiaries Group on 23 January 2024, the Minute of which has been circulated in the late supplement. Apologies for that meeting had been received from Councillor Thomson and Begg. The Levelling Up bid was discussed; officers were currently preparing a response to the UK Government's request for information on costs and specification for the proposed work. An update was expected in time for the next meeting on 28 February. Jason Dyer had provided an update on his work to date, a copy of which had been circulated to Members and the Council website. Mr Dyer highlighted the key priorities which included accessibility issues, social prescribing, creation of learning spaces and room hire, locations of the museum and library and public use of heritage space. Any feedback on the document was to be sent to Mr Dyer as soon as possible. The Chair informed attendees of the project vision workshop to take place on Friday 9 February between SBC officers, Live Borders staff, Mr Dyer and Trustees. A vision document was to be produced following the workshop to provide to the Levelling Up bid and all stakeholders, following comments/amendments. Members agreed to the workshop. The Chair sought approval to convene a working group to examine the governance of the Beneficiaries Group going forward. The membership was agreed as follows: the Chair, Peter Maudsley (Peebles Community Council), Sam Coe (Beneficiaries Group), Fiona Colton (Live Borders), Crick Carleton (Peebles Place Making Working Group). It was highlighted that the Trust was the body with the decision-making power, into which the Beneficiaries Group reported and made recommendations. An update on works to the Burgh Hall was provided. The

entrance foyer had been decorated following roof repairs. Work had begun on curtain installation and once completed, the acoustics engineer was to return to install acoustic panels. Enquiries continued in relation to heating and draft issues at the Minstrel's Gallery. The artwork by Susan Mitchell was discussed and how best to display them. Gareth Smith was to provide costings for cabinetry at the next meeting in February. A contract was to be drawn up between the artist and the Trust with input from SBC Legal department. An update of action from the Beneficiaries Group meeting of 28 November was provided verbally. A correction to the minute of 29 November 2024 had been highlighted: Mr Dyer had not been engaged as a co-ordinator, but as a funding consultant.

4. **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.

5. **PRIVATE MINUTE**

Members considered the Private Minute of 29 November 2023.

6. **DAYLIGHT PROJECTOR**

Members agreed to discuss the matter at a later date.

***The meeting concluded at 5:45 pm.***

# SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTES of Meeting of the CHAMBERS  
INSTITUTION TRUST held via MICROSOFT  
TEAMS on Wednesday, 28 February 2024 at  
4.00 pm

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

In Attendance:- Director Corporate Governance (from 16:30), S. Coe (Beneficiaries Group), J. Dyer, 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. Item 6 was to be taken in Private due to commercially sensitive information.

## 2. BENEFICIARIES GROUP UPDATE

2.1 The Chair shared the main points from the meeting of the Beneficiaries Group on 27 February 2024, the Note of which was to be appended to this Minute, along with the draft project vision document and the consultation report. The application to the Levelling Up Fund had been submitted to Scottish Government on 9 February and a response was expected in the next two weeks. If the bid was successful a project team was to be established. There had been a discussion on the wider Chambers Institution Trust vision, led by Jason Dyer, and Mr Dyer summarised the draft vision for attendees. The draft vision document had brought together the work previously undertaken with Members and stakeholders and defined what was to be incorporated into Levelling Up Funding envelope and the elements that required funding beyond. Potential income generation and the charitable community aspects were also considered. A summary of each **proposed** floor plan was provided as follows:

- the ground floor was to incorporate a new reception and information space, the children's library and associated activities, access to the Burgh Hall and Registrar maintained and a small informal café space with landscaping to the courtyard area;
- the first floor was to incorporate a state-of-the-art modern museum space, adult library and public access computers;
- the second floor was to incorporate a GIS compliant art gallery with thought to be given to how to make the balcony area health and safety compliant; and
- the third floor was to provide general storage and exhibition packing areas.

Consideration was to be given to the siting of the lift type and access. There was potential to develop a mezzanine level in the Burgh Hall for both income generation and museum collection storage. Feedback on the draft vision document was to be provided and a drop-in event was to be held on 18 March in the Burgh Hall.

2.2 The governance framework for the Chambers Institution Trust was to be developed. A new Chair was needed for the Beneficiaries Group who was not also a Trustee and it was hoped that someone would be identified soon. Trustees were to hold a meeting to discuss wider governance issues in relation to the organisation and the project to be undertaken through the Levelling Up Fund award.

- 2.3 An update on the Burgh Hall renovations had been shared by Gareth Smith (SBC), the details of which were provided in the Beneficiaries Group Note attached to this Minute.
- 2.4 With regards to the installation of acoustic panels, there was to be further discussion and a decision to be taken on colour matching the panels to the walls and appropriate consultation with the Heritage Officer.
- 2.5 The art work was to be temporarily displayed in the foyer for the drop-in meeting at the Burgh Hall on 18 March to gather feedback on its situation in the building. Discussions were to continue regarding a legal agreement between the Trust and the artist and costs to be incurred for a display cabinet.
- 2.6 There had been an enquiry made about the vacant shop and discussions were to continue on any plan to advertise the unit for rental.
- 2.7 Crick Carleton, Chair of the Peebles Place Making Working Group, had drawn attention to the need for the Trust project to contribute to the overall town plan.

**DECISION**

**NOTED the update.**

**3. JOHN BUCHAN MUSEUM**

- 3.1 The Chair had no further update to provide on possible measures to improve the frontage and signage of the museum. There was a request that an update be brought to the next meeting and the Chair agreed to liaise with Gareth Smith to that end. Further dialogue was to be had with Planning officers.
- 3.2 Sam Coe reported back on the status of the flat; the tenant had rented from the Trust since before 2014, and from SBC since 2014.

**DECISION**

**AGREED that an update be obtained from Gareth Smith for the next meeting.**

**4. 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.

**5. P.H.D. FUNdamentals Pop-Up Shop**

Members considered a request to use the vacant unit for a fundraising pop-up shop.

**6. BURGH HALL FOYER CABINET**

Members considered a quotation for the supply and installation of a wood and glazed display cabinet.

**7. GOVERNANCE OF CHAMBERS INSTITUTION TRUST**

Members discussed key priorities for the governance structure of the Chambers Institution Trust.

***The meeting concluded at 4.55pm.***

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