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CHAMBERS INSTITUTION TRUST WEDNESDAY, 27TH SEPTEMBER, 2023

A MEETING of the CHAMBERS INSTITUTION TRUST will be held via MICROSOFT TEAMS on WEDNESDAY, 27 SEPTEMBER 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,

21 September 2023

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute and Action Tracker (Pages 3 - 10) (a) Consider Minute of 2 August 2023 to be approved and signed by the Chairman. (Copy attached.) (b) Consider Minute of 11 September 2023 to be approved and signed by the Chairman. (Copy attached.) (c) Consider Action Tracker. (Copy attached.)	2 mins
5.	Beneficiaries Group Update	10 mins
6.	Condition Survey Update	5 mins
7.	Any Other Items Previously Circulated	
8.	Any Other Items Which The Chairman Decides Are Urgent	
9.	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.”	
10.	Minute and Action Tracker (Pages 11 - 16) (a) Consider Private Section of the meeting of 2 August 2023 for signature by the Chair. (Copy attached.) (b) Consider Private Section of the meeting of 11 September 2023 for signature by the Chair. (Copy attached.) (c) Consider Action Tracker. (Copy attached.)	2 mins
11.	Induction Loop System Quotations (Pages 17 - 20) Consider quotations for the supply and installation of an induction loop system. (Copy attached.)	5 mins
12.	Burgh Hall Decoration Consider further quotes for painting of internal areas of Burgh Hall. (Copy to follow.)	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.**

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

Please direct any enquiries to Lynne Cuerden Tel: 01835 826527
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SCOTTISH BORDERS COUNCIL

MINUTES of Meeting of the CHAMBERS
INSTITUTION TRUST held in via Microsoft
Teams on Wednesday, 2nd August, 2023 at
4.00 pm

Present:- Councillors R. Tatler (Chairman), D. Begg, M. Douglas and V. Thomson

Apologies:- Councillors J. Pirone

In Attendance:- Chief Legal Officer, Director Finance and Procurement, 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.

2. MINUTE AND ACTION TRACKER

There had been circulated copies of the Minute of the Meeting held on 10 May 2023 and the Action Tracker.

DECISION

AGREED to approve the action tracker and the Minute for signature by the Chair.

3. BENEFICIARIES GROUP UPDATE

- 3.1 The Chair reported that there had been no meeting of the Beneficiaries Group since 9 May. Sam Coe, Beneficiaries Group representative, provided a brief verbal update. There had been a meeting with Page\Park architects on 13 June to review progress on the Burgh Hall feasibility study and discuss architectural solutions. A report on this was to be made to both the Beneficiaries Group and the Trustees at their next meetings in September. The Chair confirmed that the Business Planning Group had met and were to provide an update at the next meeting. Sam Coe was to join the Group going forward.
- 3.2 There had been several events in the Burgh Hall since reopening which had highlighted the poor acoustics. It had been difficult for attendees to hear speakers both with and without the use of the PA system provided by Live Borders. There followed a discussion on mitigations. The stage curtains did not meet fire safety standards and required replacement. Gareth Smith agreed to obtain quotes to replace and rehang the curtains. Any new curtains had to be labelled correctly to comply with fire safety regulations. In addition, the rigging would require testing to ensure that the load bearing was sufficient for the new curtains and lighting fixtures. This was to be discussed further by Gareth Smith and Fiona Colton, Live Borders. The need to darken the hall during presentations was discussed. It was suggested that costs for curtains be obtained and brought to the next meeting. The curtains, to match the replacement stage curtains, were a temporary measure until such time as the funding was in place to install electric window blinds. It was anticipated that the cost of repairing the walls once the curtain rails were removed in future would not be prohibitive. A new induction loop was required and given the size of the hall, only a hard-wired system was suitable. A quotation had been requested from a local company. Fiona Colton had been provided with recommendations for acoustic consultants with experience of historic buildings; consultants were to be engaged only if

necessary following mitigations. There was a need for an improved PA system in the Hall. The unit owned by Live Borders was not suitable for such a large space. Fiona Colton confirmed that some users had been advised to relocate as the acoustics was to have been detrimental to their event. The acquisition of a new PA system could be considered as part of any wider acoustic survey of the Hall. Fiona Colton agreed to investigate the availability of a larger PA system within the Live Borders estate to use at the Peebles In Bloom event on 17 August 2023.

- 3.3 Gareth Smith provided an update on the roof leak in the Burgh Hall vestibule. The area of roof had been re-slatted some years ago and SBC were in possession of the original slates to be re-laid in the future to comply with building regulations. Previously there had been insufficient drainage from the guttering and several overflow pipes had been installed to address the issue. The recent wet weather had caused water ingress under the roof felt. It was anticipated that the roofer would have to remove a row of slate and replace and extend the roof felt. Gareth Smith was to meet the roofer on site on 3 August.

DECISION

AGREED to:

- (a) **consider quotations for new stage and window curtains at the meeting of 27 September 2023;**
- (b) **consider quotations for installation of an induction loop system at the meeting of 27 September 2023.**

4. CONDITION SURVEY UPDATE

With reference to paragraph 3 of the Minute of 10 May, Estates were to be contacted along with Page\Park architects in order to obtain a quote for a further condition survey, a dimensional survey and to include environmental conditions for the museum and gallery spaces. Sam Coe agreed to contact Page\Park for guidance on the specification. The Chair undertook to discuss the matter with Estates Manager Ray Cherry. It was anticipated that three quotes for the survey work could be obtained.

DECISION

AGREED to include an item to discuss the issue to the agenda for 27 September 2023.

5. FINANCIAL MONITORING REPORT TO 31 MARCH 2023

- 5.1 There had been circulated copies of a report by Director of Finance and Procurement the purpose of which was to provide Members with the details of the income and expenditure for the Chambers Institution Trust 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 £83,508 for the year, which was better than the previously reported surplus on 8 June 2022, as a result of the grant received from Place Based Investment Program. Appendix 2 provided a balance sheet value as of 31 March 2023. It showed an actual decrease in reserves of £65,853. 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 on 31 March 2023. Appendix 5 showed the value of the Aegon Asset Management Investment Fund on 31 March 2023.
- 5.2 It was agreed to amend future financial reports to remove reference to the Common Good Funds. It was confirmed that the current cash balance of £118,855 did not reflect the total spend on Burgh Hall renovations to date. Of the £100k awarded through the Place Based Investment Fund, an amount in the region of £52k had been spent to 31 March 2023. It was anticipated that the remaining £48k expenditure was to be reflected in the financial

reports for 2023-24. An updated financial position was to be obtained for the next meeting on 27 September. It was confirmed that the performance of the Aegon Investment Fund was on a par with other funds in the market over the last financial year 2022-23 and indications were of a slightly improving position going forward.

DECISION

AGREED to:

- (a) **note the actual income and expenditure for 2022/23 in Appendix 1;**
- (b) **the proposed budget for 2023/24 as shown in Appendix 1;**
- (c) **note the final balance sheet value as of 31 March 2023 and projected balance sheet value as at 31 March 2024 in Appendix 2;**
- (d) **note the summary of the property portfolio in Appendices 3 and 4; and**
- (e) **note the current position of the investment in the Aegon Asset Management Investment Fund in Appendix 5.**

6. SITING OF PUBLIC BENCH

There had been circulated information relating to the refurbished train station bench and suggested sites for installation. Gareth Smith proposed an area in the Burgh Hall Quadrangle to the left of the War Memorial in between the museum entrance and the information boards, to which Members agreed. The Neighbourhoods Team was to be contacted regarding securing the bench in place. The intention was to relocate the bench alongside the Station House, East Station car park, once it had been restored.

DECISION

AGREED to the secure installation of the station bench in the Quadrangle.

7. ANY OTHER BUSINESS

7.1 With reference to paragraph 5 of the Minute of 10 May 2023, the Chair advised that the John Buchan Museum had been in discussion with Gareth Smith and Planning regarding improvements to the exterior appearance and signage of the museum. An update and proposals were to be provided at the next meeting.

7.2 The Chair reported that a local artist Susan Mitchell had loaned an artwork for display. The artwork was a series of concertina panels depicting the North and South sides of Peebles High Street. It was proposed that the artwork be installed on the large wall in the Burgh Hall vestibule once the repairs were complete. This was agreed by the Trustees and was for consideration by the Beneficiaries Group. An alternative site for the relocation of the Boer War Memorial was to be identified.

DECISION

NOTED the update and AGREED to the installation of artwork in the vestibule, once roof repairs were completed.

8. PRIVATE BUSINESS

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.

9. BURGH HALL DECORATION

Members considered a quote for the painting of the vestibule, back hallway and restroom areas. It was agreed that further quotations be obtained for consideration at the meeting on 27 September 2023. Furthermore any painting work was to be carried out once the roof repair was complete.

The meeting concluded at 4.55 pm

SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST

MINUTES of Meeting of the CHAMBERS
INSTITUTION TRUST held in via Microsoft
Teams on Tuesday, 11 September, 2023 at
2.30 pm

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

Apologies:- Councillors J. Pirone

In Attendance:- Chief Legal Officer, Financial Analyst (G. Reid) and Democratic Services
Officer (L. Cuerden)

1. **PRIVATE BUSINESS**

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.

2. **REPLACEMENT STAGE CURTAINS**

Members considered a quote for the supply and installation of replacement stage curtains
from Castle Warehouse.

The meeting concluded at 2.40 pm

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SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

CHAMBERS INSTITUTION TRUST– 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
2 AUGUST 2023				
1. BENEFICIARIES GROUP UPDATE	Para 3: AGREED (a) consider quotations for new stage and window curtains at the meeting of 27 September 2023; (b) consider quotations for installation of an induction loop system at the meeting of 27 September 2023.	Property	G Smith	
2. CONDITION SURVEY	Para 4 – AGREED to include an item to discuss the issue to the agenda for 27 September 2023.	Democratic Services	L. Cuerden	On agenda 27/9
3. SITING OF PUBLIC BENCH	Para 6 - AGREED to the secure installation of the station bench in the Quadrangle.	Property	G Smith	
4. ANY OTHER BUSINESS	Para 7.2 – AGREED to the installation of artwork in the vestibule, once roof repairs were completed.	Property	G Smith	
10 MAY 2023				
1. Beneficiaries Group Update	Para 2.1 – AGREED to approve:- (a) the repainting of the vestibule to match the colours of the hall subject to obtaining quotes for the works; and (b) the quotation of £1,297 for the works to repair the sunburst window.	Property Property	Gareth Smith Gareth Smith	1 quote obtained; on agenda for 2 August
Future Meetings	Para 6 – AGREED that (a) the next meeting of the Trust be held on 26 July 2023;	Democratic Services	Lynne Cuerden	Meeting changed to 2 August and in Member's Diaries.

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
	(b) a schedule of meetings for September, November, January, March and May be considered at the next meeting; and (c) that a financial report be requested for either the July or September meeting.			Financial report received 22 June.
19 OCTOBER 2022				
2. Any Other Items: Fire Exits – Fencing at Newby Court	Para 4 – action - a fire risk assessment to be carried out and quotes for fence and appropriate emergency exit gates be obtained to circulate at the next meeting	Estates	Josephine Stewart	
3 AUGUST 2022				
1. Boer War Memorial	Para 2 – action – to contact Conservation Officer re. listed building consent to resite the memorial and advise the Imperial War Museum	Estates	Josephine Stewart	

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