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## HAWICK COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 22 NOVEMBER 2023

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA  
MICROSOFT TEAMS on WEDNESDAY, 22 NOVEMBER 2023 at 10.00 AM

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,

16 November 2023

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declaration of Interest</b>	
4.	<b>Minute</b> (Pages 3 - 6) Consider Minute of the Meeting held on 16 August 2023 for approval and signature by the Chair. (Copy attached.)	2 mins
5.	<b>Monitoring Report for 6 Months to 30 September 2023</b> (Pages 7 - 22) Consider report by Director Finance and Procurement. (Copy attached.)	10 mins
6.	<b>Applications for Financial Assistance</b>	15 mins
	(a) <b>Borders Green Team Enterprises</b> (Pages 23 - 48) Consider application for financial assistance from Borders Green Team Enterprises. (Copy attached.)	
	(b) <b>Hawick Reivers Association</b> (Pages 49 - 70) Consider application for financial assistance from Hawick Reivers Association. (Copy attached.)	
7.	<b>Application for use of Common Haugh</b> (Pages 71 - 72) Consider application for use of the Common Haugh from Kenny Stuart Family Fun Fair. (Copy attached.)	5 mins

8.	<b>Silverbuthall Community Development Trust</b>  Consider update on progress from Silverbuthall Community Development Trust.	10 mins
9.	<b>Hawick Rotary Club - Plant a Tree</b> (Pages 73 - 76) Consider proposal from Hawick Rotary Club. (Copy attached.)	10 mins
10.	<b>Property Update - Motorhome Parking</b> (Pages 77 - 78) Consider briefing note by Estates Surveyor. (Copy attached.)	10 mins
11.	<b>Evaluation of Common Good Fund Grant Awards</b> (Pages 79 - 80) Consider evaluation form for use by the Hawick Common Good Fund. (Copy attached.)	5 mins
12.	<b>Any Other Items Previously Circulated</b>	
13.	<b>Any Other Items which the Chair Decides are Urgent</b>	
14.	<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.”	
15.	<b>Minute</b> (Pages 81 - 86) Consider Private Section of the Minute of the Meeting held on 16 August 2023. (Copy attached.)	2 mins
16.	<b>Pilmuir Farm</b> (Pages 87 - 90) Consider update from Estates Surveyor. (Copy attached.)	10 mins
17.	<b>Property Update</b> (Pages 91 - 94) Consider update on Common Good property by Estates Surveyor. (Copy attached.)	15 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 C. Ramage (Chair), J. Cox, S. Marshall, W. McAteer, N. Richards and A. Smart.

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Please direct any enquiries to William Mohieddeen  
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**SCOTTISH BORDERS COUNCIL  
HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTES of Meeting of the HAWICK  
COMMON GOOD FUND SUB-COMMITTEE  
held in via Microsoft Teams on Wednesday,  
16 August 2023 at 10.00 am

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Present:- Councillors C. Ramage (Chair), J. Cox, S. Marshall, W. McAteer, N. Richards and A. Smart

In Attendance:- Solicitor (R. Kirk), Statutory Account (G. Reid), Estates Strategy Manager (J. Stewart), Estates Surveyor (T. Hill), Property Officer (S. Drummond), Graduate Trainee Surveyor (A. Watson); Mr A. Findlay (Interest Link Borders), Mr D. Tait (Future Hawick); and Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 23 May 2023.

**DECISION**

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

2. **MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023**

2.1 The had been circulated copies of a report by Director Finance and Procurement that provided the details of the income and expenditure for the Hawick 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. Appendix 1 of the report provided the projected income and expenditure position for 2023-24 which showed a projected surplus of £108,633 for the year. Appendix 2 of the report provided a projected balance sheet value as at 31 March 2024 which showed a projected increase in reserves of £28,255. Appendix 3a of the report provided a breakdown of the property portfolio which showed projected rental income and projected net return for 2023-24 and actual property income to 30 June 2023. Appendix 3b of the report provided a breakdown of the property portfolio which showed projected property expenditure for 2023-24 and actual property expenditure to 30 June 2023. Appendix 4 of the report provided a breakdown of the property portfolio which showed projected property valuations at 31 March 2024. Appendix 5 of the report showed the value of the Aegon Asset Management Investment Fund to 30 June 2023.

2.2 With reference to paragraph 4 of the Minute of the Meeting held on 23 May 2023, officers advised that the Hawick Ex-Service Association trip to Bailleul would not be going ahead and the award granted to the applicant would be reallocated to the grant budget. Members raised the outstanding payment of financial assistance to Silverbuthall Community Development Trust agreed on the meeting held on 22 November 2022. Officers advised that contact had been made with the applicants who had asked for time while their banking system was arranged. Members asked for officers to liaise with the applicants and an update brought to the next meeting about the readiness of the applicants to receive the payment. Members asked for the date of approval of the grant application to be corrected to read '2022'.

**DECISION**

- (a) **AGREED** that officers would seek an update on the award for Silverbuthall Community Development Trust as approved at the Meeting held on 22 November 2022; and,
- (b) **NOTED:**
- (i) the actual income and expenditure for 2023-24 in Appendix 1;
  - (ii) the projected balance sheet value as at 31 March 2024 in Appendix 2;
  - (iii) the summary of the property portfolio in Appendices 3 and 4; and,
  - (iv) the current position of the Aegon Asset Management Investment Fund in Appendix 5.
3. **APPLICATION FOR FINANCIAL ASSISTANCE - INTEREST LINK BORDERS**  
There had been circulated copies of an application for financial assistance from Interest Link Borders for £3,000 to fund volunteer costs and expenses related to group activities. The Chair invited Andrew Findlay, Project Co-ordinator at Interest Link Borders to present the application who advised that Interest Link Borders work across the Borders to improve the lives of socially excluded children over 8, adults with learning disabilities and their carers through volunteer befriending and the holding of friendship groups. The funds request would support Roxburgh branch members.

**DECISION**

**AGREED** to award Interest Link Borders a grant of £3,000.

**MEMBER**

Councillor Cox joined the meeting at 10.25 am.

4. **APPLICATION FOR USE OF COMMON HAUGH MOTORHOME PARK**  
Members considered a request from the Motorhome Fun Club for arrangements to be made for the exclusive use of the motorhome parking area of the Common Haugh on the dates Thursday 21 – Monday 25 March 2024 to coincide with the Reivers Festival. Members highlighted criticism that was made of the Council with regards to management of the booking and that lessons should be learnt from previous experiences in arranging for the area to be cordoned for the applicant's exclusive use. Members noted that the area was a free parking facility and further consideration of appropriate arrangements should be made for requests to cordon the area for exclusive use by an applicant. Members agreed for officers to submit an appraisal report to the Sub-Committee on arrangements for cordoning of the Common Haugh motorhome area for exclusive use by applicants.

**DECISION**

**AGREED** to refer the application to officers and to submit an appraisal report on exclusive use of the Common Haugh motorhome parking area.

**URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chair was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

5. **APPLICATION FOR FINANCIAL ASSISTANCE - FUTURE HAWICK**  
There had been circulated copies of an application for financial assistance from Future Hawick for £3,223.80 to fund Welcome Hosts' wages for the Hawick Welcome 2023 project through to late August-early September 2023. The Chair invited Derick Tait, Treasurer of Future Hawick to present the application who explained that there had been shortfall in project funding as other funds wouldn't cover the cost of wages. Members

agreed to fund the application and advised that conversations should take place with officers in Community Engagement so that Future Hawick weren't reliant on recurring Common Good funding being awarded.

**DECISION  
AGREED:**

- (a) to award Future Hawick a grant of £3,223.80; and,
- (b) to advise Future Hawick to engage with Community Engagement officers to explore further funding opportunities.

6. **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 9 of Part I of Schedule 7A to the Act.

7. **MINUTE**

Members considered the Private Section of the Minute of the Meeting held on 23 May 2023.

8. **PILMUIR AND ST LEONARD'S LEASES**

Members considered the report by the Estates Surveyor.

9. **PROPERTY UPDATE**

Members considered the update on Common Good property by the Property Officer.

**URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chair was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

10. **EVALUATIONS OF APPLICATIONS FOR FINANCIAL ASSISTANCE**

Members considered the item raised by Councillor Ramage.

*The meeting concluded at 11.55 am.*

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## MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2023

Report by Director of Finance & Procurement

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### HAWICK COMMON GOOD FUND SUB-COMMITTEE

22 November 2023

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#### 1 PURPOSE AND SUMMARY

- 1.1 **This report provides the details of the income and expenditure for the Hawick Common Good Fund for the six months to 30 September 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 £1,799 for the year, which is less than the previously reported surplus on 15<sup>th</sup> August 2023, due the amendmend of Pilmuir servitude income, which has paid in full and the increase in the repairs and maintenance budget.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £82,177.
- 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 September 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 September 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 September 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 and the revised budget for 2023/24;**
  - (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 September 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 £1,799.

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

Rental income for 2023/24 is shown in Appendices 1 & 3a, with Appendix 3a detailing the actual annual rental income by individual property. Actual income is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.

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

- (a) The projected outturn position shows an amount of £550 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 £21,135, 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) Included within other income is a rebate from Aegon Asset Management of £102, which has been re-invested to purchase an additional 108 units.
- (c) As was previously reported, income from the Pilmuir Servitude has been delayed into financial year 2023/24 due to additional works being carried out (installation of additional poles and underground lines near Hawick Golf Club). Income of £75,000 was expected, which has now been amended as £63,633 was received in 2022/23 and the remainder of £7,568 being paid in 2023/24, resulting in the servitude now being paid in full.

#### **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) The projected property expenditure for 2023/24 has been increased by £43,000 to cover the required repairs at St Leonards Hut £23,000 and general repairs £20,000.

- (c) Appendices 3a and 3b show a full breakdown of the projections 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 2024 are shown below:

<b>Grant Recipients</b>	<b>Approved</b>	<b>£</b>
<b>Approved and Paid to 30 September 2023</b>		
Hawick Common Riding	21/03/23	1,848
Future Hawick	21/03/23	450
Escape Youth Service	23/05/23	6,000
Hornshole Greenway Development Group	23/05/23	4,656
Hawick Colts AFC	23/05/23	3,000
Riddell Fiddles	23/05/23	2,324
Interest Link Borders	16/08/23	3,000
Future Hawick	16/08/23	3,223
Hawick Ex-service Association	23/05/23	6,000
Hawick Ex-service Association – (Repaid)	14/08/23	(6,000)
<b>Total Paid to 31 March 2024</b>		<b>24,501</b>
<b>Approved but not yet paid</b>		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	19/03/19	200
Silverbuthall Community Development	22/11/22	7,000
<b>Total Grants Approved not paid</b>		<b>7,200</b>
<b>2023/24 Budget</b>		<b>33,300</b>
<b><i>(Unallocated)/Overallocated Budget</i></b>		<b><i>(1,599)</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 £80,378. 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, the projected movement during the year 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 1 April 2023, projected depreciation charges for 2023/24 and projected values at 31 March 2024.

#### 4.10 Balance Sheet – Investment Fund

The fund has a 13.16% unrealised loss in market value since investment, largely due to continued volatility in investment markets. However, taking account of the income received, the fund has achieved an overall return of 15.88% since investment in February 2018.

#### 4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £111,562 at 31 March 2024 and is detailed below:

<b>Cash Balance</b>	<b>£</b>
<b>Opening Balance at 1 April 2023</b>	<b>113,886</b>
Projected deficit for year from Income & Expenditure Statement	(1,799)
Net cash movement in Debtors/Creditors	
Rebate Investment in Aegon Asset Management	0
	(525)
<b>Projected Closing Balance at 31 March 2024</b>	<b>111,562</b>

#### 4.12 Balance Sheet – Capital Reserve

The movement in the Capital Reserves includes 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.

### 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 their 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)**

Kirsten Robertson	Statutory Reporting & Treasury Business Partner – Tel: 01835 825506
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**Background Papers:**

**Previous Minute Reference:** Hawick Common Good Committee 15 August 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.

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

**APPENDIX 1**

	<b>Actuals at 30/09/23</b>	<b>Full Year Approved Budget 2023/24</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	(75,748)	(98,802)	(98,802)		4.2	
<b>Non-Property Related Income</b>						
Interest on Cash deposited with Council	(0)	(550)	(550)		4.3	
Investment Fund – Dividends Rec'd	(11,671)	(21,135)	(21,135)		4.3	Est 5% return
Other Income	(102)	(450)	(450)		4.3	
Pilmuir Servitude	(7,568)	(75,000)	(7,568)	67,432	4.3	
<b>Total Income</b>	<b>(95,089)</b>	<b>(195,937)</b>	<b>(128,505)</b>	<b>67,432</b>		
<b>Property Costs Detailed in App'x 3b</b>	<b>55,185</b>	<b>41,000</b>	<b>84,000</b>	<b>43,000</b>	4.4	
<b>Grants &amp; Other Donations</b>	<b>24,501</b>	<b>33,300</b>	<b>33,300</b>		4.5	3 year average
<b>Central Support Service Charge</b>	<b>0</b>	<b>13,004</b>	<b>13,004</b>		4.6	Subject to review
<b>Depreciation Depreciation</b>						
Depreciation Charge	0	80,378	80,378		4.7	
Contribution from Revaluation Reserve	0	(80,378)	(80,378)		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>(15,403)</b>	<b>(108,633)</b>	<b>1,799</b>	<b>110,432</b>		

**HAWICK 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	4,305,472	(80,378)	4,225,094
Heritable Assets	3,000	0	3,000
Feu Duties	18	0	18
<b>Total Fixed Assets</b>	<b>4,308,490</b>	<b>(80,378)</b>	<b>4,228,112</b>
<b>Capital in Investment Funds</b>			
Investment Fund Book Value	457,691	525	458,216
Unrealised Gains/(Loss)	(53,408)	0	(53,408)
<b>Market Value</b>	<b>404,283</b>	<b>525</b>	<b>404,808</b>
<b>Current Assets</b>			
Debtors	31,591	0	31,591
Cash deposited with SBC	113,886	(2,324)	111,562
<b>Total Current Assets</b>	<b>145,477</b>	<b>(2,324)</b>	<b>143,153</b>
<b>Current Liabilities</b>			
Creditors	0	0	0
Receipts in Advance	(13,647)	0	(13,647)
<b>Total Current Liabilities</b>	<b>(13,647)</b>	<b>0</b>	<b>(13,647)</b>
<b>Net Assets</b>	<b>4,844,603</b>	<b>(82,177)</b>	<b>4,762,426</b>
<b>Funded by: Reserves</b>			
Revenue Reserve	(130,350)	1,799	(128,551)
Capital Reserve	(541,598)	0	(541,598)
Revaluation Reserve	(4,172,655)	80,378	(4,092,277)
<b>Total Reserves</b>	<b>(4,844,603)</b>	<b>82,177</b>	<b>(4,762,426)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24**

**(Actual income to 30 September 2023 and projections to 31 March 2024)**

Rental Income – Land & Buildings	2023/24			2023/24
	Approv'd Budget	Project'd Budget	Actuals as at 30/09/23	Project'd Net (Return) /Loss
	£	£	£	£
<b>General</b>				
Cross Wynd Car Park	0	0	0	0
Moat Park	0	0	0	0
Moat Park Playground	0	0	0	0
Buccleuch Bowling Club	0	0	0	0
Hawick Bowling Club	0	0	0	0
Henderson Gardens	0	0	0	0
Hawick Golf Course	(60)	(60)	(90)	(60)
Acreknowe Reservoir (Part)	0	0	0	0
Williestruther Loch/Path	(400)	(400)	(300)	4,600
Williestruther Cottage	(6,500)	(6,500)	(3,792)	(6,500)
Lothian Street Store	(2,250)	(2,250)	(2,685)	(2,250)
Common Haugh Car Park	(7,000)	(7,000)	0	(7,000)
Underhaugh	0	0	0	0
Hawick Moor Racecourse & Bldgs	(700)	(700)	(700)	2,300
Hawick Moor Shootings	(300)	(300)	0	(300)
Woodend Grazings (West)	0	0	(215)	0
Millpath Stables	0	0	0	5,000
Ca'Knowe Monument	0	0	0	0
Volunteer Park & Stand	(1,750)	(1,750)	(1,057)	(1,750)
Hawick Burgh Woodlands	0	0	0	0
Woodend Grazings (East)	(195)	(195)	(215)	(195)
Hawick Golf Club Sub Stn Site	(75)	(75)	0	(75)
Hawick 3G Pitch	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0
Hornshole	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0
Backbraes Woodlands	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0
Property Expenditure General	0	0	0	30,000
<b>General Sub Total</b>	<b>(19,230)</b>	<b>(19,230)</b>	<b>(9,054)</b>	<b>23,770</b>
<b>Pilmuir</b>				
Pilmuir Farm	(45,000)	(45,000)	(40,750)	(30,000)
Pilmuir Farm Cottage	(8,400)	(8,400)	(2,400)	(8,400)
Pilmuir Farm Shed & Silage Pi	0	0	0	0
<b>Pilmuir Sub Total</b>	<b>(53,400)</b>	<b>(53,400)</b>	<b>(43,150)</b>	<b>(38,400)</b>
<b>St Leonards</b>				
St Leonards Farmhouse Buildings	(9,600)	(9,600)	(6,773)	(9,600)
St Leonards Cottage & Park	(8,472)	(8,472)	(11,296)	(5,472)
St Leonards Hut	0	0	0	23,000
St Leonards Grazings	(7,500)	(7,500)	(5,625)	(7,500)
St Leonards Horse Gallop	(600)	(600)	150	(600)
<b>St Leonards Sub Total</b>	<b>(26,172)</b>	<b>(26,172)</b>	<b>(23,544)</b>	<b>(172)</b>
<b>Total</b>	<b>(98,802)</b>	<b>(98,802)</b>	<b>(75,748)</b>	<b>(14,802)</b>

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24  
(Actual expenditure to 30 September 2023)**

Property Expenditure – Land & Buildings	2023/24				
	Approv'd Budget	Project'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total
	£	£	£	£	£
<b>General</b>					
Cross Wynd Car Park	0	0	0	0	0
Moat Park	0	0	0	0	0
Moat Park Playground	0	0	0	0	0
Buccleuch Bowling Club	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0
Henderson Gardens	0	0	0	0	0
Hawick Golf Course	0	0	0	0	0
Acreknowe Reservoir (Part)	0	0	0	0	0
Williestruther Loch/Path	5,000	5,000	1,027	0	1,027
Williestruther Cottage	0	0	1,622	0	1,622
Lothian Street Store	0	0	620	(1)	619
Common Haugh Car Park	0	0	1,555	735	2,290
Underhaugh	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	3,000	3,000	8,595	167	8,762
Hawick Moor Shootings	0	0	0	0	0
Woodend Grazings (West)	0	0	0	0	0
Millpath Stables	5,000	5,000	4,763	479	5,242
Ca'Knowe Monument	0	0	0	0	0
Volunteer Park & Stand	0	0	325	0	325
Hawick Burgh Woodlands	0	0	0	0	0
Woodend Grazings (East)	0	0	0	0	0
Hawick Golf Club Sub Stn Site	0	0	0	0	0
Hawick 3G Pitch	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0
Hornshole	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0
Property Expenditure General	10,000	30,000	580	0	580
<b>General Sub Total</b>	<b>23,000</b>	<b>43,000</b>	<b>19,087</b>	<b>1,380</b>	<b>20,467</b>
<b>Pilmuir</b>					
Pilmuir Farm	15,000	15,000	13,735	1,956	15,691
Pilmuir Farm Cottage	0	0	8,931	0	8,931
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0
<b>Pilmuir Sub Total</b>	<b>15,000</b>	<b>15,000</b>	<b>22,666</b>	<b>1,956</b>	<b>24,622</b>
<b>St Leonards</b>					
St Leonards Farmhouse Buildings	0	0	148	0	148
St Leonards Cottage & Park	3,000	3,000	5,006	0	5,006
St Leonards Hut	0	23,000	4,749	193	4,942
St Leonards Grazings	0	0	0	0	0
St Leonards Horse Gallop	0	0	0	0	0
<b>St Leonards Sub Total</b>	<b>3,000</b>	<b>26,000</b>	<b>9,903</b>	<b>193</b>	<b>10,096</b>
<b>Total</b>	<b>41,000</b>	<b>84,000</b>	<b>51,656</b>	<b>3,529</b>	<b>55,185</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>General</b>			
Cross Wynd Car Park	0	0	0
Moat Park	0	0	0
Moat Park Playground	0	0	0
Buccleuch Bowling Club	15,000	0	15,000
Hawick Bowling Club	15,000	0	15,000
Henderson Gardens	0	0	0
Hawick Golf Course	66,000	0	66,000
Acreknowe Reservoir (Part)	0	0	0
Williestruther Loch/Path	5,700	0	5,700
Williestruther Cottage	193,333	(6,667)	186,666
Lothian Street Store	17,400	(600)	16,800
Common Haugh Car Park & WCs	98,500	0	98,500
Underhaugh	0	0	0
Hawick Moor Racecourse & Bldgs	47,294	(2,706)	44,588
Hawick Moor Shootings	1,500	0	1,500
Woodend Grazings (West)	2,000	0	2,000
Millpath Stables	27,794	(1,206)	26,588
Ca'Knowe Monument	0	0	0
Volunteer Park & Stand	321,679	(40,321)	281,358
Hawick Burgh Woodlands	318,000	0	318,000
Woodend Grazings (East)	1,500	0	1,500
Hawick Golf Club Sub Stn Site	750	0	750
Hawick 3G Pitch	82,500	0	82,500
Site (Part of Tennis Court)	1,000	0	1,000
Hornshole	0	0	0
Haggis Ha/Burnflat Wall	0	0	0
Backbraes Woodlands	7,400	0	7,400
100 Stairs and Adjacent Land	0	0	0
<b>General Sub Total</b>	<b>1,222,350</b>	<b>(51,500)</b>	<b>1,170,850</b>
<b>Pilmuir</b>			
Pilmuir Farm	1,991,481	(8,519)	1,982,962
Pilmuir Farm Cottage	194,375	(5,625)	188,750
<b>Pilmuir Sub Total</b>	<b>2,185,856</b>	<b>(14,144)</b>	<b>2,171,712</b>
<b>St Leonards</b>			
St Leonards Farmhouse Buildings	277,784	(7,216)	270,568
St Leonards Cottage & Park	212,482	(7,518)	204,964
St Leonards Hut	32,000	0	32,000
St Leonards Grazings	355,000	0	355,000
St Leonards Horse Gallop	20,000	0	20,000
<b>St Leonards Sub Total</b>	<b>897,266</b>	<b>(14,734)</b>	<b>882,532</b>
<b>Total</b>	<b>4,305,472</b>	<b>(80,378)</b>	<b>4,225,094</b>



<b>Fixed Assets – Moveable Assets</b>	<b>Projected Net Book Value at 31/03/24</b>
	<b>£</b>
Feu Duty Redemptions	18
Hizzie Leathers	3,000
James Wilson Statue	0
Arts & Artefacts – held in locations below:	0
<u>Hawick Town Hall</u>	
Misc:	
Official Robes (4), Provost’s Chain (2), Plaque with Hawick Town Crest, Gavel & Base (2), Inkwell, Bell, Framed Charter, Decorative Bowl, Framed Print of Steve Hyslop.	
Artworks:	
Provost Robert Fraser Watson 1878-1887	
Provost John Melrose 1902-1919	
Provost David Fisher 1931- 1938	
Provost David Aitkinson M.B.E, 1958-1962 & 1968-1975	
Provost Robert Milligan, 1887-1890	
Provost John Nichol, 1871-1874	
Provost George Wilson 1861-1868	
Bailie Helen Scott	
“Border Reiver”	
“The Common Riding, an old Borders Custom”	
“Covenanters ”	
Common Riding Scene	
Hawick Town Hall	
Collection of framed photographs of Hawick Provosts (1861 – 1975)	
Collection of framed photographs of Hawick Honorary Provosts (1975 onwards)	
<u>Live Borders</u>	
Artworks:	
Hawick Common Riding, 1846	
Hawick from Wester Braid Road	
Common Riding Procession at Tower Knowe, 1890	
Thomas Purdom	
Hawick from Crumhaughhill	
Deuchars Hill, Yarrow	
Hermans Law	
Return to Hawick from Hornshole 1514	
River Tweed near Walkerburn	
A Reivers Ride, 1900	
Rainbow over St Mary’s Loch, 1916	
Harbour Lights; Harvest Scene; Borders Scene; Neidpath Castle; Minto Crags	
<u>Hawick Museum</u>	
Hawick Common Riding Flags (8)	
<u>Other Artworks</u>	
Portrait of Sir Gilbert Elliot, 4th Earl of Minto	

Fixed Assets – Land & Buildings (owned by the Common Good Fund but not included in the Balance Sheet)	Projected Net Book Value at 31/03/24 £
Cross Wynd Gardens Car Park	0
Henderson Gardens	0
<b>Total</b>	<b>0</b>

**INVESTMENTS EXTERNALLY MANAGED**

<b>Cost of Investment</b>	<b>Units</b>	<b>£</b>
Aegon Asset Management Investment (February 2018)	420,634	455,420
Aegon Fund Rebate (2018-2019)	430	465
Aegon Fund Rebate (2019-2020)	349	389
Aegon Fund Rebate (2020-2021)	426	429
Aegon Fund Rebate (2021-2022)	421	462
Aegon Fund Rebate (2022-2023)	540	526
Aegon Fund Rebate (2023-2024)	108	102
<b>Total Invested to 30 September 2023</b>	<b>422,908</b>	<b>457,793</b>

<b>Value of Investment</b>	<b>£</b>
31 March 2018	453,948
31 March 2019	459,044
31 March 2020	387,110
31 March 2021	460,311
31 March 2022	460,306
30 June 2022	409,442
30 September 2022	383,694
31 December 2022	405,265
31 March 2023	404,282
30 June 2023	406,015
30 September 2023	397,618
<b>Unrealised Gain/(Loss) on Investment</b>	<b>(60,175)</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 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
to 30 September 2023	-13.16	+15.88

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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>	The Borders Green Team Enterprises
<b>Name of your project:</b>	The Green Team
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

**What does your organisation do and who does it support? If appropriate. (max. 100 words)**

The Green Team is a social enterprise which provides gardening services to the people of Hawick and the surrounding area as well as day support to people with learning disabilities. The organisation was established to provide our service users with opportunities to learn new skills which will enable them to contribute to society and to become fully integrated into their local communities. The service provided by The Green Team affords our service users opportunities to forge relationships across demographics and communities. As a result, service users have gained self-esteem and confidence; reduced isolation and generally become valued citizens.

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

The Green Team are seeking funding to support our core running costs. This would allow us to invest in the workplace; buy new machinery and equipment; improve professional development opportunities offered to staff; promote learning and innovation thus ensuring that the Green Team is a safe place for the service users to reach their full potential.

It is important for the wellbeing of service users that we retain our skilled support staff. Funding would also be used to increase the working hours of two of our staff, currently working part-time, and moving them to full-time hours. This would allow us to expand our core commercial work in the community, which is vital to the running of the Team.

**Summarise how the outcomes of the project will be measured/evaluated (max. 100 words)**

**Our service users have individual support plans. These set out the needs of each individual and also include what their personal aims and objectives are for the year. Evaluation documents will continue to be issued to service users and those significant to them and are reviewed and evaluated regularly.**

**The commercial side of the Green Team's activities will be measured using the customer feedback forms to evaluate and ensure continued customer satisfaction.**

**Annual appraisals are undertaken on staff members for continued professional development and to identify any training needs.**

**Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the current/former Burgh (max. 200 words)**

**With the proper level of funding, this will allow us to renew the equipment used by the Green Team which will help to maintain high standards and the quality of work completed on customers' premises. Our contract work includes a varied range of gardening services, as well as the upkeep of the grass areas surrounding the community pump track throughout the year, and snow clearing/gritting work for local care homes.**

**Our service users gain many personal skills and strengths from their involvement with the Green Team. However, the lack of an increase in our Service Level Agreement with SBC over many years has led to regular financial shortfalls in our funding which puts the service in jeopardy. A decline in the services we provide would lead to a loss of these strengths and skills, not only for the individual service users but also for local communities.**

**We know that the absence of services during the COVID-19 lockdown led to social isolation, the deterioration of mental health conditions and an impoverishment of social skills. We are therefore concerned that a permanent loss of the facilities will have a real impact on families, particularly across our local community here in Hawick, and elsewhere.**

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

**Due to the nature of the services we provide, it is necessary to replace our vehicles and stock of machinery and tools on a regular basis. New and improved equipment will require less servicing and repair incurred by our aging equipment.**

**The Board has been seeking an uplift in the annual Service Level Agreement from SBC – an increase of 5% (£2,230) was finally agreed in April this year and we anticipate this will be paid by the end of October. Whilst this increase is welcome, further funding will be necessary to ensure the continuance of the organization.**

**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 (£)
Staff salaries/training	
Running costs: utilities/fuel/insurance	
Upgrade of machinery/IT equipment	
<b>Total Expenditure</b>	<b>£20,000</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£20,000</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>Y/E 31 March 2023</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
Scottish Borders Council	£44,600	SLA: cost of day care of adults with learning disabilities
Robertson Trust	£8,000	Core running costs

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

	Amount	Purpose
Hawick Eventide Homes	£1,000	Donation
Crowdfunder - 2023	£1,922	Appeal - donations

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	<b>George Sprott</b>
<b>Position in Group/Org:</b> (if appropriate)	<b>Vice- Chair</b> <b>Board of Directors</b>
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Date:</b>	<b>30 October 2023</b>
<b>Signature:</b>	<i>George Sprott</i>

**Equalities**

**Do you have an Equal Opportunities Policy or Equality Statement?    Yes     No**

**Explain how your project complies with the obligations contained in the Equality Act 2010**

Borders Green Team Enterprises endeavours to be inclusive in its recruitment policies. The Green Team encourages participation from people with learning disabilities, as per our agreement with SBC. However, the Green Team have also had service users who have experienced mental health issues and physical disabilities. Our referral process does not discriminate against any of the protected characteristics stated in the Equality Act 2010. This process is reviewed to ensure no discrimination occurs.

**Public Protection**

**Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?    Yes     No**

**If yes what public protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below.**

**All staff complete enhanced PVG checks.**



## 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 current/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.

This completed form and supporting documents should be submitted to William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA;  
Email: [william.mohieddeen@scotborders.gov.uk](mailto:william.mohieddeen@scotborders.gov.uk); Telephone: 01835 826504

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Company registration number: SC300676

Charity registration number: SC037374

# **The Borders Green Team Enterprises**

(A company limited by guarantee)

**Annual Report and Financial Statements**

**for the Year Ended 31 March 2023**

# **The Borders Green Team Enterprises**

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## **The Borders Green Team Enterprises**

### **Reference and Administrative Details**

<b>Trustees</b>	L Scott G Sprott E Sneddon J Telfer
<b>Secretary</b>	S Bennett
<b>Charity Registration Number</b>	SC037374
<b>Company Registration Number</b>	SC300676
<b>Registered Office</b>	The charity is incorporated in Scotland. Unit 4 Weensland Mill Hawick TD9 9PS
<b>Independent Examiner</b>	David Campbell 27 North Bridge Street Hawick TD9 9BD
<b>Bankers</b>	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB

# **The Borders Green Team Enterprises**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

### **Objectives and activities**

#### ***Objects and aims***

The principal object of the company is to advance education and meet the needs of people with learning difficulties and other vulnerable adults in the Scottish Borders, without distinction of gender, sexuality, political, religious or other opinions, so that their conditions of life may be improved.

#### ***Objectives, strategies and activities***

Our Service Level Agreement with Scottish Borders Council to provide the training places, is due to be increased by 5% with the increment due in late summer.

#### ***Public benefit***

The Trust activities are undertaken for the benefit of all in line with its core objectives.

#### ***Use of volunteers***

The company is grateful for the unstinting efforts of its volunteers who are involved in service provision and fundraising.

### **Achievements and performance**

At the end of the year, we can again reflect on the effects the COVID-19 pandemic has had on the Borders Green Team Enterprises. While lockdown has remained a thing of the past, it is clear that "The Green Team" has been trading in an uncertain world. However, towards the end of the year, we believe trading has picked up and more work has been sought to take us into the new financial year. As always, the Green Team's customer base has provided a large part of our income and this base should continue to grow throughout 2023-24, with new contracts being agreed and older contracts renewed.

The Board must thank all the staff, volunteers and everyone connected to the Green Team for their continued support; hard work and commitment to the success of the Team over the past financial year. We hope that we shall continue into the forthcoming years in the same manner.

### **Financial review**

There is a deficit of £1,932 for the year.

#### ***Policy on reserves***

The Borders Green Team will aim to hold at a minimum £50,000 in a reserve bank account which is a basic 6 months running costs, funds will be transferred to this account as and when available to ensure that the minimum is attained and kept.

#### ***Principal funding sources***

The main funding for 2022/23 has been achieved through grants and self generated income.

#### ***Investment policy and objectives***

All cash is held on interest bearing accounts. Trustees review the rate of return on a regular basis.

### **Plans for future periods**

#### ***Aims and key objectives for future periods***

As we move forward into the new financial year, 2023-24, we continue to strive to be in a better position to develop and grow. Our emphasis is on providing work and training places for adults with learning disabilities. Due to the pandemic restrictions, our trainees' time with the "Green Team" has again been reduced as we focussed on their safety and health. We hope that 2023-24 will see no further need to reduce participation levels for our trainees.

# **The Borders Green Team Enterprises**

## **Trustees' Report**

### **Structure, governance and management**

#### ***Nature of governing document***

The company, which is a recognised charity in Scotland, is a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 April 2006. Its charity number is SC037374.

#### ***Recruitment and appointment of trustees***

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association.

#### ***Organisational structure***

A Board of Trustees meets on a monthly basis to review financial information and assess the short term objectives and progress.

### **Relationships with related parties**

#### **Directors**

The directors held no beneficial interest in the Trust assets or activities during the period.

#### ***Major risks and management of those risks***

##### ***General risk***

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

### **Financial instruments**

#### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

### **Funds held as custodian trustee on behalf of others**

No funds are held on behalf of other organisations.

# **The Borders Green Team Enterprises**

## **Trustees' Report**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors of The Borders Green Team Enterprises for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 3 August 2023 and signed on its behalf by:



L. Stott  
Trustee



# The Borders Green Team Enterprises

## Independent Examiner's Report to the trustees of The Borders Green Team Enterprises

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 6 to 15 .

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Campbell  
ICAS

27 North Bridge Street  
Hawick  
TD9 9BD

3 August 2023

## The Borders Green Team Enterprises

### Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	3,402	51,101	54,503
Other trading activities	5	89,984	-	89,984
Investment income	6	131	-	131
<b>Total income</b>		<b>93,517</b>	<b>51,101</b>	<b>144,618</b>
<b>Expenditure on:</b>				
Raising funds		(6,785)	-	(6,785)
Charitable activities	7	(88,664)	(51,101)	(139,765)
<b>Total expenditure</b>		<b>(95,449)</b>	<b>(51,101)</b>	<b>(146,550)</b>
<b>Net expenditure</b>		<b>(1,932)</b>	<b>-</b>	<b>(1,932)</b>
<b>Net movement in funds</b>		<b>(1,932)</b>	<b>-</b>	<b>(1,932)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		25,725	-	25,725
Total funds carried forward	15	23,793	-	23,793
	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	1,265	44,602	45,867
Other trading activities	5	81,796	-	81,796
Investment income	6	14	-	14
<b>Total income</b>		<b>83,075</b>	<b>44,602</b>	<b>127,677</b>
<b>Expenditure on:</b>				
Raising funds		(12,127)	-	(12,127)
Charitable activities	7	(71,327)	(45,477)	(116,804)
<b>Total expenditure</b>		<b>(83,454)</b>	<b>(45,477)</b>	<b>(128,931)</b>
<b>Net expenditure</b>		<b>(379)</b>	<b>(875)</b>	<b>(1,254)</b>
<b>Net movement in funds</b>		<b>(379)</b>	<b>(875)</b>	<b>(1,254)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		26,104	875	26,979
Total funds carried forward	15	25,725	-	25,725

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 15.

## The Borders Green Team Enterprises

(Registration number: SC300676)  
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	13	7,209	3,690
Cash at bank and in hand		<u>17,608</u>	<u>24,737</u>
		24,817	28,427
<b>Creditors: Amounts falling due within one year</b>	14	<u>(1,024)</u>	<u>(2,702)</u>
<b>Net assets</b>		<u>23,793</u>	<u>25,725</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>23,793</u>	<u>25,725</u>
<b>Total funds</b>	15	<u>23,793</u>	<u>25,725</u>

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 3 August 2023 and signed on their behalf by:

  
L Scott  
Trustee

The notes on pages 8 to 16 form an integral part of these financial statements.

# **The Borders Green Team Enterprises**

## **Notes to the Financial Statements for the Year Ended 31 March 2023**

### **1 Charity status**

The charity is limited by guarantee, incorporated in Scotland, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Unit 4  
Weensland Mill  
Hawick  
TD9 9PS

These financial statements were authorised for issue by the trustees on 3 August 2023.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

The Borders Green Team Enterprises meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£) and rounded to the nearest £1.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Transition to FRS 102**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## **The Borders Green Team Enterprises**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Other income***

Sales income is recognised as earned (that is, as the related goods or services are provided).

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **The Borders Green Team Enterprises**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### **Financial instruments**

##### ***Classification***

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### ***Recognition and measurement***

Where shares are issued, any component that creates, a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as an interest expenses in the profit and loss account.

##### ***Impairment***

At the end of each reporting period financial instruments measured at fair value are assessed for objective evidence of impairment. The impairment loss is recognised in the profit and loss account.

## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 3 Income from donations and legacies

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Donations and legacies;			
Donations from individuals	1,902	-	1,902
Grants, including capital grants;			
Government grants	-	44,601	44,601
Grants from other charities	1,500	6,500	8,000
<b>Total for 2023</b>	<b>3,402</b>	<b>51,101</b>	<b>54,503</b>
<b>Total for 2022</b>	<b>1,265</b>	<b>44,602</b>	<b>45,867</b>

## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 4 Grant income

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Scottish Borders Council	-	44,601	44,601	44,602
Robertson Grant	1,500	6,500	8,000	-
	1,500	51,101	52,601	44,602

#### 5 Income from other trading activities

	Unrestricted funds General £	Total funds £
Trading income;		
Sales of goods and services	89,984	89,984
<b>Total for 2023</b>	<b>89,984</b>	<b>89,984</b>
<b>Total for 2022</b>	<b>81,796</b>	<b>81,796</b>

#### 6 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	131	131
<b>Total for 2023</b>	<b>131</b>	<b>131</b>
<b>Total for 2022</b>	<b>14</b>	<b>14</b>



## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Staff costs		44,333	38,501	82,834
Allocated support costs	8	36,937	12,600	49,537
Governance costs	8	7,394	-	7,394
<b>Total for 2023</b>		<b>88,664</b>	<b>51,101</b>	<b>139,765</b>
<b>Total for 2022</b>		<b>71,327</b>	<b>45,477</b>	<b>116,804</b>

#### 8 Analysis of governance and support costs

##### Raising funds expenditure

##### Costs of generating donations and legacies

	Basis of allocation	Unrestricted funds General £	Total funds £
Trading Items	A	6,785	6,785
<b>Total for 2023</b>		<b>6,785</b>	<b>6,785</b>
<b>Total for 2022</b>		<b>12,127</b>	<b>12,127</b>

##### Charitable activities expenditure

	Basis of allocation	Unrestricted funds General £	Restricted funds £	Total funds £
Volunteer expenses	A	802	-	802
Motor upkeep	A	16,761	-	16,761
Equipment repairs	A	12,344	-	12,344
Heat and light	A	119	1,000	1,119
Rent and rates	A	-	10,600	10,600
Repairs and maintenance	A	(38)	1,000	962
Office expenses	A	1,619	-	1,619
Sundries	A	1,438	-	1,438
Insurance	A	3,892	-	3,892
<b>Total for 2023</b>		<b>36,937</b>	<b>12,600</b>	<b>49,537</b>
<b>Total for 2022</b>		<b>27,827</b>	<b>11,477</b>	<b>39,304</b>

## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### Basis of allocation

Reference	Method of allocation
A	Direct allocation

#### Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	934	934
Allocated support costs	<u>6,460</u>	<u>6,460</u>
<b>Total for 2023</b>	<u>7,394</u>	<u>7,394</u>
<b>Total for 2022</b>	<u>7,655</u>	<u>7,655</u>

## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
<b>Staff costs during the year were:</b>		
Wages and salaries	80,151	68,031
Social security costs	1,324	519
Pension costs	1,359	1,295
	82,834	69,845

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Direct staff	5	4

No employee received emoluments of more than £60,000 during the year.

#### 11 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	934	359

#### 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 13 Debtors

	2023 £	2022 £
Trade debtors	3,827	408
Prepayments	3,382	3,282
	7,209	3,690

#### 14 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	613	2,295
Accruals	411	407
	1,024	2,702

## The Borders Green Team Enterprises

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 15 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>				
General	25,725	93,517	(95,449)	23,793
<b>Restricted funds</b>	<u>-</u>	<u>51,101</u>	<u>(51,101)</u>	<u>-</u>
<b>Total funds</b>	<u>25,725</u>	<u>144,618</u>	<u>(146,550)</u>	<u>23,793</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
General	26,104	83,075	(83,454)	25,725
<b>Restricted funds</b>	<u>875</u>	<u>44,602</u>	<u>(45,477)</u>	<u>-</u>
<b>Total funds</b>	<u>26,979</u>	<u>127,677</u>	<u>(128,931)</u>	<u>25,725</u>

The specific purposes for which the funds are to be applied are as follows:

Restricted funds represent unspent grants that were provided by various bodies to assist in delivering the main aims of the charity.

#### 16 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Total funds at 31 March 2023 £</b>
Current assets	24,817	24,817
Current liabilities	(1,024)	(1,024)
<b>Total net assets</b>	<u>23,793</u>	<u>23,793</u>
	<b>Unrestricted funds General £</b>	<b>Total funds at 31 March 2022 £</b>
Current assets	28,427	28,427
Current liabilities	(2,702)	(2,702)
<b>Total net assets</b>	<u>25,725</u>	<u>25,725</u>

## The Borders Green Team Enterprises

### Income and Expenditure Account

Year ended 31 March 2023

	2023		2022	
	£	£	£	£
<b>Income</b>				
Contract Work		89,984		81,796
Grants		52,601		44,602
Covid grants & support				0
Interest received		131		14
Donations		1,902		1,265
		<u>144,618</u>		<u>127,677</u>
<b>Expenditure</b>				
Salaries	80,151		68,031	
Pension	1,359		1,295	
Employers NIC	1,324		519	
Trading Items	6,785		12,127	
Volunteer Expenses	802		701	
Heat & Light	1,119		2,089	
Property repairs	962		1,405	
Rent & Rates	10,600		10,602	
Machinery Expenses	12,344		5,220	
Motor Expenses	16,761		12,636	
Accountancy fees	934		359	
Consultancy fees	6,460		6,780	
Training	0		270	
Administration	5,511		5,151	
Sundry	1,438		1,746	
		<u>146,550</u>		<u>128,931</u>
<b>Surplus (deficit) for the year</b>		<u>(1,932)</u>		<u>(1,254)</u>



## Common Good Fund: Application Form for 2020/21\*

\*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>	Hawick Reivers Association
<b>Name of your project:</b>	Hawick reivers Festival 2024 - 22nd to 24th March
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick Common Good Fund

**What does your organisation do and who does it support? If appropriate. (max. 100 words)**

Tell us what your group does, the activities it undertakes and in what way it benefits the community.

The Reivers Festival has now become a well established event in both the town's and region's calendars attracting many visitors to Hawick from far and wide.

2024 will mark the 21st Festival and as always we aim to make it a memorable weekend for all concerned. It has consistently been our ethos to make our individual events accessible to as many people as possible with most being free of charge, and where entry is chargeable, to keep ticket prices low hence the need to seek funding to allow us to maintain this.

2023 - our 20th festival - was a special year with a larger than usual number of re-enactors and events and while 2024 will be slightly smaller we are keen to maintain the year on year gain in momentum which the festival is achieving

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

(i.e. will it increase access, improve quality of life etc.)

We are seeking funding from the Common Good Fund towards the general running costs of the Festival and it will be spread across a number of target areas including youth engagement (especially in the run up to the festival), marketing, re-enactor fees (most of the groups engaged are volunteers and costs cover their travel expenses, insurance, overnight accommodation etc)

Where ever possible we use local companies and businesses so a large percentage of our spends are within Hawick and/or Scottish Borders.

We have received verbal confirmation that we have been awarded £5000 from the Community Festival and Events Small Grant fund towards 2024 (written confirmation awaited)

**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.

We are seeking funding (£4000) from the Common Good at this point in time to allow us to advance plan for the festival. As you will appreciate most of the work has to take place at this time of year to secure all aspects - we can only do this if we know we are financially in a position to meet the costs involved.

Our plans include a full weekend of activities starting on Friday evening with Ghost walks and a concert. Saturday will again be our main day of activities with parade, Reivers Market and Encampment, lectures, school plays and games, torchlight procession, fireworks and Reivers Banquet to round off the full day.

Currently we are investigating funding sources (including Common Good) to clarify whether we are able to repeat the success of 2023 by having the Reivers Encampment over 2 days - from our experience last year we know that the 2 day event is much more attractive to the Re-enactment groups leading to much larger numbers of participants (which also has a considerable economic impact on the town)

Sunday's program will conclude with a return of the very popular High Tea with guest speaker .

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

Now in its 21st year the Reivers festival has hopefully proved its ability in terms of sustainability although, for the reasons mentioned above, we suspect we will always have a degree of reliance on support funding to allow us to maintain free events etc.

**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 (£)
Total projected budget for the weekend	£24000
How much would you like from the Common Good Fund?	£4000
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	Attached

**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
2023 CLLD Fund	£8500	Printing, advertising, website, social media marketing, insurance, schools project
2023 Neighbourhood Pot A	£3780	Re-enactments and production costs



2023 Neighbourhood Pot B	£5000	Venues, filming, schools project, living history
2023 Events Scotland National Events Programme	£7000	Living History/Re-enactment displays and demonstrations of historic crafts
2022 Teviot & Liddesdale Community Fund	£5000	General funding of festival
2021	N/A	
2020 Common Good Fund	£3000 (£566 repaid)	General funding of the event
2020 Event Scotland Clan Fund	£3715 (£1355 repaid)	Marketing, Schools project, commissioning of new play
2020 SBC Community Grant Fund	£1500	Marketing, music event, re-enactment
2019 Common Good Fund	£3000	General funding of the event
2019 Event Scotland Clan Fund	£4740	Marketing, schools project, re-enactment group (specifically Northern Ireland)

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

	<b>Amount</b>	<b>Purpose</b>
Community Festival & Events Small Grants Fund	£5000	Unconfirmed
Stall fees, programme adverts, ticket sales, donations, sponsorship, coffee mornings, Christmas market, bar sales, raffles, torch sales	£10000	Unconfirmed but based on 2023 figures

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	<b>Catherine Elliott-Walker</b>
<b>Position in Group/Org:</b> (if appropriate)	<b>Chair</b>
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	

<b>Email Address:</b>	
<b>Date:</b>	<b>13th Nov 2023</b>
<b>Signature:</b>	<b>Catherine Elliott-Walker</b>

## Equalities

Do you have an Equal Opportunities Policy or Equality Statement? Yes

Explain how your project complies with the obligations contained in the Equality Act 2010  
Equality statement attached. This covers all aspects of the obligations contained in the Equalities Act 2010

## Public Protection

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes  No

If yes what public protection policies do you have in place and how often are these reviewed?  
Please provide a copy of these or give full details below.

Write here...

While we work regularly with school aged children this is always done in association with schools or with parents present.

## Permissions

Does your project involve work to a building or land? No

If yes do you have the following? (please tick relevant)

- Written permission of owner - Under discussion with various owners
- Planning permission - Appropriate permission will be sought/obtained before any works are undertaken

## Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/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.

This completed form and supporting documents should be submitted to Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: [Judith.Turnbull@scotborders.gov.uk](mailto:Judith.Turnbull@scotborders.gov.uk) Telephone: 01835 826556

**HAWICK REIVERS ASSOCIATION  
REPORT OF THE DIRECTORS AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2023**

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2023**

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**HAWICK REIVERS ASSOCIATION**  
**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31ST MAY 2023**

**DIRECTORS:** Dr C S C Elliott  
J R Craig  
K Johnson  
K J L Douglas  
I Turnbull

**SECRETARY:** R W A Bannerman

**REGISTERED OFFICE:** 19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

**REGISTERED NUMBER:** SC281910 (Scotland)

**ACCOUNTANTS:** JRW  
Chartered Accountants  
19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31ST MAY 2023**

The directors present their report with the financial statements of the company for the year ended 31st May 2023.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of festival organisers.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1st June 2022 to the date of this report.

Dr C S C Elliott  
J R Craig  
K Johnson  
K J L Douglas  
I Turnbull

At the Annual General Meeting all the directors retire but are eligible for re-election.

**GRANT FUNDING**

We are very grateful for the support received from the Scottish Borders Council Teviot & Liddesdale Community Fund, the Community Led Local Development Fund and the EventScotland National Events Programme, which enabled us to produce an expanded programme of events in the Festival's 20th Anniversary year.

**AIMS**

The objects of the Company are:

- i) provide a community education project concentrating on Hawick's history, heritage and culture;
- ii) promote economic growth by increasing visitor numbers in Hawick, by encouraging people to stay longer and spend money in the town;
- iii) encourage social cohesion by bringing together the local community to work on the project, increasing capacity and confidence in the community;
- iv) heighten people's awareness of the Reivers in art, performance and spectacle and bring some aspects of the 16th Century to life.

The following section illustrates how we achieved these aims.



**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31ST MAY 2023**

**THE 2023 FESTIVAL**

**Achievements**

To celebrate the occasion of the festival's 20th anniversary, and with no Covid restrictions, we were able to present an expanded programme of events.

The festival staged over 3 days in March proved a huge success with many towns folk turning out to support the different events and we also attracted a significant number of visitors to the area.

We saw the return of our very popular medieval banquet which also featured some very talented local performers. Our successful fundraising efforts enabled us to bring many more re-enactors and traditional crafts people, together with a falconry display and archery.

Our schools project which included crafts workshops and an archery competition was a big success, on which we hope to expand in 2024.

We also saw the return, after several years, of the Sunday walk which this year took place over part of the common land and was ably led by knowledgeable guides, followed by a lunch and very interesting and informative talks at the golf club.

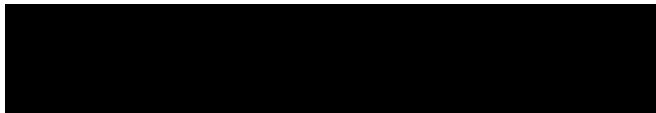
In tandem with the "live" festival and building on the success of our previous virtual events we undertook to film and later broadcast all our talks and lectures to continue to engage with the world wide audience we have attracted.

We are indebted to the following - McLaughlin & Harvey Ltd, Yvonne Gilfillan, Campbell Contracts, Kj Knitwear Tech and The Knights Vault for sponsoring various aspects of the weekend and also to the many local businesses, clubs and societies who all played their part in helping us deliver another successful event.

We very much look forward to staging another successful festival in 2024!

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

  
Dr C S C Elliott - Director

29th August 2023

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**INCOME STATEMENT  
FOR THE YEAR ENDED 31ST MAY 2023**

	Notes	2023 £	2022 £
<b>INCOME</b>		34,096	14,288
Purchases		<u>1,538</u>	<u>530</u>
<b>GROSS SURPLUS</b>		32,558	13,758
Administrative expenses		<u>27,938</u>	<u>12,734</u>
<b>OPERATING SURPLUS and SURPLUS BEFORE TAXATION</b>		4,620	1,024
Tax on surplus		<u>-</u>	<u>-</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u>4,620</u>	<u>1,024</u>

The notes form part of these financial statements

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**BALANCE SHEET  
31ST MAY 2023**

	Notes	2023 £	2022 £
<b>CURRENT ASSETS</b>			
Debtors	7	1,955	-
Cash at bank		<u>10,206</u>	<u>7,615</u>
		12,161	7,615
<b>CREDITORS</b>			
Amounts falling due within one year	8	<u>531</u>	<u>605</u>
<b>NET CURRENT ASSETS</b>		<u>11,630</u>	<u>7,010</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>11,630</u>	<u>7,010</u>
<b>RESERVES</b>			
Income and expenditure account	9	<u>11,630</u>	<u>7,010</u>
		<u>11,630</u>	<u>7,010</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st May 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st May 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

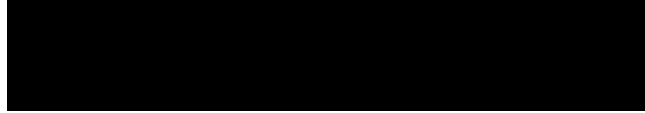
**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**BALANCE SHEET - continued  
31ST MAY 2023**

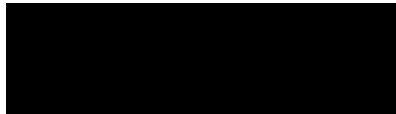
The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 29th August 2023 and were signed on its behalf by:

Dr C S C Elliott - Director



K Johnson - Director



The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MAY 2023

1. STATUTORY INFORMATION

Hawick Reivers Association is a private company, limited by guarantee, registered in Scotland. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Grants**

Grants receivable in respect of expenditure incurred during the year are included in the income and expenditure account. Grants received in respect of future expenditure are deferred and matched against the expenditure in the year it is incurred. Grants received in respect of capital expenditure are deferred and released to the income and expenditure account over a period that matches the depreciation of the related fixed assets.

**Investment Income**

Bank interest is accounted for when receivable.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 20% on cost

**Financial assets**

Basic financial assets, including trade and other debtors and bank balances, are initially recognised at transaction price.

At the end of each reporting period financial assets measured at cost are assessed for evidence of impairment. Any impairment loss is recognised in the Income Statement.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire or are settled.

**Financial liabilities**

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. These are classed as current liabilities as payment is due within one year or less. If not they are presented as non-current liabilities.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was NIL (2022 - NIL).

**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MAY 2023**

**4. OPERATING SURPLUS**

The operating surplus is stated after charging:

	2023	2022
	£	£
Depreciation - owned assets	<u>-</u>	<u>1,134</u>

**5. COMPANY STATUS**

The company is limited by guarantee and not having a share capital. The members of the company are the trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member.

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b> At 1st June 2022 and 31st May 2023	<u>14,524</u>
<b>DEPRECIATION</b> At 1st June 2022 and 31st May 2023	<u>14,524</u>
<b>NET BOOK VALUE</b> At 31st May 2023	<u>-</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Other debtors	<u>1,955</u>	<u>-</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Other creditors	<u>531</u>	<u>605</u>

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MAY 2023

9. RESERVES

	Income and expenditure account £
At 1st June 2022	7,010
Surplus for the year	<u>4,620</u>
At 31st May 2023	<u><u>11,630</u></u>

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
HAWICK REIVERS ASSOCIATION**

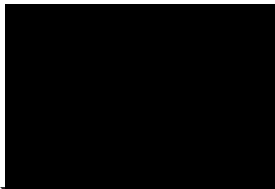
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hawick Reivers Association for the year ended 31st May 2023 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of ICAS, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.com/accountspreparationguidance>.

This report is made solely to the Board of Directors of Hawick Reivers Association, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Hawick Reivers Association and state those matters that we have agreed to state to the Board of Directors of Hawick Reivers Association, as a body, in this report in accordance with the requirements of ICAS as detailed at <http://www.icas.com/accountspreparationguidance>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Hawick Reivers Association has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Hawick Reivers Association. You consider that Hawick Reivers Association is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Hawick Reivers Association. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



JRW  
Chartered Accountants  
19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

29th August 2023



**HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)**

**DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST MAY 2023**

	2023		2022	
	£	£	£	£
<b>Income</b>				
Ticket sales	2,298		1,169	
Banquet bar & raffle	905		-	
Programme adverts	1,260		1,190	
Stand fees (stall holders)	1,915		1,870	
Torch sales	1,107		1,037	
Christmas market	827		520	
Sponsorship & donations	1,229		2,002	
Coffee morning	275		-	
SBC community grant	-		1,000	
Langhope Rig Community Fund	-		500	
Teviot & Liddesdale Community Fund	8,780		5,000	
Community Led Local Development Grant	8,500		-	
EventScotland National Events Programme	<u>7,000</u>		<u>-</u>	
		34,096		14,288
<b>Purchases</b>				
Purchases		<u>1,538</u>		<u>530</u>
<b>GROSS SURPLUS</b>		32,558		13,758
<b>Expenditure</b>				
Insurance	827		807	
Entertainers	11,350		4,605	
Website and promotion	7,305		2,329	
Administration	180		117	
Production costs	2,810		2,500	
Sites and venues	2,674		1,242	
Schools project	2,512		-	
Sundry expenses	280		-	
Depreciation of tangible fixed assets	<u>-</u>		<u>1,134</u>	
		<u>27,938</u>		<u>12,734</u>
<b>NET SURPLUS</b>		<u>4,620</u>		<u>1,024</u>

This page does not form part of the statutory financial statements

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# Hawick Reivers Association

## EQUAL OPPORTUNITIES POLICY

### Policy Statement

Hawick Reivers Association is committed to the promotion of equality of opportunity in all its activities.

- It will take every reasonable step to ensure that no-one connected to or benefitting from the work of the organisation, will receive less favourable treatment than others, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

Such equality of opportunity will also apply to services delivered by the organisation. Everyone involved with the organisation is required to promote this policy.

Our organisation will ensure that the services provided to volunteers and the community at large are sensitive and appropriate to their needs and are in accordance with this policy in every aspect.

Arrangements will be made to ensure that;

- everyone involved with our organisation is made aware of the need for understanding and positive action to combat discrimination.
- procedures for evaluation of this policy are reviewed and, if necessary, amended on an annual basis.
- as far as is practicable, all projects in which we are involved will be accessible to people with disabilities and other disadvantaged groups.

*This Equal Opportunities Policy and arrangements for its application is reviewed and agreed by the Board of Directors on an annual basis*

Signed: 

Chair

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HAWICK COMMON GOOD FUND  
APPLICATION FOR USE OF COMMON HAUGH

<p><b>Applicant Details</b> Name and Address of Applicant/Organisation:</p>	<p>K Stuart Family Fun Fair</p>
<p>Telephone No:</p>	<p>[REDACTED]</p>
<p><b>Activities</b> Please supply a brief description of the activities proposed:</p>	<p>FAMILY FUN FAIR</p>
<p><b>Dates &amp; Times Requested</b> Please indicate the dates and times it will be used:</p>	<p>Arrive - 17/3/24 Depart - 31/3/24 OPEN - THUR 21/3/24 6am - 9.30pm FRI 22/3/24 6am - 10pm SAT 23/3/24 1pm - 10pm SUN 24/3/24 2pm - 4.30pm  THUR 28/3/24 6am - 9.30pm FRI 29/3/24 6am - 10pm SAT 30/3/24 1pm - 10pm</p>
<p><b>Other information</b> If you have other information which you feel is relevant to this application please provide details including details of any previous use:</p>	

**Declaration**  
I hereby make the application as set out above and certify that the information I have provided is accurate

Signed: [REDACTED]

Position Held:

Date: 24-10-23

This completed form and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

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## Agenda Item 9

Ron Smith, President of Hawick Rotary, met online, using Teams, with Carol Cooke and Fiona Cameron of Scottish Borders Council, on 14<sup>th</sup> September 2023, to discuss potential for Hawick Rotary to take part in the ***Plant a Tree in 23*** scheme. This scheme is a partnership project between Borders Rotary Clubs and Borders Forest Trust. The coordinators of that project are Denis Robson (Rotary District 1230 Environment Lead) and Anna Craigen (Borders Forest Trust).

The overall aim of the project is 'to engage local communities and school children in planting approximately 2000 native trees in a variety of sites around the Borders'. A fuller rationale for the project is given in the Appendix below.

The discussion between Ron, Carol and Fiona was conducted on the basis of there being a potential 150 – 200 trees available to plant within the wider Hawick area, and therefore to consider where there might be suitable locations.

The assumption was made that these trees would come as 'whips'.

After consideration of several other possibilities, discussion centred on two possible proposals.

The project paper speaks only of 'native trees'. If this included fruit trees, then we would encourage the planting of such trees within the grounds of local Primary Schools. Can the availability or otherwise of fruit trees be confirmed?

The second proposal would be to plant suitable native trees on a single large area within Hawick Moor, on the east side between top and bottom Moor gates where the land is little used and damp, providing further shelter for the racecourse area. It is possible this area could accommodate 150 – 200 trees, the varieties to be confirmed through a possible site visit by Ms Craigen and Mr Robson.

The first step however would be to seek the agreement in principle of Hawick Common Good committee. Given that agreement, further work could be undertaken by the project leads to confirm the practicality of this proposal.

*Ron Smith*



## Plant a Tree in 23



**A partnership project between the Borders Rotary Clubs and Borders Forest Trust.** After a prolonged application process, we are very pleased to announce that the Rotarians of the Borders and Borders Forest Trust (BFT - a local environmental charity) have successfully secured Global Grant funding from Rotary Foundation to engage local communities and school children in planting approximately 2000 native trees in a variety of sites around the Borders. We hope this will be a highly visible campaign raising the profile of both organisations working in partnership.

It is planned that with support and assistance from Borders Forest Trust some of the Rotary Clubs in the region will participate in this project and work with us to create new woodlands, plant native trees, provide valuable habitats for wildlife and help us to engage local people and school children in connecting with nature and helping the planet.

**Are you interested in getting involved and finding out more?**

### **The plan going forward:**

**When do we hope that this will take place?** We kick started this project at the first Rotary Borders Area Meeting on 9<sup>th</sup> August inviting clubs to participate, enabling us to develop plans to run a series of community/ school planting events over the coming planting season Oct 23 – early April 24.

**Finding suitable sites.** It might be that you have an idea of a ready made community green space that might benefit from having a few trees planted, it's also possible that there is scope for some tree planting within your local school grounds, but it would be amazing if you can think of potentially suitable new small areas of land (common good, privately owned etc.) within close proximity of your town or village (and local schools).

**Gaining landowner consent.** It is crucial that the landowner is on board with any tree planting plans. Are they interested in enabling longer term access to the community and school to provide an opportunity for the development of a Community Woodland/ Wildlife Area where local people can help to look after the trees and use the site recreationally? Borders Forest Trust staff will be able to help with this.

**Site Visit. Is the site suitable?** Planning the planting. How many trees will fit? What species would suit the area? Where should trees be planted according to access/ viewpoints etc. Once potential new planting areas have been found, BFT staff will happily come along for a site visit to discuss appropriate plans.

**Planting Events:** BFT hope to work with you during all the steps in this project, including liaising with local schools (if this would help), and assisting and supporting any planting events (with schools and members of the local community). We have lots of planting expertise and equipment available to put to use during these sessions, e.g. planting spears and lump hammers.

**Ongoing woodland management and maintenance:** In an ideal world these areas of woodland will become little hubs of activity, with thriving wildlife, school visits and small teams of interested local volunteers helping to nurture the trees. BFT also have a team of regular Woodland Volunteers that can bolster capacity at any new woodland sites and will offer ongoing support in woodland maintenance jobs too.

**What next?** Soon Anna Craigen (Community & Education Manager at Borders Forest Trust) intends to hold a short online meeting for any interested Borders Rotary Club members. This will incorporate a brief presentation about the project and provide an opportunity for questions and answers.

In the meantime, if you have any ideas, thoughts and questions please do get in touch with Anna - [anna@bordersforesttrust.org](mailto:anna@bordersforesttrust.org).

**We truly hope that we can make this a fun, interactive, hands-on project with multi-faceted benefits, including increasing biodiversity, raising awareness and nurturing an interest/sense of responsibility of ecological and environmental sustainability. This will provide opportunities for local people to get active and involved in their own locality, raising the Rotary's and Borders Forest Trust's profile in the community.**



We look forward to working with you. Anna Craigen (BFT) & Denis Robson District Environment Lead

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## **Hawick Common Good Briefing Note**

**22nd November 2023**

### Motorhome parking

There has been a request from Motorhome Fun Club for arrangements to be made for the exclusive use of the motorhome parking area of the Common Haugh on the dates Thursday 21 – Monday 25 March 2024 to coincide with the Reivers Festival.

There was a previous booking for exclusive use of the motorhome parking area and there were problems with this use and several complaints received from the booker:

- Other vehicles moved the barriers and signs that had been put up and occupied the area
- Other vehicles parking too close to their vehicles
- Bins needing emptied
- Officers not available to attend site to discuss their issues

The barriers previously used were insufficient so to manage any future bookings, heras fencing would need to be erected around the whole area. The cost of heras fencing the area has been estimated at £250. An officer would need to meet the group when they arrive on site. There is no officer availability to do this especially if it is outwith working hours.

Officers consider that managing exclusive bookings of the motorhome area of the Common Haugh is not feasible. It is recommended that exclusive bookings should not be allowed for the motorhome area within the Common Haugh.

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**HAWICK COMMON GOOD FUND SUB-COMMITTEE**

**APPLICATION FOR FINANCIAL ASSISTANCE**

**Organisation:** .....

**Name of Project:** .....

Please return this form when your project/period of support is complete.

**Section 1: Spending your grant**

Please give details below of the items or activities funded by this grant

Item/activity	Cost (corresponding evidence of spending attached)
Total amount spent by the organisation/group	£

**Section 2: The benefits of your grant**

Please give examples of the ways in which the grant has been of benefit to the Hawick community and/or to the work of your group.

How many people benefited from the grant? \_\_\_\_\_



### Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited to inspect our records.

Name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you require any advice or assistance in completion this form, please contact:  
William Mohieddeen, Democratic Services Officer,  
Tel: 01835 826504; Email: [william.mohieddeen@scotborders.gov.uk](mailto:william.mohieddeen@scotborders.gov.uk)

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