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HAWICK COMMON GOOD FUND SUB-COMMITTEE WEDNESDAY, 20 MARCH 2024

A MEETING of the HAWICK COMMON GOOD FUND SUB-COMMITTEE will be held VIA MICROSOFT TEAMS on WEDNESDAY, 20 MARCH 2024 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,

13 March 2024

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interest	
4.	Minute	5 mins
	(a) Minute (Pages 3 - 6) Minute of Meeting of 22 November 2023 to be agreed and signed. (Copy attached.)	5 mins
	(b) Action Tracker (Pages 7 - 8) Review Action Tracker. (Copy attached.)	5 mins
5.	Monitoring Report for nine months to 31 December 2023 (Pages 9 - 30) Consider report by Director of Finance and Procurement. (Copy attached).	15 mins
6.	Applications for Financial Assistance (Pages 31 - 36) Consider application for financial assistance from the Hawick Boys' Brigade (Copy attached.)	15 mins
7.	Hawick Rotary Club - Plant a Tree (Pages 37 - 40) Continue consideration of the proposal from Hawick Rotary Club. (Copy attached.)	15 mins

8.	Volunteer Park - Car Parking Consider ongoing requests for extension to car park. (verbal update)	15 mins
9.	Evaluation Form for Common Good Fund Grant Awards (Pages 41 - 44)	10 mins
10.	Any Other Items Previously Circulated	
11.	Any Other Items which the Chair Decides are Urgent	
12.	Private Business Before proceeding with the private business, the following motion should be approved: "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act."	
13.	Minute and Tracker	
	(a) Minute (Pages 45 - 46) Consider Private Section of the Minute of the Meeting held on 22 November 2023. (Copy attached.)	5 mins
	(b) Action Tracker (Pages 47 - 48) Review Action Tracker. (Copy attached.)	10 mins
14.	Hawick Common Good Agricultural Leases (Pages 49 - 64) Consider report by Director of Infrastructure and Environment. (Copy attached.)	15 mins
15.	Property Update Consider verbal update on Common Good property by Estates Surveyor.	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.**

Membership of Committee:- Councillors C. Ramage (Chair), J. Cox, S. Marshall, W. McAteer, N. Richards, A. Smart, Community Councillor Mr J Campbell (Hawick) and Community Councillor Ms W. Potts

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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 via Microsoft Teams on Wednesday, 22
November 2023 at 10.00 am

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

Apologies:- Councillor S. Marshall and W. McAteer.

In Attendance:- Director of Corporate Governance, Chief Officer Financial and Procurement Services (L. Turner), Estates Strategy Manager (J. Stewart), Estates Surveyor (T. Hill), Property Officer (S. Drummond), Ecology Officer (M. Ginns) and Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 16 August 2023.

DECISION

AGREED to approve the Minute for signature by the Chair.

2. **MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2023**

There had been circulated copies of a report by Director Finance and Procurement which provided 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. Appendix 1 of the report provided the projected income and expenditure position for 2023-24 which showed a projected deficit of £1,799 for the year, which was less than the previously reported surplus on 15th August 2023, due to the amendment of Pilmuir servitude income, which had paid in full the increase in the repairs and maintenance budget. Appendix 2 of the report provided a projected balance sheet value as at 31 March 2024 which showed a projected decrease in reserves of £82,177. 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 September 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 September 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 September 2023. The Chief Officer Financial and Procurement Services summarised the report and answered members questions.

DECISION

NOTED:

- (a) **the actual income and expenditure for 2023-24 in Appendix 1 of the report and the revised budget for 2023-24;**

- (b) **the projected balance sheet value as at 31 March 2024 in Appendix 2 of the report;**
- (c) **the summary of the property portfolio in Appendices 3 and 4 of the report; and**
- (d) **the current position of the Aegon Asset Management Investment Fund in Appendix 5 of the report.**

3. APPLICATION FOR FINANCIAL ASSISTANCE – BORDERS GREEN TEAM ENTERPRISES

There had been circulated copies of an application for financial assistance from Borders Green Team Enterprises in the sum of £20,000 to fund core running costs which included investment in their workplace, buying new machinery and equipment, improving professional development for staff and promoting learning and innovation to ensure the Green Team was a safe place for service users. Mr George Sprott of Borders Green Team presented the application to Members and explained that although the costs were not broken down in the paper, was able to provide a verbal explanation of what funding would be used for. A break-in at the Borders Green Team premises resulted in insurers insisting on upgrades to security and entrance doors. The theft of a van resulted in a claim of £5,800 being awarded from insurers, however the cost of a van up to £10,000 resulted in a £4,200 loss. Two new mowers had been purchased but were stolen and the insurance award was not enough to cover the cost of adequate replacements which added a loss of £10,850. The remainder of the application was to cover running costs and wages. After discussion, Members agreed to award a grant of £15,000 to cover the cost of the replacement van and mowers, however they advised that a breakdown of costs should be provided if a further application was made to cover core costs of the organisation.

**DECISION
AGREED:**

- (a) **to award Borders Green Team a grant of £15,000 to address the costs associated with a replacement van and mowers; and**
- (b) **to advise the applicant that a further application for funding to support core organisation expenses would require to include a breakdown of costs.**

4. APPLICATION FOR FINANCIAL ASSISTANCE – HAWICK REIVERS ASSOCIATION

There had been circulated copies of an application for financial assistance from Hawick Reivers Association for £4,000 to fund running costs of the Hawick Reivers Festival. Catherine Elliot-Walker of Hawick Reivers Association presented the report and advised that the festival aimed to ensure events were free to access and that insurance costs were approximately £800.

**DECISION
AGREED to award Hawick Reivers Association a grant of £4,000.**

5. APPLICATION FOR USE OF COMMON HAUGH

There had been circulated copies of an application from Kenny Stuart Family Fun Fair for use of the Common Haugh for a funfair from 17 March – 31 March 2024. Members discussed the application and raised concerns regarding the increasing amount of space being taken up by the Funfair and the impact on the Campervan parking. There had also been issues with large amounts of rubbish being left. It was noted that the funfair would be in situ during the Hawick Reivers Festival and over the Easter weekend and there required to be a balance between the needs of the residents and visitors to the Town. Members were supportive of the application and requested that the Property Officer liaise with the applicant

to make him aware of the campervan parking space, car parking availability for residents and which area would be available for the funfair. Members further requested confirmation of the date the funfair would finish, as Easter Monday would be the preferred day. It was acknowledged that there was no way of forecasting the number of campervans requiring parking at any one time.

DECISION

AGREED to grant permission to the funfair for the use of the Common Haugh between 17 March and 1 April 2024, subject to the applicant providing appropriate details on the rides and following discussions with the Property Officer on the space required for the Funfair and confirmation of the finish date.

DECLARATION OF INTEREST

Councillor Smart declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion.

6. SILVERBUTHALL COMMUNITY DEVELOPMENT TRUST

With reference to paragraph 3 of the Minute of the Meeting held on 22 November 2022, the Chair invited Andy Maybury of Silverbuthall Community Development Trust to present an update on progress of their project. Mr Maybury advised that the grant award was a significant step in delivering a community poll into use of the former Wilton South and St Margaret's Church site. The organisation needed to resolve charitable status registration and the establishment of a bank account before receiving the grant award. The feedback from the Office of the Scottish Charity Regulator (OSCR) were challenging for the trust and lengthy conversations were taking place. Health issues with trust officers were causing a delay to a bank account being established. Furthermore, as the organisation was a community development trust, only those that lived in the community could be full members which restricted board membership. The Chair thanked Mr Maybury for the update.

DECISION

NOTED the update.

MEMBER

Councillor Smart rejoined the meeting.

DECLARATION OF INTEREST

Councillor Cox declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion.

7. HAWICK ROTARY CLUB – PLANT A TREE

There had been circulated copies of a proposal from Hawick Rotary Club for tree planting to take place on the Hawick Moor. The Chair invited Ron Smith of Hawick Rotary Club to present the proposal. The proposal included the planting of 150-200 trees in Hawick Moor at no cost to the Common Good. Hawick Rotary Club sought agreement in principle for the project. The Estates Surveyor advised that the land where tree planting was proposed was leased and that the tenant farmer would need to be consulted. The Ecology Officer advised that the ground may need assessment to ensure it wasn't groundwater dependent as that would restrict planting. Members agreed that a site visit be arranged to assess the proposal.

DECISION

AGREED to defer the application in order that a site visit be arranged.

MEMBER

Councillor Cox rejoined the meeting.

8. **PROPERTY UPDATE – MOTORHOME PARKING**

There had been circulated copies of a briefing note from the Estates Surveyor that advised members on issues related to motorhome parking bookings. Following previous bookings of the campervan parking site, the Estates Surveyor advised that complaints had been received about other vehicles moving barriers, parking too close to the campervan site, overflowing bins and Officers not being available to discuss issues with campervan parking users. For effective barriers to be in place, Heras fencing would require to be used which would cost an estimated £250. Officers considered that managing exclusive bookings of the motorhome area of the Common Haugh was not feasible and it was recommended that exclusive bookings should not be allowed for the motorhome area within the Common Haugh.

DECISION

AGREED that exclusive booking of the motorhome parking area would not be accommodated.

9. **EVALUATION OF COMMON GOOD FUND GRANT AWARDS**

With reference to paragraph 10 of the Minute of the Meeting held on 16 August 2023, there had been circulated copies of a proposed evaluation form for organisations that had received grant funding from the Hawick Common Good Fund Sub-Committee. In providing feedback on the form, Members requested that it be made explicit that the form was for evaluation of projects that funding had been received for and that the evaluation form should reflect the application form including on anticipated benefits to the community, how money was used, and what money had not been used over the course of a project.

DECISION

AGREED that a further draft of the evaluation form be submitted to the Sub-Committee for approval.

10. **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.

SUMMARY OF PRIVATE BUSINESS

11. **MINUTE**

Members considered the Private Section of the Minute of the Meeting held on 16 August 2023.

12. **PILMUIR FARM**

Members considered the update from the Estates Surveyor.

13. **PROPERTY UPDATE**

Members considered an update on Common good property from the Estates Surveyor.

The meeting concluded at 12.37 pm.

SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

Hawick Common Good Sub-Committee – 22 November 2023

Notes:-

Items for which no actions are required are not included

Agenda Number	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
22 November 2023				
6 (a) – Financial Assistance	Para 3 - AGREED:- (a) to award £15,000 to Borders Green Team Enterprises to address the costs associated with a replacement van and mowers (b) to advise the applicant that a further application for funding to support core organisation expenses would require to include a breakdown of costs.	Corporate Governance	William Mohieddeen	Ongoing
6(b) - Financial Assistance	Para 4 - AGREED to award Hawick Reivers Association a grant of £4,000.	Corporate Governance	William Mohieddeen	Ongoing
7 – Application for the Use of the Common Haugh	Para 5 – AGREED to grant permission to the funfair for the use of the Common Haugh between 17 March and 1 April 2024, subject to the applicant providing appropriate details on the rides and following discussions with the Property Officer on the space required for the Funfair and confirmation of the finish date.	Estates & Property	Steven Drummond Tricia Hill Jo Stewart	Meeting held with Funfair – all concerns addressed – confirmed end date as Monday, 1 April 2024
8. Hawick Rotary Club	Para 7 – AGREED:- <ul style="list-style-type: none"> • to defer the application in order that a site visit be arranged • to allow consultation with the Tenant farmer 	Estates & Property	Tricia Hill	Site visit held – 6 Feb 24 Tenant Farmer attended

Agenda Number	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
11. Evaluation Form	<ul style="list-style-type: none"> • confirmation that it wasn't groundwater dependent Para 9 – AGREED that a further draft of the evaluation form be submitted to the Sub-Committee for approval	Corporate Governance	William Mohieddeen	Further Draft on Agenda for meeting on 20.03.24



MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2023 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2024/25

Report by Director of Finance & Procurement

HAWICK COMMON GOOD FUND SUB-COMMITTEE

20 March 2024

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the nine months to 31 December 2023, a full year projected out-turn for 2023/24, projected balance sheet values as at 31 March 2024 and proposed budget for 2024/25.**
- 1.2 Appendix 1 provides the projected income and expenditure position for 2023/24. This shows a projected deficit of £22,970 for the year, which is more than the previously reported deficit figure on 22nd November 2023, mostly as a result of an increase to the Grant and Donation budgets.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £103,348.
- 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 31 December 2023.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing projected property expenditure for 2023/24 and actual property expenditure to 31 December 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 31 December 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) Agrees the proposed budget for 2024/25 as shown in Appendix 1:**

- (c) Notes the projected balance sheet value as at 31 March 2024 in Appendix 2;**
- (d) Notes the summary of the property portfolio in Appendices 3 and 4; and**
- (e) 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 31 December 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 and 31 March 2025.

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 £22,970. Also included is the proposed budget for 2024/25 which projects a net deficit of £80,185 due to the additional spend on Pilmuir Farm.

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 £203, which has been re-invested to purchase an additional 217 units.

4.4 Income & Expenditure – Property Expenditure

- (a) The property expenditure for 2023/24 is shown in Appendices 1 & 3b, with Appendix 3b detailing the actual property expenditure by individual property. Actual expenditure is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.
- (b) Appendices 3a and 3b show a full breakdown of the 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:

Grant Recipients	Approved	£
Approved and Paid to 31 December 2023		
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)
Burnfoot Community Futures	15/11/23	10,000
Total Paid to 31 March 2024		34,501
Approved but not yet paid		
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	19/03/19	200
Silverbuthall Community Development	22/11/22	7,000
Silverbuthall Community Development – (Cancelled)	22/11/22	(7,000)
Borders Green Team Enterprises	22/11/23	15,000
Hawick Reivers Associations	22/11/23	4,000
Total Grants Approved not paid		19,200
2023/24 Revised Budget		53,701
<i>(Unallocated)/Overallocated Budget</i>		0

The budget for 2024/25 is proposed at £35,500, which is the average of the previous 3 years grant expenditure.

4.6 Income & Expenditure – Central Support Service Charge

The proposed charge for 2023/24 was estimated using a 2% uplift on the 2022/23 charge however, after confirmation of the 8.04% agreed pay award for 2023/24, an additional 6.04% has been added. The proposed charge for 2024/25 is currently estimated using a 3% uplift on the 2023/24 charge. A full Service Charge Review is due to be carried out in 2024/25.

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 in year and projected balance sheet as at 31 March 2024; along with projected balance to 31 March 2025.

4.9 Balance Sheet – Fixed Assets

All fixed assets of the Common Good Fund are revalued as part of the Council's rolling programme. The fixed assets were revalued at 1 April 2019 and will next be revalued at 31 March 2025. 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 an 8.34% unrealised loss in capital market value since investment, an improvement on last quarter following the continuing improvement of markets and taking account of the income received the fund has achieved a total return of 24.15% since investment in February 2018. The investment objective of the Fund is to generate income of 5% per annum with the potential for capital growth in the medium term. This is reflected in the asset allocation of the Fund with over 50% of the Fund being Bonds whose credit returns have improved following the markets anticipation of rate cuts.

4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £90,391 at 31 March 2024 and is detailed below:

Cash Balance	£
Opening Balance at 1 April 2023	113,886
Projected deficit for year from Income & Expenditure Statement	(22,970)
Net cash movement in Debtors/Creditors	0
Rebate Investment in Aegon Asset Management	(525)
Projected Closing Balance at 31 March 2024	90,391

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 22 November 2023

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. We can also give information on other language translations as well as providing additional copies.

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

**HAWICK COMMON GOOD FUND
PROJECTED INCOME AND EXPENDITURE 2023/24 AND 2024/25**

APPENDIX 1

	Actuals at 31/12/23	Full Year Approved Budget 2023/24	Full Year Projected Out-turn 2023/24	Full Year Projected Over/ (Under) Spend 2023/24	Full Year Proposed Budget 2024/25	Para Ref	Comments
	£	£	£	£	£		
Property Income							
Rental Income	(101,749)	(98,802)	(98,802)		(84,637)	4.2	
Non-Property Related Income							
Interest on Cash deposited with Council	(0)	(550)	(550)		(550)	4.3	Est 5% return
Investment Fund – Dividends Rec'd	(18,149)	(21,135)	(21,135)		(21,165)	4.3	
Other Income	(203)	(450)	(450)		(450)	4.3	
Pilmuir Servitude	(7,568)	(7,568)	(7,568)		0	4.3	
Total Income	(127,669)	(128,505)	(128,505)		(106,802)		
Property Costs Detailed in App'x 3b	63,322	84,000	84,000		137,300	4.4	
Grants & Other Donations	34,501	33,300	53,701	20,401	35,500	4.5	3 year average
Central Support Service Charge	13,774	13,004	13,774	770	14,187	4.6	Subject to review
Depreciation Depreciation							
Depreciation Charge	0	80,378	80,378		80,378	4.7	
Contribution from Revaluation Reserve	0	(80,378)	(80,378)		(80,378)	4.7	
Net impact of Depreciation on Revenue Reserve	0	0	0		0		
Total Net (Surplus)/Deficit for year	(16,072)	1,799	22,970	21,171	80,185		

HAWICK COMMON GOOD FUND

APPENDIX 2

PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2024 AND 31 MARCH 2025

	Opening Balance at 01/04/23	Projected Movement in Year	Projected Closing Balance at 31/03/24	Projected Closing Balance at 31/03/25
	£	£	£	£
Fixed Assets				
Land & Buildings	4,305,472	(80,378)	4,225,094	4,144,716
Heritable Assets	3,000	0	3,000	3,000
Feu Duties	18	0	18	18
Total Fixed Assets	4,308,490	(80,378)	4,228,112	4,147,734
Capital in Investment Funds				
Investment Fund Book Value	457,691	525	458,216	458,741
Unrealised Gains/(Loss)	(53,408)	0	(53,408)	(53,408)
Market Value	404,283	525	404,808	405,333
Current Assets				
Debtors	31,591	0	31,591	31,591
Cash deposited with SBC	113,886	(23,495)	90,391	9,681
Total Current Assets	145,477	(23,495)	121,982	41,272
Current Liabilities				
Creditors	0	0	0	0
Receipts in Advance	(13,647)	0	(13,647)	(13,647)
Total Current Liabilities	(13,647)	0	(13,647)	(13,647)
Net Assets	4,844,603	(103,348)	4,741,255	4,580,692
Funded by: Reserves				
Revenue Reserve	(130,350)	22,970	(107,380)	(27,195)
Capital Reserve	(541,598)	0	(541,598)	(541,598)
Revaluation Reserve	(4,172,655)	80,378	(4,092,277)	(4,011,899)
Total Reserves	(4,844,603)	103,348	(4,741,255)	4,580,692

PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24
(Actual income to 31 December 2023 and projected 2024/25)

Rental Income – Land & Buildings	2023/24				2024/25	
	Approv'd Budget	Project'd Budget	Actuals as at 31/12/23	Project'd Net (Return) /Loss	Project'd Budget	Project'd Net (Return) /Loss
	£	£	£	£	£	£
General						
Cross Wynd Car Park	0	0	0	0	0	0
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Buccleuch Bowling Club	0	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0	0
Henderson Gardens	0	0	0	0	0	0
Hawick Golf Course	(60)	(60)	(90)	(60)	(60)	(60)
Acreknowe Reservoir (Part)	0	0	0	0	0	800
Williestruther Loch/Path	(400)	(400)	(300)	4,600	(400)	5,600
Williestruther Cottage	(6,500)	(6,500)	(3,792)	(6,500)	(6,500)	(6,500)
Lothian Street Store	(2,250)	(2,250)	(2,685)	(2,250)	(2,250)	(2,250)
Common Haugh Car Park	(7,000)	(7,000)	0	(7,000)	(1,000)	(1,000)
Underhaugh	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	(700)	(700)	(700)	2,300	(700)	2,300
Hawick Moor Shootings	(300)	(300)	0	(300)	(300)	(300)
Woodend Grazings (West)	0	0	(215)	0	(215)	(215)
Millpath Stables	0	0	0	5,000	0	2,500
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	(1,750)	(1,750)	(1,057)	(1,750)	(1,750)	(1,750)
Hawick Burgh Woodlands	0	0	0	0	0	0
Woodend Grazings (East)	(195)	(195)	(215)	(195)	(215)	(215)
Hawick Golf Club Sub Stn Site	(75)	(75)	0	(75)	(75)	(75)
Hawick 3G Pitch	0	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0	0
Hornshole	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
Backbraes Woodlands	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	0	0	0	30,000	0	40,000
General Sub Total	(19,230)	(19,230)	(9,054)	23,770	(13,465)	38,835
Pilmuir						
Pilmuir Farm	(45,000)	(45,000)	(40,750)	(30,000)	(45,000)	35,000
Pilmuir Farm Cottage	(8,400)	(8,400)	(2,400)	(8,400)	0	0
Pilmuir Farm Shed & Silage Pi	0	0	0	0	0	0
Pilmuir Sub Total	(53,400)	(53,400)	(43,150)	(38,400)	(45,000)	35,000
St Leonards						
St Leonards Farmhouse Buildings	(9,600)	(9,600)	(6,773)	(9,600)	(9,600)	(8,600)
St Leonards Cottage & Park	(8,472)	(8,472)	(11,296)	(5,472)	(8,472)	(7,472)
St Leonards Hut	0	0	0	23,000	0	3,000
St Leonards Grazings	(7,500)	(7,500)	(5,625)	(7,500)	(7,500)	(7,500)
St Leonards Horse Gallop	(600)	(600)	150	(600)	(600)	(600)
St Leonards Sub Total	(26,172)	(26,172)	(23,544)	(172)	(26,172)	(21,172)
Total	(98,802)	(98,802)	(75,748)	(14,802)	(84,637)	52,663

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24
(Actual expenditure to 31 December 2023 and projected 2024/25)**

Property Expenditure – Land & Buildings						2024/25
	Approv'd Budget	Project'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total	Project'd Budget
	£	£	£	£	£	£
General						
Cross Wynd Car Park	0	0	0	0	0	0
Moat Park	0	0	0	0	0	0
Moat Park Playground	0	0	0	0	0	0
Buccleuch Bowling Club	0	0	0	0	0	0
Hawick Bowling Club	0	0	0	0	0	0
Henderson Gardens	0	0	0	0	0	0
Hawick Golf Course	0	0	0	0	0	0
Acreknowe Reservoir (Part)	0	0	0	0	0	800
Williestruther Loch/Path	5,000	5,000	1,027	0	1,027	6,000
Williestruther Cottage	0	0	1,622	0	1,622	0
Lothian Street Store	0	0	620	(1)	619	0
Common Haugh Car Park	0	0	1,555	735	2,290	0
Underhaugh	0	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	3,000	3,000	8,595	167	8,762	3,000
Hawick Moor Shootings	0	0	0	0	0	0
Woodend Grazings (West)	0	0	0	0	0	0
Millpath Stables	5,000	5,000	4,763	479	5,242	2,500
Ca'Knowe Monument	0	0	0	0	0	0
Volunteer Park & Stand	0	0	325	0	325	0
Hawick Burgh Woodlands	0	0	0	0	0	0
Woodend Grazings (East)	0	0	0	0	0	0
Hawick Golf Club Sub Stn Site	0	0	0	0	0	0
Hawick 3G Pitch	0	0	0	0	0	0
Site (Part of Tennis Court)	0	0	0	0	0	0
Hornshole	0	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0	0
100 Stairs and Adjacent Land	0	0	0	0	0	0
Property Expenditure General	10,000	30,000	580	0	580	40,000
General Sub Total	23,000	43,000	19,087	1,380	20,467	52,300
Pilmuir						
Pilmuir Farm	15,000	15,000	13,735	1,956	15,691	80,000
Pilmuir Farm Cottage	0	0	8,931	0	8,931	0
Pilmuir Farm Shed & Silage Pit	0	0	0	0	0	0
Pilmuir Sub Total	15,000	15,000	22,666	1,956	24,622	80,000
St Leonards						
St Leonards Farmhouse Buildings	0	0	148	0	148	1,000
St Leonards Cottage & Park	3,000	3,000	5,006	0	5,006	1,000
St Leonards Hut	0	23,000	4,749	193	4,942	3,000
St Leonards Grazings	0	0	0	0	0	0
St Leonards Horse Gallop	0	0	0	0	0	0
St Leonards Sub Total	3,000	26,000	9,903	193	10,096	5,000
Total	41,000	84,000	51,656	3,529	55,185	137,300

PROPERTY PORTFOLIO VALUATION FOR 2023/24
(Projected property valuation to 31 March 2024 and 31 March 2025)

Fixed Assets – Land & Buildings	Net Book Value at 01/04/23 £	Project'd Depn Charge 2023/24 £	Project'd Net Book Value at 31/03/24 £	Project'd Depn Charge 2024/25 £	Project'd Net Book Value at 31/03/25 £
General					
Cross Wynd Car Park	0	0	0	0	0
Moat Park	0	0	0	0	0
Moat Park Playground	0	0	0	0	0
Buckleuch Bowling Club	15,000	0	15,000	0	15,000
Hawick Bowling Club	15,000	0	15,000	0	15,000
Henderson Gardens	0	0	0	0	0
Hawick Golf Course	66,000	0	66,000	0	66,000
Acreknowe Reservoir (Part)	0	0	0	0	0
Williestruther Loch/Path	5,700	0	5,700	0	5,700
Williestruther Cottage	193,333	(6,667)	186,666	(6,667)	179,999
Lothian Street Store	17,400	(600)	16,800	(600)	16,200
Common Haugh Car Park & WCs	98,500	0	98,500	0	98,500
Underhaugh	0	0	0	0	0
Hawick Moor Racecourse & Bldgs	47,294	(2,706)	44,588	(2,706)	41,882
Hawick Moor Shootings	1,500	0	1,500	0	1,500
Woodend Grazings (West)	2,000	0	2,000	0	2,000
Millpath Stables	27,794	(1,206)	26,588	(1,206)	25,382
Ca'Knowe Monument	0	0	0	0	0
Volunteer Park & Stand	321,679	(40,321)	281,358	(40,321)	241,037
Hawick Burgh Woodlands	318,000	0	318,000	0	318,000
Woodend Grazings (East)	1,500	0	1,500	0	1,500
Hawick Golf Club Sub Stn Site	750	0	750	0	750
Hawick 3G Pitch	82,500	0	82,500	0	82,500
Site (Part of Tennis Court)	1,000	0	1,000	0	1,000
Hornshole	0	0	0	0	0
Haggis Ha/Burnflat Wall	0	0	0	0	0
Backbraes Woodlands	7,400	0	7,400	0	7,400
100 Stairs and Adjacent Land	0	0	0	0	0
General Sub Total	1,222,350	(51,500)	1,170,850	(51,500)	1,119,350
Pilmuir					
Pilmuir Farm	1,991,481	(8,519)	1,982,962	(8,519)	1,974,443
Pilmuir Farm Cottage	194,375	(5,625)	188,750	(5,625)	183,125
Pilmuir Sub Total	2,185,856	(14,144)	2,171,712	(14,144)	2,157,568
St Leonards					
St Leonards Farmhouse Buildings	277,784	(7,216)	270,568	(7,216)	263,352
St Leonards Cottage & Park	212,482	(7,518)	204,964	(7,518)	197,446
St Leonards Hut	32,000	0	32,000	0	32,000
St Leonards Grazings	355,000	0	355,000	0	355,000
St Leonards Horse Gallop	20,000	0	20,000	0	20,000
St Leonards Sub Total	897,266	(14,734)	882,532	(14,734)	867,798
Total	4,305,472	(80,378)	4,225,094	(80,378)	4,144,716

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

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
Total	0

INVESTMENTS EXTERNALLY MANAGED

Cost of Investment	Units	£
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)	217	203
Total Invested to 31 December 2023	423,017	457,894

Value of Investment	£
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
31 December 2023	419,802
Unrealised Gain/(Loss) on Investment	(38,092)

Return on Investment from inception	Capital Return %	Total Return %
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
to 31 December 2023	-8.34	+24.15

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Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2023
What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
Description of the proposal: (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate).	Quarterly report to Hawick Common Good Fund on the projected out-turn for 2023/24, the projected balance sheet for 2023/24 and proposed budget for 2024/25
Service Area: Department:	Common Good Funds Finance & Regulatory
Lead Officer: (Name and job title)	Kirsten Robertson – Statutory Reporting & Treasury Business Partner
Other Officers/Partners involved: (List names, job titles and organisations)	
Date(s) IIA completed:	25/01/2024

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

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

3 Legislative Requirements

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

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

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

4 Full Integrated Impact Assessment Required

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

Yes / No (please delete as applicable)

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

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

Signed by Lead Officer:	Kirsten Robertson
Designation:	Statutory Reporting & Treasury Business Partner
Date:	25/01/2024
Counter Signature Service Director	
Date:	

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Common Good Fund: Application Form

*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.

Applicant Group/Organisation:	Hawick Boys' Brigade
Name of your project:	Summer Camp
The name of the Common Good Fund that you are applying to:	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 Boys' Brigade provides opportunities to learn, grow and discover in a safe, fun and caring environment. The Boys' Brigade has a long history in Hawick with the first companies forming in 1893.

The Boys Brigade works with children and young people from age 5 to 18 and is made possible thanks to volunteer leaders who give of their time so generously. There's something for every young person whether it's camping, first aid, five a side, music or crafts. Members develop skills, build confidence, make friends, take responsibility and are encouraged to make a real difference in their communities.

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

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

The purpose of this funding request is to help fund the annual summer camp making it affordable to all. The camp is a unique experience for young people building confidence and developing relationships with their peers across a relatively wide age spectrum – 12 year olds mixing with 17 year olds. The camp attracts young people with almost 100% attendance of those eligible to attend in 2023. The success of the camp helps retain Brigade membership throughout the winter months.

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

There are two primary outcomes; lessons learned from the camp itself through staff discussion in the immediate aftermath of the Camp. This will be influenced by solicited feedback from the Young people at the Camp. The second is the retention of members in the companies in the following year. Longer term outcomes are attendance at future camps and the retention of young adults to be the future leaders of the Hawick companies.

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)

Tell us what activities you plan to carry out and how you will deliver it.

The town lost two companies that never recovered from the pandemic break. It is important to safeguard the remaining two companies in the Burnfoot and Drumlanrig catchment areas. The camp will directly influence membership and sustain their existence. For some of the members the Camp may be their only 'holiday' during the summer months.

The camp itself is inclusive in shared uniformity of conditions – everyone sleeps under canvas, all eat the same food. There are many activities both on and off the site - from sporting competitions, attendance at local swimming pools or visits to the beach areas and camp fire entertainment.

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

The camp has sustained itself over the years, we own all equipment which can be hired out to community groups – e.g. Bright eyed daughters and Roberton Show. This relies on volunteer leaders who give their discretionary time to support others. Any additional income helps cover the cost of repairs and any shortfall at the Camp.

Last year we used our resources to heavily discount the cost to young people of the camp contributing over £4000. This year we are agreed to repeat the discounting but need additional support to realise this. In future years we will gradually increase the costs to young people and seek additional financial help as required.

It should also be recognised that the volunteers that attend the camp not only give of their time but all pay the same fee as the members.

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 (£)
Food & transport	4,600
Site fees	1,000
Equipment (gas)	400
Total Expenditure	6,000
How much would you like from the Common Good Fund?	3,000

Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	Supplied
---	----------

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

Tell us about your own fundraising or how you have secured other funding for this project.		
	Amount	Purpose
Hawick BB camp fund	£1000	Discounted Camp fee
Fees	£1500	Boys and staff fees

Individual/Group/Organisation details:	
Contact Name:	Douglas Turnbull
Position in Group/Org: (if appropriate)	Captain 1 st Hawick
Home Address:	██████████ ██████████
Post Code:	██████
Telephone Number:	██████████
Email Address:	████████████████████
Date:	6 th March 2024
Signature:	

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

Boys Brigade equal opportunities policy - Within this framework, The Boys' Brigade is committed to equality of opportunity for all young people and we are guided by the principles of 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

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.

Key Policies

Safeguarding Policy Statement and Safeguarding Policy and Procedures

Equal Opportunities Policy

Safety Policy (incorporated within our Safety Handbook)

Intellectual Property Notice

Data Protection Policy and Privacy Notice

Recruitment of Ex-Offenders Policy

Adults at Risk of Harm Policy

Complaints Policy

Leaders Code of Conduct

Position of Trust

Historic Abuse Policy

<https://boys-brigade.org.uk/who-we-are/policies-and-regulations/>

Permissions

Does your project involve work to a building or land? 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

HAWICK BOYS BRIGADE CAMP 29/7/23 – 5/8/23 St Annes, near Blackpool

SUMMARY OF ACCOUNTS

RECEIPTS

Fees	1,240.00
Balance from 2019 Camp	62.31
Canteen sales	330.00
	1,632.31
Hawick BB General Camp Funds	.
Deficit on Camp 2023	4,438.66
	6,070.97

Camp fees 20 Boys @ £40	800
11 Staff @ £40	440
	1,240

PAYMENTS

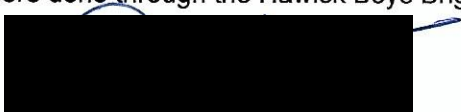
Food	1,743.70
Transport	2,480.50
Equipment	396.84
Canteen purchases	264.36
Camp Site	862.40
Swimming Pool visits	154.00
Awards and Engraving	86.72
Other	82.45
	6,070.97

Above Accounts were prepared by R Scott Elliot, Secretary/Treasurer, Hawick Boys Brigade

AUDITOR'S REPORT

I have examined the detailed Receipts and Payments Account with supporting vouchers and Bank Statements, and confirm that the above statement is in accordance with these records for the Scottish Borders Battalion Camp 2023.

For practical reasons the financial arrangements were done through the Hawick Boys Brigade Camp Bank Account.



Gordon F Reddie
Treasurer, Scottish Borders Battalion Boys Brigade

Date 29/12/23

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Agenda Item 7

Ron Smith, President of Hawick Rotary, met online, using Teams, with Carol Cooke and Fiona Cameron of Scottish Borders Council, on 14th 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 9th 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.

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 FUND SUB-COMMITTEE

EVALUATION OF FINANCIAL ASSISTANCE

Group/ Organisation:

Name of Project:

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

Provide a summary of how funding was used (max. 100 words)

Write here ...

Summarise what was measured to evaluate the outcomes of project (max. 100 words)

Write here ...

Tell us whether the project was successful and how this was assessed (max. 250 words)

Write here ...



Provide a summary of how the activity/project made a difference to your organisation and what benefit was made to the residents of the former Burgh (max. 200 words)

Write here ...

What steps were made to ensure sustainability of the project (max. 100 words)

Write here ...

Expenditure: Please give details of all the items and activities that were funded by the grant

Item of Expenditure	Cost (£)
Total Expenditure	

Please provide details of any other funding that was secured for the delivery of your project

Source	Amount	Purpose



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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

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