

**WILLIAM HILL TRUST FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

|  |  |
|--|--|
| <p><u>Applicant Details</u><br/>Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>   | <p>Trevor Jackson<br/>President<br/>Melrose RFC<br/>The Greenyards<br/>High Street<br/>Melrose TD6 9SA<br/>07801 436900</p>  |
| <p>Address to which payment should be made:</p>  | <p>Melrose RFC<br/>The Greenyards<br/>High Street<br/>Melrose TD6 9SA</p>  |
| <p><u>Activities</u><br/>Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p> | <p>Melrose RFC has over a 1000 members which includes 3 adult teams for men and ladies rugby and over 250 young people involved in youth rugby from minis through to U18's and an active social supporting membership. We serve a community of over 10,000 people and work closely through our Development Officers supporting Earlston High School and all our local Primary Schools. We are the biggest sporting club in this community.</p> <p>We are the home of Rugby 7's in the World and through our annual tournament have a major economic impact across our wider community and the Borders.</p> <p>Our volunteers who work with all our teams from adults through to minis are providing a core service free of charge, providing an infrastructure for sport in our rural communities. Without our volunteers delivering sport and physical activity opportunities to the young people in our area there would be a major requirement for the Council to deliver these services.</p> |

|  |  |
|--|--|
| <p><u>Assistance Requested</u><br/>Please indicate the sum requested and the purpose for which it will be used:</p>  | <p>We are undertaking a major 1883 Legacy Project based around the fact that we are the home of this world wide game and this year for the first time 7's is to be played within the full programme of the Olympic Games. Using this platform, we are wanting to put Melrose on the map and create our own legacy of new facilities at the Greenyards which enables us to play and train on our main pitch on a daily basis, through the development of a more robust surface which can accommodate both rugby and football.</p> <p>We also wish to further develop our clubhouse to provide a more community focused and community based facility through responding to the needs of our wider community asking them to help us shape the provision that is required.</p> <p>To ensure our own thoughts are valid we need to consult with our community and reach out to new partners to be part of this Legacy Project. We are wanting to engage PMR Sports &amp; Leisure Consultants to assist us with this process at a cost of £13,500 +VAT. This work will also provide us with a business model to ensure that this is a robust and viable proposition.</p> <p>Secondly we wish to employ SAC Consulting at a cost of £8,000 +VAT to provide the technical resource in association with the project development.</p> <p>We are requesting the sum of £5,000 from the William Hill Trust and £5,000 from the Community Grant Scheme to match fund our own commitment of the remainder of the fees.</p> |
| <p>When will the donation be required:</p>   | <p>April 2016</p>  |
| <p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p> | <p>1 April – August 2016</p> <p>£20,826 +VAT</p> <p>£10,826</p> <p>Community Grants Scheme £5,000</p>  |

Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

Declaration

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

Signed:

Position Held: President

Date: 4/4/2016

**Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts**

This completed form, accounts and any supporting details should be submitted to Pauline Bolson, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826503.

**MELROSE RUGBY FOOTBALL CLUB**

**UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

**MELROSE RUGBY FOOTBALL CLUB**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED - 31 MARCH 2015**

|   | 2015           | 2014            |
|---|----------------|-----------------|
| <b>INCOME</b>   | <b>£</b>       | <b>£</b>        |
| Members' Subscriptions                                      | 39,091         | 36,681          |
| Gate, Stand and Car Park                                    | 135,420        | 125,383         |
| Programmes (Including Advertising)                          | 5,022          | 12,271          |
| Ground Advertising & Sponsorship                            | 228,704        | 245,894         |
| Donations   | 9,526          | 4,533           |
| Prize Money   | 6,550          | 4,850           |
| Interest  | 28             | 210             |
| Fund Raising  | 8,897          | 5,623           |
| Miscellaneous   | -              | 368             |
| Clubhouse (net)   | 37,879         | 23,443          |
| Club Shop (net)   | 9,952          | 3,862           |
|   | <b>481,069</b> | <b>463,118</b>  |
| <b>EXPENDITURE</b>  |                |                 |
| Rates & Insurance   | 10,591         | 11,018          |
| Heat & Light  | 17,063         | 22,479          |
| Repairs, Renewals, Wages & Cleaning                         | 43,307         | 44,798          |
| Ground Preparation, Field Rent & Maintenance                | 69,326         | 63,051          |
| Travelling and Accommodation                                | 44,551         | 51,904          |
| Playing Equipment and Expenses                              | 46,787         | 47,881          |
| Presentations, Hospitality & Sundries                       | 75,520         | 62,797          |
| Players   | 48,972         | 49,502          |
| Coaching & Development                                      | 24,103         | 37,092          |
| Rugby Academy   | 17,329         | 17,728          |
| Printing, Stationery, Advertising, Postage, Office Clerical | 36,188         | 29,423          |
| Catering  | 16,138         | 20,638          |
| Telephone   | 2,485          | 2,677           |
| Accountancy & Secretarial Fees                              | 5,502          | 4,906           |
| Subscriptions, Levies & Donations                           | 2,099          | 3,848           |
| Interest & Charges  | 4,419          | 4,591           |
| Depreciation  | 7,086          | 6,969           |
|   | <b>471,466</b> | <b>481,302</b>  |
| <b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>         | <b>9,603</b>   | <b>(18,184)</b> |
| Development Reserve   |                |                 |
| <b>NET SURPLUS / ( DEFICIT)</b>                             | <b>9,603</b>   | <b>(18,184)</b> |

MELROSE RUGBY FOOTBALL CLUB

BALANCE SHEET

At 31 MARCH 2015

|  | Note | 2015<br>£       | 2014<br>£       |
|--|------|-----------------|-----------------|
| <b>FIXED ASSETS</b>                          | 1    | <u>256,605</u>  | <u>255,941</u>  |
| <b>CURRENT ASSETS</b>                        |      |                 |                 |
| Stocks - Bar                                 |      | 8,163           | 8,015           |
| - Club Items                                 |      | 11,202          | 9,336           |
| Debtors                                      |      | 75,617          | 40,600          |
| Bank, Cash                                   |      | 71,960          | 45,647          |
|  |      | <u>166,942</u>  | <u>103,598</u>  |
| <b>CURRENT LIABILITIES</b>                   |      |                 |                 |
| Creditors                                    |      | 77,172          | 69,275          |
| Sevens Reserve                               |      | 126,231         | 75,358          |
| HP Creditor                                  |      | 396             | 2,769           |
| Energy Saving Trust Loan                     |      | 1,992           | 3,984           |
|  |      | <u>205,791</u>  | <u>151,386</u>  |
| <b>NET CURRENT ASSETS / (LIABILITIES)</b>    |      | <u>(38,849)</u> | <u>(47,788)</u> |
| <b>TOTAL ASSETS less CURRENT LIABILITIES</b> |      | 217,756         | 208,153         |
| <b>LONG TERM LIABILITIES</b>                 |      | -               | -               |
| <b>ACCUMULATED FUNDS</b>                     | 2    | <u>217,756</u>  | <u>208,153</u>  |

Approved on behalf of Melrose Rugby Football Club

Kenneth Ovens, Honorary Treasurer

Date: 15.07.2015

Report to the Committee of Melrose Rugby Football Club

We have prepared the financial statements of the Club for the year ended 31 March 2015 from the accounting records and information and explanations you have given to us.

This report is made to you, in accordance with the terms of our engagement. Our work has been undertaken to enable us to prepare the financial statements on your behalf and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee of Melrose Rugby Football Club, for our work or for this report.

We have carried out this engagement in accordance with best practice guidance issued by the Institute of Chartered Accountants of Scotland and have complied with the ethical guidance laid down by the Institute relating to members undertaking the preparation of financial statements. We have not been instructed to carry out an audit of the financial statements. 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 financial statements.

JRW  
Chartered Accountants  
Riverside House  
Ladhope Vale  
Galashiels TD1 1BT

Date: 15.07.2015

**MELROSE RUGBY FOOTBALL CLUB**  
**NOTES TO THE FINANCIAL STATEMENTS**

At 31 MARCH 2015

**1. FIXED ASSETS**

|                        | Property<br>£  | Other Ground<br>Development<br>£ | Equipment<br>Fittings<br>£ | Total<br>£     |
|------------------------|----------------|----------------------------------|----------------------------|----------------|
| <b>COST</b>            |                |                                  |                            |                |
| At 31 March 2014       | 216,450        | 29,033                           | 199,677                    | 445,160        |
| Additions              | -              | -                                | 7,750                      | 7,750          |
| Disposals              | -              | -                                | -                          | -              |
| At 31 March 2015       | <u>216,450</u> | <u>29,033</u>                    | <u>207,427</u>             | <u>452,910</u> |
| <b>DEPRECIATION</b>    |                |                                  |                            |                |
| At 31 March 2014       | -              | 29,033                           | 160,186                    | 189,219        |
| Charge for year        | -              | -                                | 7,086                      | 7,086          |
| Eliminated on disposal | -              | -                                | -                          | -              |
| At 31 March 2015       | <u>-</u>       | <u>29,033</u>                    | <u>167,272</u>             | <u>196,305</u> |
| <b>NET BOOK VALUE</b>  |                |                                  |                            |                |
| At 31 March 2015       | <u>216,450</u> | <u>-</u>                         | <u>40,155</u>              | <u>256,605</u> |
| At 31 March 2014       | <u>216,450</u> | <u>-</u>                         | <u>40,413</u>              | <u>256,863</u> |

**2. ACCUMULATED FUNDS**

|                                | Accumulated<br>Surplus<br>£ |
|--------------------------------|-----------------------------|
| Balance at 31 March 2014       | 208,153                     |
| Surplus/(Deficit) for the year | 9,603                       |
| Balance at 31 March 2015       | <u>217,756</u>              |



## **PMR Leisure Terms and Conditions for Melrose RFC for proposal dated 23<sup>rd</sup> February 2016**

This document represents consultancy terms and conditions by which PMR Leisure will operate on behalf of Melrose RFC.

### ***Appointment***

PMR Leisure will commence work upon receipt of the signed letter from Melrose RFC acknowledging these terms and conditions.

### ***Personnel***

The main PMR Leisure contact for this study will be Penny Lochhead. Additional member to the PMR Team will be Wendy Sheldrick

### ***Payment Timeline***

The agreed contract sum is £13,500 plus VAT and any abnormal out of pocket expenses.

- An initial invoice for £3,000 plus VAT will be invoiced and payable on commission and signature of this document.
- The following fees will be payable on the following dates:
  - 15<sup>th</sup> April £3,000 plus VAT
  - 15<sup>th</sup> May £3,000 plus VAT
  - 15<sup>th</sup> June £3,000 plus VAT
  - 15<sup>th</sup> July £1,500 plus VAT

Invoices will be issued on the first of each month for payment by the 15th. Out of pocket expenses will be applicable on each invoice for mileage at 45p per mile.

At the discretion of PMR Leisure, interest may be charged on late payments, at a rate of 2.5% over Bank of England Base Rate.

### ***Applicable Law***

This engagement letter shall be governed by, and constructed in accordance with, the law of Scotland. The Scottish Courts shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in any inconvenient forum, or to claim that those courts do not have jurisdiction.

### ***Electronic Communication***

Internet communications are capable of data corruption and therefore we do not accept any responsibility for changes made to such communications after their dispatch. It may therefore be inappropriate to rely on advice contained in an e-mail without obtaining written confirmation of it. We do not accept responsibility for any errors or problems that may arise through the use of internet communication and all risks connected with sending commercially sensitive information relating to your business are borne by you. If you do not agree to accept this risk, you should notify us in writing that e-mail is not an acceptable means of communication. It is the responsibility of the recipient to carry out a virus check on any attachments received.



### ***Rights of Third Parties***

Persons who are not party to this agreement shall have no rights to enforce any term of this agreement. We disclaim all responsibility for any consequence whatsoever should any third party rely on any report, letter, information or advice without our first having given our written consent that such third party may do so. Our only responsibility is that which is owed to you in the context of this engagement.

### ***Copyright***

All work undertaken by PMR Leisure Ltd in the process of this commission belongs to PMR Leisure Ltd. The final report will become the client's copyright upon completion.

### ***Agreement and Variation of terms***

Once agreed, this letter will remain effective from the date of signature until it is replaced. The above fees and conditions are based on the proposal submitted herein. Should the client at any time change the remit, thereby extending it, further work will be charged separately under a further exchange of letters. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

We shall be grateful if you will confirm your agreement to the terms of this letter by signing below and returning one copy to us

I confirm that we agree with the above proposals and conditions of contract between Melrose RFC and PMR Leisure Ltd

.....  
Trevor Jackson  
President  
Melrose RFC  
Date

.....  
Penny Lochhead  
Director  
PMR Leisure  
Date

Dear Trevor



**Trevor Jackson**  
**President**  
Melrose RFC  
The Greenyards  
Melrose  
Scotland  
TD6 9SA

Environment and Design  
2 Technopole Centre  
Edinburgh EH26 0PJ  
Scotland UK

Our Ref:  
MC/2015/MRFC/Q1  
Date: 29<sup>th</sup> September 2015

t: +44 (0)131 603 7509 e:  
environmentanddesign@sac.co.uk  
w: www.sruc.ac.uk

**MELROSE RFC – FEASIBILITY STUDY INTO SURFACE UPGRADE TO NATURAL GRASS PITCHES AND ASSOCIATED WORKS AT THE GREENYARDS AND GIBSON PARK**

We are delighted to provide the following fee proposal for Consultancy Services to deliver a feasibility study into the upgrade of natural grass pitches at The Greenyards and adjacent sites, Melrose. The objective of these pitch upgrade(s) is to support the increased use and demand for sporting activities within the local community. A full breakdown of the scope of services included is detailed overleaf.

**Project Type:** Sports Pitch Consultancy  
**Services Required:** Feasibility Study

1. Site Investigations, Fieldwork & Data Collection £ 2,116.00 ex VAT 2.  
Feasibility Report £ 5,210.00 ex VAT

**The above services can all be provided for a total cost of** £ 7,326.00 ex VAT

The hourly rates for **Additional Services** at time based fees shall be:

- Project Manager £81.00 per hour
- Senior Consultant £66.00 per hour
- Consultant £50.00 per hour
- Technician £39.00 per hour

**Terms and Conditions**

The following sets out the work which SAC Commercial Ltd offers to carry out on your behalf. The offer is conditional on acceptance within 28 days of its date and is subject to the attached Terms and Conditions at the end of this letter.



*Leading the way in Agriculture and Rural Research, Education and Consulting*

Commercial Limited. An Associate company of SRUC. Registered in Scotland. Company Number: SC148684. Registered Office: Peter Wilson Building, Kings Buildings, West Mains Road, Edinburgh EH9 3JG

If you agree to the terms and the quotation, please sign both copies of the attached form, retain one copy for your own records and return one copy to the address above.

Please do not hesitate to contact me should you wish to discuss any matters raised in this letter.

Yours sincerely

**Malcolm Clapperton**  
Projects Manager

| Item of Activity  | Total cost of item | Amount requested from CGS |
|---|--------------------|---------------------------|
| Initial Working Party meeting and establish performa for consultation   | 500.00             |                           |
| Desk research - demographics, socio economics, community organisations, Council policy etc  | 525.00             |                           |
| Communication with membership and short questionnaire, develop, distribute and analyse  | 700.00             |                           |
| Organise and conduct workshop with Club members, community consultation programme -   | 5,575.00           |                           |
| Support capacity building of Club Committee throughout process to ensure ability to manage change   | 1,400.00           | 500                       |
| Communicate and meet SAC and Club Working Party to feedback throughout process  | 1,400.00           |                           |
| Develop presentation and present vision and option for delivery to the Club and gain approval to take forward the Business Plan the final option                              | 875.00             |                           |
| Develop presentation and present vision and feedback through consultation to the community through a public meeting and invite all those consulted as well as wider community | 350.00             |                           |
| Undertake Business modeling exercise and testing financial assumptions for revenue and identify potential options for funding   | 2,000.00           | 2000                      |
| Report production and presentations   | 2,000.00           |                           |
| Management coordination and client communication  | 1,400.00           |                           |
|   | <b>16,725.00</b>   | <b>2500</b>               |
| Additional inkind time over and above contract price of £13,500   | 3,225.00           |                           |

