

Chief Executive


22 MAR 2016



Democratic Services * SELKIRK COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Selkirk Chamber of Trade</p> <p>c/o County Hotel 1-5 High Street Selkirk TD7 4BZ</p>
<p>Address to which payment should be made:</p>	<p>County Hotel Or: Chamber of Trade bank account RBS 12 High Street, Selkirk TD7 4DF</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>Our overall purpose is:</p> <p>"To identify and advance the common interests of businesses in Selkirk and to promote the town".</p> <p>We will do this through:</p> <ul style="list-style-type: none">Monitoring the business climate within the townRespond to consultationsFacilitate and fund-raise for improvementsProvide information on trade and businessBe a contact point and represent Selkirk businesses in relevant local forumsProvide local and business advice based on members experiences;Provide an opportunity for informal networking between businesses;Represent and champion the needs of businesses within the town;Promote Selkirk and Selkirk businesses to visitors and the wider area.

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£4,000.</p> <p>This is to allow the Chamber of Trade to round off its involvement in the very successful Pop-up Shops initiative.</p> <p>It has been agreed that as of 30th April 2016 the administration of the project will be passed over to the owners of the shops currently in use. The shop owners are very happy with how the current project manager, Aileen Allan, runs the scheme, and it is hoped that they will be able to retain her services.</p> <p>The Chamber of Trade originally conceived the idea, and has run the project since January 2013. At the end of the initial Leader funded project it was hailed as having been one of the most successful to have been run in the Borders.</p> <p>The first year was financed by grants of £ 15,700 Leader, £2,000 SBC, and £2,890 Awards for All, plus £1,030 in kind. The Common Good Fund kindly underwrote the £2,890 - until we received confirmation that our application to Awards for All had been successful, and so we did not in fact require to draw down from CGF at that time.</p> <p>When the Leader project came to an end in December 2013 the Chamber of Trade continued to support the initiative, with the help of £5,000 from Economic Development.</p> <p>The project manager from the Leader project, Margaret Sweetnam, continued in post until summer 2015 when she moved to Aberdeen. The £5,000 funded the project throughout 2014 and early 2015. By the time Margaret left the Chamber had used £1,361 of its own funds in support.</p> <p>There have been ongoing discussions within the Chamber of Trade as to how best carry the project forward, as obviously it is not possible for us to subsidise the project indefinitely. Since the summer of 2015 the shop owners have paid 20% commission on their rental income to the Chamber.</p> <p>To date Project manager costs (between £450 and £520 per month depending upon how busy the shops are), less the 20% commission, and less a crucial “match funding” £780 contribution from Selkirk Regeneration Company (who paid 50% of the project manager fee for 3 months) have totalled £3,651.</p> <p>With an estimated shortfall of £500 for March and April this leaves the Chamber with a deficit on the project of just over £4,000. Our funds have not allowed us to cover all this, and so it has been done with the temporary help of £2,000 from one of the members.</p> <p>Members of the Chamber of Trade have also put a huge amount of voluntary “in-kind” time and effort into supporting the project.</p>
<p>When will the donation be</p>	<p>As soon as possible</p>

required:	
<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><u>Other information</u></p> <p>If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>The Chamber of Trade will no longer run the project, but will continue to support it in the future – it has been a huge help in bringing extra footfall to the High Street, and we would not want to see it fail. 2 properties which were in the scheme have now been rented out on permanent leases, exactly as we hoped. One of the properties currently in use is owned by Selkirk Regeneration Company – whose help and support has been absolutely invaluable throughout the project. The other currently in use is privately owned and is on the market. However, it is very likely that other properties will be empty at various points in the future and will hopefully be part of the scheme for varying lengths of time.</p>
<p><u>Declaration</u></p> <p>I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:  VINEN ROSS</p> <p>Position Held: Vice - chair</p> <p>Date: 21/3/16</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

* Insert name of Fund.

Selkirk Chamber of Trade and Commerce

Accounts for the year ended 31st March 2015

		Year ended 31/03/2015		15 months 31/03/2014	
		£	£	£	£
Income					
Membership subs			345.00		250.00
Mountain Bike Event					
Grant	SBC & Community Council	4,800.00		2,690.00	
	Collection	75.00			
	Durty Events	-4,215.00	660.00	-2,662.80	27.20
Walking Weekend			40.23		0
Hanging baskets					
	Donations	790.00		1,790.00	
	Costs	-912.00	-122.00	-1,528.44	261.56
Pop up Shops					
Grants	Awards for All	0.00		2,890.00	
	SBC	0.00		7,000.00	
	Leader	0.00		14,854.26	
	Total			24,744.26	
less	Expenses to date	4,537.03	-4,537.03	20,981.88	3,762.38
BIDS					
	Seedcorn	20,000.00		20,000.00	
	SBC	0.00		5,000.00	25,000.00
	Expenses to date	-16,340.56	3,659.44		
Interest received			10.85		1.91
Total income			56.49		29,303.05
Expenditure					
Town centre event & T-shirts			0.00		180.49
Common Riding Ribbons			99.60		100.00
Printing, advertising & website			87.60		123.60
Train meeting costs			37.50		0.00
Total expenditure			224.70		404.09
Surplus for year			-168.21		28,898.96
Opening Bank			29,789.42		890.46
Closing Bank			29,621.21		29,789.42
Comprising					
	BIDS	28,659.44		25,000.00	
	Pop up Project	-774.65		3,762.38	
	General funds	1,736.42		1,027.04	
		29,621.21		29,789.42	

Notes

Pop-up Shops

Opening balance 3,762.38

Costs

Projector hire 35.10

Margaret Sweetnam 4,031.44

Krista - design 300.00

Printing 170.49

4,537.03 -4,537.03

Closing balance -774.65

Report of the Independent Examiner

I have examined these accounts and find them to be in agreement with the records of The Selkirk and District Chamber of Trade and Commerce for the year ended 31st March 2015.

Vivien Ross

Independent examiner

25th May 2015

Director, Bright Light Marketing 30/9/15