

**SCOTTISH BORDERS COUNCIL  
HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTES of Meeting of the HAWICK  
COMMON GOOD FUND SUB-COMMITTEE  
held in Lesser Hall, Town Hall, Hawick on  
Tuesday, 16th August, 2016 at 4.00 pm

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Present:- Councillors G Turnbull (Chairman), W McAteer, S Marshall, D Paterson, R Smith, Community Councillor Mr J Little.  
Apologies:- Property Officer (F Scott)  
In Attendance:- Managing Solicitor (R Kirk), Senior Finance Officer (J Yallop), Estates Strategy Surveyor (N Curtis), Assistant Project Manager (D Mark), Democratic Services Officer (J Turnbull)  
Members of Pubic:- One.

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 29 June 2016.

**DECISION**

**APPROVED the Minute for signature by the Chairman.**

2. **APPLICATIONS FOR HAWICK COMMON GOOD GRANT.**

2.1 With reference to paragraph 3.2 of the Minute of 29 June, there had been circulated copies of a briefing note by the Democratic Services Officer. The note clarified the existing functions of the Common Good Fund Sub-Committee which included the routine administration of the Common Good Fund and the awarding of grants or loans of up to £20,000. It was noted that historically, the only criteria relating to the awarding of grants was not to assist with activities covered by the school curriculum and that grants should be awarded for the benefit of the community.

2.2 The note advised that equalities was a standard question on all small grant applications nationally, the Sub-Committee might therefore wish to consider incorporating a suitable paragraph into the Common Good application form. It was also suggested that following the completion of a project/event, which had received grant assistance, an evaluation form be completed by the applicant, an example form had been attached to the briefing note.

2.3 Members discussed the existing form and agreed that every application should be considered on its own merit; even if it was a repeat application. However, it was agreed that an evaluation form be issued for completion following the event/project and that an equalities paragraph be added to the application for financial assistance.

**DECISION**

**AGREED:-**

- (a) **To issue an evaluation form for completion following an event/project; and**
- (b) **To include an equalities paragraph in the Hawick Common Good Fund application for financial assistance.**

### 3. **MONITORING REPORT FOR THREE MONTHS TO 30 JUNE 2016**

- 3.1 With reference to paragraph 3 of the Minute of 17 May there had been circulated a report by the Chief Financial Officer providing details of income and expenditure for the Hawick Common Good Fund for the three months to 30 June 2016 and full year projected out-turn for 2016/17 and projected balance sheet values to 31 March 2017. Appendix 1 to the report provided a projected Income and Expenditure position. This showed a projected surplus of £39,504 for the year. Appendix 2, to the report, provided a projected Balance Sheet to 31 March 2017. It showed a projected decrease in the reserves of £89. Appendix 3 provided a breakdown of the property portfolio showing actual Income and Expenditure for 2016/17 and actual property expenditure to 30 June 2016. Appendix 4 showed the value of the Newton Fund to 30 June 2016. Mr Yallop, Senior Finance Officer, was in attendance and highlighted that this was the first report of 2016/17. He explained that due to the high level of grants already approved for 2016/17, the grants budget had been fully utilised and was currently over allocated by £4,200. It was therefore proposed to increase the 2016/17 budget by £10,000 to £23,500 to allow a further £5,800 for any further grant applications during 2016/17 and this was agreed by Members.
- 3.2 Mr Yallop went on to explain that non-property related income was made up of dividends from the Newton Fund and £296 projected income from Pay & Display. The Newton Fund had generated a positive return, their holdings of physical gold contributing to their overall return. Members requested further information on the Pay & Display income and Mr Yallop would advise outwith the meeting. Mr Yallop concluded by advising that the cash balance held by the fund was projected to be £173,541 a projected increase of £39,504.
- 3.3 In answer to questions, Mr Yallop explained that the £4,656 projected debtors balance was a projected figure and reflected the 2015/16 outturn and there were no issues. Regarding the five year rolling programme, Mr Curtis advised that a condition survey of all common good properties and buildings, should take place every five years. Once this had been completed a rolling programme of works could be anticipated with estimated costings. Mr Curtis would pursue and report back to the next meeting.

### **DECISION AGREED**

- (a) **the projected Income and Expenditure for 2016/17 as the revised budget for 2016/17, as shown in Appendix 1, to the report.**
- (b) **NOTED:**
- (i) **The actual projected Balance Sheet value to 31 March 2017, as shown in Appendix 2 to the report;**
  - (ii) **The summary of the property portfolio in Appendix 3 to the report;**
  - (iii) **The current position of the investment in the Newton Fund in Appendix 4 to the report;**
  - (iv) **The increase to the 2016/17 budget by £10,000 to £23,500 to allow a further £5,800 for Common Good grant applications during 2016/17; and**
  - (v) **That a report on progress of the five year rolling programme for Common Good properties be presented at the November meeting.**
4. **HORNSHOLE**
- With reference to paragraph 7 of the Minute of 17 May 2016, Mr Kirk, Managing Solicitor, gave an update on the position regarding Hornshole. Mr Kirk advised that title to the land was in the name of someone who was now deceased. In order to register a title in favour of Scottish Borders Council (SBC), Register House would require sight of a link in title. It

was not sufficient for a deceased's representative to provide documentation such as a birth certificate as evidence of their entitlement to grant a title to SBC. The title would have to be granted by the deceased's executors. In this instance the current title holder did not leave a will and nothing formal was done at the time of his death regarding the winding up of his estate. Therefore, the relatives of the deceased title holder were having to lodge a petition at the Sheriff Court to be appointed as executors. Hopefully, by the next meeting, progress would have been made. Councillor McAteer added that he was in regular contact with the family representative and remained positive ownership would be secured to allow the Common Good to retain control of the monument. In answer to a question regarding maintenance of the site, Mr Kirk advised that the title would be conveyed to Scottish Borders Council to be held as an asset on the Common Good Register.

#### **DECISION**

**NOTED that a further update would be presented to the November meeting of the Sub-Committee.**

#### **5. COMMON HAUGH**

There had been circulated a briefing note by the Estates Strategy Surveyor advising that as part of the Flood Protection Scheme, the project manager had requested permission to section off part of the car park to create a storage and works compound. The area required was shown edged red on the briefing note circulated with the agenda. This would result in the temporary loss of camper van spaces, general spaces and two to three disabled spaces. The works would be scheduled from 29 August to 23 September 2016 and required to be completed prior to the end of September to avoid the fish season. The Sub-Committee agreed the request and suggested that the camper vans be relocated immediately to the right when entering the car park. This would reduce the lorry park spaces for a short period of time, but would be workable. Mr Mark, Assistant Project Manager, was in attendance and confirmed that the area would be made secure during the period of the works. Temporary signage would be displayed to direct camper vans to the temporary spaces. Mr Mark would advise Members of the final proposals prior to commencement of the works.

#### **DECISION**

**NOTED.**

#### **6. PROPERTY UPDATE**

Mr Curtis advised that Hawick Golf Club had requested permission to fell some trees within the woods adjoining the golf course. Mr Curtis would meet with Golf Club officials on site to ascertain the details and report back to Members. The Sub-Committee also requested an update on woodland management for the next meeting.

#### **DECISION**

**AGREED that a report on woodland management be presented to the November meeting of the Sub-Committee.**

#### **7. URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph(s) should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

#### **8. THE UPCOMING 250TH ANNIVERSARY OF THE LAST PERAMBULATION OF THE BOUNDARIES OF HAWICK'S FULL COMMON**

There had been circulated a copy of a letter from Douglas Scott advising of the proposals for the upcoming 250<sup>th</sup> anniversary of the last perambulation of the boundaries of Hawick's full Common. The Sub-Committee welcomed the proposal for recreating the walk on or near to the 14 October 2017. It was agreed that the Chairman write to Mr Scott offering the Sub-Committee's support for the project to mark the 250<sup>th</sup> anniversary.

**DECISION**

**AGREED** to request the Chairman write to Mr Scott advising of the Sub-Committee support for the 250<sup>th</sup> anniversary perambulation of the boundaries of Hawick's full common.

9. **DATES OF FUTURE MEETINGS**

The dates for the future meetings of Hawick Common Good Fund Sub-Committee were scheduled to take place as follows:-

Tuesday, 15 November 2016 at 4.00 pm in the Lesser Hall, Town Hall, Hawick

Tuesday, 21 February 2017 at 4.00 pm in the Lesser Hall, Town Hall, Hawick

Tuesday, 20 June 2017 at 4.00 pm in the Lesser Hall, Town Hall, Hawick.

**DECISION**

**NOTED.**

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 the Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

**SUMMARY OF PRIVATE BUSINESS**

11. **PRIVATE MINUTE**

Members approved the private section of the Minute of 29 June 2016.

12. **HAWICK MOOR**

The Sub-Committee considered and approved a report by the Estates Manager.

13. **PILMUIR FARM**

The Sub-Committee considered and approved a report by the Service Director Assets & Infrastructure.

***The meeting concluded at 5.40 pm***