

**PEEBLES 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>Kate Rowell President Peeblesshire Agricultural Society</p>
<p>Address to which payment should be made:</p>	<p>As above</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 group hosts the Annual Peebles Agricultural Show that has been running every August for the past 13 years. It hosts agricultural, equestrian and poultry exhibits as well as handicrafts, baking competition, dog show and children's pet show. Local businesses and community groups can promote their wares at the various trade stands and there is children's entertainment and craft stands. The show attracts large participation from the local community and we also host talks and trips to educate in all aspects of rural environment. The show brings in a large amount of visitors to the town boosting the incomes of local businesses in the area,</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£4,700</p> <p>In order to increase participation and encourage more people to come to the show, both to exhibit and to attend, we need to update our online entry system and develop our website/social media capacity. Improvement of our IT systems will increase the efficiency of the show. The introduction of an online booking system will reduce stationery and postage costs making us more sustainable for the future. The use of modern marketing and social media systems will enable us to reach a wider audience and attract more people to the show, increasing income which will again lead to better sustainability.</p>
<p>When will the donation be required:</p>	<p>April 2017</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>April 2017 – July 2017</p> <p>£8,000</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>£1,000</p> <p>£2,300 – sponsorship from IT developer</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>We have investigated a number of 'off the shelf' but have not been impressed with many as we require to link our database system into our website in order to manage memberships, entries, bookings etc. As this holds sensitive personal data we require to maintain ownership of the site rather than hosting by a third party. The provider will create a database which can be used by non technical personnel, re-vamp the existing website to be interactive with the new database and develop a social marketing strategy to provide better show promotion.</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:</p> <p>Position Held: President</p> <p>Date: 25/1/17</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></p>	
<p>This completed form, accounts and any supporting details should be submitted to Kathleen Mason Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 826772</p>	

**Peeblesshire Agricultural Society**  
**Accounts for the Year to 31 December 2015**

				Year to 31.12.15		Year to 31.12.14	
				£	£	£	£
<b>Annual Show Account</b>							
<b>General Income</b>							
				2,865.00		2,645.00	
				21,402.49		18,923.90	
				8,304.00		8,652.50	
				6,568.00		5,277.00	
				2,139.00		1,854.50	
<b>Raffle</b>							
	Income	1,986.00					
	Less : Costs	456.00					
				1,530.00		1,137.30	
					<b>42,808.49</b>		<b>38,490.20</b>
<b>Specific Show Events</b>	<b>Income</b>	<b>Expense</b>	<b>Net</b>				
	£	£	£				
Beer tent	7,896.20	6,049.68	1,846.52		1,765.91		
Entertainment		4,300.00	(4,300.00)		(700.00)		
SWRI Homecrafts	142.00	2,365.17	(2,223.17)		(1,471.46)		
Craft Tent	1,871.50	1,492.40	379.10		(402.70)		
Poultry Show	280.36	1,020.00	(739.64)		(643.60)		
Fleeces & Sticks	14.50	187.00	(172.50)		(82.00)		
Rabbits	145.70	305.60	(159.90)				
Dog Show	259.00	439.60	(180.60)		(176.80)		
Education		1,782.60	(1,782.60)		(1,318.80)		
	10,609.26	17,942.05	(7,332.79)		(3,029.45)		
					<b>(7,332.79)</b>		<b>(3,029.45)</b>
<b>Show Administrative Costs - (Analysis on Page 3)</b>					<b>(25,837.92)</b>		<b>(24,127.73)</b>
<b>Show Day Surplus</b>					<b>9,637.78</b>		<b>11,333.02</b>
<b>Other Income</b>							
	Surplus from Social Events - (Analysis on Page 3)			953.14		824.52	
	Bank Interest			23.07		97.24	
	Profit on calf competition			-		430.00	
	Miscellaneous Income			-		279.74	
	Profit on Sale of ties			20.00		-	
	Hire of equipment			975.00		120.00	
	Cheques written back to account			159.00		89.00	
				<b>2,130.21</b>		<b>1,840.50</b>	
<b>Other Expenditure</b>							
	Donations			(400.00)		(400.00)	
	General Society expenses			(4,830.24)		(4,517.16)	
	Peebles Rugby Club			(2,763.00)		(3,005.00)	
	Purchase of gates			(4,998.00)		-	
	Loss on death of YF calf			(820.00)		-	
				<b>(13,811.24)</b>		<b>(7,922.16)</b>	
<b>(Deficit)/Surplus for Year</b>					<b>(2,043.25)</b>		<b>5,251.36</b>

Examined and found to be correct

Hon Auditor SANDRA LEISIMAN  
 BUSINESS SPECIALIST RISS

**Peeblesshire Agricultural Society**  
**Accounts for the Year to 31 December 2015**

**Calf Competition**

Calf competition balance at 31 December 2014		<b>5,730.00</b>
Calves bought 2015 and held at 31 December 2	8,300.00	
Calf died	(820.00)	
Funds paid to Entrants October 2015	<u>1,820.00</u>	
		<b>9,300.00</b>
		<b>15,030.00</b>
Calves sold in October 2015		<u>5,970.00</u>
Loan to calf competition		<u><u>9,060.00</u></u>

**STATEMENT OF FUNDS AT 31 DECEMBER 2015**

**Balance of funds at 31.12.14**

Bank	48,983.68	
Loan to calf competition	<u>5,730.00</u>	
		<b>54,713.68</b>

**Deficit for Year** **(2,043.25)**

**Balance of funds at 31.12.15** **52,670.43**

**Represented by:**

Bank	43,610.43	
Loan to calf competition	<u>9,060.00</u>	
		<b>52,670.43</b>
		<b><u><u>52,670.43</u></u></b>

**5 YEAR HISTORY OF ANNUAL SURPLUS/(DEFICIT)**

	£
2015	(2,043.25)
2014	5,251.36
2013	(5,610.13)
2012	9,535.98
2011	(3,903.81)
2010	4,596.28

**Peeblesshire Agricultural Society**  
**Accounts for the Year to 31 December 2015**

<u>Social Events:</u>	2015			2014		
	Income £	Expenses £	Surplus £	Income £	Expenses £	Surplus £
Dinner Dance	6,650.00	6,184.24	465.76	5,460.00	5,160.84	299.16
Tombola	943.40	456.02	487.38	971.51	446.15	525.36
	<u>7,593.40</u>	<u>6,640.26</u>	<u>953.14</u>	<u>6,431.51</u>	<u>5,606.99</u>	<u>824.52</u>

<u>Entries &amp; Prizes</u>	2015		2014	
	Entries £	Prizes £	Entries £	Prizes £
Cattle	307.00	1,340.00	440.00	1,279.00
Sheep	2,523.00	1,998.00	1,521.00	1,871.00
Riding Horses & Ponies	3,630.00	1,273.00	3,154.00	1,325.00
Clydesdales	34.00	85.00	72.00	185.00
Donkeys	70.00	56.00	38.00	60.00
Vintage tractors	4.00	-	52.00	36.00
	<u>6,568.00</u>	<u>4,752.00</u>	<u>5,277.00</u>	<u>4,756.00</u>

<u>Show Administrative Costs</u>	2015 £	2014 £
Catalogues and schedules (net)	1,733.00	1,563.00
Showfield rental	1,500.00	2,460.00
Prize monies (excl. dogs & fleeces)	4,752.00	4,756.00
Stationery, rosettes, engraving & badges	3,123.54	2,757.14
Catering	3,520.60	3,197.10
Ground set up costs	3,393.69	1,899.14
Announcer P A systems	520.80	545.00
Insurance	2,165.78	2,284.53
Advertising	1,338.98	1,378.52
Hire of Toilets	1,950.00	2,106.00
Security	400.00	400.00
Hire of Radios	-	60.00
First Aid	357.60	595.20
Refuse collection	100.00	-
Judges Accommodation / travel	210.00	126.10
Sundry showday expenses	771.93	-
<b>TOTAL</b>	<b><u>25,837.92</u></b>	<b><u>24,127.73</u></b>

<u>General Society Expenses</u>	2015 £	2014 £
General Postages & Stationery	1,135.40	984.76
Secretary's Honorarium	2,600.00	2,600.00
Treasurer's Honorarium	780.00	780.00
Repairs & Sundry Expenses	314.84	152.40
<b>TOTAL</b>	<b><u>4,830.24</u></b>	<b><u>4,517.16</u></b>



# Peeblesshire Agricultural Society Database System Proposal Document

Prepared by

**Environ-IT Ltd.**  
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Friday, 22nd July 2016





## About us

Environ-IT is a web development and software specialist who have been in business for over thirteen years. Their market leading experience in the technical aspects of application design and development has led to them working with a wide range of organisations ranging from government research departments of a number of countries, bluechip international businesses, to charities and sole traders. Environ-IT's vast experience in the technical aspects of website development is complemented by the strong graphic design skills they can offer.

## Brief

Design and build a database system that will facilitate the running of the annual agricultural show. The system must allow non-technical staff to easily maintain the details of the show exhibitors and members of the society. The database will be linked into the website to allow online update and registrations.

Build a responsive website that will assist in the marketing of the show, and will link into the societies database system allowing online application to the various show competitions.

Initiate a social media marketing strategy that will tie in with the website, and be able to be taken forward by society members.

## Technical Design

### Database system

The database system will be developed using the Mysql Database, which is a popular free open source system. The database server will be accessed via a web interface that will allow the society staff to maintain the data easily without the need to install additional software. The database system will be accessible to the website enabling online entry to the show's many classes.

### Content Management System - Expression Engine

The 'Expression Engine' Content management system (CMS) will be the means used to provide CMS functionality (<http://expressionengine.com/>). This proven and efficient system will provide a reliable platform upon which to deploy the Peebles Agricultural society website. Expression Engine is a commercial product for which a one off licence must be purchased (currently £200). Environ-IT, has developed many websites using this CMS, and has found it's clients are delighted with it's ease of use and it's ability to be customised to precisely meet their needs.

### Customisation

The underlying technology used within Expression Engine is PHP and the Mysql database, Environ-IT has considerable experience of developing



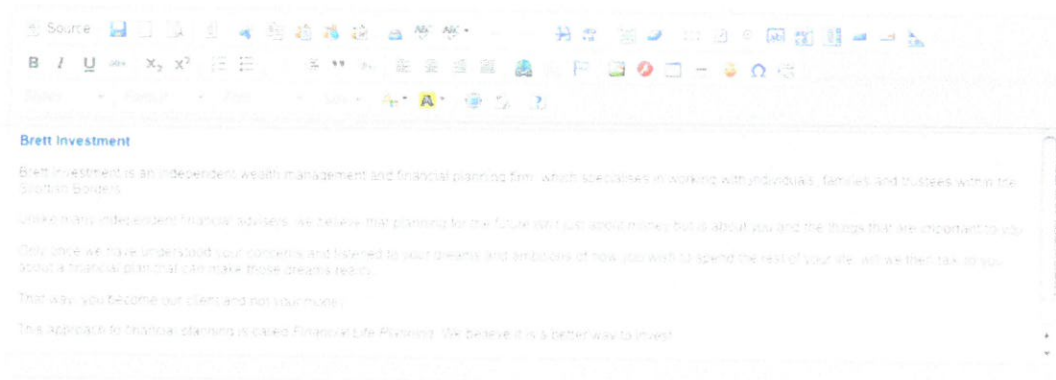
bespoke applications using these technologies. As new requirements surface we will be able to customise the solution to meet these.

### Updating Content

Through the use of Expression Engine, society personnel will be able to maintain and manage the content of the website with little or no outside assistance.

As part of the design and build process, we will provide you with webpage templates that can be used by your staff to create new pages for your website without the need to possess any web development skills. New content in the form of text, images, links and documents can be included within the pages, and additional menu items can be created, allowing for the expansion of the website as and when required.

The screenshot below shows the editing panel of the CMS. This panel allows the user to enter content as simply as typing it into a word processor. The text can be formatted as required and images can be uploaded and inserted with the minimum of fuss. The styles of the website are built into the system, ensuring the look of the website remains consistent even when updated by users who have little or no web programming experience.



### Authentication & Authorisation

The Expression Engine CMS, provides highly granular authentication and authorisation mechanisms, enabling multiple users to edit and maintain the website in a controlled and managed fashion.

### SEO control mechanisms

Expression Engine provides for customisable URL paths and the inclusion of metadata on a page-by-page basis. This, in conjunction with a dynamic SEO regime should maintain the website at the top of the search listings within it's target market.

### Monitoring & Reporting

The Expression Engine CMS, includes detailed analysis of website usage as standard. Instruction on the use of these statistics will be provided during the handover period.

### Browser Compatibility

The website will be designed to take advantage of the functionality provided by modern browsers and computers, yet still maintaining an excellent visual and functional standard with older browsers and computers. The website will be designed using responsive techniques to ensure that the user experience is as good as can be expected no matter what type of device the website is view on. The website will be tested on current mobile devices and tablets, as well as conventional device such as laptops and desktop computers.

### Hosting

Hosting will be provided by the Expression Engine hosting specialists 'TSO hosting'. It is anticipated that the website will require the basic hosting package at a cost £7 per month. This package includes 10 email accounts, webmail, contact/calendar/to-do functions, spam & virus filters and extensive backup facilities.

### Timescale

Experience shows that any website project requires good project management in order to ensure timescales are adhered to. The vagaries of the design process allied to the sourcing of text and imagery all can impact on deadlines being missed.

At this stage the precise details of the website requirements are unknown, but comparison with similar projects suggests a build time of four months.

### Quotation

**A four month build is estimated at a cost of £8,000 inclusive of VAT**

This includes the development of the website, hosting for 12 months and any domain name transfers required as art of the deployment process.

**Constitution and Rules**  
**Of the**  
**Peeblesshire Agricultural Society**

**I – Name**

1. The name and title of the Society shall be “THE PEEBLESISHIRE AGRICULTURAL SOCIETY”

**II – Objects**

1. The advancement and improvement of agricultural produce and stock of domestic animals usually associated with farming.
2. The promotion of all those arts with which agriculture and the rearing of stock are associated
3. The diffusion and discussion of agricultural information and of matters affecting the farming interests.
4. The holding of an annual show.
5. Such other objects connected with agriculture and the promotion of the interests of the members as may be approved of from time to time by general meetings of the society.
6. The education of the general public within the local community on aspects of rural life and agricultural industry.

**III- Membership**

1. Membership is open to any individual who agrees with the aims and objectives of the society.

**IV Application for membership**

1. Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the presidents committee at its next meeting.
2. The Council of Management may, at its discretion, refuse to admit any person for membership.

## **V. Subscription**

1. The annual subscription for every member shall be such sum as may be resolved upon at any general meeting, this membership to run from 1<sup>st</sup> January to 31<sup>st</sup> December each year and shall be payable not later than the day of the show hereinafter referred to. Any member can apply to become a life member of the Society on a payment of a subscription of a sum equivalent to 20 years subscription, at the rate of subscription applicable at the time of application for life membership. ***The elected officers of the Society, in terms of paragraph VIII hereunder, shall not be obliged to pay the annual subscription for the year or years during which they are elected officers.***

2. No member in arrears with their annual subscription shall be allowed to vote at any meeting of the society, or at any Council meetings.

## **VI – Resignation of Members**

1. Any member wishing to resign must intimate their intention of doing so to the Secretary in writing by 31<sup>st</sup> December in any year, otherwise subscriptions shall be held payable for another year.

## **VII – Conduct and Expulsion of Members**

1. Should any member of the Society behave in a dishonourable manner or in such a way as could possibly bring discredit to the Society, the Council of the Society shall have the power to investigate and report on the matter to a general or special meeting of the Society. Such meeting, on such a report being made, shall have power to decide thereon and to proceed by way of vote of censure or by exacting an apology as a condition of being allowed to continue as a member or by expelling the offending member or otherwise as such general or special meeting shall think fit and proper. In no case, however, shall such an expulsion take place unless two-thirds of the members present at such general or special meeting shall concur in a vote to that effect and unless there be present at the meeting at least twenty members.

## **VIII – Officers**

1. The Officers of the Society shall consist of Honorary Presidents, Honorary Vice-Presidents, a president and two Vice-Presidents with a Secretary or Secretaries and Treasurer or Treasurers and these shall be elected annually at the annual general meeting. The President may not hold office for more than two years in which shows are held.



## **IX – Council**

1. The management of the affairs of the Society shall be vested in a Council, consisting of the officers of the Society (ex officio) and not more than twenty elected members to be appointed at the annual general meeting and such Council shall have full power over such management. At each of the annual general meetings one-fifth of the elected members of Council shall retire by rotation and shall not be eligible for re-election until one year has elapsed.
2. The Council shall have power to delegate any of its powers and duties to a Committee or Committees and shall every year appoint a President's Committee which shall comprise the President, the immediate Past President, the two Vice-Presidents, the Secretary, the Treasurer and two members appointed from the Council, which shall arrange and conduct the annual show hereinafter referred to. The Council shall also appoint a sufficient number of stewards and attending members for the show.
3. The Council shall have power to fill up any interim vacancy which may arise and to co-opt members to act on the Council or on any Committee until the next annual general meeting.

## **X- Meetings**

1. An Annual General Meeting shall be held within the first ten weeks of the year. Fourteen days' notice of the date and place of any annual general meeting and of resolutions to be put to the meeting shall be given to all members of the Society.
2. A general meeting shall be held annually at which judges for the next show shall be appointed but the Council shall have power to fill any unavoidable vacancies in the list of judges. No judge shall again be eligible to act till three shows have elapsed.
3. Special meetings of the Society shall be convened on the initiative of the President or the Secretaries or on a requisition addressed to the Secretaries by any twenty members of the Society. Seven days' notice of the date and place of any special meetings and of the resolutions to be put to the meeting shall be given to all members of the Society.

## **XI – Chairman and Quorums**

1. The President or, in their absence, one of the Vice-Presidents or, failing any of these, such a member as the members present shall elect, shall be Chairman of all meetings of the Society and its Council and shall have a deliberative, as well as casting, vote.
2. At general meetings of the Society eleven, and at meetings of the Council five members shall constitute a quorum.

## **XII – Annual Show**

1. An annual show shall be held at Peebles on the third last Saturday in August or on such other date to be fixed by the Council.
2. The show shall be open to all comers, except where otherwise stated on the entry form.
3. Every exhibitor shall pay for each entry such fee or fees as shall be decided by the Council.
4. The Council shall fix the subjects and order for competitions, for premiums and for every matter connected with the show.
5. Any competitor, reported by the Council as guilty of misrepresentation in respect of any entry, shall forfeit any prize that may be awarded. If reported by the Council as guilty of wilful misrepresentation he or she shall cease to be a member of the Society.
6. Protests must be lodged with the Secretaries in writing on the day of the show no later than 30 minutes following the judging of the relevant Section and must be accompanied by a deposit of a sum equivalent to 4 times the cost of membership of the Society current at the time. All parties lodging a protest must attend at the show committee room at four o'clock in the afternoon of the show. All protests will then be considered and adjudicated upon by the Presidents Committee and the relevant Show Stewards. This rule will be literally and strictly enforced and all entries are accepted only on the express condition that the exhibitor binds himself or herself to accept the decision of the Presidents Committee and the relevant stewards as final and binding. If a protest shall not be sustained, the deposit will be forfeited and go to the general funds of the Society.

## **XIII – General**

1. The Secretary or Treasurer shall keep a register of members of the Society and a minute book. In the latter they shall record the rules and bye-laws and all the proceedings of the Society. The register shall be at all times open to the inspection of members. The Secretary or Treasurer shall call and attend all meetings of the Society, of the Council and, when requested, of the Committees also and shall have the power to call meetings of the Council when deemed necessary, and shall be bound to do so on the presentation of a requisition by any five of the Council and to give at least six days' previous notice of such meeting. Every requisition and notice shall state the purpose for which such meeting is to be held.
2. The Treasurer shall receive the revenue of the Society and shall deposit the funds of the Society in the name of the Society in such a bank as the Council shall direct. Drafts on the bank shall be signed by the President, the Treasurer or the Secretary (two signatures are required on all cheques). The annual accounts of the Society shall be presented at the Annual General Meeting, having been examined and verified by the person appointed at the previous year's A.G.M. The Council shall have the

power to make such investments of surplus funds as may appear to them advantageous.

#### XIV - Alteration of Constitution and Rules

1. It shall be lawful for the Society at any general meeting at which there shall be present at least twenty-one members by a vote of at least two-thirds of the members present at that meeting :To add to, delete, or alter any of the foregoing articles of the Constitution and Rules.
2. Notice of proposal of any change in Constitution and Rules must be given in writing to the Secretary at least twenty-one days previous to the meeting

#### XV – Dissolution Clause

1. The Society may be dissolved at a Special General Meeting called for that purpose and must be advertised 21 days before the meeting. Such proposals to dissolve the Society shall take effect only if agreed by a two-thirds majority of members present and voting at the meeting. Surplus funds and assets of the Society, if it is dissolved, shall be transferred to such other charitable institution or voluntary organisation having similar objects as the members of the Society may determine or failing that shall be applied for some other local charitable purpose.

**NB The foregoing Constitution and Rules were adopted at the Extraordinary General Meeting held at Peebles on the 16<sup>th</sup> November 2016**

**President : K. Rowell**

**Signature** .....

**Date** ..... 16/11/16 .....

**Vice President : W. Brown**

**Signature** .....

**Date** ..... 16/11/16 .....

**Vice President : A. Adamson**

**Signature** .....

**Date** ..... 16/11/16 .....



