

SCOTTISH BORDERS COUNCIL

CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS INSTITUTION TRUST held in Via Microsoft Teams on Wednesday, 17 November 2021 at 3.00 pm

Present:- Councillors H. Anderson, S. Bell, S. Haslam, E. Small , R. Tatler
Apologies:- Councillor K. Chapman

In Attendance:- Director of Finance and Corporate Governance, Chief Legal Officer, Solicitor (G. Sellar), Estates Surveyor (T. Hill), Localities Development Co-ordinator (K. Harrow), Democratic Services Team Leader

1. CHAIRMAN

Councillor Haslam, seconded by Councillor Bell, moved that Councillor Tatler be appointed as Chairman. Councillor Anderson, seconded by Councillor Tatler, moved that Councillor Bell be appointed as Chairman. Councillor Haslam, seconded by Councillor Anderson, moved that Councillors Bell and Tatler be appointed as Co-Chairs and this was unanimously agreed.

DECISION

AGREED that Councillors Bell and Tatler be appointed as Co-Chairs of the Chambers institution Trust and that they rotate for each meeting with Councillor Tatler taking the Chair for this meeting.

2. MINUTES

There had been circulated copies of the Minutes of the meetings held on 18 August and 6 October 2021.

DECISION

AGREED to approve the Minutes.

3. FINANCIAL MONITORING FOR 12 MONTHS TO 31 MARCH 2021 AND PROPOSED BUDGET FOR 2021/22

There had been circulated copies of a report by the Director of Finance and Corporate Governance providing the details of the income and expenditure for the Chambers Institution Trust for the year 2020/21 including the balance sheet values as at 31 March 2021 and proposed budget for 2021/22. Appendix 1 to the report provided the actual income and expenditure for 2020/21 and showed a surplus of £29,893, for the year, which was more than the previously reported surplus on 18 November 2020, as a result of an improvement in the return on the Aegon Asset Management Investment Fund being partly off-set by the removal of the Property Service Charge income. Appendix 2 to the report provided an actual balance sheet value as at 31 March 2021 and showed a decrease in the reserves of £10,264, partly due to the annual release from Revaluation Reserve off-set by unrealised gain on the Aegon Asset Management Investment Fund. Appendices 3a and 3b provided a breakdown of the property portfolio showing actual rental income and net return for 2020/21 together with actual property expenditure. Appendix 4 to the report provided a breakdown of the property portfolio showing actual property valuations at 31 March 2021 and Appendix 5 to the report showed the value of the Aegon Asset Management Investment Fund to 31 March 2021. Mr Robertson answered Members questions and confirmed that property costs were met by the Council but an allowance for

the kitchen works and the work by Page and Park would need to be reflected in the 2021/22 budget. It was agreed that provision of £14,850 be included for the kitchen works and £3,750 for the Page and Park costs.

DECISION

AGREED:-

- (a) to note the actual income and expenditure for 2020/21 in Appendix 1 to the report;
- (b) the proposed budget for 2021/22 as shown in Appendix 1 to the report with the addition of £14,850 for the kitchen works and £3,750 for the Page and Park costs;
- (c) to note the final balance sheet value as at 31 March 2021, and projected balance sheet value as at 31 March 2022 in Appendix 2 to the report;
- (d) to note the summary of the property portfolio in Appendices 3 and 4 to the report; and
- (e) to note current position of the investment in the Aegon Asset Management Investment Fund in Appendix 5 to the report.

4. VIRTUAL TOUR

With reference to paragraph 1 of the Minute of 6 October 2021, the Estates Surveyor gave a run through of the updated version of the virtual tour which had been updated by Page and Park. Members agreed that the amended version would be used as part of the public consultation. Following a discussion on next steps it was agreed that Councillors Bell and Tatler would meet with Mr Harrow to prepare a draft consultation process for consideration at the next meeting of the Trust.

DECISION

AGREED that Councillors Bell and Tatler would meet with Mr Harrow before the next meeting of the Trust to draft a consultation process.

5. PROPERTY UPDATE

5.1 With reference to paragraph 3.2 of the Minute of 18 August 2021, the Estates Surveyor advised that the kitchen works were underway and should be completed in December.

5.2 With regard to the former TIC space, it was not possible for it to be used until Covid restrictions had eased. The Tweed Valley Tourism BID and Live Borders had expressed interest in the space although Live Borders only wished to use it for a window display. It was agreed that Live Borders could put up a window display over the winter and that proposals should be sought from those wishing to use the space in the future. Members also agreed that Live Borders should be represented at future meetings as they managed the building.

DECISION

AGREED that:-

- (a) the Estates Surveyor take forward the proposal for Live Borders to put up a window display and seek proposals from the parties interested in using the space when Covid restrictions allowed; and
- (b) Live Borders be requested to be represented at future meetings to provide property updates.

6. **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 should be considered at the meeting as a matter of urgency to keep Members informed.

7. **FUTURE MEETINGS**

- 7.1 Councillor Tatler proposed that the Trust meet on a more regular basis and suggested that they be held monthly.
- 7.2 Councillor Bell asked that the Members thanks to Councillor Chapman for his work as Chairman of the Trust be recorded.

DECISION

AGREED:-

- (a) that meetings be held on a monthly basis.
- (b) to thank Councillor Chapman for his work as Chairman of the Trust.

8. **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 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

9. **PRIVATE MINUTE**

Members approved the Minute of the meeting held on 6 October 2021.

10. **25 HIGH STREET, PEEBLES**

Members approved an amendment to the lease for 25 High Street, Peebles.

The meeting concluded at 4.10 p.m.