

**SCOTTISH BORDERS COUNCIL**

**ACTION TRACKER (PUBLIC BUSINESS)**

**CHAMBERS INSTITUTION TRUST– JUNE 2022 onwards**

Notes:-

Items for which no actions are required are not included

<b>NO.</b>	<b>MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION</b>	<b>DEPARTMENT</b>	<b>RESPONSIBLE OFFICER</b>	<b>OUTCOME</b>
<b>14 DECEMBER 2022</b>				
1. Beneficiaries Group Feedback	Para 2.1 – AGREED to approve the following costs:- (i) £600 to meet the annual cost of administration support for the Beneficiaries Group (ii) £15,000 to fund the identification and appointment of a facilitator (iii) £15,000 to meet the increased building costs, security arrangements, scaffolding and lighting modifications; and (iv) the appointment of an observer member with no voting rights from the Beneficiaries Group to the Chambers Institution Trust.	Estates  Finance	Norrie Curtis  Suzy Douglas	
2. Wi-Fi Access Points in the Burgh Hall	Para 4 – AGREED that an updated quote be obtained from GB Technologies for Wi-Fi coverage to the Registrar’s Office and the Quadrangle.	Live Borders	Fiona Colton/Sheena Milne	Quote obtained for 25 January meeting.
<b>23 NOVEMBER 2022</b>				
1. Beneficiaries Group Feedback	Para 2.3 – action - AGREED that the Estates Strategy Manager obtain quotations and options appraisals from private surveyors.	Estates	Norrie Curtis	NC to discuss with Karen Nugent of Page\Park architects
2. Property Update	Para 3.1 – action – AGREED to approve an additional £3,500 towards the budget shortfall and an in principle agreement for the contingency subject to further details being provided Para 3.2 – action – AGREED to the inclusion of an agenda item regarding wi-fi access points in the Burgh Hall and its environs	Democratic Services	L. Cuerden	On the agenda for 14 December
<b>19 OCTOBER 2022</b>				
1. Beneficiaries Group Feedback	Para 2.3 – action – AGREED to the allocation of £5000 for the consultation exercise/exhibition	Democratic Services	L. McGeoch/L. Cuerden	Exhibition opened in Peebles 25 November 2022

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
2. Any Other Items: Fire Exits – Fencing at Newby Court	Para 4 – action - a fire risk assessment to be carried out and quotes for fence and appropriate emergency exit gates be obtained to circulate at the next meeting	Estates	Norrie Curtis	
<b>14 SEPTEMBER 2022</b>				
1. Beneficiaries Group	Para 2 – action - AGREED to write to the Live Borders Chief Executive, Ewan Jackson to raise the requests for work to be carried out. CC in Director Resilient Communities.	Elected Members	Councillor Tatler	
<b>3 AUGUST 2022</b>				
1. Boer War Memorial	Para 2 – action – to contact Conservation Officer re. listed building consent to resite the memorial and advise the Imperial War Museum	Estates	Norrie Curtis	
<b>8 JUNE 2022</b>				
1. Place Making Funding	Para 3 – action (b) AGREED that the Property Officer provide information on the likely length of the ceiling works and that the Chairman ascertain the likely use of the Hall for weddings	Estates Elected Members	Norrie Curtis Councillor Tatler	
2. Financial Monitoring for the 12 months to 31 March 2022 and Proposed Budget for 2022/23	Para 7 – action (f) AGREED that £60k be transferred to the Aegon Asset Management Fund	Democratic Services		