

**SCOTTISH BORDERS COUNCIL  
CHEVIOT COMMUNITY FUND ASSESSMENT PANEL**

MINUTES of Meeting of CHEVIOT NEIGHBOURHOOD FUND ASSESSMENT PANEL held  
on Microsoft Teams on Wednesday the 1<sup>st</sup> of November 2023 at 6pm

Present: -                   D. Weatherston (Chair)  
                                  G. Hayward  
                                  G. Horsburgh  
                                  H. Tomczyk

In Attendance: -         Community Engagement Officer (E. Husband)

**1. WELCOME & INTRODUCTIONS**

Welcome to the new Assessment Panel member, Harry Tomczyk.

Since the last Area Partnership, the two young people, Erin and Ruby, decided to step down from the panel due to other commitments. We thank them for their input during the time they were on the panel.

**2. REVIEW OF MEETING PROCESS FOR NEW MEMBERS**

Following protocol established in 22/23, any project with a mean score of 80+ would be recommended for approval. The Group agreed that they would continue this protocol unless a project score was significantly reduced by one individual or where a panel member has questions on a particular project, where further discussion would be required.

For this meeting, it was agreed that the panel would discuss all submitted applications regardless of score for the benefit of new panel members.

**3. OUTCOME OF ASSESSMENT PANEL RECCOMENDATIONS TO CAP**

With the new financial year, the opening balance of the fund was £46,383.00. With the addition of Localities Bid Fund 2 underspend, the total balance of the fund was £61,456.36.

SBC Finance Team have not confirmed underspend from NSF 22/23 due to capacity pressures in SBC. These numbers will be confirmed by Area Partnership.

Following previous CAP meeting, all funding recommendations were supported totalling £40,771.30 leaving a balance of £19,057.06.

Approval of all pending NSF applications will leave a balance of £14,037.88 (pending underspend figures).

## **DISCUSSION OF CHEVIOT ASSESSMENT PANEL RECRUITMENT**

Available places left on the Cheviot Assessment Panel have been marketed through SBC Comms and E. Husband has shared amongst contact, as well as reaching out to local community members.

Positions Remaining:

- Jedburgh & District (Rural) Community Council
- Jedburgh & District Member of the Public

Youth Engagement Officer Pam Rigby is working with another two young people interested in joining the panel. It was agreed that they would wait until the next round, where we can meet in person, to join.

### **4. DECLARATIONS OF INTEREST**

CFA000197 – G. Hayward

### **5. PROJECT ASSESSMENTS**

#### **A. OVERALL REVIEW OF MARKS**

Following protocol established in 22/23, any project with a mean score of 80+ would be recommended for approval. The Group agreed that they would continue this protocol unless a project score was significantly reduced by one individual, where further discussion would be required.

Projects which fell in this category were:

- CFA000197 Jedburgh Community Council
- CFA000198 Kelso Writers
- CFA000199 Pinnaclehill Park Orchard Association

These projects scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards grants in full.

**Further project discussion went as follows:**

#### **B. CFA000197 Jedburgh Community Council**

An application for £2,500 was submitted by Jedburgh Community Council to support the costs of electrical testing, erection and dismantling of their Christmas lights.

#### **C. CFA000198 Kelso Writers Club**

An application for £262.62 was submitted by Kelso Writers to engage local schools in a writing competition. Winning authors will have their stories published in an anthology, together, with stories from Kelso Writers.

It is recommended to the Kelso Writers Club that any additional or spare, free copies should be available within local community spaces, e.g., libraries and community centres.

#### **D. CFA000199 Pinnaclehill Park Orchard Association**

An application for £2,256.56 was submitted by Pinnaclehill Park Orchard Association to establish an orchard in a 600m<sup>2</sup> piece of land in Kelso. The area will include a picnic table and benches to enable community members to meet and enjoy the space.

It was expressed by the panel that the path through the greenspace be retained.

#### **E. CONDITIONS OF FUNDING AND EVALUATION REQUIREMENTS**

CFA000199 Pinnaclehill Park Orchard Association - Pending confirmed landowner permission.

CFA000197 Jedburgh Community Council – Pending confirmation of received information from Neighbourhood Services required from the group regarding community festive lighting.

#### **6. REVIEW OF FUNDING AVAILABLE AND CLOSING DATE FOR NEXT FUNDING ROUND**

Entering this Cheviot Assessment Panel, the panel were presented with 3 applications totalling £5,019.18.

Following the panel's recommendations, funding approved totals £5,019.18.

Pending Finance approval regarding underspend, the total remaining in the pot will be £14,037.88.

Round 4 of the 2023-2024 financial year Neighbourhood Support Fund will close for applications on the 13 December 2023.

#### **7. DECISIONS AND REPORT TO AREA PARTNERSHIP**

|   |           |         |
|---|-----------|---------|
| CFA000197 Jedburgh Community Council            | £2,500.00 | Awarded |
| CFA000198 Kelso Writers Club                    | £262.62   | Awarded |
| CFA000199 Pinnaclehill Park Orchard Association | £2,256.56 | Awarded |

#### **8. REVIEW OF DATES FOR FUTURE MEETINGS**

| <b>Application Deadline</b> | <b>Assessment Panel</b> | <b>Area Partnership</b> |
|-----------------------------|-------------------------|-------------------------|
| 13 December 2023            | 10 January 2024         | 31 January 2024         |
| 14 February 2024            | 06 March 2024           | 27 March 2024           |

#### **9. AOB**

The panel requested some additional comms at the end of the financial year to show the successful projects to publicise the funding.

D. Weatherston will be unavailable on the 31<sup>st</sup> of Jan Area Partnership, G. Horsburgh agreed to step in to deliver the recommendations.