

MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2023

Report by Director of Finance & Procurement HAWICK COMMON GOOD FUND SUB-COMMITTEE

22 November 2023

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Hawick Common Good Fund for the six months to 30 September 2023, a full year projected out-turn for 2023/24, and projected balance sheet values as at 31 March 2024.
- 1.2 Appendix 1 provides the projected income and expenditure position for 2023/24. This shows a projected deficit of £1,799 for the year, which is less than the previously reported surplus on 15^{th} August 2023, due the amendmend of Pilmuir servitude income, which has paid in full and the increase in the repairs and maintenance budget.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £82,177.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing projected rental income and projected net return for 2023/24 and actual property income to 30 September 2023.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing projected property expenditure for 2023/24 and actual property expenditure to 30 September 2023.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing projected property valuations at 31 March 2024.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 30 September 2023.

2 RECOMMENDATIONS

- 2.1 I recommend that the Common Good Fund Sub-Committee:
 - (a) Notes the actual income and expenditure for 2023/24 in Appendix 1 and the revised budget for 2023/24;
 - (b) Notes the projected balance sheet value as at 31 March 2024 in Appendix 2;
 - (c) Notes the summary of the property portfolio in Appendices 3 and 4; and

(a)	Investment Fund in Appendix 5.

3 BACKGROUND

3.1 This report provides the Committee with financial information for the period to 30 September 2023 and projections to 31 March 2024. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2024.

4 FINANCIAL POSITION 2023/24

4.1 Appendix 1 provides details on income and expenditure for the 2023/24 financial year. The projected net position for the year is a deficit of £1,799.

4.2 Income & Expenditure – Property Income

Rental income for 2023/24 is shown in Appendices 1 & 3a, with Appendix 3a detailing the actual annual rental income by individual property. Actual income is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.

4.3 Income & Expenditure - Non-Property Related Income

- (a) The projected outturn position shows an amount of £550 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £21,135, with the projection for 2023/24 remaining at the 5% target and the monthly distribution profile projections provided by Aegon. The position will be monitored closely with Aegon Asset Management.
- (b) Included within other income is a rebate from Aegon Asset Management of £102, which has been re-invested to purchase an additional 108 units.
- (c) As was previously reported, income from the Pilmuir Servitude has been delayed into financial year 2023/24 due to additional works being carried out (installation of additional poles and underground lines near Hawick Golf Club). Income of £75,000 was expected, which has now been amended as £63,633 was received in 2022/23 and the remainder of £7,568 being paid in 2023/24, resulting in the servitude now being paid in full.

4.4 Income & Expenditure – Property Expenditure

- (a) The property expenditure for 2023/24 is shown in Appendices 1 & 3b, with Appendix 3b detailing the actual property expenditure by individual property. Actual expenditure is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.
- (b) The projected property expenditure for 2023/24 has been increased by £43,000 to cover the required repairs at St Leonards Hut £23,000 and general repairs £20,000.

(c) Appendices 3a and 3b show a full breakdown of the projections for property rental and repairs for 2023/24. These will be revised as further information is received.

4.5 Income & Expenditure - Grants & Other Donations

The grants and other donations approved and distributed to 31 March 2024 are shown below:

Grant Recipients	Approved	£
Approved and Paid to 30 September 2023	• •	
Hawick Common Riding	21/03/23	1,848
Future Hawick	21/03/23	450
Escape Youth Service	23/05/23	6,000
Hornshole Greenway Development Group	23/05/23	4,656
Hawick Colts AFC	23/05/23	3,000
Riddell Fiddles	23/05/23	2,324
Interest Link Borders	16/08/23	3,000
Future Hawick	16/08/23	3,223
Hawick Ex-service Association	23/05/23	6,000
Hawick Ex-service Association – (Repaid)	14/08/23	(6,000)
Total Paid to 31 March 2024		24,501
Approved but not yet paid	10/02/10	200
Hawick Salvation Army hire of Hall for Xmas Service (recurring annual payment)	19/03/19	200
Silverbuthall Community Development	22/11/22	7,000
Total Grants Approved not paid		7,200
2023/24 Budget		33,300
(Unallocated)/Overallocated Budget		(1,599)

4.6 **Income & Expenditure – Central Support Service Charge**

The proposed charge for 2023/24 is currently estimated using a 2% uplift on the 2022/23 charge. This is subject to revision once the 2023/24 pay award is confirmed and a full Service Charge Review has been completed and approved by Council.

4.7 Income & Expenditure – Depreciation Charge

The projected depreciation charge for the year is £80,378. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation Reserve at the end of the financial year.

4.8 Appendix 2 provides the actual balance sheet value as at 1 April 2023, the projected movement during the year and a projected balance sheet as at 31 March 2024.

4.9 Balance Sheet - Fixed Assets

All fixed assets of the Common Good Fund are revalued every 5 years as part of the Council's rolling programme. The fixed assets were revalued at 1 April 2019. Appendix 4 shows the actual values of the individual properties at 1 April 2023, projected depreciation charges for 2023/24 and projected values at 31 March 2024.

4.10 Balance Sheet -Investment Fund

The fund has a 13.16% unrealised loss in market value since investment, largely due to continued volatility in investment markets. However, taking account of the income received, the fund has achieved an overall return of 15.88% since investment in February 2018.

4.11 Balance Sheet - Cash Balance

The cash held by the fund is projected to be £111,562 at 31 March 2024 and is detailed below:

Cash Balance	£
Opening Balance at 1 April 2023	113,886
Projected deficit for year from Income & Expenditure Statement	(1,799)
Net cash movement in Debtors/Creditors	
Rebate Investment in Aegon Asset Management	0
	(525)
Projected Closing Balance at 31 March 2024	111,562

4.12 Balance Sheet - Capital Reserve

The movement in the Capital Reserves includes the unrealised loss for the Aegon Asset Management Fund as at 31 March 2023, but due to the nature of the markets no estimate has been made for the future years' movement.

5 IMPLICATIONS

5.1 Financial

There are no further financial implications other than those explained above in Section 4.

5.2 Risk and Mitigations

There is a risk that investments in the Aegon Asset Management Fund may reduce in value due to market or investment performance. This risk cannot be fully mitigated; however, it is being managed by the selection of a Fund Manager with a clear objective of preserving capital values while aiming to produce returns in line with their benchmark.

5.3 **Integrated Impact Assessment**

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine financial monitoring report which forms part of the governance of the management of the Common Good Funds. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio–economic factors have duly been considered when preparing this report.

5.4 **Sustainable Development Goals**

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life and improvements in local amenities and nurturing of local talent. The potential improvement in levels of income through the use of the new investment fund will act to make the Common Good Fund more sustainable in the future.

5.5 Climate Change

There are no effects on climate change arising from the proposals contained in this report.

5.6 Rural Proofing

There are no effects on rural proofing arising from the proposals contained in this report.

5.7 **Data Protection Impact Statement**

There are no personal data implications arising from the proposals contained in this report.

5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Scheme of Administration or Scheme of Delegation arising from the proposals contained in this report.

6 CONSULTATION

6.1 The Chief Legal Officer (including as Monitoring Officer), the Chief Officer Audit and Risk, Director (People Performance & Change), the Clerk to the Council and Communications have been consulted and their appropriate comments have been incorporated into this report.

Approved by

Suzy Douglas Director of Finance & Procurement

Author(s)

Kirsten Robertson	Statutory Reporting & Treasury Business Partner –
	Tel: 01835 825506

Background Papers:

Previous Minute Reference: Hawick Common Good Committee 15 August 2023

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	Actuals at 30/09/23	Full Year Approved Budget 2023/24	Full Year Projected Out-turn 2023/24	Full Year Projected Over/ (Under) Spend 2023/24	Para Ref	Comments
Property Income				_		
Rental Income	(75,748)	(98,802)	(98,802)		4.2	
Non-Property Related Income Interest on Cash deposited with Council Investment Fund – Dividends Rec'd Other Income Pilmuir Servitude Total Income	(0) (11,671) (102) (7,568) (95,089)	(550) (21,135) (450) (75,000) (195,937)	(550) (21,135) (450) (7,568) (128,505)	67,432 67,432	4.3 4.3 4.3 4.3	Est 5% return
Property Costs Detailed in App'x 3b	55,185	41,000	84,000	43,000	4.4	
Grants & Other Donations	24,501	33,300	33,300	13,000	4.5	3 year average
Central Support Service Charge	0	13,004	13,004		4.6	Subject to review
Depreciation Depreciation Depreciation Charge Contribution from Revaluation Reserve	0	80,378 (80,378)	80,378 (80,378)		4.7 4.7	
Net impact of Depreciation on Revenue Reserve	0	0	0			
Total Net (Surplus)/Deficit for year	(15,403)	(108,633)	1,799	110,432		

	Opening Balance at 01/04/23	Projected Movement in Year	Projected Closing Balance at 31/03/24
	£	£	£
Fixed Assets			
Land & Buildings	4,305,472	(80,378)	4,225,094
Heritable Assets	3,000	0	3,000
Feu Duties	18	0	18
Total Fixed Assets	4,308,490	(80,378)	4,228,112
Capital in Investment Funds			
Investment Fund Book Value	457,691	525	458,216
Unrealised Gains/(Loss)	(53,408)	0	(53,408)
Market Value	404,283	525	404,808
Current Assets			
Debtors	31,591	0	31,591
Cash deposited with SBC	113,886	(2,324)	111,562
Total Current Assets	145,477	(2,324)	143,153
Current Liabilities			
Creditors	0	0	0
Receipts in Advance	(13,647)	0	(13,647)
Total Current Liabilities	(13,647)	0	(13,647)
Net Assets	4,844,603	(82,177)	4,762,426
Funded by: Reserves			
Revenue Reserve	(130,350)	1,799	(128,551)
Capital Reserve	(541,598)	, 0	(541,598)
Revaluation Reserve	(4,172,655)	80,378	(4,092,277)
Total Reserves	(4,844,603)	82,177	(4,762,426)

HAWICK COMMON GOOD FUND

PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24

(Actual income to 30 September 2023 and projections to 31 March 2024)

(Actual Income to 30 Sep	tennuel 20			
Rental Income -		2023/24		2023/24
Land & Buildings	Approv'd Budget £	Project'd Budget £	Actuals as at 30/09/23	Project'd Net (Return) /Loss £
General		_	_	_
Cross Wynd Car Park Moat Park Moat Park Playground Buccleuch Bowling Club Hawick Bowling Club Henderson Gardens Hawick Golf Course Acreknowe Reservoir (Part) Williestruther Loch/Path Williestruther Cottage Lothian Street Store Common Haugh Car Park Underhaugh Hawick Moor Racecourse & Bldgs Hawick Moor Shootings Woodend Grazings (West) Millpath Stables Ca'Knowe Monument Volunteer Park & Stand Hawick Burgh Woodlands Woodend Grazings (East) Hawick Golf Club Sub Stn Site Hawick 3G Pitch Site (Part of Tennis Court) Hornshole Haggis Ha/Burnflat Wall Backbraes Woodlands	0 0 0 0 (60) (400) (6,500) (2,250) (7,000) (700) (300) 0 (1,750) 0 (195) (75)	0 0 0 0 (60) 0 (400) (6,500) (2,250) (7,000) 0 (700) (300) 0 (1,750) 0 (1,750) 0 (195) (75)	0 0 0 0 (90) 0 (300) (3,792) (2,685) 0 (700) 0 (215) 0 (1,057) 0 (215) 0 0	0 0 0 0 (60) 0 4,600 (6,500) (2,250) (7,000) 0 2,300 (300) 0 5,000 0 (1,750) 0 (195) (75)
100 Stairs and Adjacent Land	0	0	0	0
Property Expenditure General	0	0	0	30,000
General Sub Total	(19,230)	(19,230)	(9,054)	23,770
Pilmuir Pilmuir Farm Pilmuir Farm Cottage Pilmuir Farm Shed & Silage Pi	(45,000) (8,400) 0	(45,000) (8,400) 0	(40,750) (2,400) 0	(30,000) (8,400) 0
Pilmuir Sub Total	(53,400)	(53,400)	(43,150)	(38,400)
St Leonards St Leonards Farmhouse Buildings St Leonards Cottage & Park St Leonards Hut St Leonards Grazings St Leonards Horse Gallop	(9,600) (8,472) 0 (7,500) (600)	(9,600) (8,472) 0 (7,500) (600)	(6,773) (11,296) 0 (5,625) 150	(9,600) (5,472) 23,000 (7,500) (600)
St Leonards Sub Total	(26,172)	(26,172)	(23,544)	(172)
Total	(98,802)	(98,802)	(75,748)	(14,802)

PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24

(Actual expenditure to 30 September 2023)

Actual expenditure to 30 Property Expenditure -	2023/24					
Land & Buildings	Approv'd Budget	Project'd Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total	
	£	£	£	£	£	
General Cross Wynd Car Park Moat Park Moat Park Playground Buccleuch Bowling Club Hawick Bowling Club Henderson Gardens Hawick Golf Course Acreknowe Reservoir (Part) Williestruther Loch/Path Williestruther Cottage Lothian Street Store Common Haugh Car Park Underhaugh Hawick Moor Racecourse & Bldgs Hawick Moor Shootings Woodend Grazings (West) Millpath Stables Ca'Knowe Monument Volunteer Park & Stand Hawick Burgh Woodlands Woodend Grazings (East) Hawick Golf Club Sub Stn Site Hawick 3G Pitch Site (Part of Tennis Court) Hornshole Haggis Ha/Burnflat Wall 100 Stairs and Adjacent Land	5,000 0 0 0 0 0 0 0 0 0 3,000 0 0 0 0 0 0	0 0 0 0 0 0 5,000 0 0 5,000 0 0 0	0 0 0 0 0 0 0 1,027 1,622 620 1,555 0 8,595 0 0 4,763 0 325 0 0	0 0 0 0 0 0 0 0 0 0 0 0 (1) 735 0 167 0 0 0 479 0 0 0	0 0 0 0 0 0 0 1,027 1,622 619 2,290 0 8,762 0 5,242 0 325 0 0	
Property Expenditure General General Sub Total	10,000 23,000	30,000 43,000	580 19,087	0 1,380	580 20,467	
Pilmuir Pilmuir Farm Pilmuir Farm Cottage Pilmuir Farm Shed & Silage Pit	15,000 0 0	15,000 0 0	13,735 8,931 0	1,956 0 0	15,691 8,931 0	
Pilmuir Sub Total	15,000	15,000	22,666	1,956	24,622	
St Leonards St Leonards Farmhouse Buildings St Leonards Cottage & Park St Leonards Hut St Leonards Grazings St Leonards Horse Gallop	3,000 0 0 0	0 3,000 23,000 0 0	148 5,006 4,749 0 0	0 0 193 0 0	148 5,006 4,942 0	
St Leonards Sub Total	3,000	26,000	9,903	193	10,096	
Total	41,000	84,000	51,656	3,529	55,185	

PROPERTY PORTFOLIO VALUATION FOR 2023/24 (Projected property valuation to 31 March 2024)

Fixed Assets – Net Rook Project'd Project'd Project'd						
Fixed Assets -	Net Book	Project'd	Project'd			
Land & Buildings	Value	Depn	Net Book Value			
	at	Charge	at			
	01/04/23 £	2023/24 £	31/03/24 £			
General	E	E	Σ.			
Cross Wynd Car Park	0	0	0			
Moat Park	0	0	0			
Moat Park Playground	0	0	0			
Buccleuch Bowling Club	15,000	0	15,000			
Hawick Bowling Club	15,000	0	15,000			
Henderson Gardens	13,000	0	15,000			
Hawick Golf Course	66,000	0	66,000			
Acreknowe Reservoir (Part)	00,000	0	00,000			
Williestruther Loch/Path	5,700	0	5,700			
Williestruther Cottage	193,333	(6,667)	186,666			
Lothian Street Store	17,400	(600)	16,800			
Common Haugh Car Park & WCs	98,500	000)	98,500			
Underhaugh	70,500 N	0	0,500			
Hawick Moor Racecourse & Bldgs	47,294	(2,706)	44,588			
Hawick Moor Shootings	1,500	(2,700)	1,500			
Woodend Grazings (West)	2,000	0	2,000			
Millpath Stables	27,794	(1,206)	26,588			
Ca'Knowe Monument	0	(1,200)	20,300			
Volunteer Park & Stand	321,679	(40,321)	281,358			
Hawick Burgh Woodlands	318,000	0	318,000			
Woodend Grazings (East)	1,500	0	1,500			
Hawick Golf Club Sub Stn Site	750	0	750			
Hawick 3G Pitch	82,500	0	82,500			
Site (Part of Tennis Court)	1,000	0	1,000			
Hornshole	0	0	0			
Haggis Ha/Burnflat Wall	0	0	Ö			
Backbraes Woodlands	7,400	0	7,400			
100 Stairs and Adjacent Land	0	0	0			
General Sub Total	1,222,350	(51,500)	1,170,850			
Pilmuir						
Pilmuir Farm	1,991,481	(8,519)	1,982,962			
Pilmuir Farm Cottage	194,375	(5,625)	188,750			
Pilmuir Sub Total	2,185,856	(14,144)	2,171,712			
	_,_55,656	(= ./=/	_,_,_,			
St Leonards	277 704	(7.246)	270 560			
St Leonards Farmhouse Buildings	277,784	(7,216)	270,568			
St Leonards Cottage & Park	212,482	(7,518)	204,964			
St Leonards Hut	32,000	0	32,000			
St Leonards Grazings	355,000	0	355,000			
St Leonards Horse Gallop	20,000	0	20,000			
St Leonards Sub Total	897,266	(14,734)	882,532			
Total	4,305,472	(80,378)	4,225,094			

Fixed Assets – Moveable Assets	Projected Net Book Value at
	31/03/24
	£
Feu Duty Redemptions Hizzie Leathers James Wilson Statue Arts & Artefacts – held in locations below:	18 3,000 0 0
Hawick Town Hall Misc: Official Robes (4), Provost's Chain (2), Plaque with Hawick Town Crest, Gavel & Base (2), Inkwell, Bell, Framed Charter, Decorative Bowl, Framed Print of Steve Hyslop. Artworks: Provost Robert Fraser Watson 1878-1887 Provost John Melrose 1902-1919	
Provost David Fisher 1931- 1938 Provost David Aitkinson M.B.E, 1958-1962 & 1968-1975 Provost Robert Milligan, 1887-1890 Provost John Nichol, 1871-1874 Provost George Wilson 1861-1868 Bailie Helen Scott "Border Reiver"	
"The Common Riding, an old Borders Custom" "Covenanters" Common Riding Scene Hawick Town Hall Collection of framed photographs of Hawick Provosts (1861 – 1975) Collection of framed photographs of Hawick Honorary Provosts (1975 onwards)	
Live Borders Artworks: Hawick Common Riding, 1846 Hawick from Wester Braid Road Common Riding Procession at Tower Knowe, 1890 Thomas Purdom Hawick from Crumhaughhill Deuchars Hill, Yarrow Hermans Law Return to Hawick from Hornshole 1514 River Tweed near Walkerburn A Reivers Ride, 1900 Rainbow over St Mary's Loch, 1916 Harbour Lights; Harvest Scene; Borders Scene; Neidpath Castle; Minto Crags	
Hawick Museum Hawick Common Riding Flags (8)	
Other Artworks Portrait of Sir Gilbert Elliot, 4th Earl of Minto	

Fixed Assets – Land & Buildings (owned by the Common Good Fund but not included in the Balance Sheet)	Projected Net Book Value at 31/03/24 £
Cross Wynd Gardens Car Park	0
Henderson Gardens	0
Total	0

APPENDIX 5

INVESTMENTS EXTERNALLY MANAGED

Cost of Investment	Units	£
Aegon Asset Management Investment (February 2018)	420,634	455,420
Aegon Fund Rebate (2018-2019)	430	465
Aegon Fund Rebate (2019-2020)	349	389
Aegon Fund Rebate (2020-2021)	426	429
Aegon Fund Rebate (2021-2022)	421	462
Aegon Fund Rebate (2022-2023)	540	526
Aegon Fund Rebate (2023-2024)	108	102
Total Invested to 30 September 2023	422,908	457,793

Value of Investment	£
31 March 2018	453,948
31 March 2019	459,044
31 March 2020	387,110
31 March 2021	460,311
31 March 2022	460,306
30 June 2022	409,442
30 September 2022	383,694
31 December 2022	405,265
31 March 2023	404,282
30 June 2023	406,015
30 September 2023	397,618
Unrealised Gain/(Loss) on Investment	(60,175)

Return on Investment from inception	Capital Return %	Total Return %
to 31 March 2018	-0.30	
to 31 March 2019	+3.86	+9.41
to 31 March 2020	-15.16	-5.98
to 31 March 2021	+0.78	+16.84
to 30 June 2021	+1.10	+18.71
to 30 September 2021	+0.36	+19.52
to 31 December 2021	+3.93	+25.02
to 31 March 2022	+0.68	+22.56
to 30 June 2022	-10.46	+10.70
to 30 September 2022	-16.12	+5.84
to 31 December 2022	-11.43	+12.81
to 31 March 2023	-11.69	+13.46
to 30 June 2023	-11.30	+16.45
to 30 September 2023	-13.16	+15.88