

## **AYRSHIRE VALUATION JOINT BOARD**

Minutes of meeting held on Tuesday, 20th June 2006 at 10.30 a.m. within  
Cunninghame House, Irvine.

### **Item 1 - Sederunt.**

#### **Present:**

East Ayrshire           Councillor:       William Menzies.  
North Ayrshire       Councillors:     Gordon Allison, Jane Gorman and Alan Munro.  
South Ayrshire       Councillors:     Alan Murray (Chair) and Pam Paterson.

**In Attendance:** William Sommerville, Assessor; William Brown, Principal Administrative Officer; Eileen Howat, Treasurer; Colin Hastings, Senior Accountant, East Ayrshire Council; William Pollock, Administration Manager, South Ayrshire Council (for Clerk); and Avril Gerrish, Committee Administrative Officer, South Ayrshire Council.

**Apologies:** Councillor Eric Jackson, East Ayrshire Council;  
Councillor John Knapp, East Ayrshire Council;  
Councillor Brian Reeves, East Ayrshire Council;  
Councillor Robert McDill, East Ayrshire Council;  
Councillor John Moffat, North Ayrshire Council;  
Councillor Jack Carson, North Ayrshire Council;  
Councillor Gordon Clarkson, North Ayrshire Council;  
Councillor Ian Cavana, South Ayrshire Council;  
Councillor Bill McIntosh, South Ayrshire Council; and  
Councillor Tony Lewis, South Ayrshire Council.

### **Item 2 – Minutes of Meeting held on 21st April 2006.**

The Minutes of the meeting of the Joint Board held on 21st April 2006 were submitted and approved as a correct record.

### **Item 3 – Annual Accounts to 31st March 2006.**

There was submitted (circulated) a report of 12th June 2006 by the Treasurer

- (1) outlining the Annual Accounts for the Joint Board to 31st March 2006;
- (2) intimating
  - (a) that the Annual Accounts for 2005/06 had been prepared and would be submitted to the Board's Auditors KPMG within the statutory timescale of 30th June 2006 and that notice would be given under Regulation 5(2) of the Local Authority Accounts (Scotland) Regulations 1985 to allow public inspection of these Accounts; and
  - (b) that the Accounts would shortly be subject to audit; and

- (3) reporting
- (a) that the accounts showed a surplus of £57,787 and the Joint Board had already assumed a break even in the preparation of the 2006/07 budget; and
  - (b) that the Joint Board had agreed that the 2005/06 surplus should be retained to address the cost of job evaluation and the changes in the electoral canvass procedures.

**Decided:**

- (i) to approve the Annual Accounts to 31st March 2006; and
- (ii) to instruct the Treasurer to provide an updated report on the completion of the audit.

**Item 4 – Revenue Monitoring Report Period to 31st May 2006.**

There was submitted (circulated) a report dated 13th June 2006 by the Treasurer

- (1) advising that the Revenue Estimates for 2004/05 had been approved by the Board on 22nd November 2005; and
- (2) detailing the income and expenditure for the period to 31st May 2006 compared to the approved Revenue Estimates and outlining an underspend of £6,122.

**Decided:**

- (a) to approve the contents of the report; and
- (b) to instruct the Treasurer to provide updated figures to the next meeting.

**Item 5 – Non-Domestic Rating.**

There was submitted (circulated) a report dated June 2006 by the Assessor outlining the current position with reference to Non-Domestic Rating.

**Decided:** to note the contents of the report.

**Item 6 – Council Tax.**

There was submitted (circulated) a report dated June 2006 by the Assessor

- (1) advising that the survey and banding of new houses was continuing with a view to achieving or improving on the performance targets; and
- (2) outlining the current position on clearing appeals as detailed in the report.

**Decided:** to note the position.

**Item 7 – Electoral Registration.**

There was submitted (circulated) a report dated June 2006 by the Assessor

- (1) advising that it was planned that registration forms for the 2006 electoral canvass would be issued by post, week beginning 28th August 2006;
- (2) informing
  - (a) that there was currently an amendment to the Electoral Administration Bill, suggesting that there would be a need to collect signatures and dates of birth for postal voters and potentially to provide a checking process at the postal vote opening stage when the security statements were received; and
  - (b) that if the amendment to the Bill were enacted, it would result in a large resource overhead the week before any election takes place; and
- (3) intimating
  - (a) that Appendices 1 and 2 of the report detailed statistics in connection with various electoral procedures for all Electoral Registration Officers who were members of the Scottish Assessors' Association; and
  - (b) that Appendix 3 of the report detailed the numbers of monthly changes that had been actioned through the Rolling Registration process.

**Decided:** to agree to note the contents of the report.

**Item 8 – Policy and Procedure for Dealing with Use of Board Telephone Facilities Including Board Mobile Phones.**

There was submitted (circulated) a report dated June 2006 by the Assessor seeking approval for the adoption of the Policy and Procedure for Dealing with the Use of Board Telephone Facilities Including Board Mobile Phones.

**Decided:** to approve the adoption of the Policy and Procedure for Dealing with the Use of Board Telephone Facilities Including Board Mobile Phones.

**Item 9 - Policy and Procedure for Dealing with Employees Applying to Work Beyond the Contractual Retirement Age of 65.**

There was submitted (circulated) a report dated June 2006 by the Assessor seeking approval for the adoption of the Policy and Procedure for Dealing with Employees Applying to Work Beyond the Contractual Retirement Age of 65.

**Decided:** to approve the adoption of the Policy and Procedure for Dealing with Employees Applying to Work Beyond the Contractual Retirement Age of 65.

**Item 10 – Appointment of Depute Assessor.**

With reference to the Minutes of 21st April 2006 (Page 4, paragraph 12), the Assessor advised

- (1) that a Sub-Committee comprising of Councillors Eric Jackson (Chair), Tony Lewis and John Moffat had been established to deal with the appointment of the Depute Assessor; and
- (2) that interviews for the post had taken place on 14th June 2006 and that Alistair Kirkwood from Lothian Valuation Joint Board had been appointed as the Depute Assessor and would commence duties on 4th September 2006.

**Decided:** to note the appointment of Alastair Kirkwood as the Depute Assessor for Ayrshire Valuation Joint Board.

The meeting ended at 10.40 a.m.