

# AYRSHIRE VALUATION JOINT BOARD

Minutes of meeting held on Tuesday, 21st November 2006 at 10.30 a.m. within  
County Buildings, Wellington Square, Ayr.

## **Item 1 - Sederunt.**

### **Present:**

East Ayrshire Councillors: Eric Jackson, William Menzies and Brian Reeves.

North Ayrshire Councillor: Alan Munro.

South Ayrshire Councillors: Tony Lewis and Pam Paterson.

**In Attendance:** William Sommerville, Assessor; Alastair Kirkwood, Depute Assessor; William Brown, Principal Administrative Officer; Eileen Howat, Treasurer; Kirstin Muir, Financial Services Manager, East Ayrshire Council; A. Herbert, Assistant Chief Executive (Finance), North Ayrshire Council; William Pollock, Administration Manager, South Ayrshire Council (for Clerk); and Andrew Gibson, Committee Administrative Officer, South Ayrshire Council.

**Apologies:** Councillor Robert McDill, East Ayrshire Council;  
Councillor John Knapp, East Ayrshire Council;  
Councillor Jack Carson, North Ayrshire Council;  
Councillor Gordon Allison, North Ayrshire Council; and  
Councillor Bill McIntosh, South Ayrshire Council.

## **Item 2 – Minutes of Meeting held on 5th September 2006.**

The Minutes of the meeting of the Joint Board held on 5th September 2006 were submitted and approved as a correct record.

## **Item 3 – Revenue Monitoring Report 2006/07 – Period to 31st October 2006.**

There was submitted (circulated) a report dated 14th November 2006 by the Treasurer

- (1) detailing the income and expenditure for the period to 31st October 2006 compared to the approved Revenue Estimates;
- (2) outlining an underspend of £37,928, with a year-end underspend of approximately £47,000 being anticipated; and
- (3) reporting
  - (a) that it was unlikely that the Board would require additional funding to meet the requirements of the Electoral Administration Act 2006 and it was proposed that the additional funding of approximately £80,000, being made available by the Scottish Executive, be used to fund the 2007/08 budget; and

- (b) that a balance of £57,787 as at 31st March 2006 had been retained by the Board to meet any additional costs of job evaluation and changes to electoral administration and it was proposed that £30,000 of this be held as a contingency for 2007/08 and the balance be used to fund the 2007/08 budget.

**Decided:**

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

**Item 4 - Revenue Budget 2007/08.**

There was submitted (circulated) a report dated 14th November 2006 by Treasurer

- (1) seeking approval for the adoption of the 2007/08 budget for the Ayrshire Valuation Joint Board as detailed in Appendix 1 of the report; and
- (2) advising that the budget had been prepared jointly by the Assessor and the Treasurer with Finance officers from North and East Ayrshire Councils being consulted on the proposals.

**Decided:** to approve the 2007/08 net expenditure budget in the sum of £2,344,444 being funded by surplus carried forward from 2005/06 of £27,787, projected surplus from 2006/07 of £47,000 and additional funding from the Scottish Executive of £80,000 as well as requisition amounts of £2,179,657 which represented a 0.62 per cent increase on 2006/07.

**Item 5 – Annual Report to Members 2005/06.**

There was submitted (circulated) a report dated 27th September 2006 by the Treasurer

- (1) advising that KPMG's Audit of Accounts for the year ended 31st March 2006, had now been received for presentation to Ayrshire Valuation Joint Board's members;
- (2) outlining key issues as identified by the Auditors in the report as follows:-
  - (a) that there were no qualifications to the audit certificate; and
  - (b) that the accounts had shown a surplus of £57,787 as at 31st March 2006 and that a 'beak even' position had been assumed in setting the 2006/07 budget; and
- (3) intimating that the Auditors had recommended that the format and presentation of the accounts should be reviewed by 31st March 2007 to ensure disclosure in accordance with the 2006 Statement of Recommended Practice (SORP) and to ensure clarity of financial statements.

**Decided:**

- (i) to accept the contents of KPMG's Annual Report; and
- (ii) to instruct the Treasurer to review the format and presentation of the financial statements to ensure continued compliance with SORP and to advise the Board of the proposed presentational adjustments.

**Item 6 – Non-Domestic Rating.**

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

**Decided:** to note the position.

**Item 7 – Council Tax.**

There was submitted (circulated) a report dated November 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 8 – Electoral Registration.**

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

- (1) detailing the latest statistical returns for the 2006 Canvass;
- (2) informing
  - (a) that the canvass was progressing well, with considerable numbers of new names being identified;
  - (b) that if all properties had not been visited before the register was published on 1st December 2006 the canvass would be continued and any new names would be added to a monthly supplement to the register; and
  - (c) that telephone and internet returns for this year were around 60,000, which was an increase of approximately 8,000 on last year's returns;

- (3) reporting
- (a) that the Scottish Executive and the Electoral Commission were launching a publicity campaign to ensure that everyone in Scotland had the opportunity to have their say in the Scottish Parliament and Local Government Elections on 3rd May 2007 entitled 'Vote Scotland'; and
  - (b) that as part of the directives set out in the campaign, a Pan-Ayrshire Group involving the Electoral Registration Officer and Returning Officer staff had been established to deliver this campaign at a local level with publicity events being planned for early in the New Year; and
- (4) informing that the new ward boundaries had now been processed and inputted to the Electoral Registration software system.

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

**Item 9 – Staffing/Training.**

There was submitted (circulated) a report dated November 2006 by the Depute Assessor outlining the current staffing position to date.

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

**Item 10 – Proposed Schedule of Meetings 2007.**

There was submitted (circulated) a note from the Clerk dated 15th November 2006 proposing a schedule of meetings for 2007.

**Decided:** to approve the dates for meetings of the Joint Board as undernoted:-

Tuesday, 16th January 2007 at 10.30 a.m. – Cunninghame House, Irvine;  
Tuesday, 24th April 2007 at 10.30 a.m. – Greenholm Street, Kilmarnock;  
Tuesday, 26th June 2007 at 10.30 a.m. – County Buildings, Ayr;  
Tuesday, 11th September 2007 at 10.30 a.m. – Cunninghame House, Irvine;  
Tuesday, 13th November 2007 at 10.30 a.m. – Greenholm Street, Kilmarnock; and  
Tuesday, 15th January 2008 at 10.30 a.m.- County Buildings, Ayr.

The meeting ended at 11.05 a.m.