

AYRSHIRE VALUATION JOINT BOARD

Minutes of meeting held on Tuesday, 24th April at 10.30 a.m. within
Greenholm Street, Kilmarnock.

Item 1 - Sederunt.

Present:

East Ayrshire Councillors: Eric Jackson (Chair) and John Knapp.

North Ayrshire Councillors: John Moffat and Alan Munro.

South Ayrshire Councillors: Alan Murray and Pam Paterson.

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

Apologies: Councillor William Menzies, East Ayrshire Council;
Councillor Brian Reeves, East Ayrshire Council;
Councillor Robert McDill, East Ayrshire Council;
Councillor Gordon Allison, North Ayrshire Council;
Councillor Jack Carson, North Ayrshire Council;
Councillor Gordon Clarkson, North Ayrshire Council;
Councillor Jane Gorman, 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 16th January 2007.

The Minutes of the meeting of the Joint Board held on 16th January 2007 were submitted and approved as a correct record.

Item 3– Draft out-turn to 31st March 2007.

There was submitted (circulated) a report dated 17th April 2007 by the Treasurer

- (1) outlining the draft Annual Accounts for the Joint Board to 31st March 2007;
- (2) intimating that the Annual Accounts for 2006/07 were in the process of being completed and would be submitted to Audit Scotland within the statutory timescale of 30th June 2007 and that a copy of these Accounts would be submitted to the next meeting of the Joint Board; and

- (3) reporting
 - (a) on a projected underspend of £55,967; and
 - (b) that an underspend of £47,000 at 31st March 2007 had been assumed in the 2007/08 estimates; and
- (4) recommending that the remaining surplus be retained to meet the costs of job evaluation and changes in electoral administration and intimating that £30,000 of the 2005/06 surplus had already been set aside to address these costs.

Decided:

- (i) to approve the contents of the report;
- (ii) to approve the retention of the year-end surplus to address changes in job evaluation and changes in electoral administration;
- (iii) to instruct the Treasurer to submit the completed Annual Accounts for 2006/07 to the next meeting of the Joint Board; and
- (iv) to authorise the Treasurer to submit the accounts for audit if the next Board meeting was post 30th June 2007.

Item 4– Capital Programme 2006/7 and 2007/08.

There was submitted (circulated) a report dated 16th April 2007 by the Treasurer

- (1) advising on the capital expenditure for 2006/07 and 2007/08;
- (2) intimating that on 21st April 2006, the Joint Board had provided £19,626 for capital expenditure in 2006/07 to purchase CAD viewer and GIS licences and to replace/upgrade IT equipment;
- (3) reporting
 - (a) that planned capital expenditure for the year to 31st March 2007 had totalled £15,272;
 - (b) that funding of £19,626 had been provided by the constituent authorities; and
 - (c) that proposed capital expenditure for 2007/08 was as follows:-

Window replacement	£13,500*
Recording Equipment	£ 4,000
IT Equipment	£4,800
Total	£22,300

* This was the first stage of a phased replacement of windows within the Board Offices; and

- (4) requesting that constituent authorities fund the remaining £17,946 shared on the following basis:-

East Ayrshire Council	30%	£5,384
North Ayrshire Council	36%	£6,460
South Ayrshire Council	34%	£6,102;

- (5) intimating that in order to allow for the phased replacement of windows within the Board offices and continued replacement/upgrade of IT equipment, it had been proposed that the sum of £20,000 be allocated for each of the years 2008/09 and 2009/10, to be shared on the following basis:-

East Ayrshire Council	30%	£6,000
North Ayrshire Council	36%	£7,200
South Ayrshire Council	34%	£6,800;

Decided:

- (i) to approve the contents of the report;
- (ii) to request
- (A) that constituent authorities fund their share of 2007/08 expenditure as outlined at (3)(c) above; and
- (B) that constituent authorities agree to allocate £20,000 for each of the years 2008/09 and 2009/10 as outlined at (5) above; and
- (iii) instruct the Assessor to submit a report on a programme of works requiring to be undertaken from the Capital Programme to a future meeting of the Board.

Item 5 – Audit Scotland Charges 2006/07 Audits.

There was submitted (circulated) a report dated 16th April 2007 by the Treasurer

- (1) advising that the Treasurer had discussed the “Fee for Audit” with the Joint Board’s appointed auditors Audit Scotland and had agreed that for 2006/07, it should be set at £6,100; and
- (2) reporting
- (a) that total charges for the 2006/07 audit would be £7,400 compared to the budgeted figure of £7,718;
- (b) that a one-off rebate of £620 would be received by the Board in respect of a VAT refund; and
- (c) that an increase of 3 per cent was anticipated for 2007/08 and could be accommodated in the 2007/08 revenue budget.

Decided: to approve the contents of the report.

Item 6 – Non-Domestic Rating.

There was submitted (circulated) a report dated April 2007 by the Assessor outlining the current position with reference to Non-Domestic Rating;

Decided: to note the contents of the report.

Item 7 – Council Tax.

There was submitted (circulated) a report dated April 2007 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;
- (2) intimating that there had been an unexpected increase in the volume of proposals received due to recent media attention and in many cases were invalid as they had not been logged within the statutory timescale; and
- (3) 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 April 2007 by the Assessor

- (1) advising that the final door-to-door canvass visits had been completed in February and any new names collected had been added to supplement the register and that Appendix 1 of the report indicated the canvass returns for Electoral Registration Offices throughout Scotland;
- (2) intimating that requests by prisoners to register for 3rd of May 2007 elections were ongoing with some prisoners having requested their appeals to be heard by the Sheriff; and
- (3) reporting that Appendix 2 of the report showed the number of monthly changes that had been actioned through the Rolling Registration process.

Decided: to note the contents of the report.

Item 9 - Public Performance Report.

There was submitted (circulated) a report dated April 2007 by the Assessor

- (1) advising that within the terms of S13 of the Local Government (Scotland) Act 2003 it was the duty of each Local Authority to make arrangements for the reporting the outcome of the performance of its functions to the public; and
- (2) reporting that the seventh annual performance report for the Ayrshire Valuation Joint Board which covered the financial year 2006/07 was attached to the report.

Decided: to note the contents of the report.

Item 10 – Valedictory.

The Chair expressed his thanks to members of the Board and to the officials for their help and support during his term of office and conveyed to retiring Members his best wishes for the future.

The meeting ended at 10.55 a.m.