

**AGENDA ITEM 3  
DRAFT**

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 7 SEPTEMBER 2012 at 1.00 p.m.**

**PRESENT:** Depute Provosts Balsillie and Hamilton; Councillors Blackwood (substituting for Councillor Dr C R Martin), Hughes, MacDonald, McChord,

**CONVENER:** Councillor MacDonald.

**ATTENDING:** Assessor and Electoral Registration Officer; Depute Assessor; Assistant to Treasurer (L Shaw) and Assistant to Clerk (S Barton).

**ALSO  
ATTENDING:** Pat Kenny and Lindsay Robertson, Deloitte.

**VJB11. OPENING REMARKS**

The Convener, on behalf of the Joint Board, expressed sadness at the passing of former Councillor Eddie Carrick, Clackmannanshire Council. The Convener paid tribute to Councillor Carrick who had been a former Vice Convener of the Joint Board and passed on condolences to his family.

Thereafter, the Joint Board, held a minute's silence in memory of Councillor Carrick.

**VJB12. APOLOGIES**

Apologies for absence were submitted on behalf of Councillors Benny, Holden, Meiklejohn, Paterson and Turner.

**VJB13. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB14. APPOINTMENTS TO THE BOARD**

There was submitted Report (circulated) dated 25 August 2012 by the Clerk to the Board (a) advising of a change in the membership of the Joint Board,

and (b) setting out the consequences of this in regard to the Depute Convener position.

**NOTED** the change in Clackmannanshire Council's representation on the Joint Board.

Depute Provost Balsillie seconded by Depute Provost Hamilton, moved that Councillor Craig Holden be elected as Depute Convener of the Joint Board. There being no other nominations, **AGREED** to elect Councillor Holden as Depute Convener of Central Scotland Valuation Joint Board.

#### **VJB15. MINUTE**

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board Appointments Committee held on 22 June 2012.

#### **VJB16. FINAL ACCOUNTS AS AT 31 MARCH 2012**

There was submitted Report (circulated) dated 7 September 2012 by the Treasurer providing for formal approval the Audited Accounts prior to their submission to the Controller of Audit.

Pat Kenny and Lindsay Robertson from the external Auditors, Deloitte were in attendance and provided Members with an overview of their Final Report on the 2012 Audit.

Discussion took place on the guidelines relating to the level of reserves held by the Joint Board.

**NOTED** the 2011/12 Statement of Accounts.

**AGREED** to the submission of the Statement of Accounts to the Controller of Audit.

#### **VJB17. EXCLUSION OF PUBLIC**

**RESOLVED** in terms of Section 50A (4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the ground that it would involve the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A of the said Act.

## **VJB18. PROPERTY REVIEW**

There was submitted Report (circulated) dated 28 August 2012 by the Assessor and Electoral Registration Officer (a) advising of the forthcoming end of the lease of Hillside House, and (b) detailing the potential financial implications.

Discussion took place on the following:-

- the costs of moving and reusing furniture
- the importance of reviewing all the options available
- the timescales for the submission of the options appraisal to the Joint Board
- the possibilities of sharing with any of the constituent authorities

### **NOTED:-**

- (1) the end of the current lease in the next financial year, and
- (2) the financial implications.

## **VJB19. INDIVIDUAL ELECTORAL REGISTRATION**

There was submitted Report (circulated) dated 28 August 2012 by the Assessor and Electoral Registration Officer (a) advising of the forthcoming legislative changes related to the introduction of the new system of Individual Electoral Registration (IER), and (b) detailing the known financial implications of the new regime.

Discussion took place on the following:-

- the implications of the timing of the upcoming referendum
- the debate on 16 year olds being able to vote
- the possibility of having to move to a secure government e-mail system

### **NOTED:-**

- (1) the proposed move to Individual Electoral Registration, and
- (2) the financial implications.

## **VJB20. RESERVES STRATEGY**

There was submitted joint Report (circulated) dated 24 August 2012 by the Assessor and Treasurer (a) presenting the proposed Reserves Strategy for Central Scotland Valuation Joint Board, and (b) detailing the percentage of

general reserves as well as the value of ear-marked reserves required for specific projects.

**AGREED:-**

- (1) to formally approve the ring fencing of the ear-marked reserve as detailed in the Report, and
- (2) a minimum general reserves provision of 3% of revenue budget.

**VJB21. REVENUE BUDGET 2012/13 – REVIEW AS AT 31.07.12**

There was submitted Report (circulated) by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2013.

Discussion took place on the following:-

- the reductions in staffing levels and changes to structures over the last few years
- the move towards other methods of contacting the electorate which will result in a saving in postage costs

**NOTED** the contents of the Report.