

## ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 1 September 2005 at 4.00 pm.

**Present:** Councillors ALEX KING, RON SCRIMGEOUR, IAIN GAUL (substitute for DAVID SELFRIDGE), JACK GIBB, IAN MACKINTOSH, GLENNIS MIDDLETON, Provost BILL MIDDLETON, ROB MURRAY, PETER MURPHY, ROBERT MYLES, PETER NIELD, HELEN OSWALD, BILL ROBERTON, MARK SALMOND and TERRY WOOD (substitute for GEORGE NORRIE MBE).

**Apologies:** Apologies for absence were intimated on behalf of Councillors GEORGE NORRIE MBE and DAVID SELFRIDGE.

Councillor KING, Convener in the Chair.

### 1. DECLARATIONS OF INTEREST

Councillor King declared an interest in item 13 as a member of the Arbroath Abbey Pageant Society and item 39 as a Director of the Arbroath SEA FEST Company

### 2. MINUTES

#### (a) Previous Meeting

The [minute of meeting of this Committee of 16 June 2005](#) was approved as a correct record and signed by the Convener.

#### (b) Audit Sub-Committee

The [minute of meeting of the Audit Sub-Committee of 16 June 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

#### (c) Central Consultative Committee

The [minute of meeting of the Central Consultative Committee of 30 June 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

**Angus Council Public Holidays 2006** (Article 3 of the above minute refers)

Arising from consideration of this minute, the Committee agreed that the following days be set as public holidays for non-teaching staff during 2006:-

Monday 2 January 2006  
 Tuesday 3 January 2006  
 Monday 3 April 2006  
 Monday 1 May 2006  
 Thursday 30 November 2006  
 Monday 25 December 2006  
 Tuesday 26 December 2006

#### (d) Executive Sub-Committee

The [minutes of meetings of the Executive Sub-Committee of \(i\) 30 June](#) and (ii) [11 August 2005](#), copies of which are appended hereto, were submitted and noted (**APPENDICES III and IV, respectively**).

### 3. MINOR PROPERTY IMPROVEMENTS 2005/2006

With reference to Article 9 of the minute of meeting of the Education Committee of 11 August 2005, there was submitted [Joint Report No 935/05](#) by the Director of Education and the Director of Property Services outlining proposals to undertake minor property improvements to education properties during the financial year 2005/2006.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the minor projects detailed therein at a total cost of £138,000.

### 4. MONTROSE ACADEMY - PROPOSED EXTENSION/IMPROVEMENTS

With reference to Article 10 of the minute of meeting of the Education Committee of 11 August 2005, there was submitted [Report No 930/05](#) by the Director of Education outlining proposals to improve accommodation at Montrose Academy, including relocation of the existing car park on an area of ground adjacent to the school, on land held on the Montrose Common Good account and leased to the Education Department.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note that the Education Committee had approved the planned improvements to Montrose Academy, as detailed at option (iv) of the Report; and
- (iii) to approve the change of use of part of common good land adjacent to Montrose Academy for car parking provision in respect of these improvements.

### 5. BRECHIN FLOOD PREVENTION SCHEME - EARLY CONTRACTOR INVOLVEMENT

With reference to Article 11 of the minute of meeting of the Infrastructure Services Committee of 25 August 2005, there was submitted [Report No 985/05](#) by the Director of Roads outlining the contract options which had been considered for the procurement of the Brechin Flood Prevention Scheme. The Report recommended the New Engineering Contract target form of contract, with early contractor involvement in the development of this specialist nature scheme, prior to the construction phase.

The Committee, for its interest, agreed:-

- (i) to note the contract options which had been considered for the Brechin Flood Prevention Scheme and the expected benefits and risks associated with the NEC target form of contract, with early contractor involvement; and
- (ii) to the procurement of the Brechin Flood Prevention Scheme using the NEC target form of contract with early contractor involvement in the development of the scheme, prior to the construction phase.

### 6. KIRRIEMUIR TENNIS PAVILION - REMEDIAL WORKS 2005/2006

There was submitted [Report No 1007/05](#) by the Director of Property Services seeking approval for the provision of supplementary funding from the Property Renewal and Repair Fund to part-fund a programme of urgent remedial works to Kirriemuir Tennis Pavilion, at an estimated cost of £25,000.

The Report indicated that, following the annual inspection of the pavilion, extensive wet rot had been discovered which affected the main structure and urgent repairs were now required to save this facility.

The Committee agreed:-

- (i) to note the contents of the Report;

- (ii) to note the urgent remedial and minor upgrading works required to the Kirriemuir Tennis Pavilion;
- (iii) to approve a bid for supplementary funding in the amount of £15,000 from the Property Renewal and Repair Fund during 2005/2006; and
- (iv) to authorise the Director of Property Services to conclude the renewal of leases with the Church of Scotland General Trustees and Kirriemuir Tennis Club.

## 7. PROPERTY MAINTENANCE

### (a) Progress Report 2005/2006

With reference to Article 11(a) of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 1008/05](#) by the Director of Property Services setting out the current status of expenditure on the maintenance of non-housing properties as at 30 June 2005.

The Committee agreed to note the contents of the Report.

### (b) End of Year Report 2004/2005

The Committee agreed to defer consideration of this item.

## 8. ENERGY BUDGET

### (a) Progress Report 2005/2006

With reference to Article 11(b) of the minute of meeting of this Committee of 3 February 2005, there was submitted and noted [Report No 1010/05](#) by the Director of Property Services setting out the current status of expenditure on the individual Council heating fuel and electricity budgets for non-housing properties as at 31 March 2005.

### (b) End of Year Report 2004/2005

With reference to Article 9(b) of the minute of meeting of this Committee of 9 September 2004, there was submitted and noted [Report No 1011/05](#) by the Director of Property Services presenting the 2004/2005 end of year status of expenditure on the individual Council heating fuel and electricity budgets for non-housing properties.

## 9. END OF YEAR REPORT ON THE ENVIRONMENTAL IMPACT OF ENERGY CONSUMPTION DURING 2004/2005

With reference to Article 49 of the minute of meeting of this Committee of 19 June 2003, there was submitted [Report No 1012/05](#) by the Director of Property Services presenting the 2004/2005 end of year status of the environmental impact of the energy consumed by the non-housing building stock.

The Report indicated that the figures for the end of the financial year 2004/2005 showed a 5.5% reduction in the total production of carbon dioxide from the consumption of energy, compared with the previous year, which was mainly due to a decrease in the electricity consumption as a result of a combination of several energy-saving actions.

The Committee agreed to note the contents of the Report.

## 10. ENERGY EFFICIENCY INITIATIVE FUND PHASE 3 OF INVEST TO SAVE PROJECTS

With reference to Article 6 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1013/05](#) by the Director of Property Services advising members on the second phase of programmes of the energy "Invest to Save" projects to be undertaken utilising the Energy Efficiency Initiative Fund.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the third phase of "Invest to Save" projects at an estimated cost of £83,177 from the Energy Efficiency Initiative Fund in 2005/2006; and
- (iii) to note that the forecast annual savings of £29,234, created as a consequence of this programme, would flow back into the Energy Efficiency Initiative Fund as they arose in the year that each project was completed and for the duration of the forecast pay-back period.

#### **11. ENERGY AND ENVIRONMENTAL CONSERVATION SPEND TO SAVE 2005/2006 PROGRAMME**

With reference to Article 49 of the minute of meeting of this Committee of 19 June 2003, there was submitted [Report No 1014/05](#) by the Director of Property Services seeking approval to the provision of supplementary funding from the Property Renewal and Repair Fund to undertake a programme of energy and environmental conservation projects in support of the Council's Energy Management Strategy, at an estimated cost of £76,200.

The Committee agreed:-

- (i) to note the programme of energy and environmental conservation projects planned for 2005/2005; and
- (ii) to approve a bid for supplementary funding in the sum of £76,200 from the Property Renewal and Repair Fund, 2005/2006.

#### **12. DELEGATED BUILDING WORKS - QUARTERLY REPORT**

With reference to Article 38 of the minute of meeting of this Committee of 4 September 2003, there was submitted [Report No 1015/05](#) by the Director of Property Services containing details of tenders accepted and orders placed by him under the Scheme of Delegation to Officers and the Financial Regulations, during the period 1 April to 4 August 2005.

The Committee agreed to note the contents of the Report.

#### **13. PROPERTY TRANSACTIONS**

With reference to Article 10 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1016/05](#) by the Director of Property Services advising of the outcome of negotiations for various rent reviews, new leases, lease renewals, negotiated and open-market disposals.

The Committee agreed to note and approve the conclusion of negotiations for the transactions, as detailed in Appendices 1, 2, 3, 4 and 5 of the Report.

#### **14. ANGUS HEALTH AND SAFETY FORUM**

There was submitted [Report No 1019/05](#) by the Director of Property Services proposing that the Council should host a seminar at Angus College to discuss health and safety matters in the local contracting industry.

The Report indicated that, as a result of discussions, it was considered that there would be merit in arranging such a seminar at an Angus level with the intention of discussing the implementation of the construction, design and management regulations in particular, and health and safety management in general.

The Committee agreed:-

- (i) to approve the proposal to host a seminar and set up a Health and Safety Forum at Angus College on 2 December 2005; and
- (ii) to note that the cost of hosting the seminar would be contained within the Property Services Department's Revenue Budget.

## 15. **FORMATION OF ACCESS OFFICE AT THE OLD PARISH CHURCH OF ARBROATH - TENDER REPORT**

With reference to Article 11 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 1018/05](#) by the Director of Property Services containing details of tenders received for the formation of an ACCESS office at the Old Parish Church of Arbroath.

The Committee agreed:-

- (i) to approve acceptance of the lowest tender for the several works, that of W W Pert Construction Ltd, Montrose, in the amount of £501,949.95;
- (ii) to approve the estimated total cost of £786,885 (at out-turn prices);
- (iii) to note that an allowance of £765,000 had been made for this project in the Property Services Section of the General Fund Programme with the additional funding required, amounting to £21,885, to be met from the Arbroath Common Good Fund;
- (iv) to approve an increase in the Arbroath Common Good Fund contribution from £70,000 to £91,885; and
- (v) to note the additional revenue implications, as contained within the Report.

## 16. **PROCUREMENT OF BLANK SMARTCARDS**

With reference to Article 18 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 1020/05](#) by the Director of Information Technology seeking homologation of his decision, in consultation with the Convener, the Chief Executive and the Acting Director of Finance, to procure 40,000 blank Smartcards under a supply contract negotiated by the Scottish Executive Improvement Service.

The Report indicated that the Council was a participating member of the Customer First SLASC Programme to develop a voluntary citizen's entitlement card following application to the Modernising Government Fund 3 for appropriate funding.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to homologate the decision of the Director of Information Technology, in consultation with the Convener, the Chief Executive and the Acting Director of Finance, to procure 40,000 blank Smartcards at an estimated cost of £22,400, in accordance with Financial Regulation 16.3.4, under the contract negotiated by the Scottish Executive.

## 17. **IT INFRASTRUCTURE PLANNED REPLACEMENT PROGRAMME**

There was submitted [Report No 1021/05](#) by the Director of Information Technology recommending the allocation of £60,000 from the IT Renewal and Repairs Fund to enable the provision of replacement hardware and software to enhance the service provision within various departments of the Council.

The Report indicated that, as part of an ongoing replacement programme of desktop personal computers within the IT infrastructure, there were a number in use that were at least four years old or more and the equipment fell below the minimum hardware specification to run the latest versions of software required. There was also a need to replace two six year old infrastructure file servers.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the allocation of £60,000 from the IT Renewal and Repairs Fund to enhance the service provision within the departments detailed in the Report.

**18. IT TENDERS ACCEPTED UNDER DELEGATED AUTHORITY**

With reference to Article 53 of the minute of meeting of this Committee of 19 June 2003, there was submitted and noted [Report No 1022/05](#) by the Director of Information Technology advising members of the tenders which had been accepted by him under delegated authority for the period 1 April to 31 July 2005.

**19. CIVIL PARTNERSHIP REGISTRATION CEREMONIES**

With reference to Article 19 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1023/05](#) by the Director of Law and Administration asking members to determine a policy in relation to the provision of "ceremonies" as part of the civil partnership registration process.

The Report indicated that registration staff were committed to ensuring that civil partnership registration was carried out with a high level of care and attention and that it was anticipated some couples might wish to enhance the registration with a solemn and dignified ceremony in order to underline the seriousness of the relationship and the legal consequences.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to offer the choice of a ceremony to accompany the civil partnership registration process to those couples who requested this service in all Council registration offices and approved external venues within Angus; and
- (iii) to set the fees for civil partnership ceremonies at a similar level to those charged for civil marriages.

**20. PUBLIC HOLIDAYS FOR LOCAL TRADERS IN 2006**

With reference to Article 17 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1075/05](#) by the Director of Law and Administration setting out proposed public holidays for local traders in 2006.

The Committee agreed to approve the public holiday dates for local traders in the year 2006, as detailed in the Report.

**21. INCREASING PHYSICAL ACTIVITY OPPORTUNITIES FOR EMPLOYEES**

With reference to Article 18 of the minute of meeting of the Environmental and Leisure Services Committee of 23 August 2005, there was submitted [Joint Report No 967/05](#) by the Director of Leisure Services and the Chief Executive advising members on the uptake of the pilot scheme as part of the Routes to Leisure Direct Debit Scheme to allow Council employees subsidised access to sports facilities, to increase physical activity and associated health benefits.

The Committee, for its interest, agreed to approve the recommendations, as detailed in the Report.

**22. ROYAL SOCIETY FOR THE PREVENTION OF ACCIDENTS: HEALTH AND SAFETY AWARD**

With reference to Article 13 of the minute of meeting of this Committee of 2 December 2004, there was submitted [Report No 1025/05](#) by the Chief Executive advising members that the Council had won a Royal Society for the Prevention of Accidents Occupational Health and Safety Silver Award in recognition of its health and safety performance.

The Report indicated that a theme of the awards was that responsibility for health and safety was held jointly by managers and employees and the Council's submission had been jointly agreed by the Chief Executive and a senior representative of the appropriate Trade Unions.

The Committee agreed:-

- (i) to note that the Council had won a RoSPA Health and Safety Silver Award in recognition of its health and safety performance during 2004;
- (ii) to note that work would now commence towards gaining the Gold Award; and
- (iii) to congratulate all staff concerned in achieving this recognition.

### **23. MANAGEMENT DEVELOPMENT PROGRAMME**

There was submitted [Report No 1026/05](#) by the Chief Executive advising members of a management development programme which supported and complemented the Council's "Responding to Change" agenda.

The Report indicated that over the past two years, the approach to developing managers within the Council had been reviewed and revised. The Report, together with the supporting booklets, detailed the changes which were being made, how these had been implemented and the progress to date. The programme had been initiated for the development of managers to ensure that they:-

- developed and demonstrated the key competencies required of them as managers
- were aware of the Council's basic management policies and procedures and had the skills to apply them effectively
- understood the wider context in which they operated and the implications for them.

The Committee agreed to note the contents of the Report.

### **24. MONITORING EMPLOYEE TURNOVER 2004/2005**

With reference to Article 21 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1027/05](#) by the Chief Executive advising members of the levels of employee turnover within the Council during the financial year 2004/2005.

The Committee agreed to note the contents of the Report.

### **25. SICKNESS ABSENCE 2004/2005**

With reference to Article 20 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1028/05](#) by the Chief Executive analysing sickness absence within the Council during the financial year 2004/2005.

The Report summarised the information which had been submitted to the Committee on a quarterly basis and analysed the absence data for the Council in respect of 2004/2005, which showed a slight overall increase in the number of working days lost compared with 2003/2004. There had been an upward trend in stress related absences with a downward trend in colds/flu and back disorders as causes of absence.

The Committee agreed to:-

- (i) note the contents of the Report; and
- (ii) that the Personnel Services Manager look at the possibility of including in future reports a breakdown of sickness absence levels showing the differential between requiring medical certification and self certification

### **26. HUMAN RESOURCE ORGANISATIONAL HEALTH INDICATORS**

With reference to Article 24 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1029/05](#) by the Chief Executive detailing a range of indicators designed to help measure the effectiveness of human resource management and its contribution to organisational performance.

The Report indicated that the indicators detailed therein concerned industrial/employee relations, recruitment/retention, health and safety, training and equal opportunities.

The Committee agreed to note the contents of the Report.

## **27. TRAVEL AND SUBSISTENCE COSTS 2004/2005**

With reference to Article 23 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1030/05](#) by the Chief Executive advising members of the level of travel and subsistence costs within the Council during the financial year 2004/2005 and the comparisons with the previous year's costs.

The Report indicated that there had been an overall decrease of 1.23% in travel and subsistence payments compared with 2003/2004.

The Committee agreed to note the contents of the Report.

## **28. OVERTIME AND ADDITIONAL HOURS COSTS 2004/2005**

With reference to Article 22 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 1031/05](#) by the Chief Executive advising members of the level of overtime and additional hours costs within the Council during the financial year 2004/2005 and the comparisons with the previous year's costs.

The Report indicated that overtime and additional hours payments had increased overall by 3.31% compared with 2003/2004.

The Committee agreed to note the contents of the Report.

## **29. ESTABLISHMENT CHANGES**

With reference to Article 30 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1032/05](#) by the Chief Executive summarising changes to the Chief Executive's, Information Technology, Law and Administration, Leisure Services, Planning and Transport, Property Services and Social Work and Health Departments during the period 1 June to 5 August 2005.

The Committee agreed to note the changes to the establishment of these departments, as detailed in the Report.

## **30. ANGUS COUNCIL COMMUNITY GRANT SCHEME**

With reference to Article 11 of the minute of meeting of the Strategic Policy Committee of 21 June 2005, there was submitted [Report No 1033/05](#) by the Chief Executive recommending payments of over £500 in respect of applications received in terms of the Council's Community Grant Scheme and advising members of applications which had been received for £500 or less.

The Committee agreed:-

- (i) to make the following decisions in respect of applications for grants over £500:-

Celtic Circle Theatre Company	- No award
Brechin Arts Festival	- Award of £1,000
Showcase the Street	- No award
Kirriemuir Tennis Club	- Award of £5,000; and

- (ii) to note the following decisions in respect of applications for £500 or less:-

Glens United Action Group	- Award of £320
Strathairlie Area Neighbourhood Association	- No award
Montrose Twinning Association	- Award of £400
Kirriemuir Panto Group	- Award of £150



Scottish Ornithologists Club	- Award of £300
Monifieth Local History Society	- Award of £500
Forfar Instrumental Band	- Award of £300
Scottish Traditions of Dance Trust	- Award of £499

### **31. EDUCATION REVENUE BUDGET MONITORING FOR THE PERIOD TO 31 MARCH 2005**

With reference to Article 21 of the minute of meeting of the Education Committee of 11 August 2005, there was submitted [Joint Report No 937/05](#) by the Director of Education and the Acting Director of Finance advising members of the actual net revenue expenditure incurred in comparison to budget in respect of the Education Department for the year to 31 March 2005 and providing comment on the more significant variances arising.

The Committee, for its interest, agreed to note the contents of the Report.

### **32. SOCIAL WORK AND HEALTH REVENUE BUDGET OUTTURN 2004/2005**

With reference to Article 5 of the minute of meeting of the Social Work and Health Committee of 16 August 2005, there was submitted [Joint Report No 868/05](#) by the Director of Social Work and Health and the Acting Director of Finance advising members of the out-turn position for the Social Work and Health Department's Revenue Budget, 2004/2005 and commenting on the major variances.

The Committee, for its interest, agreed to note the contents of the Report.

### **33. SHELTERED HOUSING RESIDENT WARDENS - FINANCIAL COMPENSATION**

With reference to Article 23 of the minute of meeting of the Housing Committee of 18 August 2005, there was submitted [Report No 913/05](#) by the Director of Housing requesting approval of his decision, in consultation with the Acting Director of Finance, the Convener and the Convener of the Housing Committee, to pay compensation for a limited period, in respect of financial disadvantage experienced by Tenancy Support Officers moving out of tied accommodation.

The Report indicated that the compensation package would ensure that changes to terms and conditions would not financially disadvantage these officers who, as warden staff, previously occupied tied accommodation.

The Committee, for its interest, agreed to approve the recommendations, as detailed in the Report.

### **34. HOUSING CAPITAL PROGRAMME - HRA BLOCK -2005/2006**

With reference to Article 3 of the minute of meeting of the Housing Committee of 18 August 2005, there was submitted [Report No 893/05](#) by the Acting Director of Finance setting out the latest capital estimate for the year and the capital spend figures to the end of June 2005, in respect of the HRA Housing Capital Programme and the HRA Planned Maintenance Programme 2005/2006.

The Committee, for its interest, agreed to note the figures presented for the HRA Housing Capital Programme.

### **35. CAPITAL MONITORING - COMPOSITE CAPITAL PROGRAMME 2005/2006**

With reference to Article 32 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1034/05](#) by the Acting Director of Finance advising members of the capital expenditure incurred for the period from 1 April to 31 July 2005 and measuring projected capital expenditure for the year against budgeted provision.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;

- (ii) to note the position on the Composite Capital Programme as at 31 July 2005, as detailed in the Monitoring Statement which accompanied the Report;
- (iii) to note that the Capital Budget Sub-Group had met on 16 August 2005 to review the position on the Composite Capital Programme for 2005/2006 and future years;
- (iv) to note that, as part of the budget process for 2006/2007, it was expected that the Capital Budget Sub-Group, in conjunction with the Capital Projects Monitoring Group, would continue to review the position on the Composite Capital Programme and address issues relating to the projected spend position, possible slippage on projects and resources potentially available for 2005/2006; and
- (v) to note that projections of the year-end position on the Composite Capital Programme would be ongoing and submitted on a regular basis to future meetings.

### **36. REVENUE MONITORING STATEMENT**

With reference to Article 20 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 1035/05](#) by the Acting Director of Finance advising members of the actual revenue expenditure incurred and income received in respect of the Council's departments for the period 1 April to 31 July 2005.

The Report indicated that, under some of the cost heads, the actual expenditure of individual Departments was still currently ahead of the phased budget and, while there were no particular concerns arising from these, the position would continue to be monitored closely to ensure that overall net expenditure did not exceed departmental cash limited budgets.

The Committee, for its interest, agreed to note the contents of the Report.

### **37. REVENUE BUDGET OUTTURN 2005/2006**

With reference to Article 21 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 1036/05](#) by the Acting Director of Finance giving an indication of the likely revenue outturn for the financial year 2005/2006.

The Committee, for its interest, agreed to note the contents of the Report.

### **38. FINAL CAPITAL BUDGET VOLUME 2005/2006**

With reference to Article 3 of the minute of meeting of the Council of 10 February 2005, there was submitted [Report No 1042/05](#) by the Acting Director of Finance seeking approval of the 2005/2006 Final Capital Budget Volume, incorporating the updated 2004/2008 Financial Plan and the 2005/2006 Capital Monitoring Budget.

The Report indicated that the process for drawing together and issuing the 2005/2006 Capital Budget had now been completed and the approved Capital Budget Volume would be distributed for use within departments and would be the base utilised for performance monitoring purposes.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the contents of the 2005/2006 Final Capital Budget Volume;
- (iii) to note that the departmental 2005/2006 Capital Budgets contained in the 2005/2006 Final Capital Budget Volume represented the Council's approved budget for capital monitoring purposes; and
- (iv) to note that a report on departmental use of the Council's Local Capital Fund would be submitted to the next meeting of this Committee.

**39. REMISSION OF RATES**

With reference to Article 33 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1037/05](#) by the Director of Finance advising members of applications for Remission of Rates and recommending that these be granted, which would result in an annual cost to the Council of £295.76.

The Committee agreed to approve the applications for Remission of Rates, as detailed in the Report.

**40. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF**

With reference to Article 35 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1038/05](#) by the Director of Finance containing details of miscellaneous accounts which were recommended for write-off.

The Report indicated that a relatively small number of accounts had now been identified for write-off. The number and value, in the context of the total number and value of accounts issued throughout the year, were relatively insignificant, although they would continue to be pursued in the light of any further information which may become available.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the accounts amounting to £14,678.04, as detailed in Appendix 1 of the Report, being written off as irrecoverable.

**41. RENEWAL AND REPAIRS FUNDS FOR PROPERTY, ROAD, INFORMATION TECHNOLOGY, EQUIPMENT AND PRINTING AT 31 JULY 2005**

With reference to Article 22 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 1039/05](#) by the Director of Finance reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads, Information Technology, Equipment, Vehicle and Printing at 31 July 2005 which showed a total balance available of approximately £1,761,710.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the balance on the Vehicle Renewal and Repairs Fund to be transferred to the Asset Replacement Reserve.

**42. BANKING SERVICES REPORT**

With reference to Article 28 of the minute of meeting of this Committee of 4 December 2003, there was submitted [Report No 1040/05](#) by the Acting Director of Finance advising members that the present contract for banking services was due to expire on 31 March 2006 and seeking approval for tendering banking services for the next three year period.

The Report indicated that, as the current banking services contract expired at the end of the financial year 2005/2006, it was now necessary to instigate a tendering process for 2006/2007 and for a period thereafter, as may be determined.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Acting Director of Finance to undertake a tendering exercise for banking services, for the next three year period, as detailed in the Report, with a recommendation of award of a contract to be reported to this Committee in due course.

**43. GENERAL FUND REVENUE BUDGET - VIREMENT FLEXIBILITY BETWEEN 2004/2005 AND 2005/2006**

The Committee agreed to defer consideration of this item.

P1(C) – 05.09.05  
g:\wp\cttee\66\rcs905.rtf