

ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 16 June 2005 at 4.00 pm.

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

Apology: An apology for absence was intimated on behalf of Councillor HELEN OSWALD.

Councillor KING, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

Councillor Gibb declared an interest in item 32 as a Director of the Carnoustie Sports and Leisure Arena Project.

Councillor Selfridge declared an interest in item 32 as a Director of the Carnoustie Sports and Leisure Arena Project.

Councillor Murphy declared an interest in item 32 as a Director of the Carnoustie Sports and Leisure Arena Project.

Councillor Ritchie declared an interest in items 22, 23 and 32 as Chairman of the William Lamb Studio Advisory Committee, Chairman of the Montrose Skatepark Committee and as a Trustee of Dorward House, respectively.

Councillor Norrie declared an interest in items 22 and 32 as a member of the William Lamb Studio Advisory Committee and as a Trustee of Dorward House, respectively.

Councillor Salmond declared an interest in items 22 and 32 as a member of the William Lamb Studio Advisory Committee and as a Trustee of Dorward House, respectively.

2. REQUEST FOR DEPUTATION

The Committee agreed, in accordance with Standing Order 12, to hear a deputation from the Montrose Skatepark Committee with regard to their proposal to develop a skatepark at Ashy car park, next to Montrose seafront.

On behalf of the deputation, Steve Findlater and Jonathan Service addressed the meeting and gave details of the level of fund-raising the Skatepark Committee had been involved in over the past four years, and paid tribute to the support they had received from Angus Council staff, particularly Leisure Services.

Following a number of questions, the representatives of the Skatepark Committee were thanked for their attendance and withdrew to the public benches.

3. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 3 May 2005](#) was approved as a correct record and signed by the Convener.

(b) Executive Sub-Committee

The [minutes of meetings of the Executive Sub-Committee of \(i\) 16 May](#), (ii) [19 May](#) and (iii) [26 May 2005](#), a copies of which are appended hereto, were submitted and noted (**APPENDICES I, II AND III respectively**).

4. SERVICE PLAN UPDATES 2005/2006

With reference to Article 3 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 648/05](#) by the Chief Executive providing the contextual background for submission of all departmental Service Plan updates for 2005/2006 and asking the Committee to approve the plans as they related to their service functions.

The Committee agreed:-

- (i) to approve the following departmental Service Plan updates;
 - Property Services Department;
 - Information Technology Department;
 - Law and Administration Department;
 - Finance Department; and
 - Chief Executive's Department (Personnel Services); and
- (ii) to note that, in accordance with the Council's Best Value Improvement Plan, changes would be introduced at the end of the current calendar year to integrate the budget and service planning cycles.

5. HEALTH AND SAFETY - ANNUAL REPORTS 2004/2005

With reference to Article 10 of the minute of meeting of this Committee of 28 June 2004, there were submitted the following annual Health and Safety Reports, 2004/2005:-

- (a) Property Services Department - [Report No 740/05](#) by the Director of Property Services;
- (b) Information Technology Department - [Report No 742/05](#) by the Director of Information Technology;
- (c) Law and Administration Department - [Report No 745/05](#) by the Director of Law and Administration;
- (d) Personnel Services - [Report No 748/05](#) by the Chief Executive; and
- (e) Finance Department - [Report No 765/05](#) by the Director of Finance.

The Reports indicated the range of health and safety issues which had been raised during the course of the year within these departments and highlighted actions taken to reduce risks, through planned improvements.

The Committee agreed to note the contents of the Reports.

6. PROPOSED DISPOSAL OF LAND AT MAISONDIEU PRIMARY SCHOOL

With reference to Article 35 of the minute of meeting of the Infrastructure Services Committee of 9 June 2005, there was submitted [Joint Report No 617/05](#) by the Director of Education and the Director of Property Services advising members that a further area of land at Maisondieu Primary School, Brechin could be declared surplus to requirements and recommending disposal of this land to the developer of the adjacent site, together with the finalised programme of necessary Council work in the immediate area.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve disposal of the access road measuring 0.27 hectares, or thereby, at Maisondieu Primary School to Framework Property Development Ltd, on the provisional terms and conditions detailed in the Report.

7. PROPOSED DISPOSAL OF FORMER REGISTRAR'S OFFICE AT PANMURE STREET, BRECHIN

With reference to Article 9(c) of the minute of meeting of this Committee of 2 December 2004, there was submitted [Report No 732/05](#) by the Director of Property Services advising members of the outcome of the marketing exercise to dispose of the former Registrar's Office at Panmure Street, Brechin which had been declared surplus to the requirements of the Council.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the sale of the property at a disposal price of £60,000 which would result in a capital receipt to the Council.

8. PROPOSED DISPOSAL OF FORMER GUIDE HALL/STORE, THE VENNEL/CHAPEL STREET, FORFAR

There was submitted [Report No 734/05](#) by the Director of Property Services advising members that the former Guide Hall/Store at the corner of The Vennel/Chapel Street, Forfar was no longer required by the Council and was surplus to requirements as no department had shown an interest in the property.

The Report indicated that disposal of this building would produce a capital receipt for the Forfar Common Good Fund.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to declare the former Guide Hall/Store at The Vennel/Chapel Street as surplus to the requirements of the Council; and
- (iii) to authorise the Director of Property Services to arrange for disposal of the premises on the open market.

9. PROPOSED LEASE RENEWAL: TELEPHONE MAST AT KEPTIE POND WATER TOWER, ARBROATH

There was submitted [Report No 735/05](#) by the Director of Property Services advising members of a request from Orange PCS Ltd to enter into a new twenty year lease for the renewal of the telephone mast facility at Keptie Pond Water Tower, Arbroath.

The Report indicated that the company had originally entered into an agreement with Angus District Council in 1995 for a period of ten years and thereafter on a year to year basis, unless terminated by one year's notice by either party.

The Committee agreed to authorise the Director of Property Services to renew the lease for the telephone mast facility at Keptie Pond Water Tower, Arbroath with Orange Communications Limited for a period of twenty years, on the terms and conditions detailed in the Report.

10. PROPERTY TRANSACTIONS

With reference to Article 12 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 736/05](#) by the Director of Property Services advising of the outcome of negotiations for various lease renewals.

The Committee agreed to note and approve the conclusion of negotiations for the transactions as detailed in Appendix 1 of the Report.

11. ABBEY BOWLING GREEN, STANLEY STREET, ARBROATH

With reference to Article 16 of the minute of meeting of the Policy and Resources Committee of 4 September 2001, there was submitted [Report No 801/05](#) by the Director of Property Services advising members that the Abbey Bowling Club, who were the tenants of the Abbey Bowling Green at Stanley Street, Arbroath had submitted a request to purchase the bowling green.

The Report indicated that the ground was held on the Arbroath Common Good Account and the local members were not in support of selling the ground.

The Committee agreed:-

- (i) to note the request to purchase the Abbey Bowling Green which had been submitted by the Abbey Bowling Club; and
- (ii) to instruct the Director of Property Services to advise the club that the Council was not prepared to sell the ground.

12. SIGNAL TOWER MUSEUM EXTERNAL CONSERVATION WORKS 2005/2006

There was submitted [Report No 738/05](#) by the Director of Property Services seeking approval for the provision of supplementary funding from the Property Renewal and Repairs Fund to part fund a programme of external conservation and maintenance works to the Signal Tower Museum, Arbroath at an estimated cost of £26,000.

The Report indicated that the conservation works were being undertaken as part of the Town Heritage Initiative ongoing programme of external fabric improvements to buildings of either historic or architectural significance and the works would be funded from the initiative with the contribution from the Council.

The Committee agreed:-

- (i) to note the programme of external conservation and maintenance works at the Signal Tower Museum planned for 2005/2006; and
- (ii) to approve a bid for supplementary funding of £26,000 from the Property Renewal and Repairs Fund, 2005/2006 in respect of these works.

13. PROPERTY RENEWAL AND REPAIRS FUND - UPDATE OF FUNDING ARRANGEMENTS AND PLANNED PROGRAMME OF URGENT REPAIRS

With reference to Article 11 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 739/05](#) by the Director of Property Services advising on the next phase of programmes of urgent repairs to be undertaken utilising the Property Renewal and Repairs Fund.

The Report indicated that the programme of urgent repairs detailed in the Report should be undertaken timeously to ensure that the properties concerned were brought up to standard at the earliest possible date.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the next phase of planned programme of works at an estimated cost of £200,750 to be met from the Property Renewal and Repairs Fund for the execution of urgent property repairs.

14. NEW HOUSING OFFICE, ORCHARDBANK - INSTALLATION OF SPRINKLER SYSTEM

With reference to Article 19 of the minute of meeting of the Housing Committee of 2 June 2005, there was submitted [Report No 651/05](#) by the Director of Property Services seeking homologation of the decision to install a sprinkler system in the new Housing office which was being constructed at Orchardbank, Forfar.

The Committee, for its interest, agreed:-

- (i) to homologate the decision by the Director of Property Services, in consultation with the Director of Housing and the Conveners of the Housing and Resources and Central Services Committees, to issue a variation order to Muir Contracts Ltd to install a sprinkler system in the new Housing office currently under construction at Orchardbank, Forfar;
- (ii) to note the additional budget cost to the contract of £70,000 and that this additional cost would be contained within the 2005/2006 Housing Revenue Account capital plan; and
- (iii) to note the additional revenue charges of £5,500 per annum to the Housing Revenue Account.

15. NEW SOCIAL WORK AND HEALTH OFFICE, ORCHARDBANK, FORFAR - INSTALLATION OF SPRINKLER SYSTEM

With reference to Article 17 of the minute of meeting of the Social Work and Health Committee of 31 May 2005, there was submitted [Report No 654/05](#) by the Director of Property Services seeking homologation of the decision to install a sprinkler system in the new Social Work and Health office which was being constructed at Orchardbank, Forfar.

The Committee, for its interest, agreed:-

- (i) to homologate the decision by the Director of Property Services, in consultation with the Director of Social Work and Health and the Conveners of the Social Work and Health and the Resources and Central Services Committees, to issue a variation order to Muir Contracts Ltd to install a sprinkler system in the new Social Work and Health office which was being constructed at Orchardbank, Forfar;
- (ii) to note the additional budget cost to the contract of £85,000 and that this additional cost would be contained within the 2005/2006 Financial Plan
- (iii) to note the additional revenue charges of £6,700 per annum to the General Fund; and
- (iv) to note that there would be an additional revenue charge to NHS Tayside of £2,800 per annum to meet their share of the cost.

16. CARNOUSTIE TOURISM FACILITIES

With reference to Article 10 of the minute of meeting of the Infrastructure Services Committee of 9 June 2005, there was submitted [Report No 697/05](#) by the Director of Planning and Transport seeking approval in principle for a range of tourism and leisure related facilities in Carnoustie.

The Report indicated that the seafront at Carnoustie represented a major environmental and recreational resource but facilities were limited and the area was in need of re-vitalisation. The re-development of the area, coupled with image enhancement works, would greatly improve the appearance and attraction of the town both during and after the Open Golf Championship to be held in 2007.

The Committee agreed:-

- (i) to note that members of the Council's Capital Budget Sub-Group had agreed to the principle of ring-fencing the capital receipt from the disposal of the former Dalhousie site in Carnoustie, subject to the determination of an agreed development programme of works;
- (ii) to approve the ring-fencing of the capital receipt, less the amount earmarked for affordable housing elsewhere in Carnoustie, being a net sum of £1,493,550 for the programme of works generally outlined in the Report in accordance with Financial Regulation 5.4; and
- (iii) to note that further reports regarding the assembly of a programme of projects together with the strategic direction would be submitted to this Committee.

17. PROPOSED ACQUISITION OF SALMON BOTHY, LINKS PARADE, CARNOUSTIE

With reference to Article 11 of the minute of meeting of the Infrastructure Services Committee of 9 June 2005, there was submitted [Joint Report No 698/05](#) by the Director of Planning and Transport and the Director of Property Services seeking approval for the acquisition of the Salmon Bothy, Links Parade, Carnoustie as part of a programme of image enhancement works in Carnoustie.

The Report indicated that this small semi-derelict property was in an extremely prominent location on the main route to the Championship Golf Course and its early acquisition by the Council would ensure that it was available as part of the proposed programme of image enhancement works prior to the Open Golf Championship in 2007.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the acquisition of the Salmon Bothy, Links Parade, Carnoustie, on the provisional terms and conditions detailed in the Report.

18. SELECT TENDER LIST FOR LEISURE MANAGEMENT REPLACEMENT SYSTEM

There was submitted [Joint Report No 741/05](#) by the Director of Information Technology and the Director of Leisure Services seeking approval of a select list of contractors suitable to tender for the supply of a replacement Leisure Management Information System which was required by the Leisure Services Department.

The Committee, for its interest, agreed:-

- (i) to invite the undernoted suppliers, in terms of Financial Regulation 16.3.2b, to tender for the replacement Leisure Management Information system:-
 - Gladstone MRM
 - Torex (Quota)
 - Flex Systems
 - Delta (Scuba)
 - Riva
 - On-line Leisure; and
- (ii) to instruct the Director of Information Technology to invite the foregoing suppliers to submit formal tenders for the replacement system.

19. CIVIL PARTNERSHIP REGISTRATION

With reference to Article 12 of the minute of meeting of this Committee of 4 December 2003, there was submitted [Report No 743/05](#) by the Director of Law and Administration advising members of progress with regard to the introduction of same-sex civil partnerships under the Civil Partnership Act 2004 and setting out the procedural issues which required to be addressed by the Council prior to the Act coming into force on 5 December 2005.

The Report indicated that, while civil partnership was not a marriage, it provided same sex couples with a means of having their relationship legally recognised if they wished and, with effect from 5 December 2005, people who wished to form a civil partnership would be able to submit a formal legal notice of their intention to register a civil partnership.

The Committee agreed:-

- (i) to note the requirements placed upon the Council with regard to registration of same sex civil partnerships under the Act;
- (ii) to note the procedural issues which required to be addressed by the Council prior to the implementation of the Act;
- (iii) to adopt the list of approved places for civil marriages for the purpose of registration of civil partnerships;
- (iv) to authorise the Director of Law and Administration to submit a list of all Registrars to be authorised for the purpose of registration of civil partnerships to the General Register Office for Scotland and authorise the Chief Registrar to advise that office of any subsequent amendments to the list; and
- (v) to note that the registration of civil partnerships in the Monifieth/Sidlaw area would be the responsibility of Dundee City Council until the Registration Services (Scotland) Bill was enacted.

20. PHOTOCOPIER CONTRACT 2005/2008

With reference to Article 15 of the minute of meeting of the Personnel and Property Services Committee of 31 August 1999, there was submitted [Report No 744/05](#) by the Director of Law and Administration advising members of the pending expiry of the composite photocopying contract, in which Angus Council was a participant along with Dundee City and Perth and Kinross Councils and other bodies. The Report proposed that the Council should enter into a further photocopying contract in participation with these bodies.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the continued participation in a composite photocopying contract, along with Dundee City and Perth and Kinross Councils and other bodies; and
- (iii) to recommend to Dundee City Council, as "co-ordinator authority", acceptance of the tender received from Xerox (UK) Ltd, including the take-up of the option of one additional year with no increase to the original rate quoted for a three year contract.

21. REQUEST FOR FINANCIAL ASSISTANCE FROM FORFAR COMMON GOOD FUND - FORFAR FARMINGTON EXCHANGE

There was submitted [Report No 746/05](#) by the Chief Executive setting out details of an application from the Forfar Farmington Exchange initiative for financial assistance from the Forfar Common Good fund to assist with the cost of an exchange trip to Farmington in the USA for approximately forty young people from Angus.

The Report indicated that, while this project did not strictly adhere to the criteria on the use of Common Good funding, it was the 25th year of the exchange taking place and all local members were supportive of making some form of financial contribution.

Having heard Provost Middleton confirm that Forfar members were very supportive of the proposal, as a "one-off", the Committee agreed:-

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

- (ii) to authorise a donation of up to £3,400 from the Forfar Common Good Fund in respect of the Forfar Farmington Exchange to be held later this year, in recognition of the 25th year celebration of exchanges between Forfar and Farmington.

22. WILLIAM LAMB STUDIO: CASTING OF "JESS"

With reference to Article 19 of the minute of meeting of the Environmental and Leisure Services Committee of 7 June 2005, there was submitted [Report No 688/05](#) by the Director of Leisure Services advising members of a plaster sculpture known as "Jess" by William Lamb, and recommending that it be cast in bronze.

The Committee, for its interest, approved the casting in bronze of the William Lamb plaster sculpture "Jess" at a cost of £1,800 to be funded from the Montrose Common Good Fund.

23. MONTROSE SKATEPARK - STAGE 1 - APPLICATION TO SPORTSCOTLAND FOR FUNDING

With reference to Article 15 of the minute of meeting of the Environmental and Leisure Services Committee of 7 June 2005, there was submitted [Report No 684/05](#) by the Director of Leisure Services seeking authority to progress a bid for funding for the Montrose Skatepark, with an application to Sportscotland Sports Lottery fund, and subject to approval of additional funding from the Montrose Common Good Fund.

Having heard Councillors Ritchie and Scrimgeour in support of the proposal, the Committee agreed:-

- (i) to note the views of the local Montrose members;
- (ii) to authorise a contribution of up to £18,000 from the uncommitted revenue balance of the Montrose Common Good Fund in respect of a skatepark in Montrose; and
- (iii) to note that the contribution from Montrose Common Good Fund was subject to the Sportscotland Sports Lottery fund bid being successful.

24. EARLY RETIRAL/VOLUNTARY REDUNDANCY

With reference to Article 23 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Joint Report No 747/05](#) by the Chief Executive and the Director of Finance advising of the number of employees released on early retriial /voluntary redundancy and ill health retirement during the period 2004/2005.

The Committee agreed to note and approve the contents of the Report.

25. PERSONNEL SERVICES: TRAINING SERVICE - PROGRESS REPORT

With reference to Article 18 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 749/05](#) by the Chief Executive describing the activities of the Training Services Section of Personnel Services during the period 1 April 2004 to 31 March 2005.

The Report indicated that the section had again been particularly active in dealing with Skill Seekers, New Deal 18-24 - Environment Task Force, New Deal 25+, Programme Centre, Training for Work and IT training.

The Committee agreed to note the contents of the Report.

26. SICKNESS ABSENCE: JANUARY - MARCH 2005

With reference to Article 26 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 750/05](#) by the Chief Executive advising of the level of sickness absence within the Council during the period 1 January - 31 March 2005.

The Committee agreed to note the contents of the Report.

27. EMPLOYMENT DISABILITY UNIT

With reference to Article 19 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 751/05](#) by the Chief Executive, together with a copy of the Report prepared by the Manager of the Employment Disability Unit, highlighting the activities, performance and outcomes of the Unit for the year January to December 2004.

The Report indicated that the Unit, which was a joint initiative between Angus, Dundee City and Perth and Kinross Councils, continued to provide guidance, support and advice and creation of job opportunities for people with disabilities.

The Committee agreed to note the contents of the Reports.

28. EMPLOYEE ASSISTANCE PROGRAMME - ANNUAL REPORT 2004/2005

With reference to Article 30 of the minute of meeting of this Committee of 29 January 2004, there was submitted [Report No 752/05](#) by the Chief Executive advising members of the usage of the employee assistance programme provided by Care First during the financial year 2004/2005.

The Report indicated that overall usage for the year was 4% and of the issues raised with Care First, 60% were personal and 40% work related.

The Committee agreed to note the contents of the Report.

29. EMPLOYEE BENEFITS

With reference to Article 22 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 753/05](#) by the Chief Executive advising members of developments in the range of discounted benefits available to employees of the Council, following the launch of the Taycard Corporate Discount Scheme initiative with Dundee City and Perth and Kinross Councils, Tayside Fire Brigade, Tayside Police and Tayside Contracts.

The Committee agreed to note the contents of the Report.

30. ESTABLISHMENT CHANGES

With reference to Article 17 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 754/05](#) by the Chief Executive summarising changes to the Chief Executive's, Education, Environmental and Consumer Protection, Leisure Services, Property Services and Social Work and Health departments during the period 18 April - 31 May 2005.

The Committee, for its interest, agreed to note the changes to the establishments of these Departments, as detailed in the Report.

31. HOUSING CAPITAL PROGRAMME - HRA BLOCK - 2004/2005

With reference to Article 3 of the minute of meeting of the Housing Committee of 2 June 2005, there was submitted [Report No 643/05](#) by the Director of Finance setting out the near final actual capital spend on the HRA Housing Capital Programme for 2004/2005.

The Report indicated that the near actual spend for the year to 31 March 2005 was £9.369 million and that there was no requirement for any borrowing to finance capital expenditure.

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

32. CAPITAL MONITORING - COMPOSITE CAPITAL PROGRAMME 2004/2005

With reference to Article 19 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 755/05](#) by the Director of Finance advising members of the Capital Expenditure incurred for the period from 1 April 2004 to 31 March 2005 and measuring actual capital spend for the year against budgeted provision and available resources for the year.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position as at 31 March 2005 on the Composite Capital Programme as detailed in the Monitoring Statement which accompanied the Report;
- (iii) to note that the Director of Finance had utilised capital financing resources to bring about the most advantageous year end position for financial year 2004/2005; and
- (iv) to note the intention to review the 2004/2005 capital expenditure year end position with a view to assessing the effect on the 2005/2006 Composite Capital Programme.

33. REMISSION OF RATES

With reference to Article 23 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 756/05](#) by the Director of Finance advising members of an application for Remission of Rates and recommending that this be granted, which would result in an annual cost to the Council of £33.61.

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

34. COUNCIL TAX AND NON DOMESTIC RATES COLLECTION PERFORMANCE ETC.

With reference to Article 32 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 757/05](#) by the Director of Finance giving members an indication of the collection performance of Council Tax and Non-Domestic Rates for the year ended 31 March 2005 and setting out comparisons with previous financial years, subject to audit.

The Report indicated that the figures indicated a continuation of improvement of in-year collection of Council Tax with the collection rate for 2004/2005 calculated at 96.15%, compared with 95.60% in respect of 2003/2004.

The Committee agreed to note the contents of the Report.

35. MISCELLANEOUS DEBT WRITE OFF

With reference to Article 39 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 758/05](#) by the Director of Finance advising members of the amount of debt which had been written off by the Council since 1996/97 and detailing the amounts which had subsequently been recovered.

The Report indicated that a total of £420,000 had been written off with some £14,000 recovered and while the recovered amount was a small proportion, it underlined the Council's determination to continue to recover debts, notwithstanding that they had been written off in book-keeping terms.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that the sum of £14,000 had been recovered in respect of debts written off since 1996/97.

36. AUTHORITY TO WRITE OFF BAD DEBTS (COMMUNITY CHARGE, COUNCIL TAX, NON-DOMESTIC RATES AND HOUSING BENEFITS OVERPAYMENTS) - FINANCIAL YEAR 2004/2005

With reference to Article 39 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 759/05](#) by the Director of Finance seeking authority to write off the amounts detailed in the Report as bad debts in respect of the Community Charge, Council Tax, Non Domestic Rates and Housing Benefit overpayments, which had either been in the hands of Sheriff Officers and Debt Recovery Agencies or were untraced debtors.

The Committee agreed that the amounts detailed in the Report be written off, it having been noted that the files would continue to remain open, with every effort made to collect the debts, should circumstances change.

37. CHANGES TO CAPITAL PROJECT APPRAISAL PROCESS

With reference to Article 5 of the minute of meeting of the Policy and Resources Committee of 21 March 2000, there was submitted [Report No 760/05](#) by the Director of Finance advising members of proposed changes to the Council's system of Capital Project Appraisal.

The Report indicated that the process had been revised and updated to make it more robust and to ensure compliance with the requirements of the Local Government in Scotland Act 2003 and particularly the duty of Best Value and the Prudential Code. The revised guidance would be in place for use during the forthcoming appraisal cycle and would inform the 2006/2007 capital budget cycle with separate guidance on undertaking an option appraisal exercise being produced for use within the Council.

A copy of the revised Capital Project Appraisal Guidance Manual had been placed in the Members' Lounge.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the changes made to the Capital Project Appraisal process, as detailed in the Report, for implementation with immediate effect.

38. PREPARATION OF THE 2005/2009 FINANCIAL PLAN AND 2006/2007 GENERAL FUND CAPITAL BUDGET

With reference to Article 34 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 761/05](#) by the Director of Finance advising members of the main stages in the Financial Plan process and seeking approval of the proposed approach to the preparation of the 2005/2009 Financial Plan and 2006/2007 General Fund Capital Budget.

The Report represented the starting point for the preparation of the 2005/2009 Financial Plan and 2006/2007 Capital Budget Process and further reports regarding the preparation of the Plan would be brought forward as required, as the budget cycle progressed.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the approach to the Financial Plan preparation process as set out in section 5 of the Report.

39. PREPARATION OF 2006/2007 REVENUE BUDGET

With reference to Article 35 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 762/05](#) by the Director of Finance advising members of the current position in relation to the 2006/2007 Revenue Budget preparation process, identifying the main stages of the budget cycle and seeking approval of the proposed approach to the Revenue Budget preparation for the 2006/2007 financial year.

The budgetary process, as described in the Report, was largely similar to that adopted in 2005/2006 and was in line with the Council's Financial Regulations. Further reports pertinent to the Revenue Budget would be brought forward, as required, as the budget cycle progressed.

The Committee agreed:-

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

- (ii) to approve the approach to the budget preparation process as set out in section 4 of the Report.

40. ANGUS COUNCIL REVENUE BUDGET PROJECTIONS 2006/2007 AND 2007/2008

With reference to Article 36 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 763/05](#) by the Director of Finance advising members of the outcome of the Departmental Budget Projections exercise for 2006/2007 and 2007/2008 which had also assisted with the production of Service Plans.

The Report indicated that while the overall results of the budget projections were only indicative at present, they highlighted the likelihood that an excess of departmental budget requirements over available resources would continue to require the Council to implement budget cuts and efficiency savings.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the revenue budget projections up to financial year 2007/2008, referred to in the Report and the associated projections volume.

The following matters were on the determination of the Convener, dealt with as matters of urgency in order that a decision might be taken so that the sale might proceed at the earliest possible date (Article 41) and that a decision might be taken prior to commencement of the summer holiday period with respect to the Traill Pavilion, Montrose (Article 42).

***41. PROPOSED SALE OF ST JAMES HOUSE, FORFAR**

With reference to Article 27 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 805/05](#) by the Director of Property Services seeking approval to the sale of St James House, Forfar.

The Report indicated that the capital receipt for the sale of St James House would meet the target figure identified in the funding package for development of the new headquarters offices at Orchardbank and the combined development site would create potential for a better and more integrated overall scheme for the benefit of Forfar.

COUNCILLOR KING, SECONDED BY COUNCILLOR SCRIMGEOUR, MOVED THAT THE COMMITTEE AGREE:

- (I) TO NOTE THE CONTENTS OF THE REPORT;
- (II) TO EXEMPT THIS TRANSACTION FROM THE PROVISIONS OF PARAGRAPH 17.2.3 OF THE COUNCIL'S FINANCIAL REGULATIONS, WHICH REQUIRE THE INVITATION OF COMPETITIVE TENDERS BY PUBLIC ADVERTISEMENT FOR ALL LAND OR BUILDINGS DECLARED SURPLUS TO THE REQUIREMENTS;
- (III) TO AUTHORISE THE ACTION OF THE DIRECTOR OF PROPERTY SERVICES IN ENTERING INTO NEGOTIATIONS WITH DEANWAY DEVELOPMENTS LTD AND DWG PROPERTY LTD ON THE BASIS THAT BEST VALUE WOULD BE OBTAINED BY NEGOTIATING DIRECT WITH THE DEVELOPERS OF THE ADJOINING PROPERTY; AND
- (IV) TO APPROVE THE SALE OF THE ST JAMES HOUSE OFFICE SITE TO DEANWAY DEVELOPMENTS LTD AND DWG PROPERTY LTD ON THE PROVISIONAL TERMS AND CONDITIONS DETAILED IN THE REPORT.

Councillor Nield, seconded by Councillor Mackintosh, moved as an amendment, that the proposed sale be not approved and that the Director of Property Services be instructed to advertise the premises for sale on the open market.

On a vote being taken, members voted:

For the motion:

Councillors King, Scrimgeour, Gibb, Bill Middleton, Glennis Middleton, Murray, Ritchie, Robertson and Selfridge (9)

For the amendment:

Councillors Mackintosh, Murphy, Myles, Nield, Norrie and Salmond (6)

The motion was declared carried and became the finding of the meeting.

42. FUNDING OF ADDITIONAL HOURS OF OPENING FOR THE TRAILL PAVILION, MONTROSE OVER THE SUMMER HOLIDAYS, 2005

With reference to Article 2 of the minute of meeting of the Environmental and Leisure Services Committee of 10 February 2005, there was submitted [Report No 807/05](#) by the Director of Leisure Services seeking authority to fund extended opening hours for the Traill Pavilion, Montrose, from the Montrose Common Good Fund, over the summer holiday period.

The Report indicated that following award of the Blue Flag to Montrose seafront, local elected members and café proprietors had requested that the original opening hours of the Pavilion, be restored over this period.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note that the Corporate Grant Aid Working Group had recommended approval of this request; and
- (iii) to approve funding of £1,050 from the uncommitted revenue balance of the Montrose Common Good Fund for additional hours of opening of the Traill Pavilion, Montrose (10.00am to 8.00pm) from 24 June to 28 August 2005.