

## ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 4 May 2006 at 4.00 pm.

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

**Apologies:** Apologies for absence were intimated on behalf of Councillor GLENNIS MIDDLETON and Provost BILL MIDDLETON.

Councillor KING, Convener in the Chair.

### 1. DECLARATIONS OF INTEREST

Councillor Norrie declared an interest in item 16(a) as a Council appointee to the Montrose Air Station Heritage Centre.

Councillor Scrimgeour declared an interest in item 16(b) as a Council appointee to Age Concern, Angus and as the husband of a member of Angus Mental Health.

### 2. MINUTES

#### (a) Previous Meeting

The [minute of meeting of this Committee of 16 March 2006](#) 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 March 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

#### (c) Appeals Sub-Committee

The [minute of meeting of the Appeals Sub-Committee of 21 March 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

### 3. SERVICE PLAN UPDATES 2006/2007

With reference to Article 6 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 450/06](#) by the Chief Executive providing the contextual background for submission of all Departmental Service Plan updates for 2006/2007 and seeking approval to 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
- (ii) to note that, in accordance with the Council's Best Value Improvement Plan, work was continuing to better integrate the budget and service planning cycles.

#### **4. PROPERTY RENEWAL AND REPAIR FUND - UPDATE OF FUNDING ARRANGEMENTS AND PLANNED PROGRAMME OF URGENT REPAIRS**

With reference to Article 3 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 554/06](#) by the Director of Property Services advising on the next phase of programme of urgent repairs to be undertaken utilising the Property Renewal and Repair 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 work for the execution of urgent property repairs, at an estimated cost of £42,800, from the Property Renewal and Repair Fund.

#### **5. CORPORATE ASSET MANAGEMENT PLAN**

With reference to Article 10 of the minute of meeting of the Personnel & Property Services Committee of 27 November 2001, there was submitted [Report No 555/06](#) by the Director of Property Services presenting the first version of a Corporate Property Asset Management Plan, the underlying purpose of which was to achieve better use of public assets and to minimise the opportunity cost of resources tied up in land and buildings by developing strategies and programmes to ensure that they were deployed in the most effective way possible.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the Corporate Asset Management Plan which would be reviewed and updated as necessary.

#### **6. PROPERTY SERVICES DEPARTMENT – ANNUAL REPORT ON HEALTH AND SAFETY 2005/2006**

With reference to Article 5 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 556/06](#) by the Director of Property Services, being the annual Health and Safety Report for the Property Services Department for 2005/2006.

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

The Committee agreed to note the contents of the Report.

#### **7. PROPOSED WORKS TO THE WATER TOWER, KEPTIE PARK, ARBROATH**

With reference to Article 16 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 557/06](#) by the Director of Property Services advising members of the need to undertake remedial works to the Water Tower in Keptie Park, Arbroath, which would involve removing the roof to prevent the dangers of wind blown debris.

The Report indicated that the building was not integral to the delivery of any council services although it was a local landmark and of significant architectural and historical interest. Removal of the roofing would not have any short-term detrimental effect on the building.

The Committee, for its interest, agreed:-

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

- (ii) to approve a bid for supplementary funding in the sum of £11,000 from the Property Renewal and Repair Fund 2006/2007 in respect of this work.

#### **8. PROPOSED ACQUISITION OF LAND AT ESK ROAD, MONTROSE, BY MONTROSE COMMON GOOD**

There was submitted [Report No 558/06](#) by the Director of Property Services advising members of a proposed acquisition of land for Montrose Common Good at Esk Road, Montrose in order to regularise the current title position.

The Report indicated that part of the site at Esk Road leased by the Montrose Common Good to Montrose Sailing Club was owned by Joseph Johnston and Sons Ltd and, to regularise the position, it was proposed that Montrose Common Good acquire the land from them.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the acquisition of four sites totalling 468.5 square metres at Esk Road, Montrose by Montrose Common Good from Joseph Johnston & Sons Ltd, on the provisional terms and conditions detailed in the Report.

#### **9. CAR PARK AT CARNIE LOAN, ARBROATH**

With reference to Article 39 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 559/06](#) by the Director of Property Services advising members of a revised proposal for the disposal of the car park at Carnie Loan, Arbroath.

The Report indicated that the legal process to conclude the original disposal had been delayed by the purchaser. In addition, a proposed re-development of the larger site, including the car park, had recently been announced and it was considered that it was not now in the Council's best interest to dispose of the site to the original purchaser.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Director of Property Services to market the car park at Cairnie Loan, Arbroath for sale on the open market.

#### **10. PROPOSED DISPOSAL OF THE FORMER CARESTON PRIMARY SCHOOL**

With reference to Article 18 of the minute of meeting of the Social Work and Health Committee of 15 November 2005, there was submitted [Report No 560/06](#) by the Director of Property Services advising that the former Careston Primary School was no longer required for the proposed care and support scheme. Accordingly, it was recommended that the site and buildings be offered for sale to the previous owners in terms of the "Crichel Down Rules", the non-statutory arrangements under which surplus Government land that had been acquired by (or under threat of) compulsion and had not materially changed in character, should be offered back to the former owners, or their successors at the current market value.

The Committee agreed:-

- (i) to note that the former Careston Primary School was no longer required for a proposed care and support scheme;
- (ii) to declare the former Careston Primary School as surplus to the requirements of the Council; and
- (iii) to authorise the Director of Property Services to offer the site and buildings for sale to the previous owner, at the current market value, in terms of the Crichel Down Rules, failing which to approve terms and conditions for the sale of a strip of land to the adjoining owner and to market the remainder of the site on the open market.

## 11. FORMER REGISTRAR'S OFFICE, 32 PANMURE STREET, BRECHIN

*Councillor Leslie Melville, a Brechin member addressed the Committee on proposals for the short term use of the former Registrar's office.*

With reference to Article 7 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 561/06](#) by the Director of Property Services advising members that the disposal of the former Registrar's Office at 32 Panmure Street, Brechin was no longer proceeding and that the property might provide suitable accommodation for the Brechin Townscape Heritage Initiative.

The Report indicated that the proposed purchaser of the property had not complied with the requirement to lodge a planning application for change of use within the time period stipulated and, in view of the progress being made in connection with the Brechin Townscape Heritage Initiative, it was now considered that the property could provide suitable office, meeting and exhibition space for the Initiative.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Director of Property Services to retain the property at 32 Panmure Street, Brechin as a possible location for the Brechin Townscape Heritage Initiative.

## 12. PROPERTY TRANSACTIONS

With reference to Article 7 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 562/06](#) by the Director of Property Services advising of the outcome of negotiations for an open market disposal from Montrose Common Good, a lease renewal by Forfar Common Good, lease renewals, rent reviews, open market disposals and an acquisition. The Report also noted that a new contract was now in place for the valuation services in respect of property transactions.

The Committee agreed to note and approve the conclusion of negotiations for the transactions as detailed in Appendices I, II, III, IV and V of the Report subject to the deletion of item 2 in Appendix II and amending the proposed term of the lease of item 6 in Appendix II to 3 years.

## 13. ANGUS COUNCIL COURIER AND MEMBERS' DELIVERY SERVICES

There was submitted [Report No 563/06](#) by the Director of Law and Administration advising members of the results of a competitive tendering exercise and award of contract for the Courier and Members' Delivery Services to Forfar Removals for the period 1 April 2006 to 31 March 2009.

The Report indicated that expressions of interest had been invited by press advertisement, with four priced tenders having been returned for the provision of both services.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to homologate the decision of the Director of Law and Administration to award the contract for the provision of the Angus Council Courier and Members' Delivery Services to Forfar Removals, for the period 1 April 2006 to 31 March 2009, at a cost of £112,800.

## 14. EMPLOYMENT DISABILITY UNIT

With reference to Article 27 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 564/06](#) 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 the outcomes of the unit for the period January to December 2005.

The Report indicated that the Unit, which was a joint initiative between Angus, Dundee City and Perth & 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.

## 15. ESTABLISHMENT CHANGES

With reference to Article 19 of the minute of meeting of this Committee of 16 March 2006, there was submitted and noted [Report No 565/06](#) by the Chief Executive summarising changes to the Chief Executive's, Education, Environmental & Consumer Protection, Law & Administration, Leisure Services, Planning & Transport, Property Services, Roads and Social Work & Health Departments during the period 18 February to 7 April 2006.

## 16. ANGUS COUNCIL COMMUNITY GRANT SCHEME

### (a) Applications since last meeting

With reference to Article 20 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 566/06](#) 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 for £500 or less which had been approved.

The Committee agreed:-

- (i) to make the following decisions in respect of applications for grants over £500:-
- Montrose Air Station Heritage Centre - £2,880 (cost of purchasing and installing plasma screen) and £1,480 (Redevelopment of website).
  - Angus Digital Media Centre – No award
  - Cruse Bereavement - £1,100
  - Tealing Hall - £1,800
  - Kingsmuir Hall - £500
  - Angus County Colts – further consideration to be given by the Executive Sub-Committee of this Committee
  - Arbroath Sea Cadets - £2,276
  - Montrose Heritage Trust - £500
  - St Mary's Episcopal Church, Kirriemuir – No award
- (ii) to note the following decisions in respect of applications for £500 or less:-
- Dundee & Angus Chess Congress - £300
  - Kirriemuir Thistle Football Club - £370
  - The Attic - £320
  - East Angus Branch – Royal Scottish Country Dance Society - £500
  - Tayside Highland Dancing Association - £500
  - Monifieth Medieval Fair - £500
  - DD8 Music - £400

- Traditional Music and Song Association – Angus Branch - £400
- Ruthven Parish Festival - £360
- Edzell Drama Group - £300
- The Pitstop – No award
- Celtic Circle – No award

**(b) Progress Report**

With reference to (a) above, there was submitted [Report No 567/06](#) by the Chief Executive detailing Angus Council Community Grant Scheme applications of over £500 and of £500 or less during 2005/2006, and making recommendations to improve the process in terms of publicity and recurring applications.

The Committee agreed:-

- (i) to note the summary of applications for funding in respect of these grants since 1 April 2005 and 25 June 2005 when the revised scheme had been implemented; and
- (ii) to approve the proposals for streamlining and improving the process, as detailed in the Report.

**17. FORFAR COMMON GOOD FUND – REQUEST FOR FINANCIAL ASSISTANCE FROM FORFAR INDOOR BOWLING CLUB**

There was submitted [Report No 568/06](#) by the Chief Executive detailing an application received from Forfar Indoor Bowling Club for financial assistance from the Forfar Common Good Fund towards the cost of replacing a bowling carpet.

The Report indicated that the number of members in this club had increased over the last few years and its facilities were made available to youths from Brechin, Forfar, Kirriemuir and Letham. The club also provided coaching facilities and was fully committed to a policy approved and drawn up by the Scottish Indoor Bowling Association for youth and vulnerable adults. The Adult Resource Centre used the facilities on a regular basis, free of charge, and made use of the premises as training facilities for the Special Olympics.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the request from Forfar Indoor Bowling Club for financial assistance of £12,200 from the Forfar Common Good Fund, subject to:-
  - (a) the Council and the Club concluding the necessary legal agreement for community use; and
  - (b) an agreement being reached with the owner of the premises on the repayment of the grant, on a pro-rata basis, should the lease of the premises be terminated prior to the end of the ten-year community use agreement.

**18. HOUSING CAPITAL PROGRAMME – 2005/2006**

**(a) Housing Capital Programme - HRA Block**

With reference to Article 3 of the minute of meeting of the Housing Committee of 4 May 2006, there was submitted [Report No 495/06](#) by the Acting Director of Finance setting out the latest capital estimate for the year and the capital spend figures to the end of February 2006 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.

**(b) Composite Capital Programme**

With reference to Article 24 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 569/06](#) by the Acting Director of Finance advising members of the capital expenditure incurred for the period from 1 April 2005 to 28 February 2006 and measuring projected capital expenditure for the year against budgeted provision for the year.

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 28 February 2006, as detailed in the monitoring statement which accompanied the Report;
- (iii) to note that as part of the budget process for 2006/2007, it was expected that the Capital Budget Sub-Group would continue to review the position and address issues relating to the projected spend position, slippage on projects and resources potentially available for 2005/2006;
- (iv) to note that projections of the year end position would be ongoing and subject to further monitoring as part of the 2005/2006 closing of accounts process; and
- (v) to note that the Acting Director of Finance had been afforded the responsibility to utilise capital financing resources to bring about the most advantageous year end position.

**19. REVENUE MONITORING STATEMENT**

**(a) Budget – 2005/2006**

With reference to Article 25 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 570/06](#) 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 2005 to 28 February 2006.

The Report indicated that, under some 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.

**(b) Projected Outturn 2005/2006**

With reference Article 26 of the minute of meeting of this Committee of 16 March 2006, there was submitted [Report No 571/06](#) 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:-

- (i) to note the contents of the Report; and
- (ii) to note that requests had been made under the Council's budget virement flexibility scheme in respect of certain underspends.

**20. RENEWAL AND REPAIRS FUNDS AS AT 28 FEBRUARY 2006**

With reference to Article 28 of the minute of meeting of this Committee of 16 March 2006, there were submitted [Report No 572/06](#) by the Acting Director of Finance reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads, Information Technology, Equipment and Printing Unit as at 28 February 2006, which showed a total balance available of approximately £1,305,990.

The Committee agreed to note the contents of the Report.

**21. FINAL 2006/2007 BUDGET DOCUMENTS**

With reference to Article 24 of the minute of meeting of this Committee of 3 May 2005, there was submitted [Report No 454/06](#) by the Acting Director of Finance seeking approval of the 2006/2007 Final Revenue Budget Volume, which incorporated the updated provisional capital budget 2006/2007 and requesting that it be issued, together with the Budget Guide booklet.

The Committee agreed:-

- (i) to approve the amendments to departmental 2006/2007 revenue budgets as detailed in the Report;
- (ii) to approve the contents of the 2006/2007 Final Revenue Budget Volume;
- (iii) to note that the departmental revenue budgets contained in the 2006/2007 Final Revenue Budget Volume represented the Council's approved budget for monitoring purposes;
- (iv) to note that an interim update of the provisional capital budget 2006/2007 had been undertaken based on movements highlighted through the 2005/2006 budget monitoring process;
- (v) to note that a comprehensive update of the 2005/2009 Financial Plan (incorporating a final 2006/2007 capital budget) would be undertaken once actual expenditure for financial year 2005/2006 had been established;
- (vi) to note that a separate Final Capital Budget Volume 2006/2007 would be submitted for approval following the period of the Council's summer recess; and
- (vii) to approve the issuing of the 2006/2007 Final Revenue Budget Volume together with the Budget Guide Booklet in accordance with the distribution arrangements detailed in the Report.