

## **Minute of Meeting**

### **Clyde Muirshiel Park Authority Joint Committee**

| <b>Date</b>              | <b>Time</b> | <b>Venue</b>                                      |
|--------------------------|-------------|---------------------------------------------------|
| Friday, 17 February 2017 | 11:30       | CMR2, Renfrewshire House, Cotton Street, Paisley, |

#### **PRESENT**

Councillors J Caldwell and C Gilmour (Renfrewshire Council); I Nelson and D Wilson (Inverclyde Council); and A Dickson and T Marshall (North Ayrshire Council).

#### **CHAIR**

Councillor C Gilmour, Chair, presided.

#### **IN ATTENDANCE**

D Gatherer, Interim Regional Park Manager and H Douglas, Ranger (both Clyde Muirshiel Regional Park); L Forsyth (North Ayrshire Council); F Carlin, Head of Planning & Housing Services, V Howie, Finance Business Partner (Development & Housing Services), E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council); and A Haar, Senior Auditor and S Afzal, Trainee Auditor (both Audit Scotland).

#### **APOLOGY**

Councillor Bibby (Renfrewshire Council).

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest intimated prior to the commencement of the meeting.

## **ADDITIONAL ITEM**

The Convener intimated that there was an additional item in relation to the Audit Scotland Annual Audit Plan 2016/17 which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 11 below, was urgent in view of the need to advise members of the position, authorised its consideration.

## **ORDER OF BUSINESS**

In terms of Standing Order 15, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 9 of the agenda prior to item 1 of the agenda.

### **1 TAG-N-TRACK**

There was submitted a report by the Interim Regional Park Manager providing an update on the Tag-n-Track project which commenced on 9 January 2017.

A full-time Project Officer and part-time Project Assistant would be employed for a period of two years and would develop and promote activities for schools and volunteers. It was anticipated that 30 volunteers would be attracted to the project and would develop skills in the identification of species, satellite tagging, use of motion detection cameras, collation of information and interpersonal work experience.

The project had received funding of £66,100 from the Heritage Lottery Fund and £39,987 from the Greater Renfrewshire LEADER Fund. The Regional Park would contribute £19,994 to the project.

H Douglas gave a presentation to the Joint Committee in which she advised members that the project would tag lesser black-backed gull and juvenile barn owls. The data collected would be used to gain a better understanding of how the birds used the Regional Park and would also allow an extensive school project to be developed and delivered to 4,500 school children in North Ayrshire, Renfrewshire and Inverclyde.

**DECIDED:** That the report and presentation be noted.

### **2 MINUTE OF JOINT COMMITTEE**

There was submitted the Minute of the meeting of the Joint Committee held on 2 December 2016.

**DECIDED:** That the Minute be approved.

### **3 MINUTE OF CONSULTATIVE FORUM**

There was submitted the Minute of the meeting of the Consultative Forum held on 2 December 2016.

**DECIDED:** That the Minute be noted.

#### 4 **REVENUE BUDGET MONITORING**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April 2016 to 6 January 2017.

The report intimated that gross expenditure was currently £3,000 overspent and income was currently £3,000 over-recovered resulting in a net breakeven position.

**DECIDED:** That the report be noted.

#### 5 **REVENUE ESTIMATES 2017/18**

There was submitted a report by the Treasurer relative to the revenue estimates for the Joint Committee for the financial year 2017/18 and the establishment of the 2017/18 requisition.

The report intimated that it was recognised that over the medium term, local government in Scotland was likely to face a further contraction in resources related predominantly to the provision of revenue grant from the Scottish Government. In this context it was recognised that this was likely to have a consequential impact on the level of requisition funding available to the Joint Committee.

The report proposed that the overall requisition for 2017/18 be maintained at 2016/17 levels to allow a year to consolidate the rationalisation of management and governance which had been implemented to date. The budget had been constructed on the basis of assumptions detailed in the report.

Appendix 1 to the report detailed the requisitions for constituent authorities and Appendix 2 to the report detailed the revenue estimates 2017/18 for the Joint Committee.

**DECIDED:**

(a) That the requisitions for constituent authorities, as detailed in Appendix 1 to the report, and the 2017/18 revenue estimates, as detailed in Appendix 2 to the report, be approved;

(b) That it be noted that any decision on requisitions would be subject to ratification by constituent authorities and that the Interim Regional Park Manager report back to the Joint Committee on the implications for park services should any constituent authority agree any alteration to the level of requisition approved by the Joint Committee; and

(c) That the constituent authorities be notified of the requisitions required for 2017/18.

#### 6 **PRICING POLICY FOR CLYDE MUIRSHIEL REGIONAL PARK 2017**

There was submitted a report by the Interim Regional Park Manager relative to the proposed pricing policy for 2017 which was detailed in the appendix to the report.

**DECIDED:** That the pricing policy for Clyde Muirshiel Regional Park 2017, as detailed in the appendix to the report, be approved.

## 7 **QUARTERLY ABSENCE STATISTICS**

There was submitted a report by the Interim Regional Park Manager relative to the quarterly absence statistics for the Regional Park Authority for the period 19 September to 31 December 2016. The report provided information relating to the absence statistics and reasons for absence.

**DECIDED:** That the quarterly absence statistics for the period 19 September to 31 December 2016 be noted.

## 8 **QUARTERLY HEALTH AND SAFETY REPORT**

There was submitted a report by the Interim Regional Park Manager providing information on the quarterly health and safety monitoring for the period October to December 2016.

The report intimated that there had been no RIDDOR reportable accidents; two accidents involving staff and three incidents involving visitors. There had been two health and safety related course held during the period which nine members of staff attended and one health and safety related Toolbox Talk delivered.

It was noted that staff continued to work with Renfrewshire Council Health & Safety Officers to align its health and safety policies, plans and accident prevention programmes with those currently in use within Renfrewshire Council.

The report highlighted that there was still a problem with water ingress at Muirshiel Visitor Centre and that further investigation was required to fully rectify the problem.

### **DECIDED:**

(a) That it be noted that there had been no RIDDOR reportable accidents and a further five accidents/incidents during the period; and

(b) That it be noted that the problem of water ingress at Muirshiel Visitor Centre continued and that further investigation was required to fully rectify the problem.

## 9 **TESCO FUNDING FOR PLAY EQUIPMENT AT LUNDERSTON BAY**

There was submitted a report by the Interim Regional Park Manager relative to a successful funding application to Tesco Bags of Help, a local community grant scheme where the money raised from the 5p bag charge funded local projects in communities across the UK.

The report intimated that two funding applications had been submitted to renew and replace obsolete play equipment and install new picnic benches at Lunderston Bay. The application for the play equipment had been shortlisted for a public vote and had received the most votes resulting in an award of £12,000 which would be spent on new play structures to replace obsolete and vandalised play equipment.

An award of £5,000 had also been received for the installation of six new steel picnic benches at Lunderston Bay.

**DECIDED:** That the successful funding applications be noted.

10 **SHIELHILL GLEN**

Under reference to item 6 of the Minute of the meeting of this Joint Committee held on 2 December 2016 the Interim Regional Park Manager provided a verbal update on the issue of disposal of refuse at Shielhill Glen.

He advised that the owner of the land, Ardgowan Estate, had given permission for access to the site to establish if the rubbish could be removed safely. He would now contact Scottish Natural Heritage to ascertain the best approach for this to be carried out. Following this he would contact Inverclyde Council with a view to the rubbish being removed during the summer months of 2017.

**DECIDED:**

(a) That the up-to-date position be noted; and

(b) That the Interim Regional Park Manager report on this matter at the next meeting of the Joint Committee.

11 **AUDIT SCOTLAND ANNUAL AUDIT PLAN 2016/17**

There was submitted a report by the Treasurer relative to the annual audit plan 2016/17 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2016/17 financial year.

The report highlighted that the annual audit plan 2016/17 included a section on Audit Issues and Risks and that within this section Audit Scotland had identified risks in relation to the annual audit and the wider risks generally to the financial position of the Joint Committee.

**DECIDED:** That Audit Scotland's annual audit plan 2016/17 be noted.

12 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on Friday 23 June 2017 in the Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip.

**VALEDICTORY**

Councillor Gilmour thanked members of the Joint Committee for their contribution to the work of the Joint Committee and for their assistance to him during his period as Chair.