

## **Minute of Meeting**

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 07 September 2018	11:30	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

#### **Present**

Councillors Andy Steel, Tom Begg and Andy Doig (all Renfrewshire Council); Councillors Innes Nelson and Graeme Brooks (both Inverclyde Council); and Councillor Donald L Reid (North Ayrshire Council).

#### **Chair**

Councillor Steel, Chair, presided.

#### **In Attendance**

F Carlin, Head of Planning and Housing Services, F Carswell, Development and Marketing Manager (Clyde Muirshiel Regional Park), M Ball, Principal Accountant (Management Accounting); D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); L Forsyth (North Ayrshire Council); S Simpson (Inverclyde Council); and A Haahr, Auditor (Audit Scotland).

#### **Apologies**

Councillor Bill Binks (Renfrewshire Council); Councillor Todd Ferguson (North Ayrshire Council); and Councillor David Wilson (Inverclyde Council).

#### **Declarations of Interest**

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

## **1 Minute of Joint Committee**

There was submitted the Minute of the meeting of the Joint Committee held on 22 June 2018.

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

## **2 Minute of Consultative Forum**

There was submitted the Minute of the meeting of the Consultative Forum held on 22 June 2018.

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

## **Sederunt**

Councillor Andy Doig entered the meeting during to consideration of the following item of business.

## **3 Annual Audit Report 2017-18**

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 22 June 2018 there was submitted a report by Audit Scotland relative to the Annual Audit Report for the Joint Committee for 2017/18, a copy of which was appended to the report.

The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the annual accounts presented a true and fair view of the financial position of the Joint Committee as at 31 March 2018, in accordance with the accounting policies detailed in the accounts.

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

## **4 Audited Annual Account 2017-18**

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 22 June 2018 there was submitted a report by the Treasurer relative to the audited annual accounts 2017/18 for the Joint Committee, a copy of which was appended to the report.

The report intimated that following the introduction of the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts must be approved for signature by the Joint Committee no later than 30 September each year. Following this the approval the audited accounts would be submitted to the Lead Officer at Renfrewshire Council, Chair and Treasurer for signature.

**DECIDED:** That the audited accounts for 2017/18 be approved for signature.

## **5 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 to 20 July 2018.

The report intimated that gross expenditure was currently £9,000 overspent and income was currently £1,000 over-recovered resulting in a net overspend of £8,000.

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

## **6 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 26 March to 24 June 2018. The report provided information relating to the absence statistics and reasons for absence.

**DECIDED:**

(a) That the quarterly absence statistics for the period 26 March to 24 June 2018 be noted; and

(b) That it be noted that regular reports on the Park's absence statistics would be submitted to future meetings of the Joint Committee.

## **7 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 April to June 2018.

The report intimated that there had been no RIDDOR reportable accidents; one accident involving staff; nine accidents involving visitors; and two instances of abandoned vehicles. There had been one health and safety related course held during this period.

It was noted that staff continued to work with Renfrewshire Council Health and 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, no occupational diseases and ten incidents during the period; and

(b) That it be noted that the problem of water ingress at Muirshiel Visitor Centre continued to be under investigation.

## **8 Overnight Parking at Castle Semple**

A discussion took place relative to campervans parking overnight at Castle Semple and clarification was sought on whether suitable facilities were available and whether this could be a future source of income for the Park.

**DECIDED:** That it be agreed that this was not appropriate at this time.

## **9 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 14 December 2018 within the offices of Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley.