

## **Minute of Meeting Clyde Muirshiel Park Authority Joint Committee.**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 19 June 2020	11:30	Remotely by BT Conference Call,

### **Present**

Councillor Audrey Doig, Councillor Andy Doig, Councillor Tom Begg and Councillor Bill Binks (all Renfrewshire Council); and Councillor David Wilson and Councillor Innes Nelson (both Inverclyde Council).

### **Chair**

Councillor Audrey Doig, Chair, presided.

### **In Attendance**

F Carswell, Interim Park Co-ordinator, F Carlin, Head of Planning & Housing Services (Lead Officer), A MacArthur, Head of Finance, S Jones, Assistant Regeneration Manager, M Ball, Principal Accountant (Management Accounting), M McKillop, Senior Auditor and R Devine, Senior Committee Services Officer (all Renfrewshire Council); and M McLauchlan, Audit Manager (Audit Scotland).

### **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 14 February 2020.

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

## 2 Financial Outlook 2020/21

Under reference to item 5 of the Minute of the meeting of this Joint Committee held on 14 February 2020, there was submitted a report by the Treasurer relative to the 2020/21 financial outlook for the Park Authority.

The report advised that since the revenue estimates had been agreed, services delivered in the Park had been severely affected by the Coronavirus pandemic. It was anticipated that this would have a significant financial impact on income. An Appendix to the report provided an expenditure forecast which indicated that the impact of Coronavirus was expected to increase the forecast deficit for 2020/21 to potentially £166,700, based on current assumptions.

In this context, authority was requested from Members to allow the use of available reserves and provisions to ensure the continuation of park operations.

There followed discussion regarding the financial outlook, the desirability of retaining an element of reserves balance and the potential impact in terms of the Park Authority and its ability to operate.

Councillor Wilson recommended that Members should only seek to approve the use of up to 50% of reserves and that Joint Committee Members should also request financial support from their individual authorities. This was supported by Councillor Audrey Doig as Convener and approved by all Members of the Joint Committee. Councillor Audrey Doig confirmed that should this decision, to retain an element of reserves, impact on the ongoing delivery of park activities, that a special meeting of the Joint Committee be convened prior to the next scheduled meeting.

**DECIDED:**

(a) That the financial outlook be noted and that it also be noted that this was subject to considerable volatility as the impact of the Coronavirus pandemic on Park activities evolved;

(b) That it be recommended that Members of the Joint Committee approach their respective authorities requesting additional financial support to address the projected funding gap that faced the Park;

(c) That the utilisation of up to 50% of the current reserve balances be approved to contribute to the projected funding gap, detailed in paragraph 4.5 of the report;

(d) That it be agreed that a special meeting of the Joint Committee be convened if the agreed limit on the use of reserves impacted on the ability of the operating needs of the Park; and

(e) That it be noted that further updates would be provided to future meetings of the Joint Committee.

### **3 Clyde Muirshiel Regional Park: Lockdown Activity**

There was submitted a report by the Interim Park Co-ordinator relative to Park activity during the lockdown due to the Covid-19 pandemic.

The report indicated that all Regional Park facilities had been closed to the public on 23 March 2020 but that the open spaces of the Regional Park had remained a valuable outdoor resource for all able to access those spaces on foot or by bike during lockdown. It was further highlighted that in recognition of the 50th anniversary an online display of historical images and memories of the Park was being developed.

Members discussed the benefits of opening the car park at Castle Semple and providing a takeaway service from the café facilities, when appropriate.

#### **DECIDED:**

(a) That consideration be given to opening the car park at Castle Semple and providing a takeaway service from the café facilities, when appropriate and that updates on this be provided to members of the Joint Committee; and

(b) That otherwise the report be noted.

### **4 Unaudited Annual Accounts 2019/20**

There was submitted a report by the Treasurer relative to the unaudited annual accounts for the Joint Committee 2019/20 which were appended to the report.

The report intimated that the Clyde Muirshiel Park Authority Joint Committee accounts for the year ended 31 March 2020 showed a surplus for the year of £14,191 against a budgeted deficit of £20,000. In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts had only been signed by the Treasurer as proper officer. The audited accounts would be signed by the Convener and Lead Officer, as well as the Treasurer, in accordance with the regulations.

#### **DECIDED:**

(a) That the annual accounts for the year ended 31 March 2020 be noted and that the accounts be further presented to the Joint Committee on completion of the audit;

(b) That the Annual Governance Statement be approved; and

(c) That the final budget monitoring position for 2019/20 be noted.

### **5 Internal Audit Annual Report 2019/20**

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the 2019/20 Internal Audit annual report on the Clyde Muirshiel Park Authority.

The report intimated that the Public Sector Internal Audit Standards required that the Chief Auditor prepare an annual report on the internal audit activity's purpose, authority and responsibility as well as performance relative to its plan. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control environment of the audited body. The annual report for the Park Authority was appended to the report and outlined the role of internal audit, the performance of the internal audit team and the main findings from the internal audit work undertaken in 2019/20 and contained an audit assurance statement.

**DECIDED:** That the Internal Audit annual report for 2019/20 be noted.

## **6 Date of Next Meeting**

**DECIDED:** That it be noted that the next scheduled meeting of the Joint Committee would be held at 11.30 am on 4 September 2020.