

**Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 2 February 2018 at 9.30 a.m.**

**Councillors:**

David Alexander  
David Balfour (Convener)  
Lorna Binnie  
Joan Coombes  
Douglas Dodds  
Kenneth Earle  
David Grant  
Jeremy McDonald  
Bill Mason  
John Patrick

**Officers:**

Jack Frawley, Committee Services Officer  
Ashley MacGregor, Assistant to the Treasurer  
Brian Pirie, Assistant to the Clerk  
Peter Wildman, Assessor and Electoral Registration Officer

**Also Attending:**

Tom Reid, Audit Scotland

**VJB29. Apologies**

Apologies were intimated on behalf of Councillors Gibson, Holden, Nimmo and Thomson.

**VJB30. Declarations of Interest**

No declarations were made.

**VJB31. Minute**

The minute of the meeting held on 8 December 2017 was approved.

**VJB32. Draft Revenue Budget 2018/19**

The Board considered a report by the Assessor and the Treasurer presenting the Draft Revenue Budget for the Central Scotland Valuation Joint Board for financial year 2018/19.

The Board's draft Revenue Budget for 2018/19 was set out, together with the requisitions for each of the constituent authorities.

The proposed budget was £2,577,650, a reduction of 0.3% on the 2017/18 budget. The funding assumption was £2,464,520 giving a funding gap of £113,130. This would be funded from uncommitted reserves of £504,700, of which £194,850 was uncommitted.

In regard to the Board's reserves of £439,230, £284,130 was committed. The uncommitted reserves (£155,100) equated to the minimum level of 6% of net revenue expenditure.

The Treasurer gave an update on the Scottish Government Draft Budget following Parliamentary consideration 31 January 2018. The updated draft budget now included additional employee costs of £5,710 as a consequence of pay inflation. The increase would be funded by reducing property maintenance earmarked reserves and by increasing the element of the budget funded from reserves to £118,840.

Following questions, the Treasurer explained costs relating to the lease of Hillside House and set out options should the Board determine to relocate.

The Assessor confirmed, in response to a question, that staffing levels were sufficient but stressed that he had red line posts which could not be reduced.

### **Decision**

**The Board agreed:-**

- (1) the Revenue Budget for 2018/19, as detailed in Appendix A of the report;**
- (2) to maintain the minimum level of reserves to 6% of net revenue expenditure;**
- (3) that the Spend to Save and Property Maintenance Funds are continued from reserves to allow the Board to reduce expenditure in future years; and**
- (4) to requisition the constituent authorities for their share of the net expenditure as outlined in Table 5 below:**

**Table 5:2018/19 proposed Requisitions**  
**Requisition**

	£
<b>Falkirk</b>	1,214,515
<b>Stirling</b>	868,990
<b>Clackmannanshire</b>	381,015
<b>Total</b>	<b>2,464,520</b>

Councillors Coombes, Earle and Mason joined the meeting during consideration of the previous item.

### **VJB33. Annual Audit Plan 2017/18**

The Board considered a report by the Treasurer setting out the planned audit activity in respect of the audit of the financial year 2017/18.

Audit Scotland was appointed by the Accounts Commission as the external auditors for the Board for a five year period commencing 2016/17. This was the second year of the appointment. The plan set out activity in relation to the risks and planned audit work and the scope and timing of audit.

The external auditor prepared an annual plan which was submitted to the Board. The Treasurer and Assessor discuss and agree the plan and the associated audit fee level. Due to the statutory basis of the work of the external auditor, the audit plan was presented to the board for consideration. All external audit activity undertaken against the plan would be formally reported to the Board.

#### **Decision**

**The Board noted the external audit plan for 2017/18.**