



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

6 November 2012

Dear Sir/Madam

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

You are requested to attend a meeting of the above Board to be held in **Meeting Room 3, First Floor, Council Offices, Garshake Road, Dumbarton** on **Friday, 16 November 2012** at **11.00 a.m.**

The business is as shown on the attached agenda.

Tea and coffee will be provided on arrival and a light buffet lunch will be provided after the meeting.

I shall be obliged if you will advise Nuala Quinn-Ross (Tel. 01389 737210 email nuala.quinn-ross@west-dunbarton.gov.uk) if you are unable to attend the meeting.

Yours faithfully

ANDREW A FRASER

Clerk to the Valuation Joint Board

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 16 NOVEMBER 2012

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETINGS

Submit for approval as a correct record:-

- (a) minutes of the meeting of Dunbartonshire and Argyll & Bute Valuation Joint Board held on 20 June 2012; and
- (b) minutes of the meeting of Dunbartonshire and Argyll & Bute Valuation Joint Board Finance Sub-Committee held on 25 September 2012.

4. UPDATE ON MEMBERSHIP

Submit report by the Clerk to the Joint Board providing details of the nominations received for the vacancies on the Joint Board's Sub-Committees and to advise of a change to the membership of the Board.

5. ELECTORAL REGISTRATION

Submit report by the Assessor & Electoral Registration Officer providing an update of the current position in relation to Electoral Registration.

6. NON- DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS

Submit report by the Assessor & Electoral Registration Officer advising of the progress in relation to the Assessor's Non-Domestic Rating Valuation function.

7. CAPITAL BUILDING WORKS, 235 DUMBARTON ROAD, CLYDEBANK

Submit report by the Assessor & Electoral Registration Officer advising of the progress in relation to building works at 235 Dumbarton Road, Clydebank.

8. FINANCIAL REGULATIONS

Submit report by the Assessor & Electoral Registration Officer seeking approval for a change to the Board's Financial Regulations to extend the delegated authority of the Assessor to incur expenditure.

9. COMPLAINTS HANDLING PROCEDURE

Submit report by the Assessor & Electoral Registration Officer seeking approval of a revised Comments and Complaints Handling Procedure for application with the Joint Board.

10. FREEDOM OF INFORMATION

Submit report by the Assessor & Electoral Registration Officer providing an update on the ongoing requirements of the Freedom of Information (Scotland) Act 2002 on the Valuation Joint Board (Board) and the Assessor.

11. POLICY ON BALANCES AND RESERVES

Submit report by the Treasurer providing a draft policy on Balances and Reserves for consideration and approval.

12. EFFICIENCY STATEMENT 2011/12

Submit report by the Treasurer providing a copy of the Efficiency Statement for 2011/12.

13. REVENUE BUDGETARY CONTROL REPORT: PERIOD 6 (2012/13)

Submit report by the Treasurer advising of the budgetary performance of the revenue account for the period to 30 September 2012.

14. CAPITAL BUDGETARY CONTROL REPORT: PERIOD 6 (2012/13)

Submit report by the Treasurer advising of the budgetary performance of the capital account to 30 September 2012.

15. REVENUE ESTIMATES 2013/2014

Submit report by the Treasurer seeking approval of the draft revenue estimates for 2013/14.

16. CAPITAL ESTIMATES 2013/14

Submit report by the Treasurer seeking approval of the draft capital expenditure estimates for 2013/14.

17. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO THOSE CHARGED WITH GOVERNANCE AND AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS AND THE CONTROLLER OF AUDIT 2011/12

Submit report by the Treasurer advising of Audit Scotland's report on the audits of the Joint Board during 2011/12.

18. ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2012

Submit report by the Treasurer presenting the audited annual report and final accounts for the year ending 31 March 2012.

19. DATE OF NEXT MEETING`

It is suggested that the next meeting of the Valuation Joint Board be held in the Victoria Halls, Helensburgh on Friday 14 June 2013. .

For information on the above agenda please contact Nuala Quinn-Ross, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737210 e-mail: nuala.quinn-ross@west-dunbarton.gov.uk