

## **NORTH CLYDEBANK AREA COMMITTEE**

At a meeting of the North Clydebank Area Committee held in the Main Hall, Skypoint, Lennox Drive, Faifley, Clydebank on Monday, 24 June 2002 at 7.00 p.m.

- Present:** Councillors Mary Collins, Ian McDonald and John Syme; Robert Davidson, Ann Greenwood, Jeanette Jennings, Sheila Cope, Ann McGowan, Reena Orr and Mary Theresa Doherty.
- Attending:** Dan Henderson, Director of Economic, Planning and Environmental Services; Crawford Howat, Head of Finance; Gillian Jump, Section Head (Finance/Treasury); and Craig Stewart, Administrative Assistant.
- Apology:** An apology for absence was submitted on behalf of Councillor Duncan McDonald.

### **Councillor Mary Collins in the Chair**

## **WELCOME AND INTRODUCTIONS**

The Chair, Councillor Collins, welcomed everyone to the first meeting of the North Clydebank Area Committee and invited all those present to introduce themselves.

## **QUORUM**

It was noted that the quorum for all meetings of the Area Committee was three.

## **ADMINISTRATIVE ARRANGEMENTS FOR AREA COMMITTEES**

A report was submitted by the Director of Corporate Services providing information on the administrative arrangements for future meetings and seeking the Area Committee's views thereon.

After discussion, it was agreed to deal with the issues raised within the report as follows:-

(a) **Frequency and Timing of Meetings**

It was agreed that the Area Committee should meet once every two months with meetings commencing at 7.00 p.m. and concluding at 9.00 p.m.

(b) Location of Meetings

After discussion, it was agreed that the next three meetings of the Area Committee would be held in Skypoint, Faifley and that alternative meeting venues would be considered at a future meeting.

(c) Programme of Future Meetings

After discussion, it was agreed that this Area Committee should meet on the first Thursday of every second month commencing Thursday, 1 August 2002 subject to availability of accommodation. In this respect, it was noted that the next two meetings of the Area Committee after this date would be 3 October and 5 December 2002.

(d) Substitution

It was noted that those Community Representatives with voting rights should contact the Clerk if they were unable to attend a meeting of the Area Committee and, thereafter, the Clerk would make the necessary arrangements to contact the appropriate substitute.

(e) Format of Meetings/Agenda Items

The Area Committee indicated that they were satisfied with the proposed format of meetings.

(f) Open Forum

After discussion, the Area Committee indicated that they were in favour of a mixture of written questions and open questions to allow greater flexibility and the ability to respond to issues of the moment.

(g) Access to Information

The Area Committee noted the requirements of Access to Information legislation in respect of the business at meetings.

At this point in the proceedings the matter of a Planning Application that had been submitted for a proposed Tesco supermarket development off Glasgow Road, Hardgate was raised.

Mr. Henderson explained the procedures that would be followed. He also advised that it would be inappropriate for Members and Officers to express a view on the application until all the necessary information was available and was considered and a report was presented to Members. Following questions from Members, the position was noted in relation thereto.

## **JOB DESCRIPTION**

A paper detailing the job description of Community Representatives on Area Committees was submitted for information.

Having heard the Chair, Councillor Collins, it was agreed to endorse the proposed job description for Community Representatives serving on Area Committees.

## **TRAVEL AND SUBSISTENCE ARRANGEMENTS FOR COMMUNITY REPRESENTATIVES**

The Area Committee noted that Council had agreed that all Community Representatives would be eligible to apply for travel and subsistence allowances at the rates applicable to elected members. It was also noted that claims could be made for formal meetings of the Area Committee (including visits, training and other formal business approved by the Area Committee). At this point, the Head of Finance circulated the relevant claim form to Community Representatives and advised that any enquiries on form completion be directed to Ms. Gillian Jump at the Council Offices, Garshake Road, Dumbarton.

## **TRAINING**

The Area Committee agreed that the training questionnaire, which was included in the information pack, appeared to cover most of the identified training needs of Community Representatives but more specific training may be required once the Committees were in full operation.

## **SUPPORT NEEDS**

After discussion, the Committee agreed:-

- (1) to note the position concerning the support requirements of Community Representatives particularly in respect of the supply of stationery, use of photocopiers/fax machines;
- (2) to note that any urgent support requirements be addressed to the Clerk, Mr. Stewart, in the first instance or the designated Director, Mr. Henderson in the Clerk's absence; and
- (3) that this item be continued to a future meeting in order to enable further consideration to take place.

## **DISAGGREGATION OF LOCAL GRANTS BUDGETS**

With reference to the meeting of the Community Development Co-ordinating Committee on 13 June 2002, when it had been agreed that the report by the Director of Corporate Services on the Disaggregation of Local Grants Budgets be submitted to all Area Committees for comment, there was submitted for discussion a copy of the aforesaid report.

Having heard the Head of Finance in elaboration and in answer to Members' questions, the Committee agreed:-

- (a) to note that nearly all of the Local Grants Budget for 2002/2003 had been allocated to Local Groups by the Finance Working Group;
- (b) to recommend that those Groups which operate on a Council-wide basis should continue to be funded centrally by the Finance Working Group;
- (c) to note that the next meeting of the Finance Working Group would take place on Tuesday, 20 August 2002;
- (d) that the principle of how best to disaggregate the Local Grants Budget be continued to the next meeting of the Area Committee in order to enable further consideration to take place; and
- (e) to note that that the Council had a dedicated support officer, Ms. Lesley-Anne Haigh, who could be contacted at the Council Offices, Garshake Road, Dumbarton to provide information and assistance to local groups on applications for grant funding.

## **DATE AND VENUE FOR NEXT MEETING**

As previously agreed, it was noted that the next meeting of the Area Committee would be held in suitable accommodation within Skypoint, Lennox Drive, Faifley, Clydebank on Thursday, 1 August 2002 at 7.00 p.m.

The meeting closed at 8.30 p.m.