

SOUTH CLYDEBANK AREA COMMITTEE

At a meeting of the South Clydebank Area Committee held in the Conference Room, Dalmuir Community Education Centre, Duntocher Road, Dalmuir, Clydebank on Thursday, 20 June 2002 at 7.00 p.m.

Present: Councillors James McElhill, Mary Campbell, Danny McCafferty, John McCutcheon*, John Syme* and Andy White. Elizabeth McIntosh*, Patricia Rice, Rhona Young, Isabella Ashrif, John Hearn, John Hainey and Gordon King.

* Arrived later in meeting.

Attending: Ian McMurdo, Director of Education and Cultural Services; David Connell, Manager of Accounting; Alistair Johnston, Section Head (Accounting and Budgeting); and David Rooney, Senior Administrative Officer.

Also Present: Constable Moira Warwick, Community Safety Section, Strathclyde Police, 'LC' Sub-Division, Clydebank.

Councillor James McElhill in the Chair

WELCOME

Councillor McElhill (Chair) welcomed everyone to the first meeting of the South Clydebank Area Committee.

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 of the Area Committee and seeking the views of the Committee thereon.

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

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

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

(b) Location of Meetings

It was agreed:-

1. that before deciding whether the Committee should meet at a fixed location or if the venue for meetings should rotate throughout the area, potential alternative venues in addition to those listed in the Appendix to the report should be investigated;
2. that if anyone had suggestions for suitable locations for meetings they should advise the Clerk; and
3. that pending a decision being taken on this matter and subject to availability of suitable accommodation, the next meeting of the Area Committee should be held within Dalmuir C.E. Centre.

(c) Programme of Future Meetings

It was agreed that the Area Committee should meet on the third Thursday of every second month, commencing in August 2002.

(d) Format of Meetings/Agenda Items

The Committee approved the proposed format of meetings/agendas as outlined in the report.

(e) Open Forum

The Area Committee agreed that provision should be made for Open Forums at all future meetings and that both written questions, submitted by a specified date before the meeting, and open questions from members of the public in attendance, without prior notification having been given, should be permitted. In relation to the latter, it was noted that in many cases it may not be possible to provide an immediate answer to a question that had been asked without notice and a written response would require to be sent to the individual concerned by the appropriate officer as soon as possible.

Councillor Syme and Mrs. McIntosh entered the meeting during consideration of the above item.

JOB DESCRIPTION

A paper detailing the proposed job description of Community Representatives on Area Committees was submitted and noted.

TRAVEL AND SUBSISTENCE ARRANGEMENTS FOR COMMUNITY REPRESENTATIVES

It was 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.

After discussion concerning the duties for which claims could be made, it was noted that duties should relate directly to the work of the Area Committee, for example, attending meetings of the Area Committee, visits, training and other formal business approved by the Area Committee. It was further noted that the officers of the Finance Section who were in attendance would distribute claim forms to the Community Representatives and provide guidance and assistance as necessary with regard to the submission of applications.

Councillor McCutcheon entered the meeting during consideration of the above item.

TRAINING

It was noted that a questionnaire on training requirements for Community Representatives had been included in an information pack which had been issued with the agenda for the meeting to the Community Representatives; that it was intended to organise training sessions on 5 and 9 September; and that the Community Representatives were being asked to indicate whether they would prefer to attend a morning, afternoon or evening session on either of the proposed dates.

After discussion, the Committee agreed that whilst the topics to be included in the proposed training sessions, as listed in the questionnaire, should cover most of the training needs, only the Community Representatives could decide what their needs were in this respect. It was noted that if there were additional subjects that the Community Representatives felt should be covered, they could indicate accordingly when returning their questionnaires, or advise the Clerk to the Committee.

After hearing Councillor McElhill, who advised that he was of the opinion that training should take place earlier than the proposed dates in September, it was noted that he would contact the Manager of Administrative Services to discuss the possibility of short, small scale training sessions being organised as quickly as possible, in addition to the sessions to be held in September.

SUPPORT NEEDS

It was noted that only the Community Representatives could determine what their actual support needs would be and that this would become more apparent as the work of the Area Committees develops.

It was agreed that the Community Representatives should individually consider what their support needs may be and advise the Clerk to the Committee accordingly.

DISAGGREGATION OF LOCAL GRANTS BUDGETS

A report by the Director of Corporate Services on options for the disaggregation of the budget for local grants, which had been considered by the Community Development Co-ordinating Committee on 13 June 2002, was submitted for information and discussion.

It was noted that the Community Development Co-ordinating Committee had agreed that the report and the comments of each of the Area Committees thereon be remitted to the Finance Working Group for consideration and that the Group be asked to prepare a full report on the issues and options for consideration by Council.

After discussion and having heard the Manager of Accounting, the Committee agreed:-

- (a) to note that at a meeting of the Finance Working Group which was held on 11 June 2002 the majority of the available budget for local grants for 2002/2003 had been allocated following consideration of applications from local groups;
- (b) to note that as the budget for local grants would not be disaggregated this year, the issue that required to be resolved was the proportion of the budget to be disaggregated to the Area Committees for disbursement in future financial years and the proportion to remain under the control of the Finance Working Group for disbursement to groups which operate on a Council-wide basis;
- (c) that the role of the Area Committees in determining applications for local grants may only be meaningful if additional funding was made available for this purpose;
- (d) to await the report of the Finance Working Group and the subsequent decision of Council on the matter, although it was noted that the next meeting of the Finance Working Group was scheduled to take place on 20 August 2002, which would be after the next meeting of the Area Committee; and
- (e) that the Finance Section be requested to provide a presentation at the next meeting of the Area Committee on all sources of funding that may be available to the Committee in order that consideration may be given to the ways in which the Area Committee could maximise the funding available to it.

Councillor Campbell left the meeting after consideration of the above item.

DATE AND VENUE FOR NEXT MEETING

In accordance with the decision taken earlier in the meeting, it was noted that the next meeting of the Area Committee would be held on Thursday, 15 August 2002 at 7.00 p.m. in Dalmuir Community Education Centre.

The meeting closed at 9.10 p.m.