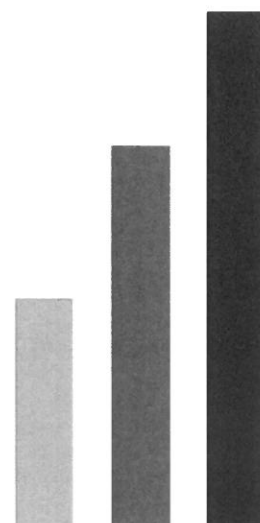


# Agenda 2014

# Inverclyde Council

For meeting on:

9	October	2014
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**A meeting of The Inverclyde Council will be held on Thursday 9 October 2014 at 4pm within the Municipal Buildings, Greenock.**

GERARD MALONE  
Head of Legal and Property Services

## BUSINESS

**\*\* Copy to follow**

### 1. Apologies and Declarations of Interest

## NEW BUSINESS

### 2. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards

The Inverclyde Council	(pp 163 – 167)
General Purposes Board	(pp 168 – 169)
Environment & Regeneration Committee (Special)	(pp 170 – 175)
<b>NB</b> This minute was approved at the special meeting of the Inverclyde Council on 19 June 2014	
Audit Committee (Special)	(p 176)
The Inverclyde Council (Special)	(pp 177 – 179)
Inverclyde CHCP Sub-Committee (Special)	(p 180)
General Purposes Board (Special)	(pp 181 – 182)
Planning Board	(pp 183 – 185)
Local Review Body	(pp 186 – 187)
Policy & Resources Committee	(pp 188 – 193)
General Purposes Board	(pp 194 – 197)
Environment & Regeneration Committee (Special)	(pp 198 – 199)
Audit Committee	(pp 200 – 201)
Inverclyde CHCP Sub-Committee	(pp 202 – 207)
Health & Social Care Committee	(pp 208 – 210)
Grants Sub-Committee	(pp 211 – 212)
Local Review Body	(pp 213 – 217)
Environment & Regeneration Committee	(pp 218 – 224)
Education & Communities Committee	(pp 225 – 231)
General Purposes Board	(pp 232 – 233)
HR Appeals Board	(p 234)
Audit Committee (Special)	(p 235)
Policy & Resources Committee	(pp 236 - 239)



**	Policy & Resources Committee (Special)	(pp 240 - )
**	Local Review Body	( )
**	General Purposes Board	( )
**	Local Police & Fire Scrutiny Sub-Committee	( )

## **NEW BUSINESS**

3. **Scheme of Administration: Political Balance**  
Report by Head of Legal & Property Services
4. **The Greenock Arts Guild Board**  
Report by Corporate Director Education, Communities & Organisational Development
5. **CoSLA**  
Report by Head of Legal & Property Services

## **REMITTS FROM COMMITTEES**

6. **Proposed Parks Management Rules – Civic Government (Scotland) Act 1982 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
7. **Proposed Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 2 2014 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
8. **Proposed Traffic Regulation Order – The Inverclyde Council (Off-Street Parking Places) (Variation No. 1) Order 2014 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
9. **Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 1) Order 2014 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
10. **Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No. 1) Order 2014 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
11. **Proposed Traffic Regulation Order – Union Street, Greenock (7.5 Tonne Weight Restriction) Order 2014 – Remit from Environment & Regeneration Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources
12. **Treasury Management - Annual Report 2013/14: Remit from Policy & Resources Committee**  
Report by Acting Corporate Director Environment, Regeneration & Resources

## **TRUST BUSINESS**

13. **Accounts of Charitable Trusts and Reorganisation**  
Report by Honorary Treasurer

14. **Trust Funds Annual Accounts 2013 - 2014**  
Report by Honorary Treasurer

The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information in respect of the following item being that set out in paragraphs 4 and 6 of Part I of Schedule 7(A) of the Act and the nature of the exempt information in respect of the item thereafter being that set out in the paragraphs of Part I of Schedule 7(A) of the Act as detailed in the relevant Minute.

#### **TRUST BUSINESS**

15. **Applications for Grant to Lady Alice Shaw-Stewart Memorial Fund**  
Report by Honorary Treasurer making recommendations with regard to applications for grant for financial support from the above Fund.

#### **NEW BUSINESS**

16. **Business in the Appendix**

Enquiries to - **Sharon Lang** - Tel 01475 712113

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>9 October 2014</b>
<b>Report By:</b>	<b>Head of Legal &amp; Property Services</b>	<b>Report No:</b>	<b>GM/LP/052/14</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>Scheme of Administration: Political Balance</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is to advise the Council of the requirements to ensure political balance on Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) following upon the resignation from the Labour Group of Councillor Vaughan Jones.

## 2.0 SUMMARY

2.1 Councillor Jones intimated on 11 September 2014 her resignation from the Labour Group and her intention to serve as an Independent Elected Member in Ward 4.

2.2 This resignation means that the political balance on Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) requires to be reviewed in order to comply with the Council's approved Scheme of Administration.

2.3 Paragraph 5.4 of the Scheme of Administration requires the Council to ensure that, as far as is practicable, the appointments to Committees, Sub-Committees and Outside Bodies (where more than two representatives of the Council are required) reflect the balance of representation on the Council.

2.4 The previous political balance of the Council was:

10 Labour 6 SNP 2 Liberal Democrat 1 Conservative 1 Independent
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The present political balance, taking the above resignation into account is:

9 Labour 6 SNP 2 Liberal Democrat 2 Independents 1 Conservative
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### **3.0 RECOMMENDATIONS**

3.1 It is recommended that the Council:-

- (a) Considers the terms of this report;
- (b) Approves the re-balancing of Committees as detailed in **Appendix 1**; and
- (c) Makes the appropriate adjustments to the membership of its Committees, Sub-Committees, Boards and Outside Bodies.

**Gerard Malone**  
**Head of Legal & Property Services**

## 4.0 BACKGROUND

- 4.1 Paragraph 5.4 of the Scheme of Administration requires the Council to ensure that, as far as is practicable, the appointments to Committees, Sub-Committees and Outside Bodies (where more than two representatives of the Council are required) reflect the balance of representation on the Council.
- 4.2 The resignation of Councillor Jones means that the political balance on Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) requires to be reviewed.
- 4.3 The previous political balance meant the representation on all of the Council's standing Committees and Boards of 11 Members was:-

Labour	6 Members
SNP	3 Members
Liberal Democrats	1 Member
Conservative }	1 Member
Independent }	

- 4.4 The alteration in political balance means that membership of the Council's Committees, Sub-Committees, Boards and Outside Bodies (with more than two Council representatives) needs to change to reflect the position.
- 4.5 The one Conservative Member and two Independents are not aligned within any group and this means the present political balance for the Standing Committees and Boards of 11 Members will be altered as follows (also shown in **Appendix 1**):-

Labour	5 Members
SNP	3 Members
Liberal Democrats	1 Member
Conservative }	2 Members
Independent }	
Independent }	

This new political balance means that: (a) Labour representation is reduced by one Member in each of the main Committees and Boards; (b) the SNP and Liberal Democrat balances are unaffected; and (c) there are three Members (one Conservative and, now, two Independents) who are entitled to two appointments to each of the main Committees and Boards.

- 4.6 For Members' ease of reference, **Appendix 1** sets out the existing (and proposed) political balance on the main Committees and Boards and **Appendix 2** details the existing party-by-party representation on these.

## 5.0 MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS

- 5.1 To give effect to the new political balance with minimal disruption to the main Committees and the General Purposes Board and the Planning Board, it is possible to:-
- reduce Labour representation by one Member on each of these; and,
  - appoint as a replacement either the Conservative Member or one of the two Independents (who is, of course, not already on the Committee or Board).

This is shown in **Appendix 3**.

In terms of the previous political balance, the one Conservative Member (Councillor Wilson) is represented on three of the main Committees and the one Independent Member (Councillor Ahlfeld) is represented on four of the main Committees (as set out in **Appendix 2**).

When considering adjustments to the membership of Committees to reflect the present political balance, the Council should seek to ensure that the replacement Member on each of the main Committees and Boards reflects the political balance between the one Conservative Member and the two Independents, so that each of these 3 Members is represented equally as far as possible and in line with what they may wish as individuals.

- 5.2 The Council could confirm Conveners, Vice-Conveners and Chairs as existing subject to any replacement being proposed for Councillor Jones in her capacity as Vice-Convener of the Health & Social Care Committee.
- 5.3 The Licensing Board is a separate statutory body and there is an argument for not including it in the current re-balancing exercise. Furthermore, the existing membership of the Licensing Board does not, in any case, presently represent the existing political balance of the Council with there being 3 Labour Members, 2 SNP Members, 1 Liberal Democrat Member, 1 Conservative Member and 1 Independent.

## **6.0 REPRESENTATIVES TO OUTSIDE BODIES**

- 6.1 In terms of paragraph 5.4 of the Scheme of Administration, the Council requires to ensure that appointments to Outside Bodies reflect as far as practicable the balance of political representation on the Council where more than 2 representatives of the Council are required.
- 6.2 It is essential to reflect as far as possible the actual political balance of the Council in Committees, Sub-Committees and Boards. With Outside Bodies, however, it remains important but not essential to apply the political balance and some discretion is possible. This discretion can take account of Member availability for the range of tasks and attendances involved with the respective Outside Bodies. This discretion appears also to have accommodated, at times, a less formal political balance among the individual political parties with a general balance being attained informally between the Administration and the Opposition, overall, rather than a party-by-party split.
- 6.3 As listed in **Appendix 4**, there are 13 Outside Bodies where more than 2 representatives of the Council are required.
- 6.4 The current party-by-party balance is set out for information and guidance in **Appendix 5**. This party-by-party approach can be modified by the Council if it wished to take account of pressures on Members or their individual wishes for representation on Outside Bodies by a more general arrangement based on the overall proportion of Labour Members (45%) to all Opposition Members (55%) and this scheme is also set out for guidance in **Appendix 5**.
- 6.5 **Appendix 6** sets out the proposed representation on Outside Bodies (more than 2 representatives) following the resignation of Councillor Jones from the Labour Group. This proposed representation is for Members' decision given the requirement for political balance, on the one hand, yet recognising the discretion allowed for the availability of and pressures upon Members in these duties with Outside Bodies
- 6.6 Councillor Jones is presently the Council's representative on the COSLA Health & Wellbeing Executive Group.

## **7.0 MEMBER CHAMPIONS**

- 7.1 Councillor Jones is presently the Council's Carers' Champion.

## **8.0 IMPLICATIONS**

### **Finance**

- 8.1 Financial Implications:

One off Costs



Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

### Legal

8.2 There are no Legal implications.

### Human Resources

8.3 There are no Human Resources implications.

### Equalities

8.4 There are no equalities implications.

### Repopulation

8.5 There are no repopulation implications.

## 9.0 CONSULTATIONS

9.1 N/A

## 10.0 LIST OF BACKGROUND PAPERS

10.1 N/A

**APPENDIX 1 – POLITICAL BALANCE (STANDING COMMITTEES, GENERAL PURPOSES BOARD AND PLANNING BOARD)**

**EXISTING**

<b>PARTY</b>	<b>NO. MEMBERS</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>	<b>REPRESENTATION</b>
Labour	10	50	5.5	6
SNP	6	30	3.3	3
Liberal Democrat	2	10	1.1	1
Conservative	1	5	0.5}	1
Independent	1	5	0.5}	
				Total = 11

**PROPOSED**

<b>PARTY</b>	<b>NO. MEMBERS</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>	<b>REPRESENTATION</b>
Labour	9	45	4.95	5
SNP	6	30	3.3	3
Liberal Democrat	2	10	1.1	1
Conservative	1	5	0.5}	2
Independent	1	5	0.5}	
Independent	1	5	0.5}	
				TOTAL = 11

**APPENDIX 2 – MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS - EXISTING**

<b>COMMITTEE</b>	<b>NO. MEMBERS ON COMMITTEE</b>	<b>LABOUR</b>	<b>SNP</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>INDEPENDENT</b>
Policy & Resources	11	6	3	1	1	
Environment & Regeneration	11	6	3	1		1
Education & Communities	11	6	3	1	1	
Health & Social Care	11	6	3	1		1
Audit	11	6	3	1		1
General Purposes Board	11	6	3	1		1
Planning Board	11	6	3	1	1	
HR Appeals Board	5	3	1	1		
Policy & Resources Executive Sub-Committee	6	3	2		1	
Grants Sub-Committee	6	3	1	1	1	
Inverclyde CHCP Sub-Committee	5 (Council Members)	3	1	1		
Local Review Body	5	3	1		1	

**APPENDIX 3 – MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS - PROPOSED**

COMMITTEE	NO. MEMBERS ON COMMITTEE	LABOUR	SNP	LIB DEM	CONS	INDEPENDENTS		COMMENTS
						R AHLFELD	V JONES	
Policy & Resources	11	5	3	1	1	#	#	Replace 1 Labour Member with 1 Member from those marked #
Environment & Regeneration	11	5	3	1		1	1	If continuation of Councillor Jones membership is assumed - see Note 1
Education & Communities	11	5	3	1	1	#	#	Replace 1 Labour Member with 1 Member from those marked #
Health & Social Care	11	5	3	1		1	1	If continuation of Councillor Jones membership is assumed - see Note 1
Audit	11	5	3	1		1	1	If continuation of Councillor Jones membership is assumed - see Note 1
General Purposes Board	11	5	3	1		1	1	If continuation of Councillor Jones membership is assumed - see Note 1
Planning Board	11	5	3	1	1		1	If continuation of Councillor Jones membership is assumed - see Note 1
HR Appeals Board	5	2	2				1	If continuation of Councillor Jones membership is assumed- see Note 1
Policy & Resources Executive Sub-Committee	6	3	2	1				0.3 Cons } 0.3 Indep (RA) } = 0 0.3 Indep (VJ) }
Grants Sub-Committee	6	3	2	1				0.3 Cons } 0.3 Indep (RA) } = 0 0.3 Indep (VJ) }
Inverclyde CHCP Sub-Committee	5 (Council Members)	2	2	1				0.3 Cons } 0.3 Indep (RA) } = 0 0.3 Indep (VJ) }
Local Review Body	5	2	2		1			Replace 1 Labour Member with 1 SNP Member and assume continuation of Chair

**Note 1:** The political balance requires the Conservative Member and the 2 Independents to have, as far as possible, equality of representation on Committees and Boards. This can be achieved by Councillor Jones relinquishing membership of at least one of the main Committees/Boards on which Councillor Wilson is not represented.

**APPENDIX 4 – OUTSIDE BODIES (MORE THAN 2 REPRESENTATIVES) - EXISTING**

<b>OUTSIDE BODY</b>	<b>NO. OF MEMBERS</b>	<b>LABOUR</b>	<b>SNP</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>INDEPENDENT</b>
Fair Trade Steering Group	3	R Moran V Jones	J MacLeod			
Inverclyde Alliance Board	4	S McCabe J Clocherty	J MacLeod	K Shepherd		
Inverclyde Branch of the Scottish Veterans' Garden City Assoc (inc)	5	G Dorrian M Brennan V Jones	I Nelson	L Rebecchi		
Inverclyde Community Development Trust	3	J Clocherty J McIlwee				R Ahlfeld
Inverclyde Crime Prevention Panel	3	R Moran	M Campbell-Sturgess	K Shepherd		
Inverclyde Leisure	5	J McColgan T Loughran J Clocherty	M Campbell-Sturgess			R Ahlfeld
James Campbell Buchanan Trust	5	M Brennan J Clocherty J McColgan	I Nelson	L Rebecchi		
Peter Stanton Memorial Trust - Trustees	3 (Council Members)	R Moran S McCabe	J MacLeod			
Renfrewshire Educational Trust - Board	3	T Loughran M Brennan	I Nelson			
Renfrewshire Valuation Joint Board	4 (with named substitutes)	M Brennan V Jones	I Nelson	K Shepherd		
River Clyde Homes Board	4	S McCabe J McIlwee	C McEleny			R Ahlfeld
Riverside Inverclyde	3	S McCabe J Clocherty			D Wilson	
Scottish Accident Prevention Council and Committees	3	G Dorrian	C McEleny	L Rebecchi		

**APPENDIX 5 – POLITICAL BALANCE (OUTSIDE BODIES)**

**3 REPRESENTATIVES**

<b>PARTY</b>	<b>NO. MEMBERS</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>	<b>REPRESENTATION PARTY-BY-PARTY</b>	<b>REPRESENTATION ADMINISTRATION/OVERALL</b>
Labour	9	45	1.35	1	1
SNP	6	30	0.9	1	2
Liberal Democrat	2	10	0.3}	1	
Conservative	1	5	0.15}		
Independent (RA)	1	5	0.15}		
Independent (VJ)	1	5	0.15}		

**4 REPRESENTATIVES**

<b>PARTY</b>	<b>NO. MEMBERS</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>	<b>REPRESENTATION PARTY-BY-PARTY</b>	<b>REPRESENTATION ADMINISTRATION/OVERALL</b>
Labour	9	45	1.8	2	2
SNP	6	30	1.2	1	2
Liberal Democrat	2	10	0.4}	1	
Conservative	1	5	0.2}		
Independent (RA)	1	5	0.2}		
Independent (VJ)	1	5	0.2}		

**5 REPRESENTATIVES**

<b>PARTY</b>	<b>NO. MEMBERS</b>	<b>% OF TOTAL</b>	<b>NUMBER</b>	<b>REPRESENTATION PARTY-BY-PARTY</b>	<b>REPRESENTATION ADMINISTRATION/OVERALL</b>
Labour	9	45	2.25	2	2
SNP	6	30	1.5	2	3
Liberal Democrat	2	10	0.5}	1	
Conservative	1	5	0.25}		
Independent (RA)	1	5	0.25}		
Independent (VJ)	1	5	0.25}		

**APPENDIX 6 – OUTSIDE BODIES (MORE THAN 2 REPRESENTATIVES) - PROPOSED**

OUTSIDE BODY	NO. OF MEMBERS	EXISTING		PROPOSED		COMMENTS
		LABOUR	OPPOSITION	LABOUR	OPPOSITION	
Fair Trade Steering Group	3	2	1	1	2	Continue R Moran, appoint 1 opposition representative, continue 1 opposition representative (J MacLeod)
Inverclyde Alliance Board	4	2	2	2	2	No change
Inverclyde Branch of the Scottish Veterans' Garden City Assoc (inc)	5	3	2	2	3	Continue G Dorrian and M Brennan, appoint 1 additional opposition representative, continue 2 opposition representatives (I Nelson and L Rebecchi)
Inverclyde Community Development Trust	3	2	1	1	2	Relinquish 1 Labour representative, appoint 1 opposition representative, continue 1 opposition representative (R Ahlfeld)
Inverclyde Crime Prevention Panel	3	1	2	1	2	No change
Inverclyde Leisure	5	3	2	2	3	Relinquish 1 Labour representative, appoint 1 additional opposition representative, continue 2 opposition representatives (M Campbell-Sturgess and R Ahlfeld)
James Campbell Buchanan Trust	5	3	2	2	3	Relinquish 1 Labour representative, appoint 1 additional opposition representative, continue 2 opposition representatives (I Nelson and L Rebecchi)
Peter Stanton Memorial Trust – Trustees	3 (Council Members)	2	1	1	2	Relinquish 1 Labour representative, appoint 1 opposition representative, continue 1 opposition representative (J MacLeod)
Renfrewshire Educational Trust – Board	3	2	1	1	2	Relinquish 1 Labour representative, appoint 1 opposition representative, continue 1 opposition representative (I Nelson)
Renfrewshire Valuation Joint Board	4 (with named substitutes)	2	2	2	2	Continue M Brennan, appoint 1 Labour representative, continue K Shepherd and I Nelson
River Clyde Homes Board	4	2	2	2	2	No change
Riverside Inverclyde	3	2	1	1	2	Relinquish 1 Labour representative, appoint 1 opposition representative, continue 1 opposition representative (D Wilson)
Scottish Accident Prevention Council and Committees	3	1	2	1	2	No change

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>9 October 2014</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities and Organisational Development</b>	<b>Report No:</b>	<b>IC/03/14/PC</b>
<b>Contact Officer:</b>	<b>Patricia Cassidy</b>	<b>Contact No:</b>	<b>01475 712748</b>
<b>Subject:</b>	<b>The Greenock Arts Guild Board</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to update the Council of the progress made by the Greenock Arts Guild Board since the Council meeting on 5 June 2014.

## **2.0 BACKGROUND**

- 2.1 Councillor Martin Brennan resigned from the Greenock Arts Guild Board in January 2014. At the meetings in April and June 2014 the Council decided to defer consideration of appointments to the Board.
- 2.2 Regular meetings have taken place between senior officers of the Council and representatives of the Greenock Arts Guild and the Beacon Theatre including the Chair of the Board, the Artistic Director and the Finance Officer.
- 2.3 The main issues of discussion have been cash flow, the final cost of the building project and improvements in Board governance.
- 2.4 Notification has now been received of the resignation from the Board of the Council's remaining representative, Councillor David Wilson.

## **3.0 RECOMMENDATIONS**

- 3.1 The Council is asked to note the resignation of Councillor David Wilson from the position as Director on the Board of the Greenock Arts Guild.
- 3.2 The Council is asked to note the position and to defer consideration of Member appointments to the Board of the Greenock Arts Guild until the next meeting on 4 December 2014 to allow the Board to implement their Recovery Plan, including a Board development plan and skills and equality audits of Board Directors.



#### 4.0 CURRENT POSITION

- 4.1 Following the Annual General Meeting on 16 June 2014 there have been several changes to the membership of the Greenock Arts Guild Board including the appointment of a new Chairman (Allan Robertson) and a new Company Secretary. The Directors have made a commitment to implement the Board Recovery Plan and to meet the requirements of the Council's Chief Finance Officer in regard to 'Following the Public Pound'.
- 4.2 The Board has provided the information requested by Council officers and is making good progress with the agreed Recovery Plan actions. It would be appropriate to consider the Council nominations to the Board once this is satisfactorily completed in late autumn.
- 4.3 Councillor Wilson resigned as a Director of the Greenock Arts Guild Board on 5 September 2014. The Council currently does not have any nominated Directors on the Greenock Arts Guild Board.

#### 5.0 IMPLICATIONS

##### Finance

##### 5.1 Financial Implications:

###### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

###### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

##### Legal

5.2 N/A

##### Human Resources

5.3 N/A

##### Equalities

5.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

## **Repopulation**

5.5 N/A

## **6.0 CONSULTATIONS**

6.1 N/A

## **7.0 BACKGROUND PAPERS**

7.1 N/A

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>9 October 2014</b>
<b>Report By:</b>	<b>Head of Legal &amp; Property Services</b>	<b>Report No:</b>	<b>GM/LP/060/14</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>CoSLA</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to ask the Council to consider the continuation of its membership of the Convention of Scottish Local Authorities (CoSLA).

## 2.0 SUMMARY

- 2.1 It was the decision of the Council at its 20 February 2014 meeting to instruct the Chief Executive to serve notice to terminate its membership of CoSLA with effect from 1 April 2015, but reserving the Council's right to withdraw this notice at any point during 2014/15 depending on the outcome of the review of the CoSLA Constitution and Standing Orders.
- 2.2 The CoSLA review of its Constitution and Standing Orders was completed in June 2014 and reported to the Convention at that time.
- 2.3 This report requests the Council to consider its position and to confirm whether or not it wishes to continue with membership of CoSLA.
- 2.4 A further report will be submitted in due course, when the implications of any Council withdrawals from membership of CoSLA are known. At present, it is thought that four Councils may be considering their individual positions.

## 3.0 RECOMMENDATIONS

It is recommended that the Council:

- 3.1 considers the terms of this report and decides whether to continue its membership of CoSLA; and,
- 3.2 remits it to the Chief Executive to inform CoSLA, accordingly.

**Gerard Malone**  
**Head of Legal & Property Services**

## 4.0 BACKGROUND

- 4.1 It was the decision of the Council at its 20 February 2014 meeting to instruct the Chief Executive to serve notice to terminate its membership of CoSLA with effect from 1 April 2015, but reserving the Council's right to withdraw this notice at any point during 2014/15 depending on the outcome of the review of the CoSLA Constitution and Standing Orders.
- 4.2 The review of the CoSLA Constitution was considered at the Convention's meeting on 27 June 2014.
- 4.3 The main issue of constitutional review was the relationship between the Convention and Leaders. The revision of the Constitution is to ensure there is a clearer expression in the Constitution to ensure there is no hierarchy between the Convention and Leaders.
- 4.4 This issue along with the other revisions are fully expressed within the report entitled "Review of Constitution" issued by CoSLA to the Convention and explaining the extent of the detailed changes to the Constitution. This CoSLA report with its colour-coded, detailed comparison of the previous Constitution and the new, approved Constitution has been sent electronically to all Members.
- 4.5 These changes give effect to the constitutional review and the conclusion of the June 2014 Convention is to adopt the new Constitution.
- 4.6 On this basis, the Council is asked to consider whether it wishes to continue with its membership of CoSLA.
- 4.7 A further report will be submitted in due course, when the implications of any Council withdrawals from membership of CoSLA are known. At present, it is thought that four Councils may be considering their individual positions. These implications may affect the extent of CoSLA's representative voice for Scottish local government and also may have some consequences for the financial arrangements for its remaining members.

## 5.0 IMPLICATIONS

### Finance

#### 5.1 Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
CoSLA Subscription			£60,000		As allocated within existing Council budgets

### Legal

- 5.2 There are no Legal implications.

### **Human Resources**

5.3 There are no Human Resources implications.

### **Equalities**

5.4 There are no equalities implications.

### **Repopulation**

5.5 There are no repopulation implications.

## **6.0 CONSULTATIONS**

6.1 The CMT endorses this report.

## **7.0 LIST OF BACKGROUND PAPERS**

7.1 CoSLA "Review of Constitution": CoSLA Convention 27 June 2014.

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>9 October 2014</b>
<b>Report By:</b>	<b>Acting Corporate Director Environment, Regeneration and Resources</b>	<b>Report No:</b>	<b>LP/058/14</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No:</b>	<b>2112</b>
<b>Subject:</b>	<b>Proposed Parks Management Rules - Civic Government (Scotland) Act 1982</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment and Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment and Regeneration Committee at its meeting of 5<sup>th</sup> September 2013 approved proposals contained in a report by the Acting Corporate Director Environment, Regeneration and Resources to promote Management Rules under the Civic Government (Scotland) Act 1982 in respect of Public Parks. This involved a statutory public consultation process, in terms of which objections were received to the proposed Parks Management Rules. Some but not all of these objections were withdrawn following dialogue with Officers.
- 2.2 The Committee at its meeting of 17<sup>th</sup> June 2014 considered the terms of a report by the Acting Corporate Director Environment, Regeneration and Resources, advising the Committee of the progress of the statutory consultation process on the proposed Parks Management Rules and approved a recommendation to hold a special meeting of the Committee to conduct a public hearing as part of that process.
- 2.3 The Environment and Regeneration Committee held a special meeting on 14th August 2014 at which it:
- conducted a public hearing, in accordance with the Rules of Procedure recommended by Officers for the same, to allow objectors who had not withdrawn their objections to be heard, and considered the oral representations of the sole objector who attended;
  - considered a report by the Acting Corporate Director Environment, Regeneration and Resources:
    - advising of the outcome of a statutory public consultation, including all objections withdrawn, objections not withdrawn, and discussions with objectors undertaken by Officers;
    - providing the updated form of the proposed Parks Management Rules, following those discussions; and
    - asking the Committee, having considered the objections received and representations made at the hearing, to decide **either** to dismiss all outstanding objections and recommend approval of the proposed Parks Management Rules **or** uphold some or all of the outstanding objections and seek changes to the proposed Parks Management Rules.
- 2.4 At the special meeting, following the conduct of the hearing and consideration of the report in terms of 2.3 above, the Committee decided that:

- a) the Remaining Objections be dismissed and that the proposed Parks Management Rules as detailed in said report be approved and referred to the next meeting of the Inverclyde Council with a recommendation that it approve formally the proposed Parks Management Rules and authorise Officers to make formally Parks Management Rules in accordance with the statutory procedure; and
- b) delegated authority be granted to the Head of Legal & Property Services to make minor spelling and grammatical corrections and minor changes to the proposed Parks Management Rules in the interests of consistency of terminology.

2.5 The reports to the Committee of 5<sup>th</sup> September and 14<sup>th</sup> August provided background information on and details of the implications of the recommendations, and details of the consultations undertaken.

2.6 The final form of the new Parks Management Rules on which, in accordance with the Committee's decision, the Council's approval is sought is attached as Appendix 1.

### **3.0 RECOMMENDATIONS**

3.1 It is recommended that the Council approve the new Parks Management Rules as detailed in Appendix 1 and authorises the Head of Legal and Property Services to make arrangements for them to be signed by a Proper Officer and sealed with the Council Seal.

**Gerard Malone**  
**Head of Legal and Property Services**

# The Inverclyde Council

## Parks Management Rules 2014

### **Civic Government (Scotland) Act 1982:** Management Rules for Public Parks

These Management Rules (referred to herein as “the Rules”) have been made by Inverclyde Council and are to control the way people use Public Parks and the behaviour of people while in Public Parks, with a view to ensuring that our Public Parks are able to be enjoyed peaceably by the citizens of Inverclyde and visitors to the area.

The Rules **only apply to Public Parks** which are:-

- a) **owned or managed** by the Council (or managed on behalf of the Council); and
- b) to which the **public have access** (regardless of whether any fee or other charge is made on entry).

The Rules do **not** apply to any Public Parks which have their own specific Management Rules, nor to Country Parks, or informal open spaces.

The Rules are made by Inverclyde Council in exercise of the powers conferred on it by Section 112 of the Civic Government (Scotland) Act 1982.

### **The Rules**

#### **1. Meanings of words and phrases**

In the Rules certain words and phrases are used and they have the following meanings:

**"the Act"** means the Civic Government (Scotland) Act 1982 (as amended);

**"the Code"** means the Scottish Outdoor Access Code published under the Land Reform Act and any guidance or regulations extending or amending the same, including any Supplementary Guidance endorsed by the National Access Forum;

**"Corporate Director"** means the relevant Corporate Director of the Council responsible for the enforcement of these Rules, or any person whom he has authorised from time to time to determine applications for consent, authorisation or exemption in terms of the Rules;

**"the Council"** means Inverclyde Council, constituted under the Local Government etc. (Scotland) Act 1994;

**"the Land Reform Act"** means the Land Reform (Scotland) Act 2003 and any Acts or regulations extending or amending the same, and any related guidance;

**"Officer"** means any Officer of the Council employed in connection with the management or operation of any Public Park or any person authorised by the Council to deal with the management or operation of any Public Park;

**"Public Park"** means those parks owned, leased or managed by or on behalf of the Council specified in the Schedule annexed to the Rules, or any part thereof and includes any buildings in the Public Parks;

**"Sign"** means any sign or notice or notice board or plate, and includes, where the context so requires, any pole, mounting or other means of affixing the sign in place; and



**"Vehicle"** means any vehicle regardless of whether it has its own engine or is manually propelled and includes any trailers or caravans attached to or pulled by a vehicle or animal.

## **2. Consequences of Breaking the Rules**

2.1 The Land Reform Act gives the public the right of responsible access to Public Parks and people should comply with their responsibilities under the Land Reform Act and the Code.

The Council reserves the right to refuse admission to any person, group, body or organisation to any Public Park and its decision to do so shall be final.

2.2 Any person who has broken or is about to break any of the Rules may be expelled from the Public Park.

2.3 Any person who is about to break one or more of the Rules may be refused entry to a Public Park.

2.4 If the Council believes that a person who has persistently broken or attempted to break the Rules is likely to do so again, they may make an Exclusion Order in terms of Section 117 of the Act forbidding that person from entering any Public Park mentioned in the Exclusion Order. The person may be excluded for up to one year.

2.5 Any person who:-

a) refuses to leave when requested to do so by an Officer;

b) enters or attempts to enter a Public Park despite being informed by an Officer that he/she is being refused entry; or

c) enters or attempts to enter a Public Park when not allowed to do so because of an Exclusion Order

is **guilty** of a criminal offence and may be liable to a **fine**. Currently, the maximum fine which may be imposed is £200. This maximum level may be increased by Parliament.

## **3. Access to Public Parks**

3.1 The Council may temporarily close a Public Park for such time as is considered necessary. The Council, in doing so, will post notices at the entrance to the Public Park specifying the times of closure.

3.2 No person may enter a Public Park that is closed. Any person who is within a Public Park after it has been closed:-

a) either at the end of any opening hours fixed by the Council; or

b) temporarily within those hours

must leave the Public Park when requested to do so.

3.3 Under Section 11 of the Land Reform Act, the Council may, by Order, for a particular purpose specified in the Order, exempt any Public Park from the access rights which would otherwise be exercisable during such times as may be specified by the Order. Such exemptions may be made to allow a charge to be levied for admission to a particular event, in the interests of safety and security, or for ensuring the protection of privacy.

## **4. General Behaviour**

The Code gives a general overview of activities which are prohibited by statute and by common law. In addition to those prohibited activities and restrictions:-

### **Annoyance to Other People**

4.1 Nobody is to do any of the following:

- fight or cause a disturbance or use violent, abusive or obscene language whilst in a Public Park;

- cause a breach of the peace;
- bring any weapons of any sort into a Public Park;
- act in any way that risks causing harm, annoyance or concern to any other person using the Public Park; and
- act in a way that hinders or obstructs an Officer in the performance of his/her duties.

### **Damaging Council Property**

4.3 Nobody is to damage in any way any Public Park or its contents. This includes damaging, defacing or removing any of the following:-

- any part of any building;
- any fences, gates, walls, fire barriers or railings;
- fountains;
- statues or monuments;
- seats;
- notice boards, signs or plates including any poles;
- trees, shrubs and plants, including grassed areas;
- play equipment or other apparatus;
- any paths, steps, access controls or access information; and
- dog waste bins or litter bins.

### **Putting Up Signs and Notices**

4.4 Nobody is to put up any sign in any Public Park without first obtaining the written consent of the Corporate Director.

### **Protection of Animals, Birds and their Habitats and Nests**

4.5.1 Nobody is to move, disturb or destroy any wild birds' nests or eggs or harm, remove or kill any wild bird or animal unless allowed to do so in terms of the Wildlife and Countryside Act 1981, as amended. Prior to doing so, the person must obtain a special licence in terms of the 1981 Act, any other statutory consent required, and the written consent of the Corporate Director.

4.5.2 Nobody is to set or use any snare or other means for taking, harming or killing any wild bird or animal unless allowed to do so in terms of the Wildlife and Countryside Act 1981, as amended. Prior to doing so, the person must obtain a special licence in terms of the 1981 Act, any other statutory consent required, and the consent in writing of the Corporate Director.

### **Litter**

4.6 Nobody is to drop litter of any sort in a Public Park other than in a bin provided.

### **Selling Goods**

4.7 Nobody is to offer to sell, or to sell, or let or hire any goods or provide any services in a Public Park without prior written consent of the Corporate Director.

### **Music and Noise**

4.8 Nobody is to do any of the following in a manner which causes annoyance or disturbance to other users of the Public Park:-

- play any musical instrument;
- sing;
- perform;
- use any amplifier, megaphone or similar apparatus;

- use any other device which plays music or makes a noise.

### **Alcohol and Drugs**

4.9 Nobody is allowed to drink alcoholic liquor (except as follows and except in premises, or in an area in a Public Park, licensed for the sale of alcoholic liquor) or to take drugs in a Public Park.

### **Fires etc.**

4.10.1 Without the prior written consent of the Corporate Director, nobody is to:

- fire any firearm, airgun or other weapon;
- light any fireworks or fires (including bonfires) or release Chinese Lanterns;
- light any gas cookers or stoves;
- hold a barbecue (except in any barbecue sites provided by the Council).

4.10.2 The Corporate Director may exempt appropriate official organisations from this Rule.

4.10.3 All applications for exemption or authorisation must be made in writing to the Corporate Director, prior to the events taking place.

4.10.4 All exemptions and authorisations may be subject to such conditions as the Corporate Director considers appropriate.

4.10.5 Nothing in this Rule applies to Officers in relation to the performance of their duties connected with the maintenance of a Public Park.

## **5. Animals**

### **Control of Animals**

5.1 It is permissible to bring an animal (except a dangerous wild animal as defined under the Dangerous Wild Animals Act 1976) into any Public Park, unless a sign is posted by the Council at the entrance to, or elsewhere in, any Public Park indicating that animals are not permitted in any Public Park always provided that the owner or person in charge of such animal shall keep it under close control or on a short lead.

5.2 Any person with any animal in any Public Park must comply with the responsibilities in the Code.

### **Annoyance to Others**

5.3 All animals brought in to a Public Park must not be permitted to:-

- worry any animals or birds;
- damage or destroy any flowers, plants, trees, grass or shrubs in a Public Park;
- enter any sports pitch or play area;
- annoy other users of a Public Park.

### **Racing**

5.4 Nobody is to train or race any dogs in a Public Park in such a way that it causes annoyance or concern to other users of a Public Park.

### **Dog Fouling**

5.5 When a dog fouls in a Public Park the person in control of the dog must place the waste into either a Dog Fouling bin, or if there is no Dog Fouling bin provided, they must either place the waste in any other waste bin, or remove it from the Public Park.

### **Dogs**

5.6 Anyone with a dog must comply with the Control of Dogs (Scotland) Act 2010.

## **6. Vehicles**

### **Speed Limit etc.**

6.1.1 Nobody is to drive any vehicle in a Public Park except on roadways created by the Council for that purpose. This Rule does not apply to any vehicles operated by the Council in connection with the maintenance of Public Parks. This Rule does not apply to the use of:

- perambulators;
- wheelchairs (including motorised wheelchairs and other vehicles being used by disabled persons); or
- similar vehicles drawn or propelled by hand for use by a child or disabled person, where the surface and terrain of the Public Park in question is suited to such use.

6.1.2 Nobody is to drive a vehicle in a Public Park at a speed exceeding 10 miles per hour. The driver of a vehicle or bicycle rider must always give way to pedestrian users.

6.1.3 While in a Public Park, the driver of any vehicle, the rider of any bicycle or horse or other animal must observe any statutes, rules and regulations in force regulating driving or riding on public streets or roads and for the exhibition of lights on vehicles.

### **Car Parking**

6.2.1 Nobody is to park a vehicle anywhere in a Public Park except in an area designated by the Council as a car park.

6.2.2 Designated car parking facilities are for the use only of persons using the Public Park.

6.2.3 Nobody is to park a vehicle overnight except with the prior written consent of the Corporate Director.

6.2.4 Only drivers of vehicles with registered disabled markers may use designated disabled parking spaces.

### **Emergency Vehicles Excepted**

6.3 The preceding Rules 6.1.1 to 6.2.4 do not apply to ambulances, fire engines or police cars or other vehicles with the prior written consent of the Corporate Director.

### **Bicycles, etc.**

6.4 Any person riding a bicycle, scooter, skateboard, roller skates, roller blades or similar equipment in a Public Park must do so in a responsible manner in terms of the Land Reform Act and the Code, and must keep to walkways and areas designated for such use. Those subject to this Rule must not travel at a speed or in a manner or place which injures, disturbs, obstructs, interrupts or annoys any other person.

### **Caravans**

6.5 Nobody is to park, stop or site any caravan, mobile home or similar vehicle in a Public Park unless permitted to do so by an Officer.

## **7. Use of Public Park**

### **No Access for Public**

7.1 Nobody is to go into areas marked "Private" or "Staff Only" or "Authorised Personnel Only" or with similar signs unless authorised so to do by the Corporate Director or an Officer.

### **Use**

7.2.1 Nobody is to play or take part in any game, exercise, ball game or other activity in a Public Park in any area where there is a sign prohibiting these activities.

- 7.2.2 Those taking part in activities in terms of the Rules should ensure that they do not disturb, annoy or interfere with or cause injury to other persons in the proper use and enjoyment of the Public Park.
- 7.2.3 Nobody is to deliberately interfere with or obstruct any person playing or taking part in any permitted game, exercise, ball game or other activity in a Public Park.

#### **Meetings**

- 7.3 Nobody is to hold any public meeting, procession, demonstration, exhibition, military event, religious ceremony, service, political rally or lecture in a Public Park without the prior written consent of the Corporate Director. This includes the distribution of leaflets or setting up stalls to publicise or support particular political or religious events or points of view.

#### **Ornamental Flower Beds etc.**

- 7.4.1 Subject to Rule 7.4.2 nobody is to pick, cut, destroy, remove or damage any flower, flowerbed, soil, tree, shrubs or plants and fungi in a Public Park, without the prior written consent of the Corporate Director.
- 7.4.2 The picking of wild flowers or plants protected by the Wildlife and Countryside Act 1981 as amended is forbidden, unless the person has first obtained a licence granted in terms of that Act and the prior written consent of the Corporate Director.

#### **Radio Controlled Equipment**

- 7.5 Nobody is to use any radio controlled equipment in a Public Park in such a way that it annoys or frightens any other users of the Public Park or any animals in the Public Park.

#### **Metal Detectors**

- 7.6 Nobody is to use a metal detector in a Public Park without the prior written permission of the Corporate Director.

#### **Tents etc.**

- 7.7 Nobody is to put up any posts, rails, fences, poles, tents, stands, marquees or any other structures in a Public Park without the prior written permission of the Corporate Director. Small, temporary structures such as windbreaks will be allowed away from sports areas so long as they do not cause a nuisance to other park users and are dismantled and taken away when the person or persons using them leave the Public Park.

#### **Camping**

- 7.8 Nobody is to camp, or sleep overnight in any Public Park except where authorised by the Corporate Director.

#### **Photography**

- 7.9 Nobody is to take photographs or film in a Public Park in such a manner as may interfere with the use and enjoyment of the Public Park by other park users.

### **8. Supervision and Fees**

#### **Supervision**

- 8.1.1 Every person in a Public Park must follow the instructions of any signs erected by the Council.
- 8.1.2 Every person in a Public Park must follow the instructions of an Officer. This includes leaving the Public Park when requested to do so and to stop doing anything when instructed to do so.

#### **Fees and Conditions**

- 8.2.1 Nobody is to use any part of a Public Park or any equipment in the Public Park without paying any fee fixed by the Council for such use.

- 8.2.2 Nobody is to use any part of a Public Park or equipment in a Public Park in any way which breaks any conditions fixed by the Council in connection with the use of that part of the Public Park or equipment.
- 8.2.3 In accordance with the Council's Policy, the Corporate Director may waive any fees.
- 8.2.4 The Council may levy a charge or charges for the use of any Public Park or any building thereon or for any facilities or services provided in any Public Park or building thereon all in accordance with the Council's Policy on charging of fees. The Corporate Director may alter such charges without notice.
- 8.2.5 The Council may make Orders under Section 11 of the Land Reform Act exempting any Public Park or part of a Public Park from access rights under the Act, and when an Order is in effect the Corporate Director may impose a charge for entry to the Public Park.

# Schedule to the Parks Management Rules 2014

The following Parks will be subject to the Rules:-

## **Kilmacolm:**

Birkmyre Park

West Glen Park

## **Port Glasgow:**

Parklea Playing Fields

Kelburn Park

Newark Park

Birkmyre Park

Coronation Park

## **Greenock:**

Lady Octavia Park

Lauriston Park

Wellpark

Whinhill Golf Course

Broomhill Park

Murdieston Park

Lady Alice Park

Lyle Park

Rankin Park

Ravenscraig Stadium

Battery Park

## **Gourock:**

Gourock Park

Darroch Park

Tower Hill Park

Divert Glen

Kirn Drive Playing Fields

## **Wemyss Bay**

Wemyss Bay Woods

**Report To:** THE INVERCLYDE COUNCIL                      **Date:** 9 OCTOBER 2014

**Report By:** ACTING CORPORATE DIRECTOR                      **Report No:** LP/056/14  
ENVIRONMENT, REGENERATION &  
RESOURCES

**Contact Officer:** JOANNA DALGLEISH                      **Contact No:** 01475 712123

**Subject:** PROPOSED TRAFFIC REGULATION ORDER - DISABLED  
PERSONS' PARKING PLACES (ON-STREET) ORDER NO. 2 2014

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 4 September 2014 after consideration of a report by the Acting Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – Disabled Persons' Parking Places (On-Street) Order No. 2 2014 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

## 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – Disabled Persons' Parking Places (On-Street) Order No. 2 2014, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

**Gerard Malone**  
**Head of Legal and Property Services**



## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person's Badge, is regulated by The Disabled Persons' Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central, South West and Port Glasgow Libraries.
- 6.2 No objections have been received to the proposed Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None

**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES**  
**(ON-STREET) ORDER NO. 2 2014**  
**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES (ON-STREET)**  
**ORDER NO. 2 2014**

The Inverclyde Council in exercise of the powers conferred on them by Sections 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 2 2014" and shall come into operation on #####.

2. In this Order the following expressions have the meanings hereby assigned to them

"Council" means The Inverclyde Council or its successors as Roads Authority;

"disabled person's badge" means:

- (a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
- (b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or
- (c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;

and has not ceased to be in force.

"disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;

"parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

"parking place" means a place where a vehicle, or vehicles of any class, may wait i.e. the area of land specified in the Schedule for which the use as a parking place has been authorised by the Council under Section 32(1) of the Act;

"traffic sign" means a sign prescribed or authorised under Section 64 of the Act;

"vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power;

3. Each area of road which is described in the Schedule and plans relative to this Order is hereby designated as a parking place.
4. The parking places designated in this Order shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

5. The limits of each parking place designated in this Order shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2002.
6. Every vehicle left in any parking place designated in this Order shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if;
  - i. the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and
  - ii. the vehicle, or any part thereof, is not within the limits of any adjoining parking place.
7. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.
8. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:
  - i. for the purpose of facilitating the movement of traffic or promoting its safety;
  - ii. for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;
  - iii. for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;
  - iv. on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
  - v. for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.
9. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

10. This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule to this Order, partially revokes and amends the On-Street Parking Places (Without Charges) Order No. 2 2002, On-Street Parking Places (Without Charges) Order No. 1 2006, Disabled Persons' Parking Places (On-Street) Order No. 3 2011 and Disabled Persons' Parking Places (On-Street) Order No. 3 2013 respectively.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##

DRAFT





HEAD OF SERVICE  
IAN MOFFAT

71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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DISABLED PERSONS' PARKING PLACE

165 NEWARK STREET, GREENOCK

PLACE No. 1363

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : JAN 2014

Checked by :

Approved by :

File No. : 19/12

Disabled Bays



HEAD OF SERVICE  
IAN MOFFAT

71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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**Ordnance Survey**

**DISABLED PERSONS' PARKING PLACE**  
257 ELDON STREET, GREENOCK

PLACE No. 1364

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : JAN 2014

Checked by :

Approved by :

File No. : 19/12

Disabled Bays





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71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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**DISABLED PERSONS' PARKING PLACE**

21 SKYE STREET, GREENOCK  
PLACE No. 1365

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

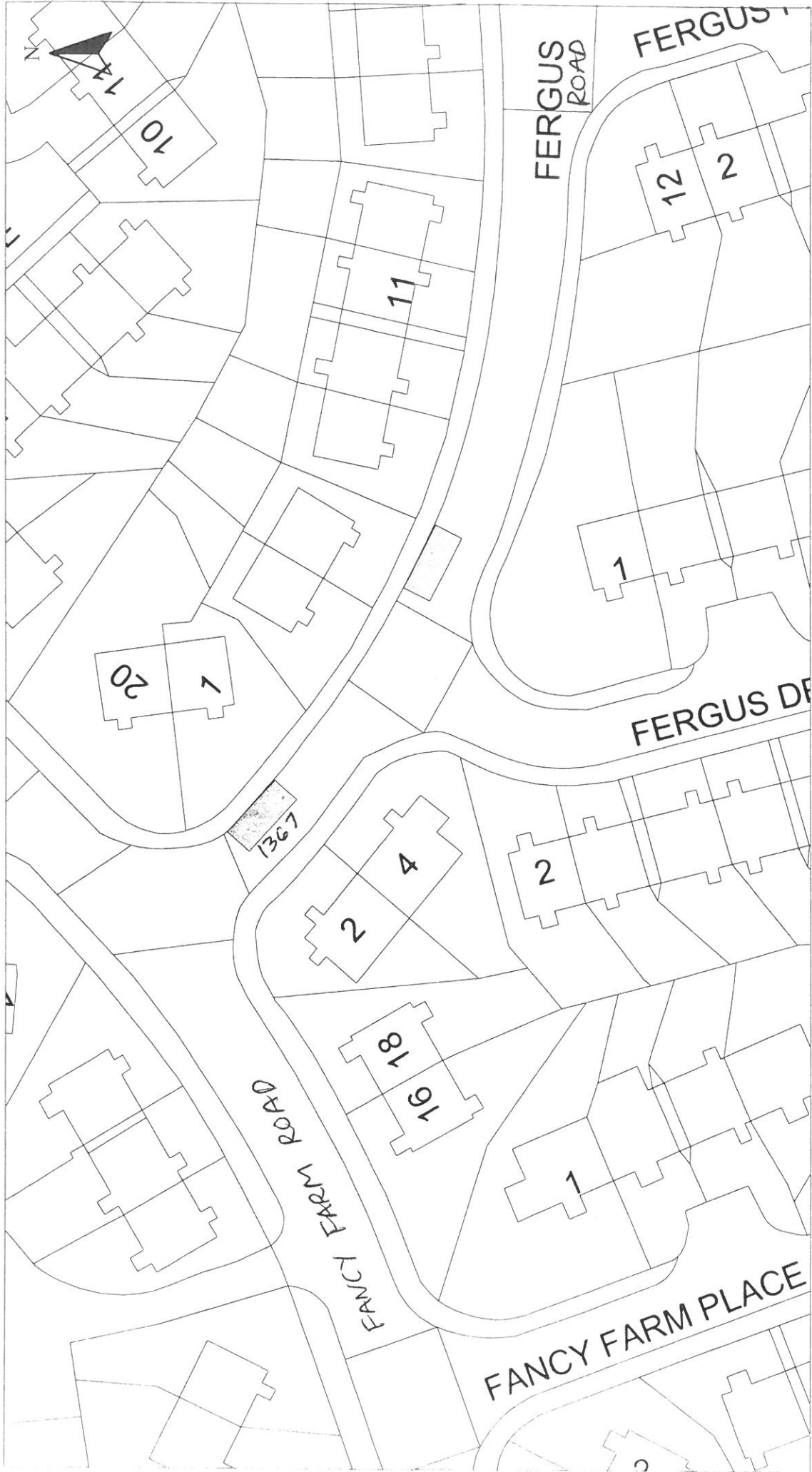
Date : JAN 2014

Checked by :

Approved by :

File No. : 19/12

Disabled Bays



Disabled Bays	HEAD OF SERVICE IAN MOFFAT	DISABLED PERSONS' PARKING PLACE	Scale : 1:500	Date : JAN 2014
	71 EAST HAMILTON STREET GREENOCK, PA15 2UA	1 FERGUS ROAD, GREENOCK PLACE No. 1367	Prepared by : R. MACKAY	Checked by :
			Drawn by : R. MACKAY	Approved by :
			Drawing No. :	File No. : 19/12

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HEAD OF SERVICE  
IAN MOFFAT

71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

DISABLED PERSONS' PARKING PLACE  
43 GLASGOW ROAD, PORT GLASGOW

PLACE No. 1370

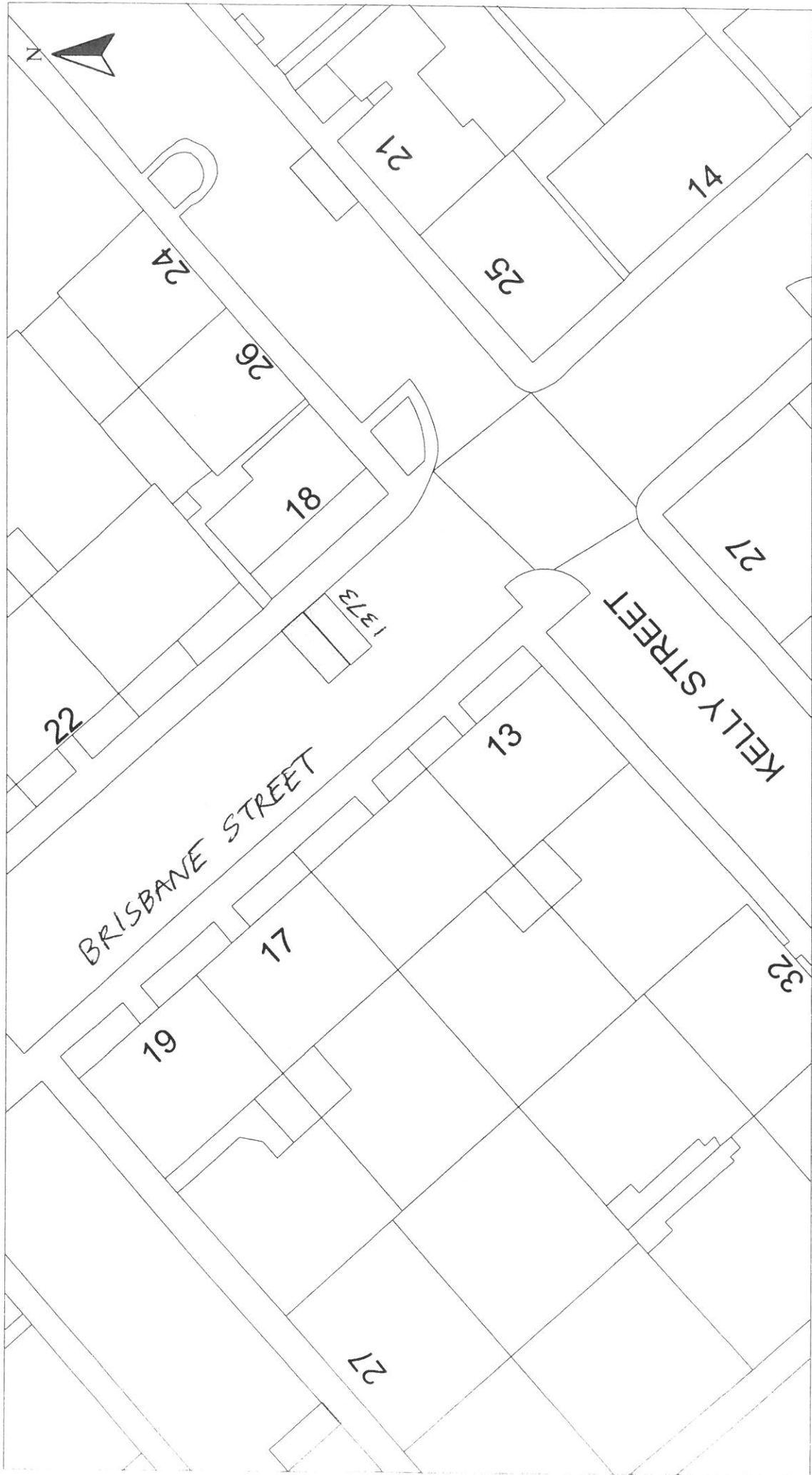
Scale : 1:500  
Prepared by : R. MACKAY  
Drawn by : R. MACKAY  
Date : JAN 2014  
Checked by :  
Approved by :

File No. : 19/12

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IAN MOFFAT

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GREENOCK, PA15 2UA

Disabled Bays

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**DISABLED PERSONS' PARKING PLACE**

**18 BRISBANE STREET, GREENOCK**

**PLACE No. 1373**

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

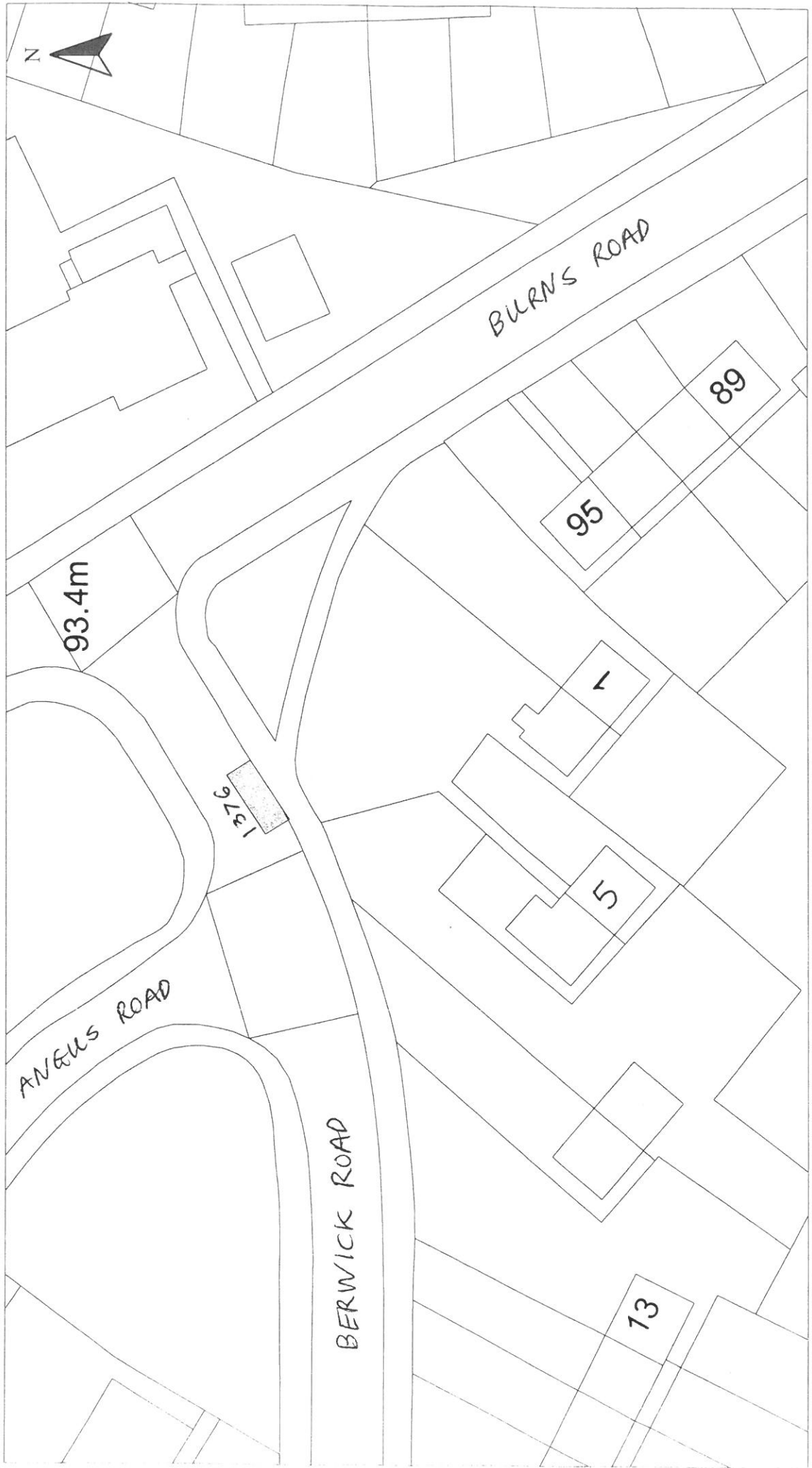
Drawing No. :

Date : JAN 2014

Checked by :

Approved by :

File No. : 19/12



HEAD OF SERVICE  
IAN MOFFAT

71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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**DISABLED PERSONS' PARKING PLACE**

**5 BERWICK ROAD, GREENOCK**  
**PLACE No. 1376**

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : JAN 2014

Checked by :

Approved by :

File No. : 19/12

Disabled Bays



HEAD OF SERVICE IAN MOFFAT	DISABLED PERSONS' PARKING PLACE		Scale : 1:500	Date : JAN 2014
	94 LEVEN ROAD, GREENOCK PLACE No. 1378		Prepared by : R. MACKAY	Checked by :
Disabled Bays	71 EAST HAMILTON STREET GREENOCK, PA15 2UA		Drawn by : R. MACKAY	Approved by :
			Drawing No. :	File No. : 19/12

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IAN MOFFAT

Disabled Bays  
71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

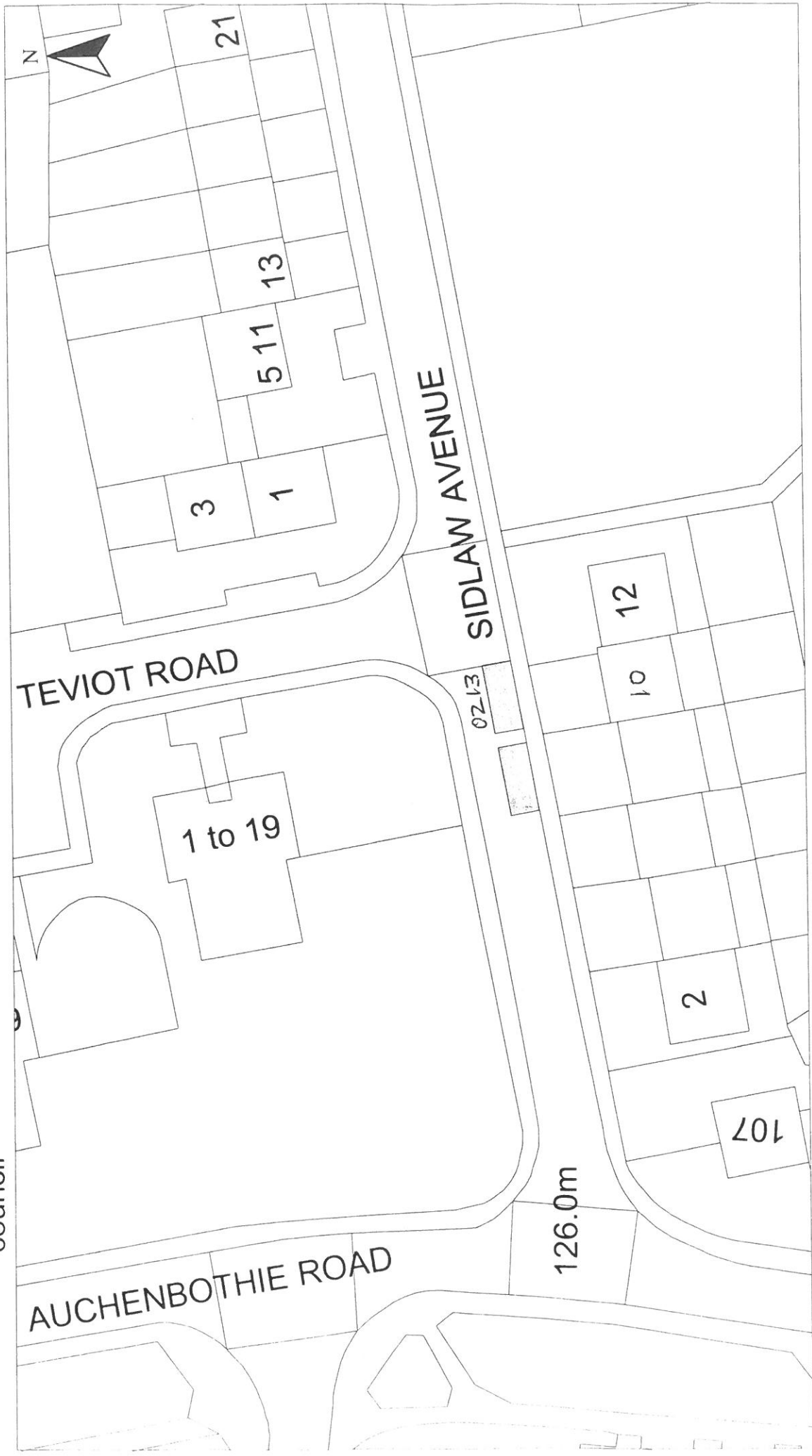
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DISABLED PERSONS' PARKING PLACE  
6 SANDRINGHAM TERRACE, GREENOCK  
PLACE No. 1380

Scale : 1:500  
Prepared by : R. MACKAY  
Drawn by : R. MACKAY  
Drawing No. :

Date : JAN 2014  
Checked by :  
Approved by :  
File No. : 19/12

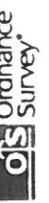


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71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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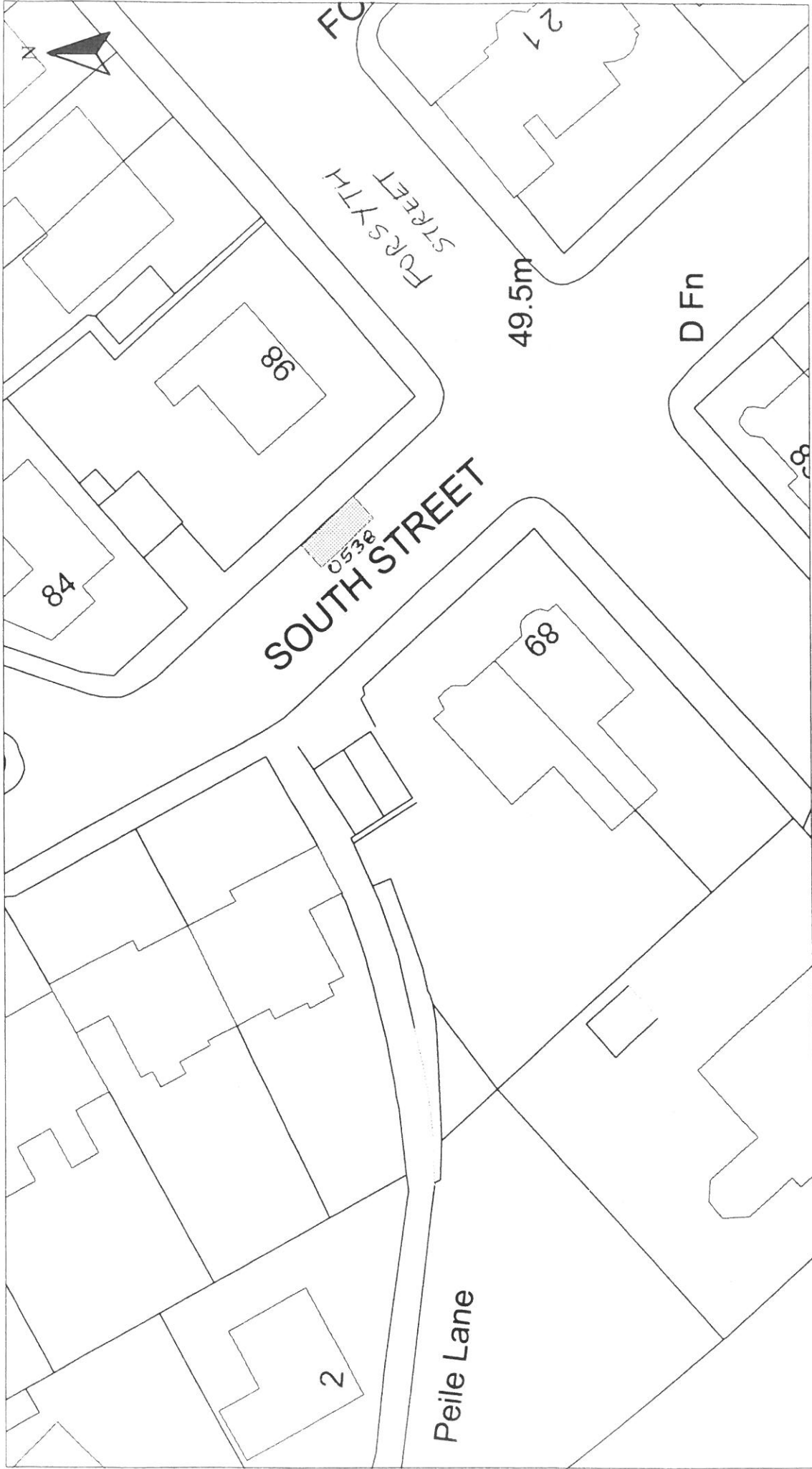
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**DISABLED PERSONS' PARKING PLACE**  
**10 SIDLAW AVENUE, PORT GLASGOW**  
**PLACE No. 0213 REVOCATION**

Scale :	1:500	Date :	JAN 2014
Prepared by :	R. MACKAY	Checked by :	
Drawn by :	R. MACKAY	Approved by :	
Drawing No. :		File No. :	19/12





Disabled Bays

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IAN MOFFAT  
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GREENOCK, PA15 2UA

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**DISABLED PERSON'S PARKING PLACE**  
98 FORSYTH STREET, GREENOCK  
PLACE No. '0538' REVOCATION

Scale : 1:500  
Prepared by : R. MACKAY  
Drawn by : R. MACKAY  
Drawing No. :

Date : JAN 2014  
Checked by :  
Approved by :  
File No. : 19/12



Disabled Bays

HEAD OF SERVICE  
IAN MOFFAT

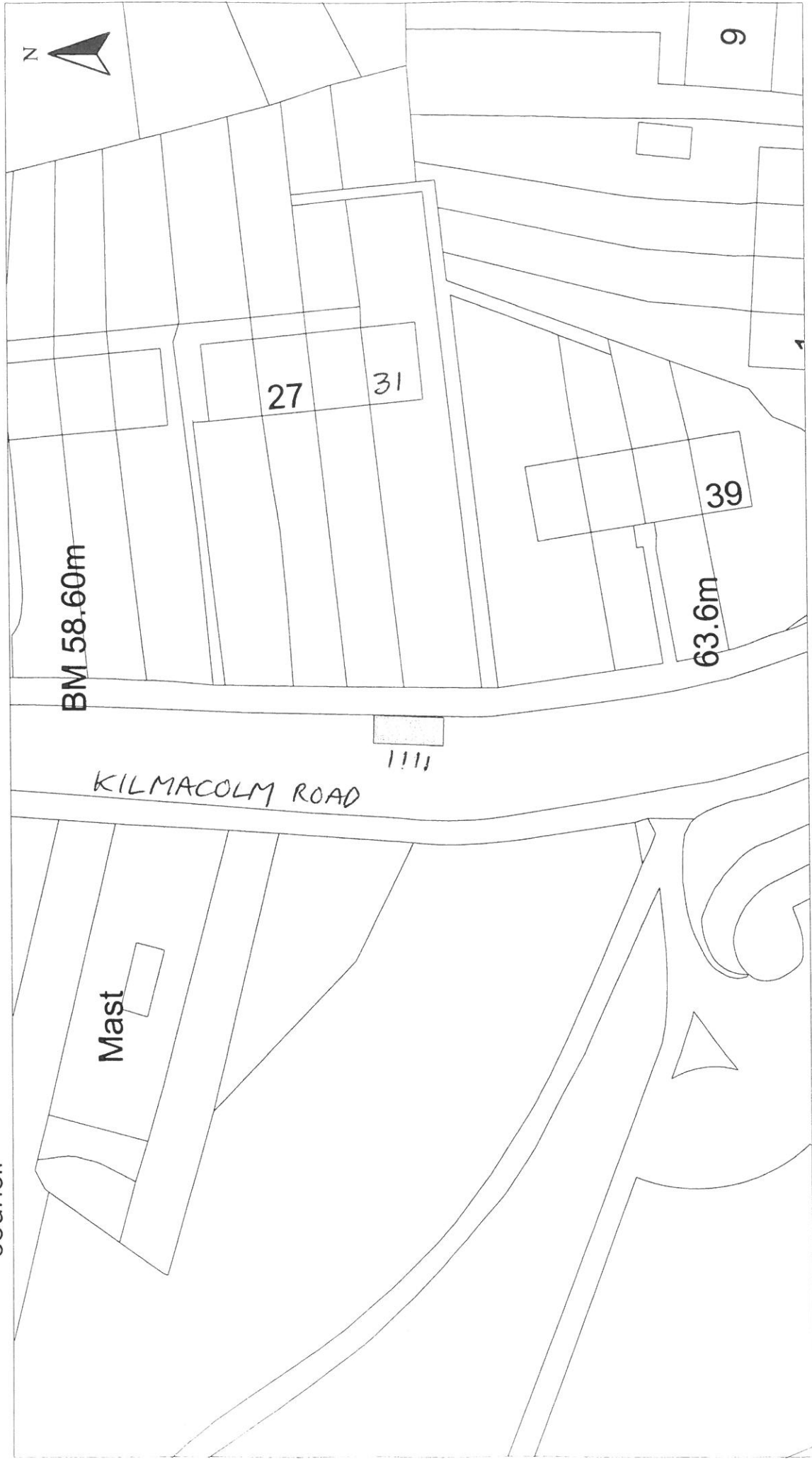
71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

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**DISABLED PERSONS' PARKING PLACE**  
**4 HOPE STREET, GREENOCK**  
**PLACE No. 0547 REVOCATION**

Scale :	1:500	Date :	JAN 2014
Prepared by :	R. MACKAY	Checked by :	
Drawn by :	R. MACKAY	Approved by :	
Drawing No. :		File No. :	19/12

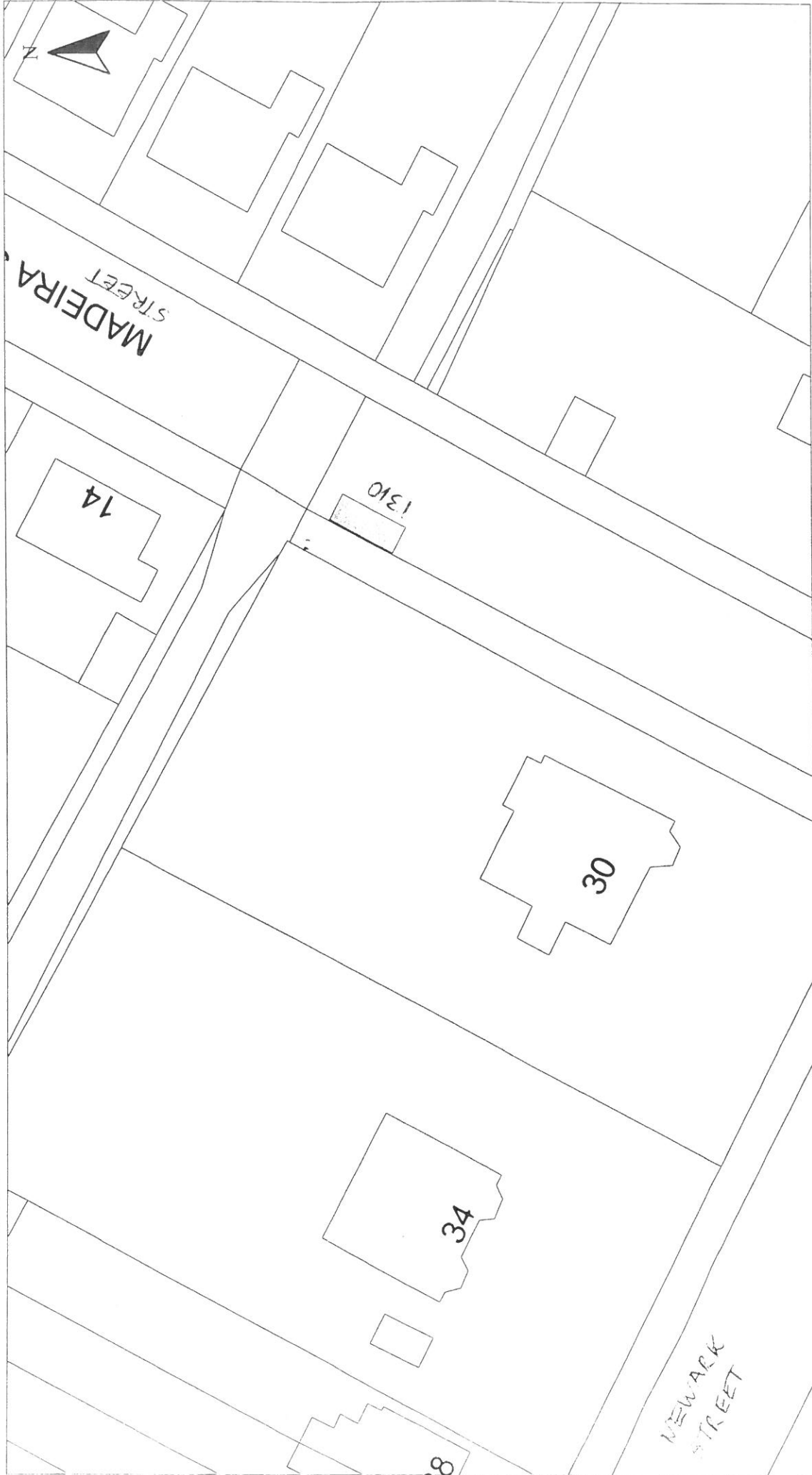


Disabled Bays	HEAD OF SERVICE IAN MOFFAT	Scale : 1:500	Date : JAN 2014
	71 EAST HAMILTON STREET GREENOCK, PA15 2UA	Prepared by : R. MACKAY	Checked by :
		Drawn by : R. MACKAY	Approved by :
		Drawing No. :	File No. : 19/12

**DISABLED PERSONS' PARKING PLACE**  
31 KILMACOLM ROAD, GREENOCK  
PLACE No. 1111 REVOCATION

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Date :	JAN 2014
Checked by :	
Prepared by :	R. MACKAY
Drawn by :	R. MACKAY
Approved by :	
File No. :	19/12

**DISABLED PERSONS' PARKING PLACE**  
**30 NEWARK STREET, GREENOCK**  
**PLACE No. 1310 · REVOCATION**

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HEAD OF SERVICE  
IAN MOFFAT

71 EAST HAMILTON STREET  
GREENOCK, PA15 2UA

Disabled Bays

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<b>Report To:</b>	<b>THE INVERCLYDE COUNCIL</b>	<b>Date:</b> 9 OCTOBER 2014
<b>Report By:</b>	<b>ACTING CORPORATE DIRECTOR ENVIRONMENT, REGENERATION &amp; RESOURCES</b>	<b>Report No:</b> LP/055/14
<b>Contact Officer:</b>	<b>JOANNA DALGLEISH</b>	<b>Contact No:</b> 01475 712123
<b>Subject:</b>	<b>PROPOSED TRAFFIC REGULATION ORDER - THE INVERCLYDE COUNCIL (OFF-STREET PARKING PLACES) (VARIATION NO.1) ORDER 2014</b>	

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 4 September 2014 after consideration of a report by the Acting Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council (Off-Street Parking Places) (Variation No.1) Order 2014 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

## 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council (Off-Street Parking Places) (Variation No.1) Order 2014, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

**Gerard Malone**  
**Head of Legal and Property Services**

## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library.
- 6.2 No objections have been received to the proposed Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None

**THE INVERCLYDE COUNCIL**  
**(OFF-STREET PARKING PLACES)**  
**(VARIATION NO. 1) ORDER 2014**  
**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL  
(OFF-STREET PARKING PLACES) (VARIATION NO. 1) ORDER 2014**

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3), 4(2), 32(1), 35(1), 45, 46, 49, 53, 101 and 102 of the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of Part IV of Schedule 9 to the Act and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoillis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

**1.0 Commencement and citation**

- 1.1 This Order shall come into operation on the \*\* day of \*\*, Two thousand and \*\* and may be cited as "The Inverclyde Council (Off-Street Parking Places) (Variation No. 1) Order 2014".

**2.0 Interpretation**

- 2.1 Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.
- 2.2 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, modified, re-enacted, replaced or supplemented by any subsequent enactment.
- 2.3 The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulation made or having effect as if made under the Act or by or under any other enactment provided that where a prohibition or restriction which is imposed, varied or revoked by this Order is in conflict with a prohibition or restriction imposed by a previous Order, then the provision of this Order shall prevail.
- 2.4 The Off-Street Plan forming Schedule 1 to this Order and titled "The Inverclyde Council (Off-Street Parking Places) (Variation No. 1) Order 2014 Off-Street Plan" is hereby incorporated into The Inverclyde Council (Off-Street Parking Places) Order 2013 and recorded in "The Inverclyde Council (Off-Street Parking Places) Order 2013 Plan Index".
- 2.5 The Plan Index forms Schedule 2.
- 2.6 Schedule 3 to this Order titled "Parking Place, Number and Name, Charging Hours, Days and Hours of Parking Place Operation, Maximum period for which vehicles may wait, Tariff and Disabled Persons' Parking Places" is hereby incorporated into "The Inverclyde Council (Off-Street Parking Places) Order 2013."
- 2.7 The Interpretation Act 1978 (as amended) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.



**SCHEDULE 1**

**The Inverclyde Council (Off-Street Parking Places) (Variation No. 1) Order 2014 Off-Street Plan**



**SCHEDULE 2**

**THE INVERCLYDE COUNCIL (OFF-STREET PARKING PLACES) ORDER 2013 PLAN INDEX**

Plan Ref.	Effective date	Plan revision dates							
		1	2	3	4	5	6	7	8
TR/TRO/C134/001	06/10/2014								
TR/TRO/C134/002	06/10/2014								
TR/TRO/C134/003	06/10/2014								
TR/TRO/C134/004	06/10/2014								
TR/TRO/C134/005	06/10/2014								
TR/TRO/C134/006	06/10/2014								
TR/TRO/C134/007	#####								

**SCHEDULE 3**

**PARKING PLACES, NUMBER AND NAME, CHARGING HOURS, DAYS AND HOURS OF PARKING PLACE OPERATION, MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT, TARIFF AND DISABLED PERSONS' PARKING PLACES**

Parking Places Operational at all times

<b>PARKING PLACE REFERENCE NUMBER Column 1</b>	<b>NAME OF PARKING PLACE Column 2</b>	<b>CHARGING HOURS OF PARKING PLACE Column 3</b>	<b>MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT Column 4</b>	<b>TARIFF Column 5</b>	<b>DISABLED PERSONS' PARKING PLACES (No.) Column 6</b>
25	Barr's Brae	08:00-18:00 Mon-Sat	24 hours	A	1
9	Bruce Street	08:00-18:00 Mon-Sat	24 hours	A	3
12	Buccleugh Street	08:00-18:00 Mon-Sat	24 hours	A	1
11	Bullring	08:00-18:00 Mon-Sat	24 hours	C	4
13	Cathcart Street West	08:00-18:00 Mon-Sat	24 hours	C	4
14	Cathcart Street East	08:00-18:00 Mon-Sat	24 hours	D	1
2	Cloch Road	08:00-18:00 Mon-Sat	24 hours	A	0
4	Cove Road	08:00-18:00 Mon-Sat	24 hours	A	0
22	East Road	08:00-18:00 Mon-Sat	24 hours	A	0

PARKING PLACE REFERENCE NUMBER Column 1	NAME OF PARKING PLACE Column 2	CHARGING HOURS OF PARKING PLACE Column 3	MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT Column 4	TARIFF Column 5	DISABLED PERSONS' PARKING PLACES (No.) Column 6
19	Fore Street	08:00-18:00 Mon-Sat	24 hours	A	8
1	Fran Terrace	08:00-18:00 Mon-Sat	24 hours	A	0
7	Hastie Street	08:00-18:00 Mon-Sat	24 hours	D	4
21	Highholm Avenue	08:00-18:00 Mon-Sat	24 hours	A	8
3	Kempock Street	08:00-18:00 Mon-Sat	24 hours	A	2
24	Lochwinnoch Road	08:00-18:00 Mon-Sat	24 hours	A	6
5	Manor Crescent	08:00-18:00 Mon-Sat	24 hours	A	0
20	Princes Street	08:00-18:00 Mon-Sat	24 hours	B	6
8	Roslin Street	08:00-18:00 Mon-Sat	24 hours	D	0
10	Roxburgh Street	08:00-18:00 Mon-Sat	24 hours	A	0
18	Shore Street	08:00-18:00 Mon-Sat	24 hours	A	11
16	Station Avenue East	08:00-18:00 Mon-Sat	24 hours	D	2

<b>PARKING PLACE REFERENCE NUMBER Column 1</b>	<b>NAME OF PARKING PLACE Column 2</b>	<b>CHARGING HOURS OF PARKING PLACE Column 3</b>	<b>MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT Column 4</b>	<b>TARIFF Column 5</b>	<b>DISABLED PERSONS' PARKING PLACES (No.) Column 6</b>
15	Station Avenue West	08:00-18:00 Mon-Sat	24 hours	D	2
23	Station Road	08:00-18:00 Mon-Sat	24 hours	A	1
6	West Stewart Street	08:00-18:00 Mon-Sat	24 hours	D	2
17	William Street	08:00-18:00 Mon-Sat	24 hours	A	1
26	Waterfront	08:00-18:00 Mon-Sat	24 hours	D	2
27	Cinema	08:00-18:00 Mon-Sat	24 hours	C	2

**Report To:** THE INVERCLYDE COUNCIL                      **Date:** 9 OCTOBER 2014

**Report By:** ACTING CORPORATE DIRECTOR                      **Report No:** LP/054/14  
ENVIRONMENT, REGENERATION &  
RESOURCES

**Contact Officer:** JOANNA DALGLEISH                      **Contact No:** 01475 712123

**Subject:** PROPOSED TRAFFIC REGULATION ORDER - THE  
INVERCLYDE COUNCIL (VARIOUS ROADS) (OUTER  
GREENOCK) (WAITING RESTRICTIONS) (VARIATION NO. 1)  
ORDER 2014

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 4 September 2014 after consideration of a report by the Acting Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads)(Outer Greenock)(Waiting Restrictions)(Variation No.1) Order 2014 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

## 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council (Various Roads)(Outer Greenock)(Waiting Restrictions)(Variation No. 1) Order 2014, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

**Gerard Malone**  
**Head of Legal and Property Services**

## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library.
- 6.2 No objections have been received to the proposed Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None



**THE INVERCLYDE COUNCIL**

**(VARIOUS ROADS) (OUTER  
GREENOCK)(WAITING RESTRICTIONS)  
(VARIATION NO. 1) ORDER 2014**

**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL  
(VARIOUS ROADS) (OUTER GREENOCK)  
(WAITING RESTRICTIONS) (VARIATION NO. 1) ORDER 2014**

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3), 4(2), 32(1), 35(1), 45, 46, 49, 53, 101 and 102 of the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of Part IV of Schedule 9 to the Act and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoilis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

**1.0 Commencement and citation**

1.1 This Order shall come into operation on the \*\* day of \*\*, Two thousand and \*\* and may be cited as "The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 1) Order 2014".

**2.0 Interpretation**

2.1 Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.

2.2 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, modified, re-enacted, replaced or supplemented by any subsequent enactment.

2.3 The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulation made or having effect as if made under the Act or by or under any other enactment provided that where a prohibition or restriction which is imposed, varied or revoked by this Order is in conflict with a prohibition or restriction imposed by a previous Order, then the provision of this Order shall prevail.

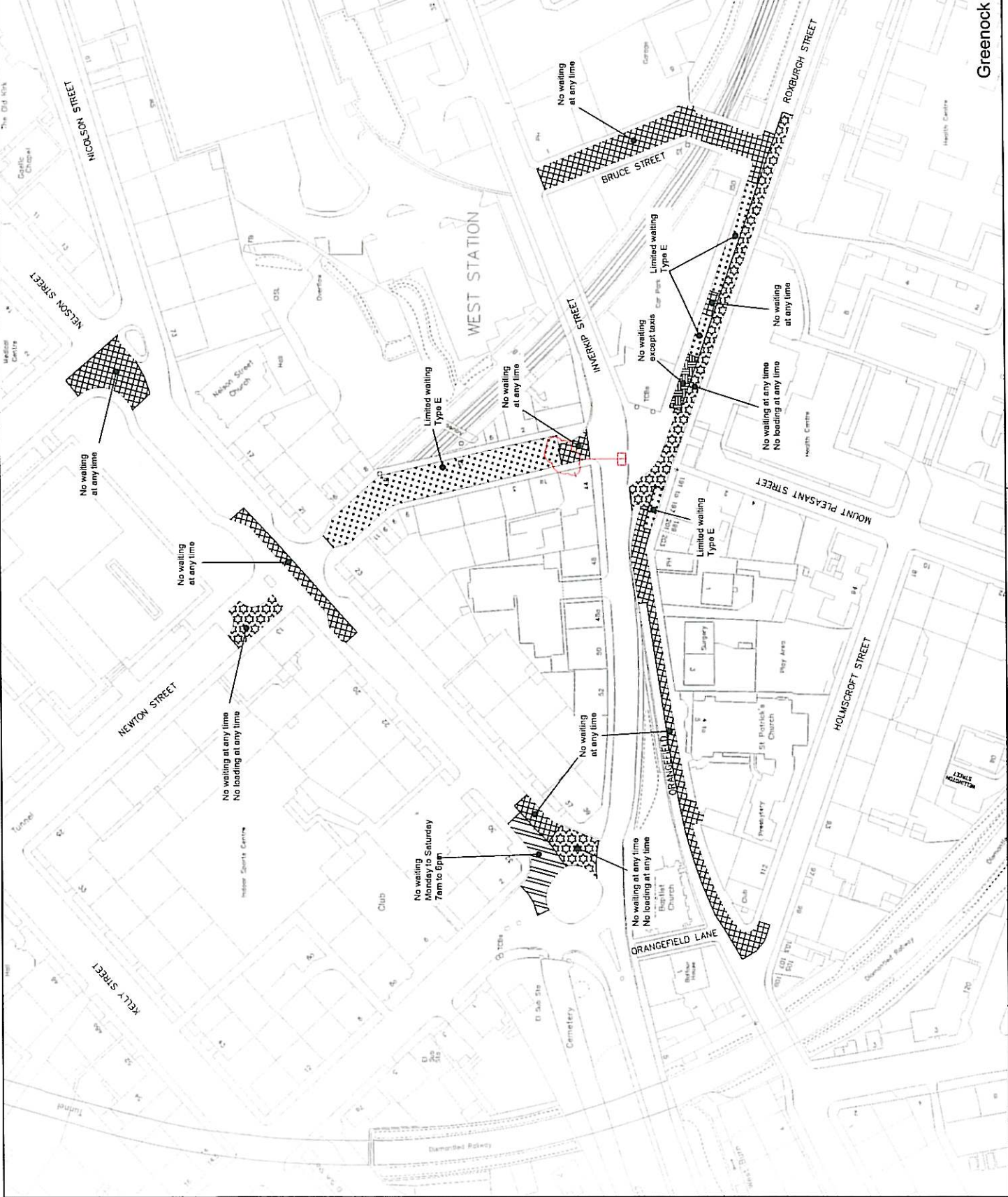
2.4 The On-Street Plans forming Schedule 1 to this Order and titled "The Inverclyde Council (Various Roads) (Outer Greenock)(Waiting Restrictions) (Variation No. 1) Order 2014 On-Street Plans" are hereby incorporated into The Inverclyde Council (Various Roads) (Outer Greenock)(Waiting Restrictions) Order 2013 and recorded in "The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) Order 2013 Plan Index".

2.5 The Plan Index forms Schedule 2.

2.6 The Interpretation Act 1978 (as amended) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

**SCHEDULE 1**

**The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 1) Order 2014 On-Street Plans**



**Key**

- No waiting at any time
- No loading at any time
- No waiting at times shown
- No loading at times shown
- No waiting except taxis
- Limited waiting (subject to restrictions shown)
- Disabled person's parking place (subject to restrictions shown)
- Police parking place (subject to restrictions shown)
- Ambulance parking place (subject to restrictions shown)
- Loading bay

**Limited Waiting**

Type A: Mon-Fri, 8am-6pm, 30mins. No return within 30mins

Type B: Mon-Fri, 8am-6pm, Saturday 8am-1pm, 30mins. No return within 1 hour

Type C: Mon-Fri, 8am-6pm, 30mins. No return within 1 hour

Type D: Mon-Sat 8am-6pm, 2 hours. No return within 1 hour

Type E: Mon-Sat 8am to 6pm, 30 mins. No return within 30 mins

Type F: Mon-Sat 8am to 6pm, 1 hour. No return within 30 mins

Type G: Mon-Sat 8am to 6pm, 2 hours. No return within 30 mins

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Start	End	By	Date	Date of Auth	
1	NEWTON ST	WMA	REVISED	13	14/11/11

**INVERCLYDE COUNCIL**  
 71 East Hamilton Street  
 Greenock  
 PA15 2JA  
 Tel: 01475 717171  
 Email: [inverclyde@inverclyde.gov.uk](mailto:inverclyde@inverclyde.gov.uk)  
[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

**Inverclyde council**

THE INVERCLYDE COUNCIL (VARIOUS ROADS)  
 (OUTER GREENOCK)  
 (WAITING RESTRICTIONS) ORDER 201\*

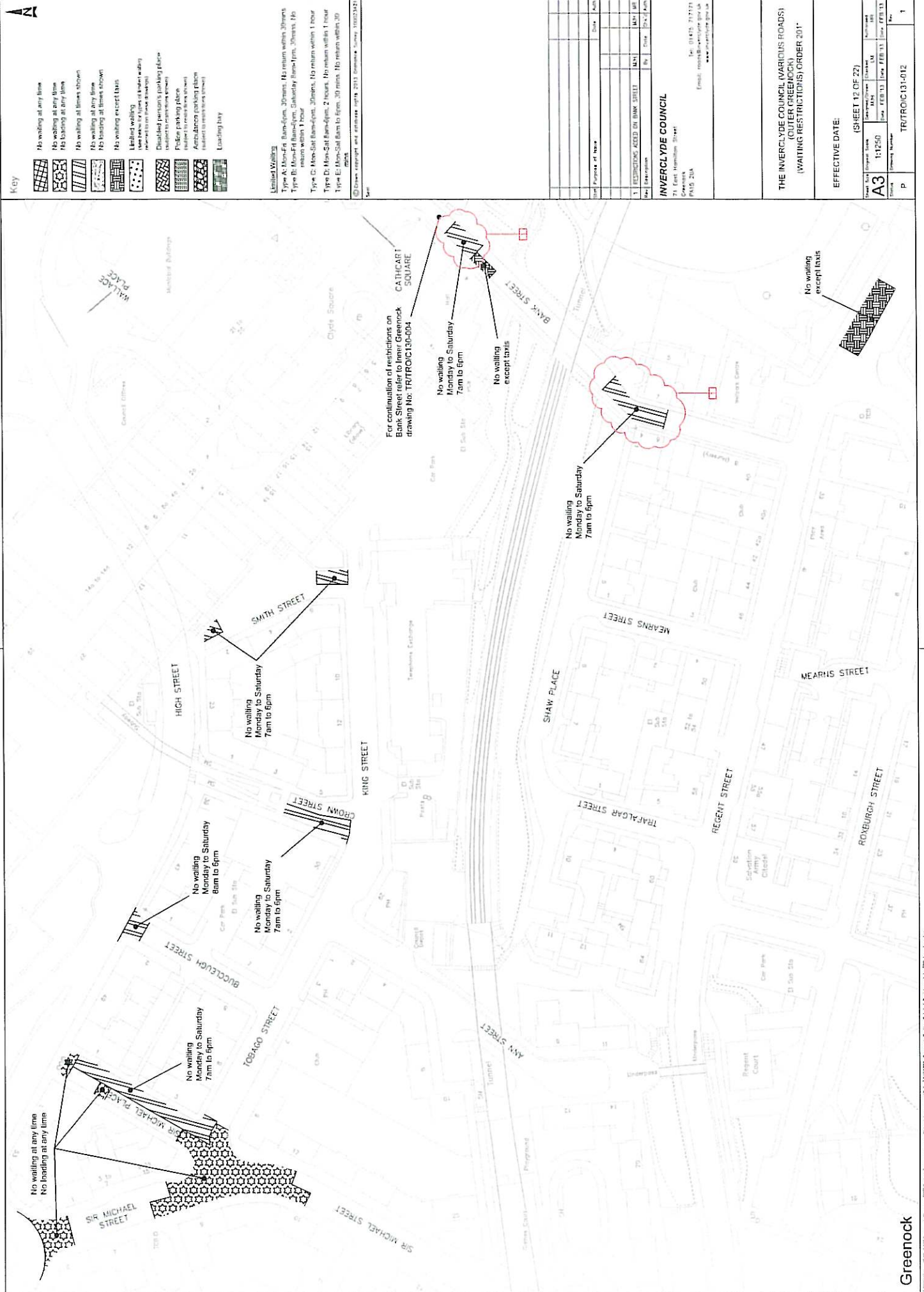
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 Checked/Drawn: [Name] Date: [Date]  
 A3 1:1250 Date: FEB 13 Date: FEB 13

Sheet Number: TR/TROIC131-010

Page: 1

\*Our jobs are all published on the Council's website. For more information, please visit [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)



**INVERCLYDE COUNCIL**  
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[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

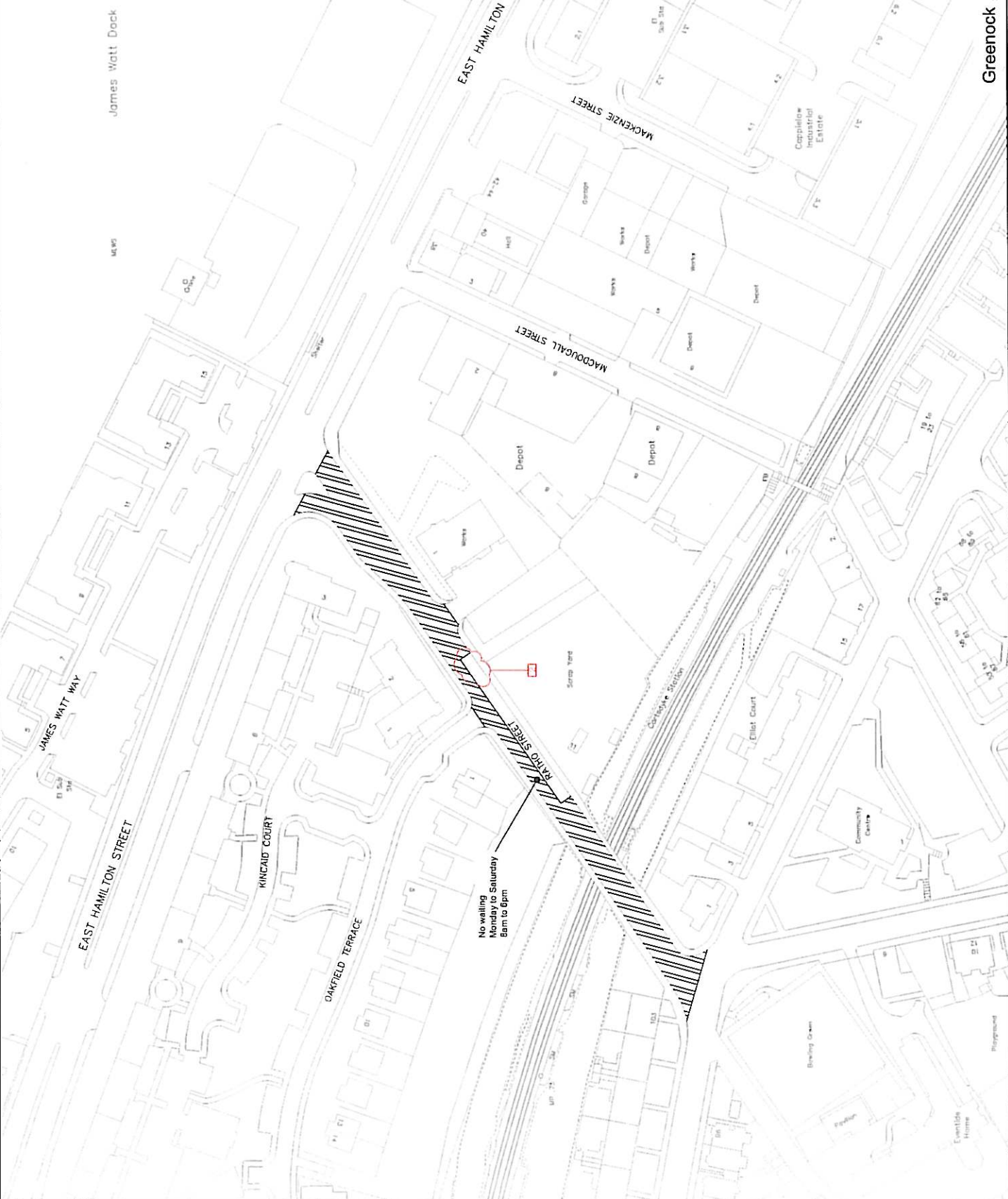
Sheet	Project Name	Date	Scale
1	RESTRICTIONS ADDED ON BANK STREET	12/01/16	1:100

**THE INVERCLYDE COUNCIL (VARIOUS ROADS) (OUTER GREENOCK) (WAITING RESTRICTIONS) ORDER 2011**

**EFFECTIVE DATE:**  
(SHEET 12 OF 22)

Sheet No.	Project Name	Date	Scale
A3	11/250	12/01/16	1:100

Sheet: p Drawing Number: TR/TRO/C131-012



**Key**

[Hatched Box]	No waiting at any time
[Hatched Box]	No waiting at any time
[Hatched Box]	No loading at any time
[Hatched Box]	No waiting at times shown
[Hatched Box]	No waiting at any time
[Hatched Box]	No loading at times shown
[Hatched Box]	No waiting except taxis
[Hatched Box]	Unlimited waiting
[Hatched Box]	(See below for types of limited waiting referred to in these drawings)
[Hatched Box]	Disabled persons' parking place (subject to restrictions shown)
[Hatched Box]	Police parking place (subject to restrictions shown)
[Hatched Box]	Amulance parking place (subject to restrictions shown)
[Hatched Box]	Loading bay

**Limited Waiting**

Type A: Mon-Fri, 8am-6pm. 30mins. No return within 30mins

Type B: Mon-Fri, 8am-6pm. Saturday 8am-1pm. 30mins. No return within 1 hour

Type C: Mon-Sat, 8am-6pm. 30mins. No return within 1 hour

Type D: Mon-Sat, 8am-6pm. 2 hours. No return within 1 hour

Type E: Mon-Sat, 8am to 6pm. 30 mins. No return within 30 mins

Type F: Mon-Sat, 8am to 6pm. 1 hour. No return within 30 mins

Type G: Mon-Sat, 8am to 6pm. 2 hours. No return within 30 mins

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Date	Purpose of Issue	Auth
11 MAY '14	EXTENT OF ST. ALTERED ON RANGO ST	MAJ
11 MAY '14	EXTENT OF ST. ALTERED ON RANGO STREET	MAJ

**INVERCLYDE COUNCIL**  
 71 East Hamilton Street  
 Greenock  
 PA15 2UA  
 Tel: 01475 717171  
 Email: [inverclyde@inverclyde.gov.uk](mailto:inverclyde@inverclyde.gov.uk)  
[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)



THE INVERCLYDE COUNCIL (VARIOUS ROADS)  
 (OUTER GREENOCK)  
 (WAITING RESTRICTIONS) ORDER 2014

EFFECTIVE DATE:  
 (SHEET 20 OF 22)

Issue No	Original Issue	Revised/Amended	Issue No	Issue Date
A3	1:1250	MAJ	MAJ	11 FEB 13
Issue	Issue	Issue	Issue	Issue
P	TR/TR/C131-020	2		

**SCHEDULE 2**

**THE INVERCLYDE COUNCIL (VARIOUS ROADS) (OUTER GREENOCK) (WAITING RESTRICTIONS) ORDER 2013 PLAN INDEX**

Plan Reference	Effective date	Plan Revision Dates													
		1	2	3	4	5	6	7	8	9	10	11			
TR/TRO/131-001	06/10/2014														
TR/TRO/131-002	06/10/2014														
TR/TRO/131-003	06/10/2014														
TR/TRO/131-004	06/10/2014														
TR/TRO/131-005	06/10/2014														
TR/TRO/131-006	06/10/2014														
TR/TRO/131-007	06/10/2014														
TR/TRO/131-008	06/10/2014														
TR/TRO/131-009	06/10/2014														
TR/TRO/131-010	06/10/2014	xxxxxxx													
TR/TRO/131-011	06/10/2014														
TR/TRO/131-012	06/10/2014	xxxxxxx													
TR/TRO/131-013	06/10/2014														
TR/TRO/131-014	06/10/2014														
TR/TRO/131-015	06/10/2014														
TR/TRO/131-016	06/10/2014														
TR/TRO/131-017	06/10/2014														
TR/TRO/131-018	06/10/2014														
TR/TRO/131-019	06/10/2014														
TR/TRO/131-020	06/10/2014	xxxxxxx													
TR/TRO/131-021	06/10/2014														
TR/TRO/131-022	06/10/2014														

**Report To:** THE INVERCLYDE COUNCIL                      **Date:** 9 OCTOBER 2014

**Report By:** ACTING CORPORATE DIRECTOR                      **Report No:** LP/053/14  
ENVIRONMENT, REGENERATION &  
RESOURCES

**Contact Officer:** JOANNA DALGLEISH                      **Contact No:** 01475 712123

**Subject:** PROPOSED TRAFFIC REGULATION ORDER - THE  
INVERCLYDE COUNCIL (VARIOUS ROADS) (INNER  
GREENOCK) (CONTROLLED PARKING ZONE) (VARIATION  
NO.1) ORDER 2014

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 4 September 2014 after consideration of a report by the Acting Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No.1) Order 2014 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

## 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No.1) Order 2014, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

**Gerard Malone**  
**Head of Legal and Property Services**



## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library.
- 6.2 No objections have been received to the proposed Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None

**THE INVERCLYDE COUNCIL**  
**(VARIOUS ROADS) (INNER GREENOCK)**  
**(CONTROLLED PARKING ZONE)**  
**(VARIATION NO. 1) ORDER 2014**  
**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL  
(VARIOUS ROADS) (INNER GREENOCK)  
(CONTROLLED PARKING ZONE) (VARIATION NO. 1) ORDER 2014**

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3), 4(2), 32(1), 35(1), 45, 46, 49, 53, 101 and 102 of the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of Part IV of Schedule 9 to the Act and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoilis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

**1.0 Commencement and citation**

1.1 This Order shall come into operation on the \*\* day of \*\*, Two thousand and \*\* and may be cited as "The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No. 1) Order 2014".

**2.0 Interpretation**

2.1 Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.

2.2 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, modified, re-enacted, replaced or supplemented by any subsequent enactment.

2.3 The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulation made or having effect as if made under the Act or by or under any other enactment provided that where a prohibition or restriction which is imposed, varied or revoked by this Order is in conflict with a prohibition or restriction imposed by a previous Order, then the provision of this Order shall prevail.

2.4 The On-Street Plans forming Schedule 1 to this Order and titled "The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No. 1) Order 2014 On-Street Plans" are hereby incorporated into The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) Order 2013 and recorded in "The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) Order 2013 Plan Index".

2.5 The Plan Index forms Schedule 2.

2.6 The Interpretation Act 1978 (as amended) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

**SCHEDULE 1**

**The Inverclyde Council (Various Roads) (Inner Greenock) (Controlled Parking Zone) (Variation No. 1) Order 2014 On-Street Plans**



**Key**

- No waiting at any time
- No loading at any time
- No waiting at times shown
- No loading at times shown
- No waiting except taxis
- Limited waiting
- Disabled person's parking place (see also for types of buses shown referred to on these drawings)
- Police parking place (subject to restrictions shown)
- Ambulance parking place (subject to restrictions shown)
- Loading bay
- Traffic Regulation Order boundary
- Restricted Zone boundary

**Limited Waiting**

- Type A: Mon-Fri, 8am-6pm, 30mins. No return within 30mins
- Type B: Mon-Fri, 8am-6pm, Sunday 8am-1pm, 30mins. No return within 30mins
- Type C: Mon-Sat 8am-6pm, 30mins. No return within 1 hour
- Type D: Mon-Sat 8am-6pm, 2 hours. No return within 1 hour
- Type E: Mon-Sat 8am to 6pm, 30 mins. No return within 30 mins

**Greenway and other 2013 Scheme Survey 1002241**

Date	By	Date	By
1	TR/TRO/C/130-002	1	TR/TRO/C/130-002

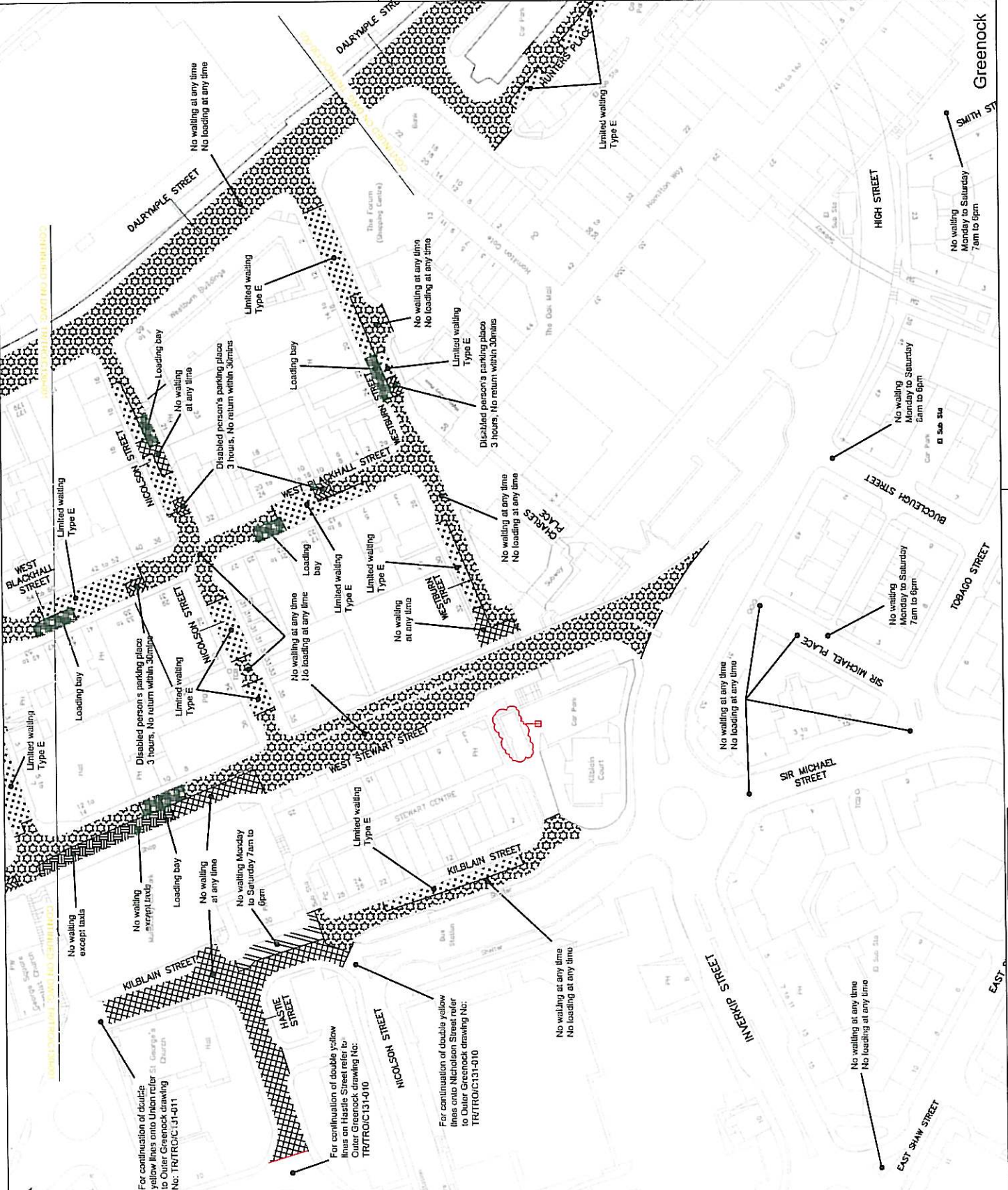
**INVERCLYDE COUNCIL**  
71 East Hamilton Street  
PA14 5BA  
Tel: 01475 717171  
Email: roads@inverclyde.gov.uk  
www.inverclyde.gov.uk

**THE INVERCLYDE COUNCIL (VARIOUS ROADS) (INNER GREENOCK) (CONTROLLED PARKING ZONE) ORDER 2011**

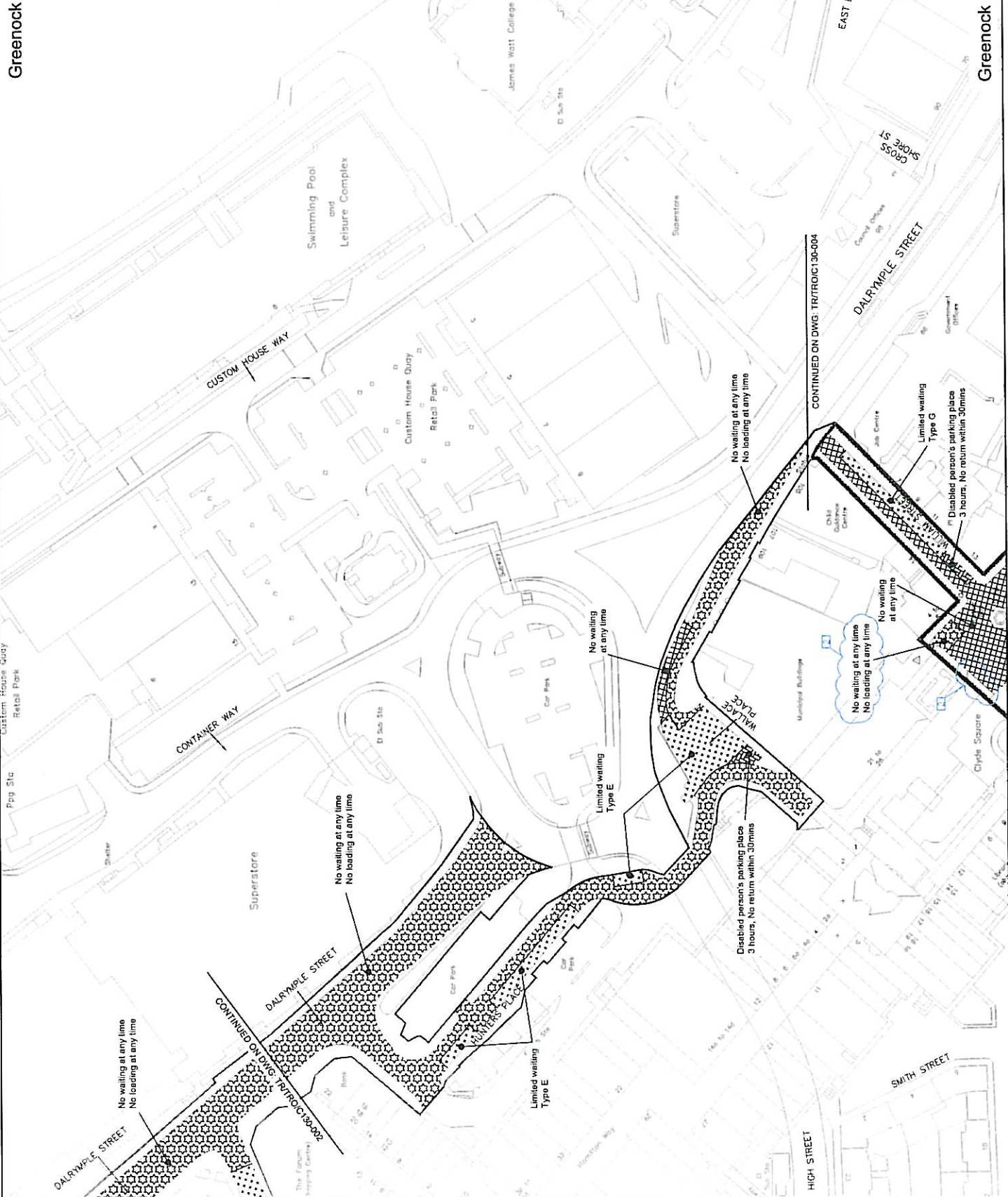
EFFECTIVE DATE: (SHEET 2 OF 4)

Sheet No	Original Issue	Amendment	Issue Date	Issue Date	Issue Date	Issue Date
A3	1:1250	1:1250	FEB/13	FEB/13	FEB/13	FEB/13

Scale: Drawing Number: TR/TRO/C/130-002



Greenock



**Key**

- No waiting at any time
- No loading at any time
- No waiting at times shown
- No loading at times shown
- No waiting except taxis
- Limited waiting
- Disabled person's parking place
- Disabled person's parking place (subject to restrictions shown)
- Ambulance parking place (subject to restrictions shown)
- Loading bay
- Traffic Regulation Order boundary (only the Traffic Regulation Order's restrictions are shown on the scheme plan)
- Restricted Zone Boundary

**Limited Waiting**

- Type A: Mon-Fri, 8am-6pm, 30mins. No return within 30mins
- Type B: Mon-Fri, 8am-6pm, Saturday 8am-1pm, 30mins. No return within 1 hour
- Type C: Mon-Sat 8am-6pm, 30mins. No return within 1 hour
- Type D: Mon-Sat 8am-6pm, 2 hours. No return within 1 hour
- Type E: Mon-Sat 8am to 6pm, 30 mins. No return within 30 mins
- Type F: Mon-Sat 8am to 6pm, 1 hour. No return within 30 mins
- Type G: Mon-Sat 8am to 6pm, 2 hours. No return within 30 mins

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No.	Description	By	Date	Chk'd/ Auth
2	CHANGES TO OUTSTANT SQUARE	MM	JULY '14	LHJ/ LR
1	RESTRICTION TYPE CHANGED ON WILMOT ST	MM	MAY '14	LHJ/ LR

**INVERCLYDE COUNCIL**  
 71 East Hamilton Street  
 Greenock  
 PA15 2JA  
 Tel: 01439 717171  
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THE INVERCLYDE COUNCIL (VARIOUS ROADS)  
 (INNER GREENOCK)  
 (CONTROLLED PARKING ZONE) ORDER 201\*

EFFECTIVE DATE: (SHEET 3 OF 4)

Drawn By	Checked	Authorised
A3	1:1250	Scale: EES 1:3 Scale: EES 1:3
Issue	Drawn	Scale: EES 1:3
P	TR/TC/IC/130-003	2

**Key**

- No waiting at any time
- No loading at any time
- No waiting at times shown
- No loading at times shown
- No waiting except taxis
- Limited waiting (see below for types of limited waiting)
- Disabled persons parking place (subject to restrictions shown)
- Police parking place (subject to restrictions shown)
- Ambulance parking place (subject to restrictions shown)
- Loading bay
- Traffic Regulation Order boundary (only for Traffic Regulation Order's restrictions)
- Restricted Zone boundary

**Limited Waiting**

- Type A: Mon-Fri 8am-6pm, 30mins. No return within 30mins
- Type B: Mon-Fri 8am-6pm, Saturday 8am-1pm, 30mins. No return within 1 hour
- Type C: Mon-Sat 8am-6pm, 30mins. No return within 1 hour
- Type D: Mon-Sat 8am-6pm, 2 hours. No return within 1 hour
- Type E: Mon-Sat 8am to 6pm, 30 mins. No return within 30 mins
- Type F: Mon-Sat 8am to 6pm, 1 hour. No return within 30 mins
- Type G: Mon-Sat 8am to 6pm, 2 hours. No return within 30 mins

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Start	Purpose of Issue	Date	Auth
2	CHANGES TO CONTRACT & CROSS SHORE ST	14th JULY '14	LANE
1	VARIABLE RESTRICTION TYPES CHANGED	14th JULY '14	LANE

**INVERCLYDE COUNCIL**  
 71 East Hamilton Street  
 Greenock  
 PA15 2JA  
 Tel: 01425 737171  
 Email: [enquiries@inverclyde.gov.uk](mailto:enquiries@inverclyde.gov.uk)  
[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

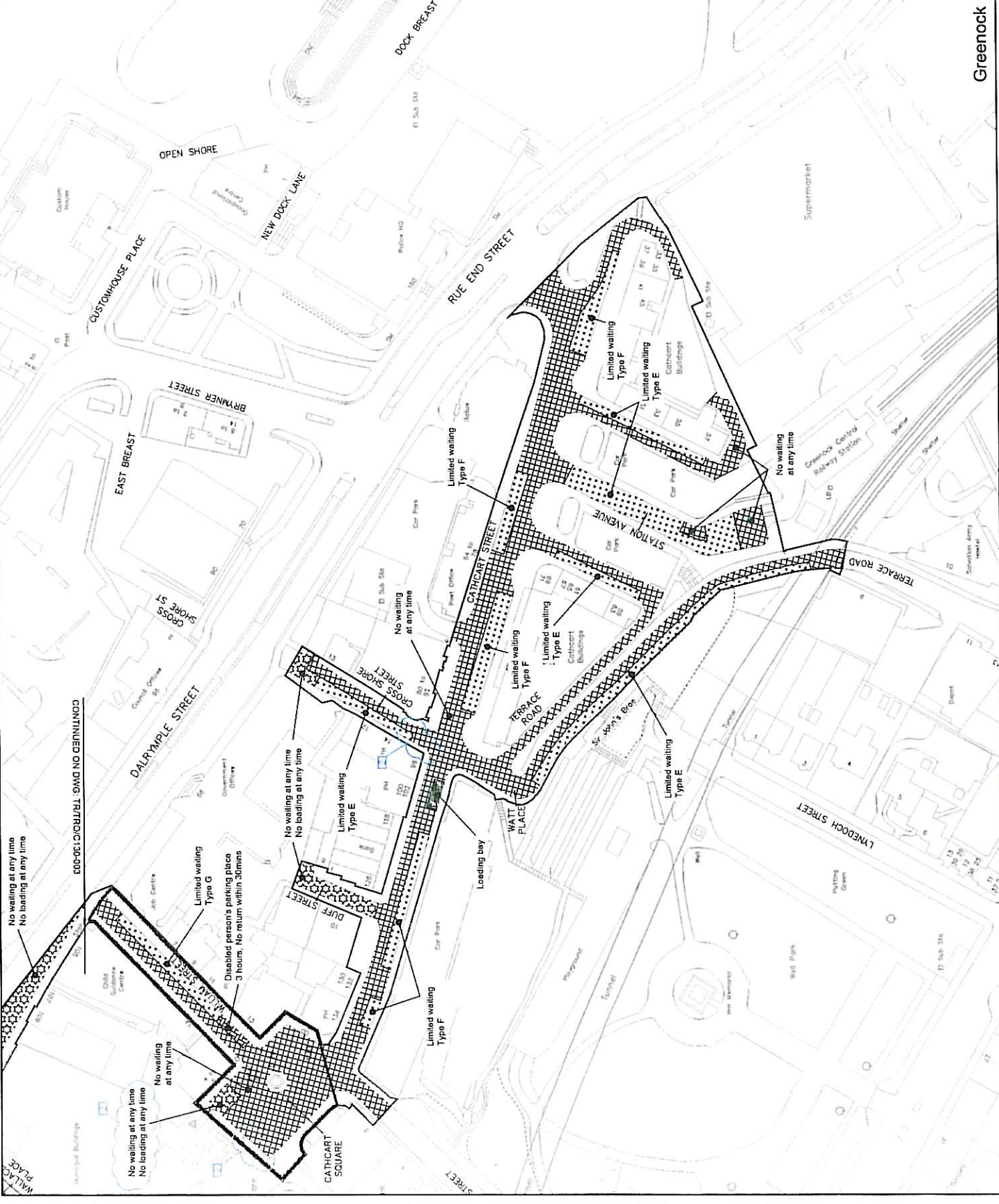
**Inverclyde council**

THE INVERCLYDE COUNCIL (VARIOUS ROADS) (INNER GREENOCK) (CONTROLLED PARKING ZONE) ORDER 201\*

EFFECTIVE DATE: (SHEET 4 OF 4)

Sheet Size (Original Size)	Sheet Size (Current)	Number of Sheets	Sheet No.
A3	1:1250	4	4

Scale: Drawing Number: TR/TRO/C/130-004





SCHEDULE 2

THE INVERCLYDE COUNCIL (VARIOUS ROADS) (INNER GREENOCK) (CONTROLLED PARKING ZONE) ORDER 2013 PLAN INDEX

Plan Ref.	Effective date	Plan revision dates							
		1	2	3	4	5	6	7	8
TR/TRO/C130/001	06/10/2014	xxxxxx							
TR/TRO/C130/002	06/10/2014	xxxxxx							
TR/TRO/C130/003	06/10/2014	06/10/2014	xxxxxx						
TR/TRO/C130/004	06/10/2014	06/10/2014	xxxxxx						

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**Report To:** THE INVERCLYDE COUNCIL      **Date:** 9 October 2014

**Report By:** ACTING CORPORATE DIRECTOR ENVIRONMENT REGENERATION AND RESOURCES      **Report No:** LP/048/14

**Contact Officer:** CAROLINE SHAW      **Contact No:** 01475 712115

**Subject:** PROPOSED TRAFFIC REGULATION ORDER – UNION STREET, GREENOCK (7.5 TONNE WEIGHT RESTRICTION) ORDER 2014

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment and Regeneration Committee.

## 2.0 SUMMARY

- 2.1 In order to avoid danger to persons and other traffic using the road, the Environment and Regeneration Committee at the meeting held on 4 September 2014 agreed that The Inverclyde Council be asked to make the Traffic Regulation Order – Union Street, Greenock (7.5 Tonne Weight Restriction) Order 2014.

## 3.0 RECOMMENDATIONS

- 3.1 That a resolution is made in the following terms.
- 3.2 THE INVERCLYDE COUNCIL, incorporated under the Local Government etc. (Scotland) Act 1994, RESOLVE TO MAKE and they HEREBY MAKE a Resolution under Sections 1(1), and 2(1) to (3) and Part III of Schedule 9 of the Road Traffic Regulation Act 1984 to lower the existing weight restriction on the road all as detailed in a copy of the Order forming a supplement to the principal minute hereof, and that the Head of Environmental and Commercial Services and Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix

## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Environment and Regeneration Committee is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 Structure No. 27/1 carries Union Street over a disused rail line and is in the ownership of the Highways Agency Historical Railways Estate.
- 4.3 There is an existing weight restriction Traffic Regulation Order on this structure: "The Inverclyde Council Union Street, Greenock (18 Tonne Weight Restriction) Order 2012".
- 4.4 As a result of a recent structural inspection the load carrying capacity of the structure has been assessed as 7.5 tonnes.

## **5.0 IMPLICATIONS**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental & Commercial Services, the Head of Legal and Property Services and at the Central Library. A copy of the draft Order is appended hereto for Members' information. Appendix
- 6.2 No objections to the proposals have been received and, accordingly, the Council is requested to approve the Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None

**THE INVERCLYDE COUNCIL**  
**UNION STREET, GREENOCK**  
**(7.5 TONNE WEIGHT RESTRICTION) ORDER 2014**  
**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL**

**UNION STREET, GREENOCK  
(7.5 TONNE WEIGHT RESTRICTION) ORDER 2014**

The Inverclyde Council in exercise of the powers conferred on it by Sections 1(1) and 2(1) to (3) of the Road Traffic Regulation Act 1984 (“the Act”) and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 of the Act hereby make the following Order:

1. This Order may be cited as “The Inverclyde Council Union Street, Greenock (7.5 Tonne Weight Restriction) Order 2014” and shall come into operation on ##
2. In this Order the following expressions have the meanings hereby assigned to them:-  
  
“Vehicle” unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.
3. No person shall drive or cause or permit to be driven any vehicle exceeding 7.5 Tonnes Maximum Gross Weight (m.g.w) on the length of road specified in Schedule 2 to this Order.
4. The Weight Restriction currently in force and specified in Schedule 1 annexed to this Order is hereby revoked.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them on their behalf by

## SCHEDULE 1

**THE INVERCLYDE COUNCIL**

**UNION STREET, GREENOCK**

**REVOCATION**

Order to be revoked entirely

“The Inverclyde Council, Union Street, Greenock (18 Tonne Weight Restriction) Order 2012”

## SCHEDULE 2

**THE INVERCLYDE COUNCIL**

**UNION STREET, GREENOCK**

**7.5 TONNE WEIGHT RESTRICTION**

Road in Inverclyde within  
the town of Greenock

Union Street  
Structure No. 27/1

Length of road to which  
restriction applies

From a point 51.5 metres  
northwest of the northwest  
kerbline of Robertson Street  
northwestwards for a distance of  
22 metres or thereby.

**THE INVERCLYDE COUNCIL**

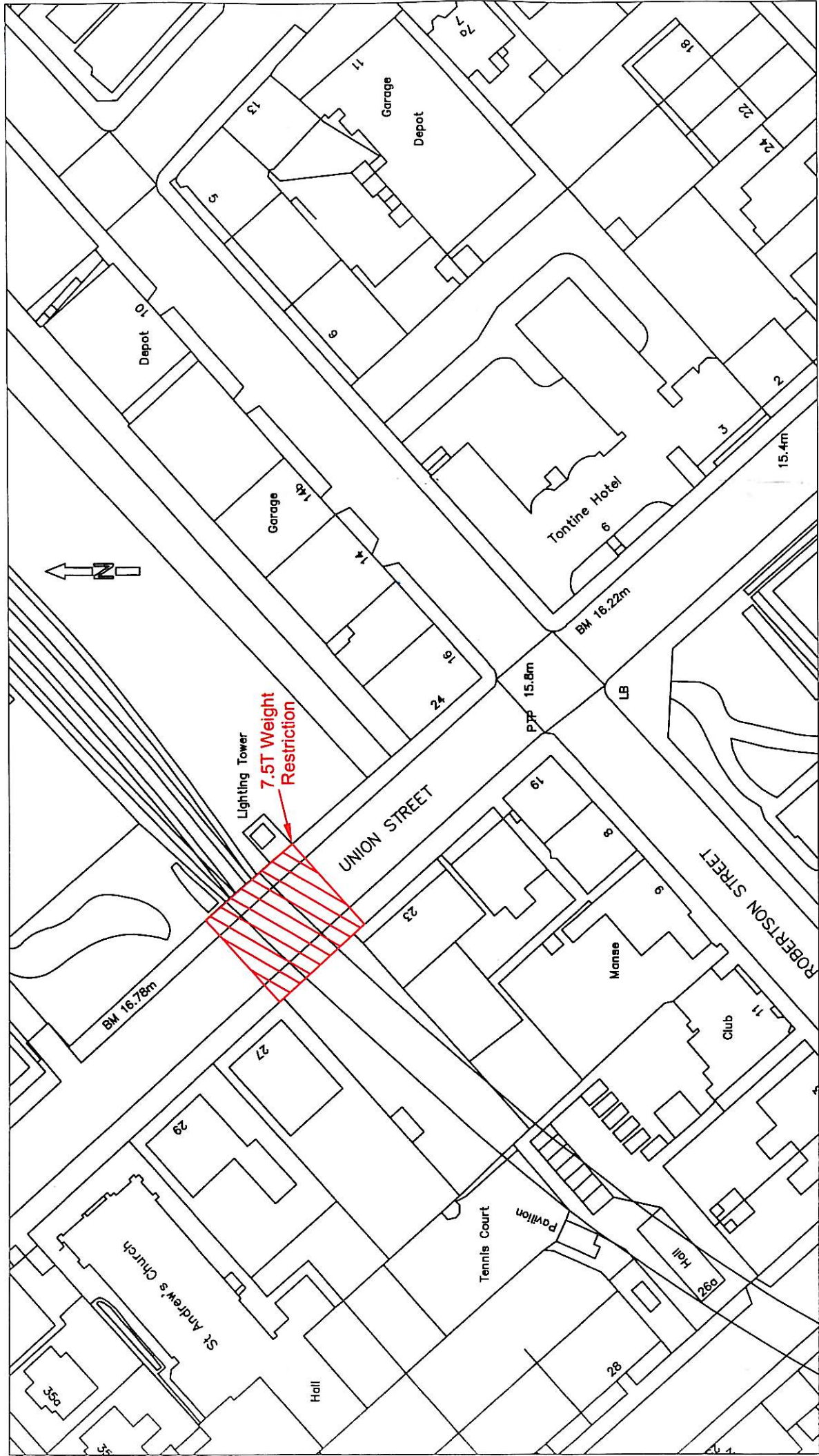
**UNION STREET, GREENOCK**

**(7.5 TONNE WEIGHT RESTRICTION) ORDER 2014**

**Statement of Reasons for Proposing to Make  
the Above Order**

It is considered necessary to make the above Order to avoid danger to persons and other traffic using the road.

Ian Moffat  
Head of Environmental & Commercial Services  
1 Ingleston Park  
Cartsburn Street  
GREENOCK  
PA15 4UE



<p><b>Consultancy Section</b></p> <p>Original Drawing Size 297x210 (A1)</p>	<p>HEAD OF SERVICE Ian Moffat</p> <p>71 EAST HAMILTON STREET GREENOCK, PA15 2UA</p>	<p><b>OS Ordnance Survey</b></p> <p><small>This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey under license. All rights reserved. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. COPYRIGHT LICENCE No. 100032411 (2007)</small></p>	<p><b>TRAFFIC REGULATION ORDER C138</b> <b>UNION STREET, GREENOCK</b> <b>7.5 Tonne WEIGHT RESTRICTION</b></p>	<p>Scale : 1:1,000</p> <p>Prepared by : R. Mackay</p> <p>Drawn by : R. Mackay</p> <p>Drawing No. : TR/TRO/128</p>	<p>Date : FEB 2014</p> <p>Checked by :</p> <p>Approved by :</p> <p>File No. : 19/38</p>
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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>9 October 2014</b>
<b>Report By:</b>	<b>Acting Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>RMcG/LP/059/14</b>
<b>Contact Officer:</b>	<b>Rona McGhee</b>	<b>Contact No:</b>	<b>01475 712113</b>
<b>Subject:</b>	<b>Treasury Management – Annual Report 2013/14: Remit from Policy &amp; Resources Committee</b>		

---

## **1.0 PURPOSE**

- 1.1 The purpose of this report is to request the Council to consider a remit from the Policy & Resources Committee.

## **2.0 SUMMARY**

- 2.1 The Policy & Resources Committee at its meeting on 23 September 2014 considered a report by the Acting Corporate Director Environment, Regeneration & Resources on the operation of the treasury function and its activities for 2013/14 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".
- 2.2 A copy of the report to the Policy & Resources Committee is attached as appendix 1. This provides background information together with the implications.
- 2.3 The Policy & Resources Committee decided:-
- (1) that the contents of the annual report on Treasury Management for 2013/14 and the ongoing work to ensure the delivery of financial benefits for the Council be noted and that the exceeding of Council limits in 2014/15 as explained in paragraph 4.10 of the report be homologated; and
  - (2) that the Annual Report be remitted to the Inverclyde Council for approval.

## **3.0 RECOMMENDATION**

- 3.1 The Council is asked to approve the Treasury Management Annual Report 2013/14.

---

<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>23 September 2014</b>
<b>Report By:</b>	<b>Acting Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>FIN/44/14</b>
<b>Contact Officer:</b>	<b>Jan Buchanan</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>TREASURY MANAGEMENT – ANNUAL REPORT 2013/14</b>		

---

## **1.0 PURPOSE**

- 1.1 The purpose of this report is to advise members of the operation of the treasury function and its activities for 2013/14 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".

## **2.0 SUMMARY**

- 2.1 As at 31 March 2014 the Council had debt (excluding PPP) of £220,111,474 and investments of £48,108,524. This compares to debt (excluding PPP) of £224,411,117 and investments of £67,314,005 at 31 March 2013.
- 2.2 The average rate of return achieved on investments during 2013/14 was 1.20% which exceeds the benchmark return rate for the year of 0.39% by 0.81% and resulted in £496,500 of additional interest on investments for the Council.
- 2.3 During 2013/14 the Council did not undertake any debt restructuring and operated within the required treasury limits and Prudential Indicators for the year set out in the Council's Treasury Policy Statement, annual Treasury Strategy Statement, and the Treasury Management Practices. In 2014/15 to date, the Council has remained within its limits apart from as explained in paragraph 4.10.
- 2.4 From 2013/14 onwards the Council is required to compare its Gross External Debt (£291.875m including PPP) to its Capital Financing Requirement (£303.766m). The Gross External Debt at 31 March 2014 was £11.891m (3.9%) less than the Capital Financing Requirement and so the Council was in an underborrowed position (and remains so, having undertaken no borrowing so far in 2014/15).

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Committee notes the contents of the annual report on Treasury Management for 2013/14 and the ongoing work to ensure the delivery of financial benefits for the Council and homologates the exceeding of Council limits in 2014/15 as explained in paragraph 4.10.
- 3.2 It is also recommended that the Annual Report be remitted to the Full Council for approval.

Jan Buchanan  
Head of Finance

## 4.0 BACKGROUND

4.1 The Council is required by regulations issued under the Local Government in Scotland Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2013/14.

### Annual Report for 2013/14

4.2 Treasury Management in this context is defined as: "The management of the local authority's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

4.3 This annual treasury report covers:

- the Council's treasury position as at 31<sup>st</sup> March 2014;
- performance measurement;
- the strategy for 2013/14;
- the wider economy and interest rates in 2013/14;
- the borrowing outturn for 2013/14;
- debt rescheduling;
- compliance with treasury limits and Prudential Indicators in 2013/14;
- investment strategy and outturn for 2013/14;
- other issues.

Treasury Management is a complex area with its own terminology and acronyms and so a Glossary of Terms is attached as Appendix 1.

4.4 Treasury Position As At 31<sup>st</sup> March 2014

The Council's debt and investment position was as follows:

	31st March 2014		31st March 2013	
	Principal	Rate	Principal	Rate
	£000		£000	
Fixed Rate Funding:				
- PWLB	117,168		121,468	
- Market *	55,000		56,000	
	<u>172,168</u>	3.99%	<u>177,468</u>	3.97%
Variable Rate Funding:				
- PWLB	0		0	
- Market *	47,900		46,900	
- Temporary	43		43	
	<u>47,943</u>	4.97%	<u>46,943</u>	5.04%
<b>Total Debt</b>	<b>220,111</b>	<b>4.21%</b>	<b>224,411</b>	<b>4.19%</b>

\* - Market Loans are shown as variable when they have less than 1 year to go until their next call date. The total value of Market Loans has not changed between 2012/13 and 2013/14, just the split between fixed and variable.

	31st March 2014		31st March 2013	
	Principal	Return	Principal	Return
	£000		£000	
Investments:				
- External	32,500	1.02%	57,500	2.51%
- Deposit Accounts	15,609	0.50%	9,814	0.58%
<b>Total Investments</b>	<b>48,109</b>	<b>0.85%</b>	<b>67,314</b>	<b>2.23%</b>

#### 4.5 Performance Measurement

One of the key changes in a previous revision of the Code was the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide.

An alternative measure is the Council's Loans Fund Pool Rate for Interest which is used to allocate interest charges to the General Fund and reflects the actual cost of the Council's Treasury activities. The rates for the last 5 years are as follows:

Year	Loans Fund Pool Rate
2009/10	3.805%
2010/11	4.300%
2011/12	4.208%
2012/13	3.811%
2013/14	3.831%

#### 4.6 Strategy For 2013/14

The Council's borrowing strategy for 2013/14 was based on the following information:

- The Bank Rate was expected to remain at 0.50% until Quarter 1 of 2015 when it would increase to 0.75% then to 1.00% in Quarter 2 of 2015.
- PWLB rates were expected to increase during the year by around 0.10% to 0.20% with PWLB rates on shorter period loans expected to be significantly lower than longer term PWLB rates.
- The difference between short term and longer term borrowing rates was expected to give significant opportunities to generate savings by switching from long term debt to short term debt. These savings were, however, to be considered in the light of their short term nature and the likely cost of refinancing those short term loans, once they matured, compared to the current rates of longer term debt in the Council's debt portfolio.
- Growth prospects were considered to be weak and consumer spending, the usual driving force of recovery, was thought likely to remain under pressure due to consumers focusing on repayment of personal debt, inflation eroding disposable income, general malaise about the economy and employment fears.

The challenging and uncertain economic outlook had several key treasury management implications:

- The Eurozone sovereign debt difficulties provided a clear indication of high counterparty risk;
- Investment returns were likely to remain relatively low during 2013/14 and beyond;
- Borrowing interest rates continued to be attractive and possibly remain relatively low for some time. The timing of any borrowing needed to be monitored carefully;
- There was expected to remain a possible cost of carry, with any borrowing undertaken resulting in an increase in investments that could incur a revenue loss between borrowing costs and investment returns.

Officers, in conjunction with the treasury consultants, were to continually monitor both the prevailing interest rates and the market forecasts, adopting the following responses to a change of sentiment:

- If it were felt that there was a significant risk of a sharp fall in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings would be postponed, and potential rescheduling from fixed rate funding into short term borrowing would be considered.
- If it were felt that there was a significant risk of a much sharper rise in long and short term rates than that forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would be re-appraised with the likely action that fixed rate funding would be drawn whilst interest rates were still relatively cheap.

Against this background, and with regard to the level of Council investments, caution was to be adopted with the 2013/14 treasury operations. The Chief Financial Officer was to monitor the interest rate market and adopt a pragmatic approach to changing circumstances, reporting any decisions to the Policy & Resources Committee.

#### 4.7 The Wider Economy and Interest Rates In 2013/14

The original expectation for 2013/14 was that Bank Rate would not rise during the year and for it only to start gently rising from quarter 1 2015 and this remains the case. Economic growth (GDP) in the UK was virtually flat during 2012/13 but surged strongly during the year. Consequently there was no additional Quantitative Easing during 2013/14 and the Bank Rate ended the year unchanged at 0.5% for the fifth successive year. While CPI inflation had remained stubbornly high and substantially above the 2% target during 2012, by January 2014 it had, at last, fallen below the target rate to 1.9% and then fell further to 1.7% in February. It is also expected to remain slightly below the target rate for most of the two years ahead.

Gilt yields were on a sharply rising trend during 2013 but volatility returned in the first quarter of 2014 as various fears sparked a flight to quality. The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling drastically in the second half of that year and continuing into 2013/14. That part of the Scheme which supported the provision of credit for mortgages was terminated in the first quarter of 2014 as concerns rose over resurging house prices.

The UK coalition Government maintained its tight fiscal policy stance but recent strong economic growth led to a cumulative, in the Autumn Statement and the March Budget, reduction in the forecasts for total borrowing, of £97bn over the next five years, culminating in a £5bn surplus in 2018-19.

The EU sovereign debt crisis subsided during the year and confidence in the ability of the Eurozone to remain intact increased substantially. Perceptions of counterparty risk improved after the European Central Bank statement in July 2012 that it would do “whatever it takes” to support struggling Eurozone countries; this led to a return of confidence in its banking system which has continued into 2013/14 and led to a move away from only very short term investing. This is not to say that the problems of the Eurozone, or its banks, have ended as the zone faces the likelihood of weak growth over the next few years at a time when the total size of government debt for some nations is likely to continue rising. Upcoming stress tests of Eurozone banks could also reveal some areas of concern.

#### 4.8 Borrowing Outturn For 2013/14

The Council undertook no borrowing during the year.

#### 4.9 Debt Rescheduling

Rescheduling Strategy – As with 2012/13, the Council's treasury consultants started the year with the expectation that PWLB rates were expected to rise but that rates were more difficult to predict given that the rates are based on volatile UK gilt yields. Short term borrowing rates were expected to be considerably cheaper than longer term rates with significant opportunities to generate savings by switching from long term debt to short term debt. Moving from long term to short term debt would, however, mean taking on a greater risk exposure to having to re-borrow longer term in later years at considerably higher rates.

Rescheduling Outturn For 2013/14 – The Council undertook no debt restructuring in 2013/14.

#### 4.10 Compliance With Treasury Limits and Prudential Indicators in 2013/14 and 2014/15 To Date

During the financial year the Council operated within the required treasury limits and Prudential Indicators for 2013/14 set out in the Council's Treasury Policy Statement, annual Treasury Strategy Statement, and the Treasury Management Practices.

From 2013/14 (as included in Appendix 2), the Council is required to compare its Gross External Debt to the Capital Financing Requirement (previously the requirement was to compare the Net External Debt). For 2013/14 the Gross External Debt of £291.875m was £11.891m (3.9%) less than the Capital Financing Requirement at 31 March 2014 of £303.766m and so the Council was in an underborrowed position (and remains so, having not borrowed so far in 2014/15).

During 2014/15 to date the Council has operated within the treasury limits and Treasury and Prudential Indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices except for the Counterparty Limit with the Bank of Scotland. For 2 days in July 2014 the £60m limit was exceeded by a maximum of £0.6m. This was due to funds being transferred to the Bank of Scotland temporarily following a reduction in investment rates from another counterparty.

The Council is requested to homologate the exceeding of the limit as explained above.

#### 4.11 Investment Strategy and Outturn for 2013/14

Investment Policy – The Council's investment policy is governed by Scottish Government Investment Regulations, which was implemented in the annual investment strategy approved by the Council on 11 April 2013. This policy sets out the approach for choosing investment categories and counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

Investment Strategy – The Bank Rate had been unchanged at 0.50% since March 2009. It was forecast to commence rising in Quarter 1 of 2015 and then to rise gently from thereon. Bank Rate forecasts for financial year ends (March) were as follows (compared to the latest position):

	Forecast Per 2013/14 Strategy	Actual/Latest Forecast	
2013/14	0.50%	0.50%	(Actual)
2014/15	0.75%	0.75%	(Forecast)
2015/16	1.75%	1.25%	(Forecast)

The forecast increases in interest rates may well be delayed if the recovery from the recession proves to be weaker and slower than expected.

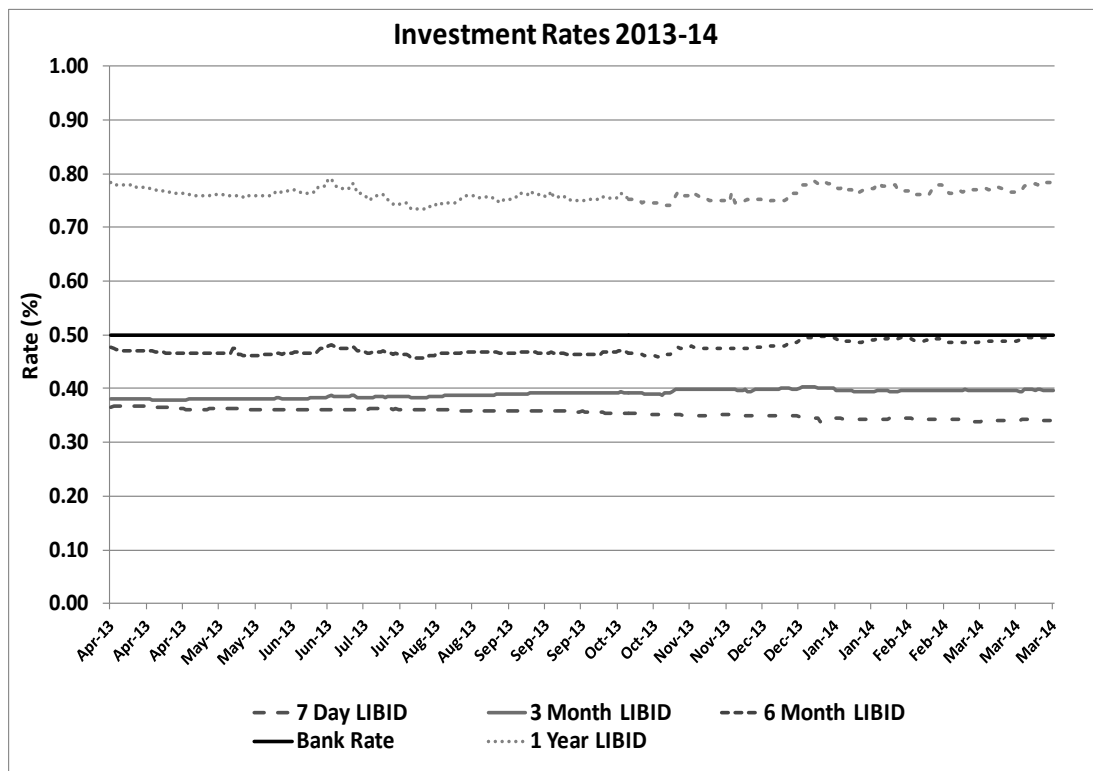
Investment Rates and Outturn for 2013/14 –The Bank Rate remained at its historic low of 0.50% throughout the year, the same level it has been at since March 2009.

Deposit rates remained at low levels during the year, largely due to the Funding for Lending Scheme.

The Council's investment policy is governed by Scottish Government investment regulations which have been implemented in the annual investment strategy approved by the Council on 11 April 2013. The policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, etc.).

All investments were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full during the year.

The result of the investment strategy undertaken by the Council in 2013/14 is as follows:



Average Investment	Rate of Return (gross of fees)	Benchmark Return (3 month LIBID un compounded)
£61,300,000	1.20%	0.39%

The Council have outperformed the benchmark by 0.81% resulting in additional income to the Council of £496,500.

This performance is due to the Council undertaking fixed term investments at interest rates that were well above the benchmark with a counterparty which has high creditworthiness (the Bank of Scotland) and in accordance with the Council's investment strategy.

The level of Deposit Rates during the year means that the Council will not achieve similar performance against the benchmark in future.

## **5.0 IMPLICATIONS**

5.1 Legal: None. Any borrowing or lending is done under the Council's legal powers.

Finance: Through the achievement of exceeding the investment benchmark return rate, the Council has benefited from additional returns of £496,500. The Council utilises Treasury Management as part of the overall Financial Strategy and Officers will continue to investigate borrowing and investment opportunities to bring financial benefits to the Council, all within the Treasury Management Policy.

Human Resources: None.

Equalities: None.

## **6.0 CONSULTATIONS**

6.1 This report has been produced based on advice from the Council's treasury advisers (Sector Treasury Services Limited, trading as Capita Asset Services).

## **7.0 LIST OF BACKGROUND PAPERS**

7.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2011 Edition  
Inverclyde Council – Treasury Management Strategy 2013/14.



**TREASURY MANAGEMENT**  
**GLOSSARY OF TERMS**

**Affordable Capital Expenditure Limit**

The amount that the Council can afford to allocate to capital expenditure in accordance with the requirements of the Local Government in Scotland Act 2003 and supporting regulations.

**Authorised Limit for External Debt**

This is a limit for total Council external debt as set by the Council based on debt levels and plans.

**Bank of England**

The central bank for the UK with ultimate responsibility for setting interest rates (which it does through the Monetary Policy Committee or “MPC”).

**Bank Rate**

The interest rate for the UK as set each month by the Monetary Policy Committee (“MPC”) of the Bank of England. This was previously referred to as the “Base Rate”.

**Call Date**

A date on which a lender for a LOBO loan can seek to apply an amended interest rate to the loan. The term “call date” is also used in relation to some types of investments with a maturity date where the investments can be redeemed on call dates prior to the maturity date.

**Capital Expenditure**

Expenditure on or for the creation of fixed assets that meets the definition of Capital Expenditure under the accounting rules as set-out in the Code of Practice on Local Authority Accounting in the United Kingdom and for which the Council are able to borrow.

**Capital Financing Requirement**

The Capital Financing Requirement (sometimes referred to as the “CFR”) is a Prudential Indicator that can be derived from the information in the Council’s Balance Sheet. It generally represents the underlying need to borrow for capital expenditure (including PPP schemes).

**CDS Spread**

A CDS Spread or “Credit Default Swap” Spread is the cost of insuring against default by a Counterparty. Increases in the CDS Spread for a Counterparty may indicate concerns within the market regarding a Counterparty.

**Certificates of Deposit**

Certificates of Deposit (or CDs) are a form of investment and similar to Fixed Term Deposits in that the investment is with a named Bank or Financial Institution, matures on a set date, and is repaid with interest on the maturity date. Unlike a Fixed Term Deposit, a CD can also be traded in the market prior to maturity.

**CIPFA**

CIPFA is the Chartered Institute of Public Finance and Accountancy who produce guidance, codes of practice, and policy documents for Councils.

**Consumer Prices Index**

The Consumer Prices Index (“CPI”) is a means of measuring inflation (as is the Retail Prices Index or “RPI”). The Monetary Policy Committee of the Bank of England set the Bank Rate in order to try to keep CPI at or close to the target set by the Government (currently the target is 2%). The calculation of the CPI includes many items of normal household expenditure but the calculation excludes some items such as mortgage interest payments and Council Tax.

**Counterparty**

Another organisation involved in a deal i.e. if the Council enters a deal with a bank then the bank would be referred to as the “Counterparty”.

### Credit Ratings

Credit ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an opinion on the relative ability of a financial institution to meet its financial commitments. Credit ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

The highest credit rating is AAA.

### European Central Bank

Sometimes referred to as “the ECB”, the European Central Bank is the central bank for the Eurozone and is the equivalent of the Bank of England. The European Central Bank sets interest rates for the Eurozone.

### Eurozone

This is the name given to the countries in Europe that have the Euro as their currency. Interest rates in the Eurozone are set by the European Central Bank. The Eurozone is comprised of the following 18 countries: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain.

### Fed Rate

This is the interest rate for the US. Rates for the US are set by the Federal Reserve (the central bank for the US and the equivalent of the Bank of England).

### Federal Reserve

Sometimes referred to as “the Fed”, the Federal Reserve is the central bank for the US and is the equivalent of the Bank of England. The Federal Reserve sets interest rates for the US.

### Fixed Rate Funding/Investments

This term refers to funding or investments where the interest rate that applies to payments or receipts of interest on the funding or investments is fixed and does not change.

### Fixed Term Deposit

A Fixed Term Deposit or Fixed Term Investment is an investment with a named bank or financial institution which matures on a set date and which is repaid with interest on the maturity date. Fixed Term Deposits cannot be traded and cannot be terminated before the maturity date without the payment of a penalty (if at all).

### Flat Yield Curve

A flat yield curve occurs where the yield for long-term investments is the same or similar to the yield for short-term investments – the period of the investment makes no or little difference to the yield on the investment.

### G7/G8/G20

These are forums for discussions by the governments of large world economies.

The G7 is comprised of Canada, France, Germany, Italy, Japan, the UK, and the USA. The G8 is the G7 plus Russia (with the European Union also attending). The G20 is comprised of 19 countries (including the G7 and Russia) plus the European Union.

### Gilt Yields

A gilt yield is the effective rate of return that someone buying a gilt at the current market price will receive on that gilt. Since the market price of a gilt can vary at any time, the yield will also vary.

### Gilts

Gilts are bonds (i.e. debt certificates) that are issued (i.e. sold) by the UK Government. When they issue gilts the Government sets the interest rate that applies to the gilt, sets when they will repay the value of the gilt, and it agrees to make interest payments at regular intervals until the gilt is repaid or redeemed. Gilts are traded in the financial markets with the price varying depending on the interest rate applicable to the gilt, when the gilt will be repaid (i.e. when it will mature), on Bank Rate expectations, and on market conditions.

### Gross Domestic Product

Gross Domestic Product ("GDP") is a measure of the output of goods and services from an economy.

### Growth

Positive growth in an economy is an increase in the amount of goods and services produced by that economy over time. Negative growth in an economy is a reduction in the amount of goods and services produced by that economy over time.

### IMF

The International Monetary Fund oversees the world financial system and seeks to stabilise international exchange rates, facilitate development, and provide resources to countries in balance of payments difficulties or to assist with poverty reduction.

### Incremental Impact of Capital Investment Decisions

These are Prudential Indicators that reflect the impact on Council Tax of movements in projected and estimated capital expenditure within and between financial years.

### Inflation

Inflation is the term used for an increase in prices over time. It can be measured in various ways including using the Consumer Prices Index ("CPI") or the Retail Prices Index ("RPI").

### Inverted Yield Curve

An inverted or negative yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).

### Investment Regulations

The Local Government in Scotland Act 2003 allows the Scottish Ministers to introduce Regulations to extend and govern the rules under which Scottish Councils may invest funds. The Local Government Investments (Scotland) Regulations 2010 came into effect on 1<sup>st</sup> April 2010.

### LIBID

This is the London Interbank Bid Rate – an interest rate that is used between banks when they wish to attract deposits from each other.

### LIBOR

This is the London Interbank Offering Rate – an interest rate that is used as a base for setting interest rates for deals between banks.

### LOBO

This is a form of loan that the Council has with some lenders. The term is short for the phrase "Lender Option/Borrower Option".

### Money Market Fund

A Money Market Fund (or MMF) is a highly regulated investment product into which funds can be invested. An MMF offers the highest possible credit rating (AAA) whilst offering instant access and the diversification of risk (due to the MMF's balances being investing in selected and regulated types of investment product with a range of different and appropriately credit-rated counterparties).

### MPC

The MPC or Monetary Policy Committee is a committee of the Bank of England that meets each month (in a meeting over 2 days) to set the Bank Rate for the UK.

### Negative Yield Curve

A negative or inverted yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).

### Net Borrowing Requirement

This is the difference between the Council's net external borrowing and its capital financing requirement. Under the Prudential Code the Council's net external borrowing should not, except in the short term, exceed its capital financing requirement. The Net Borrowing Requirement should therefore normally be a negative figure.

### Operational Boundary

This is a level of debt set by the Council at lower than the Authorised Limit and which Council debt levels should not normally exceed during normal operations.

### Positive Yield Curve

A positive yield curve shows long-term investments having higher yields than short-term investments (an investor gets a higher rate yield for investing for longer).

### Prudential Code

Councils are required to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities. These requirements include the production of Prudential Indicators. The Prudential Code was last revised in November 2011.

### Prudential Indicators

Indicators set-out in the Prudential Code that will help Councils to meet requirements in relation to borrowing limits or which will help Councils demonstrate affordability and prudence with regard to their prudential capital expenditure.

### PWLB

The Public Works Loan Board is a government agency and part of the Debt Management Office. The PWLB provides loans to local authorities and other specified bodies.

### PWLB Certainty Rates

In the Budget in March 2012, the Chancellor of the Exchequer announced that local authorities that provide information on their long-term borrowing and capital spending plans would be eligible for a 0.20% discount rate for new PWLB borrowing. The PWLB Certainty Rates came into effect on 1<sup>st</sup> November 2012.

### PWLB Rates

These are the interest rates chargeable by the Public Works Loan Board for loans. The rates for fixed rate loans are determined by the day on which the loan is agreed. The rates to be charged by the PWLB for loans are set each day based on gilt yields at the start of business each day and then updated at least once during the day.

### Quantitative Easing

This is the creation of money by a central bank (such as the Bank of England) in order to purchase assets from banks and companies and boost the supply of money in an economy.

### Ratings

Ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an indication of the financial or operational strength of entities including financial institutions and even countries. Ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

### Repo Rate

This is another name for the Bank Rate as set by the Monetary Policy Committee.

### Retail Prices Index

The Retail Prices Index (“RPI”) is a means of measuring inflation (as is the Consumer Prices Index or “CPI”). The calculation of the RPI includes most of the same items as the CPI as well as some items not included in the CPI such as mortgage interest payments and Council Tax whilst excluding items that are in the CPI such as charges for financial services.

### Sector

Sector Treasury Services Limited who are the Council’s treasury management advisers and who use Capita Asset Services as a trading name.

### Treasury Management Code

This is the “Treasury Management in the Public Services: Code of Practice” and is a code of practice for Council treasury management activities. It is produced by CIPFA and was last revised in November 2011.

### Treasury Management Indicators

These are Prudential Indicators specifically relating to Treasury Management issues.

### Treasury Management Practices (TMPs)

This is a Council document that sets out Council policies and procedures for treasury management as required by the Treasury Management Code. The Council also agrees an annual treasury management strategy that is submitted to Committee in accordance with the Treasury Management Practices.

### Variable Rate Funding/Investments

Funding or investments where the interest rate that applies to payments or receipts of interest on the funding or investments varies on an agreed basis.

### Yield

The yield is the effective rate of return on an investment.

### Yield Curve

A graph showing the yield on investments plotted against the maturity period for investments:

- A positive yield curve shows long-term investments having higher yields than short-term investments (an investor gets a higher rate yield for investing for longer).
- A negative or inverted yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).
- A flat yield curve occurs where the yield for long-term investments is the same or similar to the yield for short-term investments – the period of the investment makes no or little difference to the yield on the investment.

Finance Services  
Inverclyde Council  
August 2014.

## PRUDENTIAL/TREASURY INDICATORS AND COUNCIL POLICY LIMITS

	<u>Estimate For</u> <u>2013/14</u>	<u>Actual For</u> <u>2013/14 To</u> <u>31/3/2014</u>	<u>Within Limits</u>	
	<u>£million</u>	<u>£million</u>		
PI 7 - Authorised Limit for External Debt (Excluding PPP)	266.000	220.111	Yes	
PI 8 - Operational Limit for External Debt (Excluding PPP)	258.800	220.111	Yes	
PI 10 - Compliance with CIPFA code			Yes	
	<u>%</u>	<u>%</u>		<u>Comment</u>
PI 11 - Upper limit on fixed interest rate exposure	150.000%	100.096%	Yes	See Note
PI 12 - Upper limit on variable interest rate exposure	40.000%	-0.096%	Yes	See Note
PI 13 Borrowing fixed rate maturing in each period (LOBOs included based on call dates rather than maturity dates)	<u>Upper</u>	<u>Lower</u>	<u>Actual As At</u> <u>31/3/2014</u>	<u>Within Limits</u>
Under 12 months	40%	0%	0.000%	Yes
12 months and within 24 months	40%	0%	3.366%	Yes
24 months and within 5 years	40%	0%	35.839%	Yes
5 years and within 10 years	40%	0%	28.028%	Yes
10 years and within 30 years	40%	0%	9.534%	Yes
30 years and within 50 years	40%	0%	23.233%	Yes
50 years and within 70 years	40%	0%	0.000%	Yes
TOTAL			100.000%	
	<u>Limit For</u> <u>2013/14</u> <u>£</u>	<u>Maximum In</u> <u>Period</u> <u>£</u>	<u>Within Limit</u>	<u>Comment</u>
PI 14 - Upper limit on sums invested for periods longer than 364 days	10,000,000	0	Yes	---
	<u>CFR At</u> <u>31/3/2014</u> <u>£million</u>	<u>Gross External</u> <u>Debt At 31/3/2014</u> <u>£million</u>	<u>Gross External</u> <u>Debt Below CFR?</u>	
Gross External Debt Compared To Capital Financing Requirement (Including PPP)	303.766	291.875	Yes	
<b>Council Policy Limits</b>				
	<u>Limit per Council</u> <u>Policy</u>	<u>Actual As At</u> <u>31/3/2014</u>	<u>Within Limits</u>	
Maximum proportion of borrowing at variable interest rates	40%	21.782%	Yes	
Maximum proportion of debt restructuring in any one year	30%	0.000%	Yes	
Maximum proportion of debt repayable in any one year	25%	18.173%	Yes	

**Note**

The value for PI 12 (Upper Limit on Variable Interest Rate Exposure) is negative whilst the value for PI 11 (Upper Limit on Fixed Interest Rate Exposure) is above 100%. This is due to the indicators being calculated by taking the Council's borrowing less the Council's investments for each type of interest rate taken as a percentage of the Council's total net borrowing. The reason for the unusual indicator figures is that the Council's investments and deposit accounts are at variable interest rates.

## PRUDENTIAL INDICATORS

	2012/13	2013/14
	Actual	Actual
<b>Capital Expenditure (Indicator 5)</b>	£000	£000
Non - HRA #	48,578	32,096
HRA ##	0	0
<b>TOTAL</b>	<b>48,578</b>	<b>32,096</b>
<b>Ratio of financing costs to net revenue stream (Indicator 1)</b>		
Non – HRA	11.93%	12.50%
HRA ##	0.00%	0.00%
<b>Net borrowing requirement (Indicator 4)</b>	£000	£000
As At 31 March	-66,005	-60,000
<b>Capital Financing Requirement as at 31 March (Indicator 6)</b>	£000	£000
Non - HRA #	296,906	303,766
HRA ##	0	0
<b>TOTAL</b>	<b>296,906</b>	<b>303,766</b>
<b>Upper limit for total principal sums invested for over 364 days (Indicator 14)</b>	£000	£000
	0	0
# - The Indicator includes PPP schools, as required by the accounting rules.		
## - The Council undertook Housing Stock Transfer during 2007/08.		

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<b>Report To:</b>	<b>Trustees of Council's Charities</b>	<b>Date:</b>	<b>09 October 2014</b>
<b>Report By:</b>	<b>Honorary Treasurer</b>	<b>Report No:</b>	<b>FIN/53/14/AP/CM</b>
<b>Contact Officer:</b>	<b>Jan Buchanan</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>Accounts of Charitable Trusts and Reorganisation</b>		

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## 1.0 PURPOSE AND SUMMARY

1.1 The purpose of this report is to ask the trustees:

- a) To adopt the annual accounts of four charitable trusts and approve their filing with the Office of the Scottish Charity Regulator.

Independently audited by Grant Thornton

- SC019228 Lady Alice Shaw-Stewart Memorial Fund
- SC019229 William Stewart of St. Fillians Bequest
- SC019233 Miss Agnes Gallagher Trust for Poor

Independently examined by David Connell CPFA

- SC019232 Queen Victoria Diamond Jubilee Fund

- b) To consider the audit findings report [ISA260] submitted by Grant Thornton for the above three charities audited by them.
- c) To approve proposals for the reorganisation and winding up of charitable trusts.

## 2.0 RECOMMENDATION

2.1 It is recommended that the trustees:

- a) Review and adopt the annual accounts for each of the four above charities for the year ended 31 March 2014 and approve their onward transmission to OSCR.
- b) Note the findings in Grant Thornton's audit report.
- c) For the proposed winding up of the Queen Victoria Diamond Jubilee Fund and Miss Agnes Gallagher Trust for Poor, approve the winding up of the trusts and their removal from the OSCR Register.

Alan Puckrin  
Honorary Treasurer



### 3.0 FILING OF ANNUAL REPORT AND ACCOUNTS

- 3.1 The Annual Accounts for the year ended 31 March 2014 are to be submitted to the Office of the Scottish Charity Regulator (OSCR) by the statutory deadline of 31 December 2014 (no later than 9 months after the financial year end). OSCR requires that the charity trustees approve the annual accounts and sign and date the annual report and balance sheet.
- 3.2 The independent audit of the accounts of three of the charities - Lady Alice Shaw-Stewart Memorial Fund, William Stewart of St Fillians Bequest and Miss Agnes Gallagher Trust for Poor - has been completed by Grant Thornton, the approved auditor of Inverclyde Council. For these charities, a full audit is required to be carried out by the appointed auditor of the local authority following guidance from Audit Scotland regarding the requirements of the Local Government (Scotland) Act 1973. In all cases the auditor's report confirms that the Trustees Annual Report and Financial Statements give a "true and fair view".
- 3.3 The fourth charity, the Queen Victoria Diamond Jubilee Trust, does not require a full audit under transitional arrangements because approval was received from the Charity Regulator in 2013 to wind up the charity. An independent examination has been completed instead by David Connell CPFA free of charge. His report confirms that the financial statements present fairly the finances of the charity for the period.
- 3.4 The accounts of the charities audited by Grant Thornton were signed by the Provost and Acting Corporate Director Environment, Regeneration & Resources on the 24<sup>th</sup> September 2014. This was because the audited accounts of the Council and for the first time its "s106" charities required to be submitted to Audit Scotland by 30 September. Separately, all charity accounts are being submitted as in previous years to the full Council in compliance with the later OSCR timetable and the Charity Regulator's requirement for the Trustees' Annual Report and Financial Statements to be formally adopted by all trustees.
- 3.5 Grant Thornton has submitted an "ISA260" report on its audit findings. Page 5 of the report contains the executive summary. No control weaknesses are identified. The draft accounts were of a good quality and no errors were found.

### 4.0 REORGANISATION AND WINDING UP OF CHARITABLE TRUSTS

- 4.1 **Lady Alice Memorial:** A separate paper is submitted for trustees' consideration regarding three applications received for grant funding and to seek approval for procedures for delegated authority in the consideration of future applications.
- 4.2 **William Stewart of St Fillians Bequest:** Officers are currently in ongoing discussions with OSCR with a view to submitting an application for re-organisation to provide the trustees with additional powers, and in particular to determine the extent of supporting documentation required by them for such an application. A re-organisation of this type will allow the distribution of the entire funds of the trust to such beneficiaries as the trustees consider appropriate. Once the formal approval is received from OSCR, it will be possible for both the capital and revenue reserves to be transferred to the current beneficiaries.
- 4.3 **Miss Agnes Gallagher Trust for the Poor:** The reserves of this trust have been completed extinguished. Officers will seek approval from OSCR to have the charity removed from the Charity Register.

- 4.4 **Queen Victoria Diamond Jubilee Trust:** Officers will seek approval from OSCR to have this charity removed from the Charity Register.

## **5.0 IMPLICATIONS**

### 5.1 Legal

The review of the charities will entail further applications to OSCR for either a reorganisation scheme or schemes under Sections 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 or to have a charity wound up under s.16(2)(c) of the Charities and Trustees Investment (Scotland) Act 2005.

### 5.2 Financial

There are no financial implications arising from this report.

### 5.3 Human Resources

There are no human resource implications arising from this report.

### 5.4 Equalities

There are no equalities issues arising from this report.

### 5.5 Repopulation

There are no repopulation issues arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The Head of Legal and Property Services has been consulted about the matters in this report.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None.

# Lady Alice Shaw-Stewart Memorial Fund

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## Audited Annual Report and Financial Statements

For the Year ended 31 March 2014

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Scottish Charity Number SC019228

Inverclyde  
council

# Lady Alice Shaw-Stewart Memorial Fund

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Lady Alice Shaw-Stewart Memorial Fund was established under a minute of agreement dated 3 July 1947 between the Trustees of the Female Branch of the Greenock Discharged Prisoners Aid Society and the Corporation of Greenock.

The Committee handed over the capital sum of £1,923 upon the winding up of the Branch. Female prisoners no longer served their sentences in HM Prison in Greenock and the purpose of the Branch could not be carried out. The officers of the Corporation undertook to utilise the funds for purposes similar or akin to the purpose of the Branch.

The funds were to be designated thereafter "Lady Alice Shaw-Stewart Memorial Fund" in memory of Lady Alice of Ardgowan who died in January 1942. During her life, Lady Alice set up benevolent societies for the army, navy and air force, had been awarded the CBE, and was a Justice of the Peace. She was active in the Greenock School Board and a primary school in Greenock was named after her in which local children are educated to this day.

Interest on the capital sum was to be used to "give monetary or other assistance to females recommended by the Probation Officer of the Burgh of Greenock." Inverclyde Council at its Policy and

Strategy Committee meeting of 6 August 1996 delegated to the Director of Finance to consider individual applications that meet the criteria of the trust fund.

The elected members of the Council are the trustees. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of the trust's financial affairs and reports to the trustees.

The Trust has not made any awards in the reporting period or in recent times. In past years, various donations have been made to women under Community Service Orders recommended by the Social Work services of the Council.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by contacting: Legal Services, Lady Alice Shaw-Stewart Memorial Fund, Financial Services, Municipal Buildings, Greenock, PA15 1LY. Tel: 01475 712225 e-mail bert.allison@inverclyde.gov.uk.

# Lady Alice Shaw-Stewart Memorial Fund

## Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

### Reference and Administrative Information

- Charity Name Lady Alice Shaw-Stewart Memorial Fund
- Charity Number SC019228
- Principal Address C/o Inverclyde Council, Municipal Buildings,  
Clyde Square, Greenock, PA15 1LY

### Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

### Other Trustees who served during the Year

- None

### Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

### Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

### Bankers

- All monies are held and managed by Inverclyde Council.

### Independent Auditor

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN.

## **Structure, Governance and Management**

### Governing Document

The legal name of the charity is Lady Alice Shaw-Stewart Memorial Fund. The Trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, a minute of agreement dated 3 July 1947 between the Trustees of the Female Branch of the Greenock Discharged Prisoners Aid Society and the Corporation of Greenock, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the terms of the charity

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

### Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services following as agreed by Trustees at a meeting of 3 December 2009.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

### Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

### **Objects and Activities**

#### Objects

Its charitable object is "interest on the capital sum is to be used to give monetary or other assistance to females recommended by the Probation Officer of the Burgh of Greenock".

Inverclyde Council at its Policy and Strategy Committee meeting of 6 August 1996 delegated to the Director of Finance to consider individual applications that meet the criteria of the trust fund.

The Council also noted at this meeting the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

#### Activities

The charity makes grants in accordance with its purposes to individuals and organisations.

### **Achievements and Performance**

The charity did not undertake any activities during the year. There were no applications due to the very restrictive nature of the trust deeds.

## **Financial Review**

### Overview

The charity was inactive and did not make any awards. Expenditure of £1,210 was incurred on governance costs; £960 for audit fees and £250 for the cost of accountancy, legal and administrative support. Income of £233 was received from interest earned on the funds deposited with Inverclyde Council.

The net deficit of £977 for the year was taken from the unrestricted funds brought forward to give unrestricted funds carried forward of £45,201 plus unchanged permanent endowment funds of £1,923. This entire sum is deposited with Inverclyde Council.

### Reserves Policy

The Trust has no explicit reserves policy, but the “capital” of the fund is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserves. The unrestricted free reserves are available for the objectives of the trust. The unrestricted reserves at the financial year-end were £45,201. The terms of the trust deed are very restrictive which has resulted in a gradual accumulation of reserves over time.

### **Future Plans**

Inverclyde Council is considering a more cost-effective method of administering its charities and that the best use is made of the funds left in its care. Accordingly, the Council is currently conducting a review of its charitable trusts with a view to gaining OSCR’s approval of a reorganisation scheme under Sections 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 and the 2007 Regulations.

A potential longer term solution may arise when the construction of the women’s prison in Greenock is completed. In view of the substantial reserves held, a decision has been deferred until the provision of local prison services becomes clearer. This will be the subject of a future report to trustees once proposals are more fully developed.

## **Conclusion**

The charity did not undertake any activities during the year. Officers of the Council are exploring local charities for the use of the funds. This will be the subject of a future report to Trustees once proposals are more fully developed.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

### **Provost Robert Moran**

Chair of the Trustees

This Trustees’ Annual Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

### **Alan Puckrin CPFA**

Honorary Treasurer

**Lady Alice Shaw-Stewart Memorial Fund**  
**Independent Auditor's Report**  
For the Year ended 31 March 2014

**Independent auditor's report to the trustees of the Lady Alice Shaw-Stewart Memorial Fund and the Accounts Commission for Scotland**

We have audited the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

### **Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

### **Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which I am required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

**Lady Alice Shaw-Stewart Memorial Fund**  
**Statement of Financial Activities for the Year ended 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Incoming Resources</b>					
<i>Incoming resources from generated funds</i>					
Interest Receivable	4	233	0	233	248
Total Incoming Resources		<b>233</b>	<b>0</b>	<b>233</b>	<b>248</b>
<b>Resources Expended</b>					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards		0	0	0	0
Governance Costs	3	1,210	0	1,210	250
Total Resources Expended		<b>1,210</b>	<b>0</b>	<b>1,210</b>	<b>250</b>
Net Incoming/(Outgoing) Resources before Transfers		(977)	0	(977)	(2)
<b>Transfers</b>					
Gross Transfers between Funds		0	0	0	0
Net Movement in Funds		<b>(977)</b>	<b>0</b>	<b>(977)</b>	<b>(2)</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		<b>46,178</b>	<b>1,923</b>	<b>48,101</b>	<b>48,103</b>
Total Funds Carried Forward		<b>45,201</b>	<b>1,923</b>	<b>47,124</b>	<b>48,101</b>
The Lady Alice Shaw-Stewart Memorial Fund has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are classed as continuing. The notes on pages 10 to 11 form an integral part of these accounts.					

**Lady Alice Shaw-Stewart Memorial Fund  
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Current Assets</b>					
Cash at Bank	5	45,201	1,923	47,124	48,101
<b>Current Liabilities</b>					
Creditors: Amounts Falling Due within One Year		0	0	0	(0)
<b>Net Current Assets</b>		<b>45,201</b>	<b>1,923</b>	<b>47,124</b>	<b>48,101</b>
<b>Net Assets</b>		<b>45,201</b>	<b>1,923</b>	<b>47,124</b>	<b>48,101</b>
<b>Funds</b>					
Unrestricted Funds		45,201		45,201	46,178
Endowment Funds			1,923	1,923	1,923
<b>Total Funds</b>		<b>45,201</b>	<b>1,923</b>	<b>47,124</b>	<b>48,101</b>
<p>The notes on pages 10 to 11 form an integral part of these accounts. Approved by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer		

## **Lady Alice Shaw-Stewart Memorial Fund**

### **Notes to the Accounts**

#### **Note 1 Basis of Preparation**

##### 1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2<sup>nd</sup> Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

##### 1.2 Changes in the basis of accounting

None

##### 1.3 Changes to previous accounts

None

#### **Note 2 Accounting Policies**

##### 2.1 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

##### 2.2 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

##### 2.3 Assets

The charity has no fixed assets

##### 2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

##### 2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

### Note 3 Governance Costs

	2014 £	2013 £
Audit/ Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
<b>Total</b>	<b>1,210</b>	<b>250</b>
Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis.		
Support Costs Lady Alice Shaw-Stewart Memorial Fund has no staff. All support functions are provided by Inverclyde Council.		

### Note 4 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2012: Nil), nor was there any requirement for any expenses to be paid (2012: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2012: £250). During the year, the charity received interest of £233 from the Council (2013: £248). As at 31 March 2013, £47,124 was due from Inverclyde Council to the charity (2013: £48,101). There are no outstanding balances due to or from Inverclyde Council other than those that appear in the balance sheet.

### Note 5 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014 £	2013 £
Balance at 31 March 2013	48,101	48,103
Funds placed on deposit	233	248
Funds withdrawn	(1,210)	(250)
<b>Balance at 31 March 2014</b>	<b>47,124</b>	<b>48,101</b>



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

# William Stewart of St. Fillans Bequest

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## Audited Annual Report and Financial Statements

For the Year ended 31 March 2014

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Scottish Charity Number SC019229

Inverclyde  
council

## William Stewart of St. Fillans Bequest Contents

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William Stewart of St. Fillans Bequest was established by a bequest of £5,000 on 9 January 1868 by the trustees of the late William Stewart, St. Fillans, Loch Earn, Perthshire to the Corporation of Greenock.

The interest on the capital sum was to be used to promote the religious and intellectual development of the poor and destitute of Greenock. The interest was distributed by the Corporation amongst various local charities of the town of Greenock such as (in 1933) the Town Missionary and the Throat, Nose and Ear Infirmary.

More recently, Inverclyde District Council at its Finance and Law Sub-Committee of 11 June 1976 decided that the annual income was to be divided equally between four organisations - Greenock Medical Aid, Little Sisters of the Poor, Greenock Girls' Home and the Association for Mental Health.

Subsequently, Inverclyde Council at its Policy and Resources Committee meeting of 6 August 1996 agreed that Greenock Girls' Home and the Association for Mental Health be replaced by Caladh House and Argyll & Clyde Acute Hospital Endowment Fund as the successors to these defunct organisations. The Council also noted the policy of the demitting authority that the capital sum must be

preserved and may not be used for awards.

Inverclyde Council as the successor local authority is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of the charitable trust and reports to trustees.

A re-organisation scheme will be submitted later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries. Once formal approval has been received from OSCR, officers of the Council will seek approval from Trustees to submit an application to OSCR to wind up the trust and to make such a transfer.



# **William Stewart of St. Fillians Bequest Trustees' Annual Report**

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

## **Reference and Administrative Information**

- Charity Name William Stewart of St. Fillians Bequest
- Charity Number SC019229
- Principal Address C/o Inverclyde Council, Municipal Buildings,  
Clyde Square, Greenock, PA15 1LY

## **Current Trustees**

- Provost Robert Moran Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

## **Other Trustees who served during the Year**

- None

## **Honorary Secretary**

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

## **Honorary Treasurer**

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

## **Bankers**

- All monies are held and managed by Inverclyde Council.

## **Independent Auditor**

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN

## **Structure, Governance and Management**

### Governing Document

The legal name of the charity is William Stewart of St. Fillans Bequest. The Trust was established by a bequest of £5,000 on 9 January 1868 by the trustees of the late William Stewart, St. Fillians, Loch Earn, Perthshire to the Corporation of Greenock.

The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996.

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

### Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by Trustees at a meeting of 3 December 2009.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde

Council. Inverclyde Council provides support services to the Trust.

### Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

## **Objects and Activities**

### Objects

Its charitable object is to promote the religious and intellectual development of the poor and destitute of Greenock.

Inverclyde Council at its Policy and Resources Committee meeting of 6 August 1996 confirmed that the annual income be divided equally between four organisations - Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund.

The Committee also noted at this meeting the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

### Activities

The charity makes grants in accordance with its purposes to organisations.

## **Achievements and Performance**

A modest award of £18 was shared between the four beneficiary organisations - Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund - in the financial reporting period.

## **Financial Review**

### Overview

The charity made an award of £18 split equally between the four beneficiaries. Expenditure of £1,210 was incurred on governance costs; £960 for audit fees and £250 for the cost of accountancy, legal and administrative support. Income of £18 was received from interest earned on the funds deposited with Inverclyde Council.

The shortfall for the year of £1,210 was deducted from the funds brought forward to give a total for funds carried forward of £2,571. This is deposited with Inverclyde Council.

There is an outstanding creditor of £18 for awards for the current year that is due to be paid to the four organisations (Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund).

### Reserves Policy

The Trust has no explicit reserves policy, but the "capital" of the fund is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserves. The unrestricted reserves are available for the objects of the trust.

The annual outlays can no longer be met from income and require to be met from the endowment reserves of the trust. There were no unrestricted reserves at the financial year-end.

## **Future Plans**

Inverclyde Council is considering a more cost-effective method of administering its charities and that the best use is made of the funds left in its care.

A re-organisation scheme will be submitted later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries. Once formal approval has been received from OSCR, officers of the Council will seek approval from Trustees to submit an application to OSCR to wind up the trust and to make such a transfer.

## **Conclusion**

The charity's expenditure exceeded income during the reporting period and the deficit required to be taken from the remaining endowment funds.

Trustees will consider the submission of a re-organisation scheme later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

### **Provost Robert Moran**

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as Honorary Treasurer.

### **Alan Puckrin CPFA**

Honorary Treasurer

**William Stewart of St. Fillians Bequest**  
**Independent Auditor's Report**  
For the Year ended 31 March 2014

**Independent auditor's report to the trustees of the William Stewart of St. Fillians Bequest and the Accounts Commission for Scotland**

We have audited the financial statements of the William Stewart of St. Fillians Bequest for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

### **Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

### **Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which I am required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

**William Stewart of St. Fillans Bequest**  
**Statement of Financial Activities for the Year ended 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Incoming Resources</b>					
<i>Incoming resources from generated funds</i>					
Interest Receivable	5	18	0	18	20
Total Incoming Resources		<b>18</b>	<b>0</b>	<b>18</b>	<b>20</b>
<b>Resources Expended</b>					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards	3	18	0	18	20
Governance Costs	4	1,210	0	1,210	250
Total Resources Expended	6	<b>1,228</b>	<b>0</b>	<b>1,228</b>	<b>270</b>
Net Incoming/(Outgoing) Resources before Transfers		(1,210)	0	(1,210)	(250)
<b>Transfers</b>					
Gross transfers between funds	7	1,210	(1,210)	0	0
Net Movement in Funds		<b>0</b>	<b>(1,210)</b>	<b>(1,210)</b>	<b>(250)</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		<b>0</b>	<b>3,781</b>	<b>3,781</b>	<b>4,031</b>
Total Funds Carried Forward		<b>0</b>	<b>2,571</b>	<b>2,571</b>	<b>3,781</b>
William Stewart of St. Fillans Bequest has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 9 to 11 form an integral part of these accounts.					

**William Stewart of St. Fillans Bequest  
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Current Assets</b>					
Cash at Bank	8	0	2,589	2,589	3,883
<b>Current Liabilities</b>					
Creditors: Amounts Falling Due within One Year	9	0	(18)	(18)	(102)
<b>Net Current Assets</b>		<b>0</b>	<b>2,571</b>	<b>2,571</b>	<b>3,781</b>
<b>Net Assets</b>		<b>0</b>	<b>2,571</b>	<b>2,571</b>	<b>3,781</b>
<b>Funds</b>					
Unrestricted Funds		0		0	0
Endowment Funds			2,571	2,571	3,781
<b>Total Funds</b>		<b>0</b>	<b>2,571</b>	<b>2,571</b>	<b>3,781</b>
<p>The notes on pages 10 to 12 form an integral part of these accounts. Approved by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer		

## **William Stewart of St. Fillans Bequest**

### **Notes to the Accounts**

#### **Note 1 Basis of Preparation**

##### 1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

(a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2<sup>nd</sup> Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).

(b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

(c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

(d) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

##### 1.2 Changes in the basis of accounting

None

##### 1.3 Changes to previous accounts

None

#### **Note 2 Accounting Policies**

##### 2.1 Incoming Resources

(a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

(b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

(c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

##### 2.2 Expenditure and Liabilities

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.

(c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

##### 2.3 Assets

The charity has no fixed assets

##### 2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

##### 2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.



### Note 3 Grants and Awards

	2014	2013
	£	£
Caladh House, Greenock	5	5
Greenock Medical Aid	5	5
Little Sisters of the Poor, Greenock	4	5
Argyll & Clyde Acute Hospital Endowment Fund	4	5
<b>Total</b>	<b>18</b>	<b>20</b>
The purpose of the four awards in each year is to assist with the organisations' work with the poor and destitute of Greenock.		

### Note 4 Governance Costs

	2014	2013
	£	£
Audit/Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
<b>Total</b>	<b>1,210</b>	<b>250</b>
<p>Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis.</p> <p>Support Costs William Stewart of St. Fillans Bequest has no staff. All support functions are provided by Inverclyde Council.</p>		

### Note 5 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2013: Nil), nor was their any requirement for any expenses to be paid (2013: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2013: £250). During the year, the charity received interest of £18 from the Council (2013: £20). As at 31 March 2014, £2,589 was due from Inverclyde Council to the charity (2013: £3,883). There are no outstanding balances due to or from Inverclyde Council other than those that appear in the balance sheet.

### Note 6 Total Resources Expended

	Basis of Allocation	Unrestricted Funds		2014	2013
		Grants and Awards	Governance Costs	Total	Total
		£	£	£	£
Awards & Contributions	Direct	18	0	18	20
Audit/Examiners Fee	Direct	0	960	960	0
Charge from Inverclyde Council	Direct	0	250	250	250
<b>Total for Year</b>		<b>18</b>	<b>1,210</b>	<b>1,228</b>	<b>270</b>

### Note 7 Gross Transfers between Funds

It has been necessary to apply the endowment funds to settle all amounts due for governance, notwithstanding the terms of the trust from the available evidence (copy furnished by OSCR of application to HM Inspector of Taxes on 13 April 1933 for charitable status at which time the will, annual report and constitution were provided). The annual interest is to be used to promote the religious and intellectual development of the poor and destitute of Greenock. Under the Local Government (Scotland) Act 1973 and as directed by the Accounts Commission for Local Authorities in Scotland, the Trustees have no discretion in the move this year from an "independent examination" to the more rigorous audit requirements, nor in the selection of an independent auditor.

### Note 8 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014	2013
	£	£
Balance at 31 March 2013	3,883	4,113
Funds placed on deposit	18	20
Funds withdrawn	(1,312)	(250)
<b>Balance at 31 March 2014</b>	<b>2,589</b>	<b>3,883</b>

### Note 9 Creditors

	2014	2013
	Total	Total
	£	£
Awards Approved in Current & Previous Financial Years		
Caladh House, Greenock	5	26
Greenock Medical Aid	5	26
Little Sisters of the Poor, Greenock	4	25
Argyll & Clyde Acute Hospital Endowment Fund	4	25
<b>Balance at 31 March 2014</b>	<b>18</b>	<b>102</b>



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

# Miss Agnes Gallagher Trust for Poor

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## Audited Annual Report and Financial Statements For the Year Ended 31 March 2014

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Scottish Charity Number SC019233

Inverclyde  
council

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Miss Agnes Gallagher Trust for Poor was established under the terms of Miss Gallagher's Trust Disposition and Settlement dated 13 January 1927. The sum of £2,316 (market value in 1937) was received by the Corporation of Greenock as residuary legatees. £1,046 of the bequest was invested in UK Government Stock with a nominal value of £1,408. The investment was realised in 2010 and the funds reinvested with Inverclyde Council.

Under the terms of the trust, the annual income was to be applied at the discretion of the Corporation of Greenock in providing coal, food or clothing to the deserving poor of the town. Specifically, "one half of this income is to be applied for the benefit of persons of the Roman Catholic Religion and the other half for the benefit of persons of the Protestant Religion".

The Finance and Law Sub-Committee of Inverclyde District Council on 11 June 1976 decided that in order to provide a regular source of income for the Council's Provost's Benevolent Fund, the accrued interest of the Gallagher Bequest be transferred to the Provost's Benevolent Fund and that future income be transferred annually.

As the successor local authority, Inverclyde Council is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of trust's financial affairs and reports to trustees.

During the reporting period, the costs of governance fully extinguished the funds of the trust. The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

# Miss Agnes Gallagher Trust for Poor Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

## Reference and Administrative Information

- Charity Name                      Miss Agnes Gallagher Trust for Poor
- Charity Number                      SC019233
- Principal Address                      C/o Inverclyde Council, Municipal Buildings,  
Clyde Square, Greenock, PA15 1LY

## Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

## Other Trustees who served during the Year

- None

## Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

## Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

## Bankers

- All monies are held and managed by Inverclyde Council.

## Independent Auditor

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN.

## **Structure, Governance and Management**

### Governing Document

The legal name of the charity is Miss Agnes Gallagher Trust for Poor. The Trust was established under the terms of Miss Gallagher's Trust Disposition and Settlement dated 13 January 1927. The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the constitution.

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

### Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by the Trustees at a meeting of 3 December 2009.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde

Council. Inverclyde Council provides support services to the Trust.

### Management of Funds and Investment Policy

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity were deposited with Inverclyde Council and received interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

## **Objects and Activities**

### Objects

Its charitable object is the application of the annual income at the discretion of the local authority to the deserving poor of the town of Greenock.

The Finance and Law Sub-Committee of Inverclyde District Council on 11 June 1976 decided that in order to provide a regular source of income for the Council's Provost's Fund, the accrued interest of the Gallagher Trust be transferred to the Provost's Fund and that future income be transferred annually.

The Committee also noted the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

### Activities

The charity makes a grant in accordance with its purposes to individuals and organisations.

## **Achievements and Performance**

In line with policy adopted by the Council and the terms of the charity, the Trust distributed its entire income for the year to Inverclyde Council's Provost's

Benevolent Fund. The charity made an award of £6 for the financial year.

## **Financial Review**

### Overview

The charity made an award of £6 for the financial year. Expenditure of £1,234 was incurred on governance costs; £960 for audit fees and £274 for the cost of accountancy, legal and administrative support. Interest of £6 was earned on the funds deposited with Inverclyde Council.

The shortfall for the year of £1,234 was deducted from the funds brought forward to extinguish the funds of the charity.

### Reserves Policy

Both unrestricted and endowment funds had to be fully applied to settle all amounts due.

## **Future Plans**

The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

### **Provost Robert Moran**

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

### **Alan Puckrin CPFA**

Honorary Treasurer



**Miss Agnes Gallagher Trust for Poor**  
**Independent Auditor's Report**  
For the Year ended 31 March 2014

**Independent auditor's report to the trustees of the Miss Agnes Gallagher Trust for Poor and the Accounts Commission for Scotland**

We have audited the financial statements of the Miss Agnes Gallagher Trust for Poor for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

### **Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

### **Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which I am required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

**Miss Agnes Gallagher Trust for Poor**  
**Statement of Financial Activities for the Year ended 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Incoming Resources</b>					
<i>Incoming resources from generated funds</i>					
Interest Receivable	5	6	0	6	8
Total Incoming Resources		<b>6</b>		<b>6</b>	<b>8</b>
<b>Resources Expended</b>					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards	3	6	0	6	8
Governance Costs	4	1,234	0	1,234	250
Total Resources Expended	6	<b>1,240</b>	<b>0</b>	<b>1,240</b>	<b>258</b>
Net Incoming/(Outgoing) Resources before Transfers		(1,234)	0	(1,234)	(250)
<b>Transfers</b>					
Gross Transfers between Funds	7	1,234	(1,234)	0	0
Net Movement in Funds		<b>0</b>	<b>(1,234)</b>	<b>(1,234)</b>	<b>(250)</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		<b>0</b>	<b>1,234</b>	<b>1,234</b>	<b>1,484</b>
Total Funds Carried Forward		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,234</b>
Miss Agnes Gallagher Trust for Poor has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 10 to 12 form an integral part of these accounts.					

**Miss Agnes Gallagher Trust for Poor  
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Current Assets</b>					
Cash at Bank	8	0	0	0	1,274
<b>Current Liabilities</b>					
Amounts Falling Due within One Year	9	(0)	(0)	(0)	(40)
<b>Total Assets less Liabilities</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,234</b>
<b>Funds</b>					
Unrestricted Funds		0		0	0
Endowment Funds			0	0	1,234
<b>Total Funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,234</b>
<p>The notes on pages 10 to 12 form an integral part of these accounts. Approved</p> <p>by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer		

## **Miss Agnes Gallagher Trust for Poor**

### **Notes to the Accounts**

#### **Note 1 Basis of Preparation**

##### 1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2<sup>nd</sup> Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
- (c) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

##### 1.2 Changes in the basis of accounting

The prior year’s figures were prepared on a “going concern” basis. There is no effect upon the figures of this change in the basis of accounting.

##### 1.3 Changes to previous accounts

None

#### **Note 2 Accounting Policies**

##### 2.1 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

##### 2.2 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

##### 2.3 Assets

The charity has no fixed assets

##### 2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

##### 2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

### Note 3 Grants and Awards

	2014	2013
	£	£
Provost's Benevolent Fund, Greenock	6	8
<b>Total</b>	<b>6</b>	<b>8</b>
The purpose of the single award in each year is to assist in the relief of poverty in Greenock from applications made by individuals to the Provost's Benevolent Fund.		

### Note 4 Governance Costs

	2014	2013
	£	£
Audit /Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	274	250
<b>Total</b>	<b>1,234</b>	<b>250</b>
<p>Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis.</p> <p>Support Costs Miss Agnes Gallagher Trust for Poor has no staff. All support functions are provided by Inverclyde Council.</p>		

### Note 5 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2012: Nil), nor was their any requirement for any expenses to be paid (2012: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £274 (2012: £250). During the year, the charity received interest of £6 from the Council (2012: £8). There were no outstanding balances due to or from Inverclyde Council at 31 March 2014 (2013 £1,234 due from Inverclyde Council.)

### Note 6 Total Resources Expended

	Basis of Allocation	Unrestricted Funds		2014 Total	2013 Total
		Grants and Awards	Governance Costs		
		£	£		
Awards & Contributions	Direct	6	0	6	8
Audit Fee	Direct	0	960	960	0
Charge from Inverclyde Council	Direct	0	274	274	250
<b>Total for Year</b>		<b>6</b>	<b>1,234</b>	<b>1,240</b>	<b>258</b>

### Note 7 Gross Transfers between Funds

It has been necessary to apply the endowment funds to settle all amounts due for governance, notwithstanding the terms of the trust disposition and settlement dated 13 January 1927 that the annual income is applied for the benefit of the deserving poor of Greenock. Under the Local Government (Scotland) Act 1973 and as directed by the Accounts Commission for Local Authorities in Scotland, the Trustees have no discretion in the move

this year from an “independent examination” to the more rigorous audit requirements, nor in the selection of an independent auditor.

**Note 8 Cash at Bank**

During the year the trust’s balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council’s accounts. The balance is repayable on demand. Interest is paid on balances.

	2014	2013
	£	£
Balance at 31 March 2013	1,274	1,516
Funds placed on deposit	6	8
Funds withdrawn	(1,280)	(250)
<b>Balance at 31 March 2014</b>	<b>0</b>	<b>1,274</b>

**Note 9 Creditors**

	2014	2013
	Total	Total
	£	£
Awards Approved in Previous Financial Years Provost’s Benevolent Fund, Greenock	0	40
<b>Balance at 31 March 2014</b>	<b>0</b>	<b>40</b>



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)



# Queen Victoria Diamond Jubilee Fund

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## Annual Report and Financial Statements For the Year ended 31 March 2014

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Scottish Charity Number SC019232



## Queen Victoria Diamond Jubilee Fund Contents

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The fund was instituted in 1897 with money raised by public subscription in Greenock. 1897 was the year of Queen Victoria's Diamond Jubilee and it gave rise to a massive outpouring of public affection and a carnival atmosphere in the town.

The matter was dealt with by the Greenock Magistrates Committee and the capital sum of £1,280 was raised. The purpose of the charity was for the nursing of the sick poor of Greenock and District and the original beneficiary was the Greenock District Nursing Association.

With the demise of this organisation in 1980, the Finance and Law Sub-Committee of Inverclyde District Council agreed to apply the income to another body whose object included the nursing of the sick poor of Greenock and District.

The Fund has not made any awards in recent years, but in past years various donations have been made to Ardgowan Hospice and some considerable time ago to the Salvation Army and the Jericho Society.

As the successor local authority, Inverclyde Council is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the treasurer of the charity is responsible for making arrangements for the proper

administration of the charitable trust and reports to trustees.

The Council received a formal approval from OSCR to a re-organisation of the trust during the year. The remaining funds were paid over to the Ardgowan Hospice in February 2014 and the trust has been trust wound up.

# Queen Victoria Diamond Jubilee Fund

## Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their final report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2014.

### Reference and Administrative Information

- Charity Name Queen Victoria Diamond Jubilee Fund
- Charity Number SC019232
- Principal Address C/o Inverclyde Council, Municipal Buildings,  
Clyde Square, Greenock, PA15 1LY

### Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

### Other Trustees who served during the Year

- None

### Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

### Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

### Bankers

All monies are held and managed by Inverclyde Council.

### Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

## **Structure, Governance and Management**

### Governing Document

The legal name of the charity is Queen Victoria Diamond Jubilee Fund. The fund was instituted in 1897 with money raised by public subscription in Greenock.

The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the constitution.

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

### Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and approve the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day-to-day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by Trustees at a meeting of 3 December 2009. There are no other costs in connection with governance.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

### Risk Management

The Council has assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risks.

### Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charities is protected while allowing income for the current year's awards.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

## **Objects and Activities**

### Objects

Its charitable object is "income is to be applied to the nursing of the sick poor of Greenock the annual interest on this capital sum is to be expended annually amongst such charitable institutions or societies in or about Greenock as the Corporation of Greenock in their sole discretion think fit".

### Activities

The charity makes grants in accordance with its purposes to organisations.

### **Achievements and Performance**

The charity did not undertake any activities during the year.

### **Financial Review**

#### Overview

The charity was inactive and did not make any awards. Expenditure of £250 on governance costs paid to Inverclyde Council for the cost of accountancy, legal and administrative support exceeded income from the incoming resources of £15 from interest earned on the capital and revenue funds deposited with Inverclyde Council.

An award of £3,283 was made to the Ardgowan Hospice and this extinguished all remaining reserves.

#### Reserves Policy

The Trust transferred all reserves to the Ardgowan Hospice during the financial year.

### **Future Plans**

The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

### **Conclusion**

The charity did not undertake any activities during the year. The charity was wound up and the remaining funds paid over to the Ardgowan Hospice.

Approved by the Trustees on Ninth October Two Thousand and Fourteen and signed on behalf of all Trustees by:

**Provost Robert Moran**

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

**Alan Puckrin CPFA**

Honorary Treasurer

**Queen Victoria Diamond Jubilee Fund**  
**Independent Examiner's Report**  
For the Year ended 31 March 2014

**Independent Examiner's Report to the Trustees of the Peter Stanton Memorial Trust**  
I report on the accounts for the year ended 31 March 2014 set out on pages 7 to 10.

**Respective Responsibilities of Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (a)-(c) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave not been met, or
  
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell CPFA  
59 Shankland Road  
Greenock  
PA15 2QR  
9 October 2014

**Queen Victoria Diamond Jubilee Fund**  
**Statement of Financial Activities for the Year ended 31 March 2014**

	Note	Unrestricted Funds	Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Incoming Resources</b>					
<i>Incoming resources from generated funds</i>					
Interest Receivable	4	14	0	14	19
Total Incoming Resources		<b>14</b>	<b>0</b>	<b>14</b>	<b>19</b>
<b>Resources Expended</b>					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards		3,283	0	3,283	0
Governance Costs	3	250	0	250	250
Total Resources Expended		<b>3,533</b>	<b>0</b>	<b>3,533</b>	<b>250</b>
Net Incoming/(Outgoing) Resources before Transfers		(3,519)	0	(3,519)	(231)
<b>Transfers</b>					
Gross Transfers between Funds		1,280	(1,280)	0	0
Net Movement in Funds	5	<b>(2,239)</b>	<b>(1,280)</b>	<b>(3,519)</b>	<b>(231)</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		<b>2,239</b>	<b>1,280</b>	<b>3,519</b>	<b>3,750</b>
Total Funds Carried Forward		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,519</b>
Queen Victoria Diamond Jubilee Fund has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 9 to 10 form an integral part of these accounts.					

**Queen Victoria Diamond Jubilee Fund  
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Endowment Funds	Total 2014	Total 2013
		£	£	£	£
<b>Current Assets</b>					
Cash at Bank	6	0	0	0	3,519
<b>Current Liabilities</b>					
Creditors: Amounts Falling Due within One Year		0	0	0	0
<b>Net Current Assets</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,519</b>
<b>Net Assets</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,519</b>
<b>Funds</b>					
Unrestricted Funds		0		0	2,239
Endowment Funds			0	0	1,280
<b>Total Funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,519</b>
<p>The notes on pages 9 to 10 form an integral part of these accounts.</p> <p>Approved by the Trustees on 9 October 2014 and signed on their behalf by:</p>					
		<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer		



# Queen Victoria Diamond Jubilee Fund

## Notes to the Accounts

### **Note 1 Basis of Preparation**

#### 1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2<sup>nd</sup> Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
- (c) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

#### 1.2 Changes in the basis of accounting

None

#### 1.3 Changes to previous accounts

None

### **Note 2 Accounting Policies**

#### 2.1 Form of Financial Statements

- (a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.
- (b) Endowment funds are those that the original capital cannot be spent as income and must remain in the form of investments. Any income return generated by the invested endowment may be spent on the activities of the trust.

#### 2.2 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

#### 2.3 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

#### 2.4 Assets

The charity has no fixed assets

#### 2.5 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

## 2.6 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

### Note 3 Governance Costs

	2014 £	2013 £
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
<b>Total</b>	<b>250</b>	<b>250</b>
No examination is required. Queen Victoria Diamond Jubilee Fund has no staff. All support functions are provided by Inverclyde Council.		

### Note 4 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2013: Nil), nor was there any requirement for any expenses to be paid (2013: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2012: £250). During the year, the charity received interest of £14 from the Council (2012: £19). As at 31 March 2014, there are no outstanding balances due to or from Inverclyde Council (2013: £3,519 due from Inverclyde Council £3,519).

### Note 5 Movement on Funds

	Balance 01/04/2013 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance 31/03/2014 £
Unrestricted Funds	2,239	14	(3,533)	1,280	0
Endowment Funds	1,280	0	0	(1,280)	0
	<b>3,519</b>	<b>14</b>	<b>(3,533)</b>	<b>0</b>	<b>0</b>
Purpose of Endowment Funds The endowment funds are held for capital growth and to provide an annual income. The gross income from the deposits is held in the unrestricted reserves and is available for distribution.					

### Note 6 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014 £	2013 £
Balance at 1 April 2013	3,519	3,750
Funds placed on deposit	14	19
Funds withdrawn	(3,533)	(250)
<b>Balance at 31 March 2014</b>	<b>0</b>	<b>3,519</b>



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
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# The Audit Findings Report for Inverclyde Council's 106 Charities

Miss Agnes Gallagher Trust for Poor;  
William Stewart of St Fillans Bequest; and  
Lady Alice Shaw-Stewart Memorial Fund

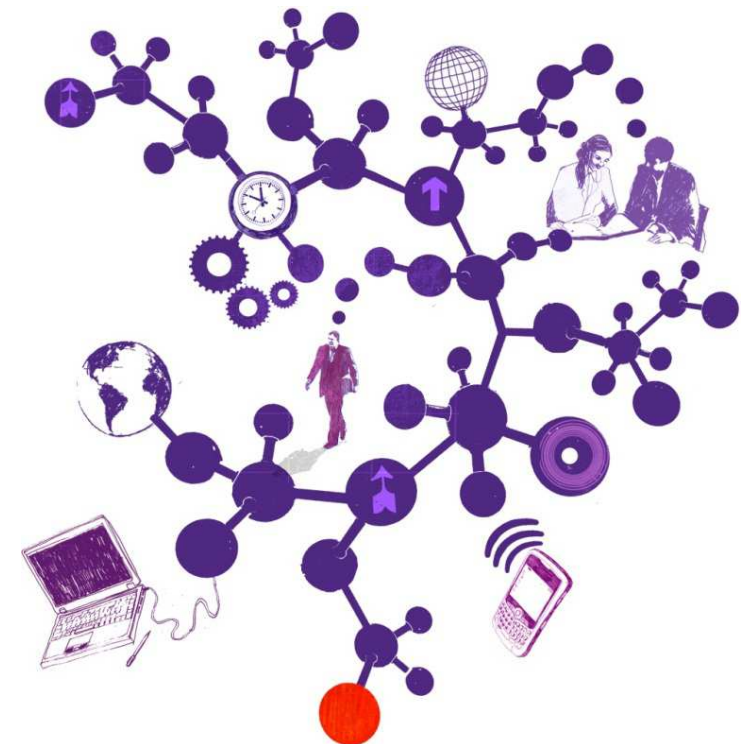
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**Year ended 31 March 2014**

September 2014

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The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Charities or any weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Communication of audit matters	page 11

## **Appendices**

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B. Audit Opinion: Miss Agnes Gallagher Trust for Poor	page 16
C. Audit Opinion: William Stewart of St Fillans Bequest	page 18
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## Section 1: Executive summary

**01. Executive summary**

**02. Audit Risks and findings**

**03. Fees, non audit services and independence**

**04. Communication of audit matters**

# Executive summary

## Purpose of this report

This report highlights the key issues affecting the financial statements of the three s106 charities at Inverclyde Council which are subject to audit in 2013-14 under direction from the Accounts Commission. These are the charities where Councillors are the sole trustees and where an application to wind up the charities has not been made. These three charities are:

1. Miss Agnes Gallagher Trust for Poor
2. William Stewart of St Fillans Bequest
3. Lady Alice Shaw-Stewart Memorial Fund.

Collectively they are referred to as 'the Charities' in this report, which is prepared under International Standards on Auditing (ISAs) (UK & Ireland) 260 as a single communication with those charged with governance regarding all three charities.

## Introduction

This is the first year in which the Accounts Commission have appointed us to undertake an audit of the three s106 charities. Previously each charity's financial statements were subject to independent examination.

Our audit is substantially complete, and we are finalising our procedures in the following areas:

- obtaining and reviewing the management letter of representation
- updating our post balance sheet events review, to the date of signing the opinion.

## Key audit and financial reporting issues

### Financial statements opinion

We have not identified any audit adjustments affecting the Charities' net funds or any of the figures in the financial statements.

We anticipate providing unqualified opinions on each of the Charities' financial statements. We have highlighted an 'other matter' in the opinions due to the prior year financial statements not being subject to a full audit. Draft opinions are attached at Appendix A – C.

The key messages arising from our audit of the financial statements are:

- the draft financial statements contained no errors and were of good quality
- we recommended a small number of minor presentational adjustments to each of the financial statements
- management also made a small number of presentational adjustments in preparing the final financial statements.

## Controls

### Roles and responsibilities

Management are responsible for the identification, assessment, management and monitoring of risk, and for developing, operating and monitoring the system of internal control.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we report these to management and the Trustees.

## Findings

Our work has not identified any control weaknesses which we wish to highlight for your attention.

## Next Steps

On receipt of the final version of the financial statements, annual report and letter of representation we will finalise our audit and issue our opinion.

## Acknowledgement

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.



## Section 2: Audit Risks and Findings

01. Executive summary

02. Audit Risks and Findings

03. Fees, non audit services and independence

04. Communication of audit matters

# Audit findings against significant risks




In this section we detail our response to the significant risks of material misstatement which we identified in the Audit Plan. As we noted in our plan, there are two presumed significant risks which are applicable to all audits under auditing standards.

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty" (ISA 315).

	<b>Risks identified in our audit plan</b>	<b>Work completed</b>	<b>Assurance gained and issues arising</b>
<b>1.</b>	<p><b>The revenue cycle may include fraudulent transactions</b></p> <p>Under ISA 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue.</p>	<ul style="list-style-type: none"> <li>• Performance of substantive testing on revenue streams.</li> <li>• Review of revenue recognition policies.</li> </ul>	<p>Our audit work has not identified any issues in respect of revenue recognition.</p>
<b>2.</b>	<p><b>Management over-ride of internal controls may result in material misstatement</b></p> <p>Under ISA 240 there is a presumed risk that the risk of management over-ride of controls is present in all entities.</p>	<ul style="list-style-type: none"> <li>• Assessment of the design and implementation of controls in key systems.</li> <li>• Review of accounting estimates, judgments and decisions made by management.</li> <li>• Review of all significant transactions.</li> </ul>	<p>Our audit work has not identified any evidence of management override of controls.</p> <p>We set out later in this section of the report our work and findings on key accounting estimates and judgments.</p>



# Accounting policies, Estimates & Judgements

In this section we report on our consideration of accounting policies, in particular revenue recognition policies, and key estimates and judgements made and included within the Charities financial statements.

Accounting area	Summary of policy	Comments	Assessment
<b>Revenue recognition (revenue recognition fraud is a presumed significant risk)</b>	Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) of the relevant charity when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>	<ul style="list-style-type: none"> <li>We have reviewed the Charities' policies and tested all income transactions.</li> </ul> We do not have any comments to make.	 Green
<b>Judgements and estimates (management override of controls is a presumed significant risk)</b>	Management have not made any judgements and estimates which would have a material impact on the financial statements of any of the three charities.	<ul style="list-style-type: none"> <li>We have reviewed the Charities' policies and practices.</li> </ul> We do not have any comments to make.	 Green
<b>Other accounting policies</b>	Each charity has adopted accounting policies which are in line with our expectations for charities of this type in the sector.	<ul style="list-style-type: none"> <li>We have reviewed the Charities' policies.</li> </ul> We do not have any comments to make.	 Green

We have not identified any issues with any of the accounting areas above. We have not identified any misstatements to report to you in this report.

## Assessment

-  Marginal accounting policy which could potentially attract attention from regulators
-  Accounting policy appropriate and disclosures sufficient

-  Accounting policy appropriate but scope for improved disclosure

## Section 3: Fees, non audit services and independence

01. Executive summary

02. Audit Risks and Findings

03. Fees, non audit services and independence

04. Communication of audit matters

## Fees, non audit services and independence

We confirm below our final fees charged for the audits

### Fees excluding VAT

	£
Planned audit fee (per charity)	800
Actual audit fee (per charity)	800
<b>Variance</b>	<b>0</b>

### Changes to our planned Audit Approach

We have not had to alter our audit plan or propose any additional fees to those agreed with management above.

### Fees for other services

Service	Fees £
None	Nil

### Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.

## Section 4: Communication of audit matters

01. Executive summary
02. Audit Risks and Findings
03. Fees, non audit services and independence
- 04. Communication of audit matters**

## Key communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards to communicate to those charged with governance.

	Issue	Commentary
1.	<b>Matters in relation to fraud</b>	We have not been made aware of any incidents in the period and no other issues have been identified during the course of our audit procedures.
2.	<b>Matters in relation to related parties</b>	We are not aware of any related party transactions which have not been disclosed.
3.	<b>Matters in relation to laws and regulations</b>	We are not aware of any incidences of non-compliance with relevant laws and regulations.
4.	<b>Written representations</b>	A standard letter of representation has been requested covering each of the charities.
5.	<b>Disclosures</b>	There are no outstanding disclosure issues which management have not adjusted.
6.	<b>Going Concern</b>	<p>We have reviewed the going concern assertions made in each of the financial statements. William Stuart of St. Fillans Bequest and the Miss Agnes Gallagher Trust for Poor are not considered by management to be continuing operations because they are effectively dormant and no longer trading. Management are looking to wind the charities up in the medium term. As a result, management have noted that the financial statements have been prepared on a break-up basis, indicating that these two charities are not considered going concerns.</p> <p>We have reviewed this decision by management and conclude that this is appropriate in the circumstances and that the disclosures in the accounting policies for these two charities are adequate.</p>

# Communication of audit matters to those charged with governance

International Standards on Auditing (ISA) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table opposite.

## Respective responsibilities

As auditor we are responsible for performing the audit in accordance with ISAs (UK and Ireland), which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. We are required to audit the financial statements and to give an opinion as to:

- whether they give a true and fair view of the financial position of the Trust and its expenditure and income for the period in question
- whether they have been prepared properly in accordance with relevant legislation, applicable accounting standards and other reporting requirements

It is the responsibility of each charity to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Charities are fulfilling these responsibilities.

## Our communications in this report

Respective responsibilities of auditor and management/those charged with governance

Overview of the planned scope and timing of the audit. Form, timing and expected general content of communications

Views about the qualitative aspects of the entity's accounting and financial reporting practices, significant matters and issues arising during the audit and written representations that have been sought

Confirmation of independence and objectivity

A statement that we have complied with relevant ethical requirements regarding independence, relationships and other matters which might be thought to bear on independence.

Details of any non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged

Details of safeguards applied to threats to independence

Material weaknesses in internal control identified during the audit

Identification or suspicion of fraud involving management and/or others which results in material misstatement of the financial statements

Compliance with laws and regulations

Expected unmodified auditor's report

Uncorrected misstatements

Significant matters arising in connection with related parties

Significant matters in relation to going concern



# Appendix A: Audit opinion Lady Alice Shaw-Stewart Memorial Fund

**We anticipate we will provide the Charities with an unqualified audit report**

## **Independent auditor's report to the trustees of the Lady Alice Shaw-Stewart Memorial Fund and the Accounts Commission for Scotland**

We have audited the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

## Appendix A: Audit opinion (continued)

**Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

**Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

## Appendix B: Audit opinion Miss Agnes Gallagher Trust for Poor

**We anticipate we will provide the Charities with an unqualified audit report**

### **Independent auditor's report to the trustees of the Miss Agnes Gallagher Trust for Poor and the Accounts Commission for Scotland**

We have audited the financial statements of the Miss Agnes Gallagher Trust for Poor for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

## Appendix B: Audit opinion (continued)

### **Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

### **Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

# Appendix C: Audit opinion William Stewart of St. Fillans Bequest

**We anticipate we will provide the Charities with an unqualified audit report**

## **Independent auditor's report to the trustees of the William Stewart of St. Fillans Bequest and the Accounts Commission for Scotland**

We have audited the financial statements of the William Stewart of St. Fillans Bequest for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of the trustees and auditor**

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

## Appendix C: Audit opinion (continued)

### **Other matter - unaudited comparative amounts**

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

### **Opinion on other prescribed matter**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

Gary Devlin is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

# Appendix D: Draft Letter of Representation Lady Alice Shaw-Stewart Memorial Fund

## **Lady Alice Shaw-Stewart Memorial Fund Financial Statements for the year ended 31 March 2014**

This representation letter is provided in connection with the audit of the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **Financial Statements**

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
  - there are no unrecorded liabilities, actual or contingent
  - none of the assets of the charities has been assigned, pledged or mortgaged
  - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the financial statements of the Lady Alice Shaw-Stewart Memorial Fund should be prepared on a going concern basis.

### **Information Provided**

- xv. We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of your audit; and
  - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

## Appendix D: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
  - those who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

### **Trustees' Annual Reports**

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

### **Signed on behalf of the Trustees and the Honourary Treasurer:**

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)



# Appendix E: Draft Letter of Representation Miss Agnes Gallagher Trust for Poor

## **Agnes Gallagher Trust for Poor Financial Statements for the year ended 31 March 2014**

This representation letter is provided in connection with the audit of the financial statements of the Agnes Gallagher Trust for Poor for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **Financial Statements**

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
  - there are no unrecorded liabilities, actual or contingent
  - none of the assets of the charities has been assigned, pledged or mortgaged
  - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the Agnes Gallagher Trust for Poor is not a continuing operation and is not a going concern. As a result we have prepared the financial statements on a 'break up' basis and made adequate disclosure of this fact. There would be no material difference to the presentation of the financial statements regardless of our assessment of going concern.

### **Information Provided**

- xv. We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of your audit; and
  - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

## Appendix E: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
  - those who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

### **Trustees' Annual Reports**

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

### **Signed on behalf of the Trustees and the Honourary Treasurer:**

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)

# Appendix F: Draft Letter of Representation William Stewart of St. Fillans Bequest

## **William Stewart of St. Fillans Bequest Financial Statements for the year ended 31 March 2014**

This representation letter is provided in connection with the audit of the financial statements of the William Stewart of St. Fillans Bequest for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **Financial Statements**

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
  - there are no unrecorded liabilities, actual or contingent
  - none of the assets of the charities has been assigned, pledged or mortgaged
  - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the William Stewart of St. Fillans Bequest is not a continuing operation and is not a going concern. As a result we have prepared the financial statements on a 'break up' basis and made adequate disclosure of this fact. There would be no material difference to the presentation of the financial statements regardless of our assessment of going concern.

### **Information Provided**

- xv. We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of your audit; and
  - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

## Appendix F: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
  - those who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

### **Trustees' Annual Reports**

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

### **Signed on behalf of the Trustees and the Honourary Treasurer:**

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)



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<b>Report To:</b>	<b>Trustees of Council's Charities</b>	<b>Date:</b>	<b>09 October 2014</b>
<b>Report By:</b>	<b>Honorary Treasurer</b>	<b>Report No:</b>	<b>FIN/54/14/AP/CM</b>
<b>Contact Officer:</b>	<b>Jan Buchanan</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>Trust Funds Annual Accounts 2013-2014</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to ask the trustees to review and approve the Annual Accounts for two trust funds that are not registered charities. The accounts of the McLeod Trust that is administered by Port Glasgow High School are also included for information.

## 2.0 SUMMARY

- 2.1 It is good practice for trustees to approve the Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The CODE), the same basis as the Council. These trusts are not registered charities and accordingly do not require to be filed with an external agency.
- 2.2 The two trusts concerned are:
- o Birkmyre Trust
  - o Watt Institution Trust Fund
- 2.3 The independent examination of the accounts of the trusts has been completed by David Connell CPFA free of charge and his signed certificate is attached to each set of accounts. In both cases, the certificate confirms that the financial statements present fairly the finances of the trust for the period.
- 2.4 The financial statements of both trusts continue to be included within the annual Audited Accounts for Inverclyde Council under the Local Authority Accounts (Scotland) Regulations 1985.
- 2.5 The accounts of the McLeod Trust are also included for trustees' information. The independently examined financial statements for 2013-2014 have been approved at a meeting of the school's Senior Management Team (which was also the AGM of the trustees) and are attached for information.

## 3.0 RECOMMENDATION

- 3.1 It is recommended that the trustees:
- a) Review and approve the Annual Accounts for the two trust funds for the year ended 31 March 2014.
  - b) Note the accounts of the McLeod Trust for the year ended 31 March 2014.

Alan Puckrin  
Honorary Treasurer

#### 4.0 BACKGROUND

- 4.1 The Council has four miscellaneous trust funds. Two of these trusts, the Birkmyre Trust and the Watt Institution Trust, have the elected members of the Council as trustees. The two other trust funds are the McLeod Trust and the Endowment for Talented Children and Young Peoples Fund (ETCYP Fund) and both have officers as trustees.
- 4.2 The trustees of the McLeod Trust are the Senior Management Team of Port Glasgow High School. The independently examined financial statements for 2013-2014 were approved at a meeting of the school's Senior Management Team on 18 September 2014 (which was also the AGM) and are attached for information.
- 4.3 The trustees of the ETCYP Fund are the Corporate Director Education, Communities and Organisational Development plus the Corporate Director Environment, Regeneration and Resources and the Chief Financial Officer. The approved accounts will be presented to the November meeting of the Education and Communities Committee.

#### 5.0 IMPLICATIONS

5.1 Legal

None

5.2 Financial

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement from	Other Comments
			None	-	None

5.3 Human Resources

None.

5.4 Equalities

None.

5.5 Repopulation

None

#### 6.0 CONSULTATIONS

6.1 None.

#### 7.0 LIST OF BACKGROUND PAPERS

7.1 None.

# Birkmyre Trust

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## Annual Report and Financial Statements 2013-2014

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Year ended 31 March 2014

Inverclyde  
council



## Birkmyre Trust Contents

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Adam Birkmyre (1848-1906) of Shallot, Kilmacolm was a generous benefactor to Kilmacolm and donated to them **Birkmyre Park**. He also paid for the reading room and the library in the village.

In 1889 he purchased land in the middle of the village to provide a public park for the inhabitants of the Parish of Kilmacolm for their “use, benefit, enjoyment and recreation”.

The following year after work to lay out footpaths, play areas for children and pitches for sports, Birkmyre Park was formally opened to the public. In addition to the parkland, four cottages on the land were donated.

The cottages were subsequently converted into what became known as the Pavilion. A feature of this building was the decoration of the Birkmyre name and family emblem on its end walls. The Pavilion served various purposes over the years including a children’s nursery and accommodation for the park keepers.

By the turn of the Millennium, and after over 100 years of service, the Pavilion was in need of renovation. Starting in 2005, capital improvements were made to the Pavilion and its surrounds by the local authority.

In 2009, with financial assistance from the council, a further programme of very extensive refurbishment to the Pavilion was successfully completed. The building now houses modern leisure facilities.

The trust for the Birkmyre Park was established under the trust disposition of Adam Birkmyre to the Parish of Kilmacolm in 1897.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

**Birkmyre Trust**  
**Trustees' Annual Report**  
For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2014.

**Reference and Administrative Information**

- Trust Name Birkmyre Trust
- Principal Offices C/o Inverclyde Council, Municipal Buildings,  
Clyde Square, Greenock, PA15 1LY

**Current Trustees**

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

**Other Trustees who served during the Year**

- None

**Honorary Secretary**

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

**Honorary Treasurer**

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources (Section 95 Officer)

**Bankers**

- All monies are held and managed by Inverclyde Council.

**Independent Examiner**

- David Connell CPFA, Greenock PA15 2QR

## **Structure, Governance and Management**

### Governing Document

The legal name of the charity is Birkmyre Trust. It is an unincorporated trust governed on the basis of the available evidence of its constitution. The Trust was established in terms of a disposition granted by Adam Birkmyre on 1 November 1987 and recorded in 1908.

In this deed, he conveyed to himself and others, including the Parish Council of Kilmacalm, as Trustees of the Trust, an area of ground known as Birkmyre Park, four cottages known as the Park Cottages and some related areas of ground. After his death, Mr. Birkmyre's testamentary trustees conveyed further ground to the Trustees of the Trust in terms of two further dispositions recorded in 1908 and 1916 respectively. The terms of the Trust have been amended by court approved *cy pres* schemes in 1995 and in 2005.

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

### Organisational Structure

The Trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The Trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the Trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

### Risk Management

The Council has assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risk.

### Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust. In this way, the income stream for the future benefit of the charity is protected while allowing income for the current year's expenditure.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Income and Expenditure Statement.

## **Object and Activities**

### Object

Its purpose is

*"the said park . . shall be kept open and free (except as mentioned) every day Sundays and holidays included for the use, benefit, enjoyment and recreation of the public for all time coming.*

*The area of the park so far as not occupied by walks, trees, buildings and other fixtures shall be devoted to the purpose of games and the inhabitants of*

*the Parish of Kilmacolm shall have the sole use of the said area for that purpose”*

The end of the financial year is 31 March 2014.

#### Activities

The Trust meets the costs of the Park and its buildings not otherwise defrayed by the Council and receives income from chargeable activities. The balance of funds is invested with the Council.

### **Performance and Achievements**

#### Performance

The current membership base of the leisure centre operated by Inverclyde Leisure in the refurbished pavilion is growing every year. It is currently sitting with 485 members, and the gym has around 35,000 visits per year (excluding the café). This is an average of around 675 visits per week.

#### Achievements

Charity fund raising [for national charities such as Children in Need] has been very successful and gym members took part in a 15 hour sponsored event including spin, running and gym floor exercises. The event raised over £2,500 for Children in Need.

New additions to the 2013 programme of exercise activities in the leisure centre were X-training and outdoor functional training classes on a Saturday morning.

Every September, the Kilmacolm Running Festival is held and is now a regular fixture in the participants’ running calendar. The event continues to grow year-on-year.

The day consists of a Toddle Waddle round the park for children, 3k and 10k races, and a half marathon event. The 2013 Festival had a record number of entries with 750 runners young and old taking part. The aim is to surpass this number next year, with the aid of an up-to-date entry system, chip timing and the

Park’s reputation of being a great place for a family day out.

The facilities in the Park host other sports and leisure activities such as the rugby club, cricket and cross-country events. There is also the MUGA (Multi Use game area) for football, tennis and basketball and there is a putting green. All of these are very well used.

Looking ahead, 2014 will see new investment into the indoor facilities within the fitness gym, and with the recent improvements to the membership systems in the leisure centre and the introduction of online booking and joining, an improved and efficient customer experience.

Two of the centre’s employees have taken their personal training qualifications and will soon be able to deliver personal training to members.

All of these facilities coupled with a motivated and professional workforce means that the Birkmyre Park has become a well-established hub of the Kilmacolm community - with the café catering for various social gatherings too.

### **Financial Review**

#### Income and Expenditure for the Year ended 31 March 2014

The Income and Expenditure Statement on page 9 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2013 to 31 March 2014.

The trust incurred expenditure of £11,392 covering insurance (£763), property repairs (£2,000) loan interest (£5,229), governance costs (£500) and an annual depreciation charge (£2,900). Income of £17,002 was received; £14,617 from rents, £1,933 from pitch hires and £452 from interest on short-term deposits with Inverclyde Council.

The aggregate surplus of £5,610 was added to the reserves brought forward: £8,510 was added to the Usable Revenue Reserves and £2,900 was taken from the Unusable Revaluation Reserve.

#### Assets and Liabilities at 31 March 2014

The Balance Sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2014.

The reserves of the Trust are £1,109,496. Usable revenue reserves are £101,212 and the unusable revaluation reserve stands at £1,008,284.

The net book value after depreciation of the land and buildings held by the Trust is £1,147,569. There are short-term deposits of £88,326 with Inverclyde Council. The trust has borrowings for capital investment of £126,399 owed to Inverclyde Council of which £8,141 is repayable in the next financial year.

#### Reserves Policy

The trust has been in existence for some time and the Trustees consider that its reserves are sufficient.

The Trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £101,212.

#### **Future Plans**

The Birkmyre Trust will continue to work in partnership with the local authority to support the continued operation of the parkland and buildings in the Park.

#### **Conclusion**

The Trust's income exceeded expenditure during the reporting period and the surplus of £5,610 has been added to the reserves brought forward, £8,510 added to the usable revenue reserves less £2,900 taken from the Unusable Revaluation Reserve.

The Trustees look forward with some confidence. The Trust has a healthy balance of £101,212 of Usable Revenue Reserves. Funding is in place for the future with income from rents and pitch hires. Most importantly, the buildings have recently been extensively refurbished and now house modern nursery and leisure facilities to serve the local community.

Approved by the Trustees on Ninth October, Two Thousand and Fourteen and signed on behalf of all Trustees.

#### **Provost Robert Moran**

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director of Environment, Regeneration and Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

#### **Alan Puckrin CPFA**

Honorary Treasurer

## **Independent Examiner's Report to the Trustees of the Birkmyre Trust**

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 8 to 12.

### **Respective Responsibilities of Trustees and Examiner**

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRS) as adopted by the European Union, and interpreted and adopted by the Code of Practice on local authority accounting in the United Kingdom 2013/14 (The Code). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell CPFA  
59 Shankland Road  
Greenock  
PA15 2QR  
09 October 2014

**Birkmyre Trust**  
**Income and Expenditure Statement**  
**for the Year ended 31 March 2014**  
**(including Movement in Reserves Statement)**

This statement shows the cost of the operations of the Trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; Usable Reserves that can be applied to fund expenditure, and Unusable Reserves, the unrealised gains on the revaluation of the Trust's land and buildings.

Total 2012-2013		Note	Usable Reserves: Revenue	Unusable Reserves: Revaluation	Total 2013-2014
£			£	£	£
1,500	Insurance Costs	3	763		763
0	Property Repairs		2,000		2,000
500	Governance Costs	4	500		500
55,330	Annual Depreciation Charge	5	2,900		2,900
<b>57,329</b>	<b>Gross Expenditure</b>		<b>6,163</b>	<b>0</b>	<b>6,163</b>
(3,207)	Hire of Pitches		(1,933)		(1,933)
(2,350)	Rental for Nursery School		(2,617)		(2,617)
(12,000)	Rental for Leisure Centre	3	(12,000)		(12,000)
<b>(17,557)</b>	<b>Gross Income</b>		<b>(16,550)</b>	<b>(0)</b>	<b>(16,550)</b>
<b>39,772</b>	<b>Cost of Services</b>		<b>(10,387)</b>	<b>0</b>	<b>(10,387)</b>
	<b>Financing and Investment Income and Expenditure</b>				
5,514	Interest Paid	3	5,229		5,229
(430)	Interest Received	3	(452)		(452)
<b>5,084</b>			<b>4,777</b>		<b>4,777</b>
<b>44,856</b>	<b>(Surplus) or Deficit on the Provision of Services</b>		<b>(5,610)</b>	<b>0</b>	<b>(5,610)</b>
	<b>Other Income and Expenditure</b>				
(1,058,121)	Unrealised gains on revaluation of land and buildings	5	0	0	0
<b>(1,013,265)</b>	<b>Net (Increase) or Decrease before Transfers</b>		<b>(5,610)</b>	<b>0</b>	<b>(5,610)</b>
<b>0</b>	<b>Transfers between Reserves</b>	5	(2,900)	2,900	<b>0</b>
<b>(1,013,265)</b>	<b>(Increase) or Decrease in the Year</b>		<b>(8,510)</b>	<b>2,900</b>	<b>(5,610)</b>
<b>(90,621)</b>	<b>Balance at 1 April</b>		<b>(92,702)</b>	<b>(1,011,184)</b>	<b>(1,103,886)</b>
<b>(1,103,886)</b>	<b>Balance at 31 March Carried Forward</b>		<b>(101,212)</b>	<b>(1,008,284)</b>	<b>(1,109,496)</b>

The Birkmyre Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 12 form part of these financial statements.

**Birkmyre Trust**  
**Balance Sheet as at 31 March 2014**

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the Trust. The net assets of the Trust (assets less liabilities) are matched by the reserves held by the Trust. Reserves are reported in two categories. The first category of reserves is usable reserves i.e. those reserves that the Trust may use to provide services. The second category of reserves is those that the trust is not able to use to provide services. This category of reserves holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

31 March 2013		Notes	31 March 2014
£			£
	<b>Non-current Assets</b>		
1,150,469	Property, Plant and Equipment	5	1,147,569
	<b>Current Assets</b>		
87,616	Cash and Cash Equivalents	6	88,326
	<b>Current Liabilities</b>		
(7,800)	Short-term Borrowing	7	(8,141)
	<b>Long-term Liabilities</b>		
(126,399)	Long-term Borrowing	7	(118,258)
<b>1,103,886</b>	<b>Net Assets</b>		<b>1,109,496</b>
	<b>Reserves</b>		
92,702	Usable Reserves: Revenue		101,212
1,011,184	Unusable Reserves: Revaluation		1,008,284
<b>1,103,886</b>	<b>Total Reserves</b>		<b>1,109,496</b>
<p>The notes on pages 10 to 12 form part of these accounts.  Approved by the Trustees on 9 October 2014 and signed on their behalf by:</p>			
<p><b>Provost Robert Moran</b> Chair of the Trustees</p>		<p><b>Alan Puckrin CPFA</b> Honorary Treasurer</p>	



## **Birkmyre Trust**

### **Notes to the Accounts**

#### **Note 1 Accounting Policies**

##### Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The Code). The Code is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

##### Incoming Resources

All incoming resources are included in the Income and Expenditure Account when the Trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

##### Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

##### Charges to Revenue for Non-current Assets

Depreciation, revaluation and impairment losses are charged to record the cost of holding fixed assets during the year.

Depreciation is charged on a straight-line basis over the useful life of the assets, assessed as 15 years for the recent refurbishment work to the Pavilion building and 10 years for the improvements to the nursery school area. No depreciation is charged in the year of acquisition; a full year's depreciation is charged in the year of disposal.

##### Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable immediately. The Trust has no cash equivalents.

##### Borrowing

The amounts presented on the Balance Sheet are the outstanding principal repayable plus any accrued interest. The interest chargeable to the Comprehensive Income and Expenditure Statement is the amount payable for the year.

##### Property, Plant and Equipment

Assets that have physical substance and are held for use in the supply of services, for rental to others or for administrative purposes and that are expected to be used for more than one financial year are classified as Property Plant and Equipment.

Assets are included at fair value (that would be paid for the asset in its existing use) and are revalued sufficiently regularly to ensure their carrying value is not materially different from their fair value at the year-end (but as minimum every five years) by external independent professional valuers.

Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains.

##### Reserves

The Trust has two reserve funds. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

The Unusable Reserves (Revaluation) holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

##### Comparative Figures and Taxation

Figures for 2012-2013 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the expense or income to which it refers.

## Note 2 Staff Numbers and Costs

The Birkmyre Trust has no staff. All support functions are provided by Inverclyde Council.

## Note 3 Related Party Disclosures

During the year, Inverclyde Council recharged insurance premiums of £763 to the Trust (2012-2013 £1,500). Interest of £452 was received from, and interest of £5,229 was paid to, the local authority (2012-2013 £430 and £5,514).

As at 31 March 2014, Inverclyde Council owed the Trust £88,326 (2013 £87,616). The Trust owed £126,399 to Inverclyde Council (2013 £134,199).

The Trust received a rental of £12,000 (2012-2013 £12,000) from the local authority leisure company as independently determined by the District Valuer. The leisure company is responsible for all running and maintenance costs under the lease.

## Note 4 Governance Costs

Inverclyde Council provides management services to the Trust at £500 (2011-2012 £500). The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

## Note 5 Analysis of Property Plant and Equipment

The figure in the balance sheet reflects the depreciated existing use value of the parkland, and its buildings – the Pavilion, nursery school, garage and public convenience.

2012-2013		Buildings	2013-2014 Community Assets	Total
£		£	£	£
<b>Valuation</b>				
238,972	1 April 2013	130,885	1,166,208	1,297,093
0	Additions in year	0	0	0
0	Disposals in year	0	0	0
1,058,121	Revaluations adjustments	0	0	0
<b>1,297,093</b>	<b>At 31 March 2014</b>	<b>130,885</b>	<b>1,166,208</b>	<b>1,297,093</b>
<b>Depreciation and Impairment</b>				
91,294	At 1 April 2013	130,885	15,739	146,624
55,330	Depreciation charge for the year (see note)	0	2,900	2,900
0	Impairment losses	0	0	0
<b>146,624</b>	<b>At 31 March 2014</b>	<b>130,885</b>	<b>18,639</b>	<b>149,524</b>
<b>1,150,469</b>	<b>Balance Sheet as at 31 March 2014</b>	<b>0</b>	<b>1,147,569</b>	<b>1,147,569</b>

Transfer between Reserves: The annual depreciation charge in the above table relates entirely to unrealised gains from increases in valuation and is written out of the Unusable Reserves (Revaluation). This is achieved by a transfer between usable and unusable reserves that is shown on the Movement in Reserves Statement.

### Note 6 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

2012-2013		2013-2014	
£		£	
84,615	Balance at 1 April 2013		87,616
	<b>Net Cash Inflow from Operating Activities</b>		
(39,772)	Net surplus/(deficit) on the cost of services	10,387	
55,330	Adjustments for non-cash movements	2,900	13,287
	<b>Net Cash Outflow from Investing Activities</b>		
(0)	Expenditure on property, plant & equipment	(0)	
430	Interest received	452	452
	<b>Net Cash Inflow from Financing Activities</b>		
0	Receipts of long-term borrowing	0	
(7,473)	Repayment of long-term borrowing	(7,800)	
(5,514)	Interest paid on borrowing	(5,229)	
			(13,029)
<b>87,616</b>	<b>Balance at 31 March 2014</b>		<b>88,326</b>

### Note 7 Borrowing

The Trust has secured long-term borrowing to fund capital investment on the buildings. The borrowing was undertaken in the two financial years 2011 and 2012 and is repayable over a period of 15 years.

2013		2014	
£		£	
	Amounts due within 12 Months		
7,478	At 1 April 2013	7,800	
0	New Borrowings	0	
7,795	Transfer from Debt over 12 Months	8,141	
(7,473)	Repayments to Inverclyde Council	(7,800)	
<b>7,800</b>	<b>Balance at 31 March 2014</b>		<b>8,141</b>
	Amounts due over 12 Months		
134,194	At 1 April 2013	126,399	
0	New Borrowings	0	
(7,795)	Transfer to Debt under 12 Months	(8,141)	
(0)	Repayments to Inverclyde Council	(0)	
<b>126,399</b>	<b>Balance at 31 March 2014</b>		<b>118,258</b>

### Note 8 Payments to Trustees

No Trustees or any person related to a Trustee was remunerated during the year, nor was there any requirement for any expenses to be paid.



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

# Watt Institution Trust Fund

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## Annual Report and Financial Statements 2013-2014

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Year ended 31 March 2014

Inverclyde  
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Greenock Corporation took over responsibility for running the Watt Library, McLean Museum, Art Gallery and Watt Hall (known collectively as the Watt Institution) from the Watt Trust in 1973.

In July 1984, the existing trustees of three bodies - the Committee of Management of the Greenock Library; the Committee of Management of the Watt Hall and Museum and Greenock Art Gallery; and the James McLean Trust - were discharged from their relative trust obligations and the whole Trust estate was invested in the former Inverclyde District Council.

The Court of Session, at that time, declared a Scheme of Administration for the future management and use of the assets and funds invested in the Trust and all of the land and buildings and moveable assets transferred to the Council at that time.

The Council is responsible for holding the land and buildings in trust as a memorial to the late James Watt LLD and to use it as a library, museum and hall for the benefit of the inhabitants of Greenock.

Additionally, the Council is to hold and apply the whole of the moveable property the investments from time to time

representing the same and the income thereof in trust for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

The Watt Institution Trust Fund has its own funds which are to be used for similar purposes and any expenditure from this Fund must meet the conditions listed above.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

**Watt Institution Trust Fund**  
**Trustees' Annual Report**  
For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2014.

**Current Trustees**

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

**Other Trustees who served during the Year**

- None

**Honorary Secretary**

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

**Honorary Treasurer**

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources (Section 95 Officer).

**Bankers**

- All monies are held and managed by Inverclyde Council.

**Independent Examiner**

- David Connell CPFA, Greenock PA15 2QR

## **Structure, Governance and Management**

### Structure

The name of the trust is the Watt Institution Trust Fund. The trust is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust in its current form was established under a court approved *cy pres* scheme in July 1984.

### Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

### Organisational Structure

The Trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The Trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the Trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

### Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

## **Management of Funds and Investment Policy**

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Comprehensive Income and Expenditure Statement.

## **Objects and Activities**

### Objects

Its purpose is to hold and apply the investments and income thereof for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

### Activities

The Trust meets the costs of the Watt Institution not otherwise defrayed by the Council and invests the balance of funds with the Council.

## **Performance and Achievements**

In line with policy adopted by the Council and the terms of the trust, the Watt Institution Trust Fund supported the continued operation of the museum, art gallery and library in the Watt Institution in partnership with the local authority.

### Performance

During the year there were:

- 40,455 visitors in person to the McLean Museum and Art Gallery;
- 65,178 visitors to/usages of the McLean Museum and Art Gallery, including web sessions; and
- 1,105 people attended meetings in the Watt Hall.



### Achievements

Nine exhibitions were mounted in the Watt Hall as follows. *Light and Shade – Paintings* by four local artists 14 May to 1 June; *Creative Coursework* 7 to 13 June; *A Great Tradition*, 22 June to 3 August; *Scotland Creates! – A Sense of Place*, 10 August to 2 September; *The Greenock Art Club Annual Exhibition*, 7 to 19 October; *Balance – Paintings* by Karen Orr, 26 October to 23 November; *The Spirits of the Celts – Celtic Quilts*, 30 November 2013 to 16 February 2014; *Inverclyde Schools Showcase – Art and Design*, 23 February to 9 March; and *The Inverclyde Music Festival Centenary*, 15 to 29 March.

A review of current services provided within the Watt Complex continued and plans and suggestions for the renovation of the building complex and the future improvement of the services was drawn up and submitted to the Heritage Lottery Fund for consideration.

A grant of £51,300 was obtained by Inverclyde Council from the Heritage Lottery Fund as part of the Council's commemoration programme for World War I. This funding will assist towards the costs of an exhibition to be held in the Museum in the Summer 2014. The award received national press coverage including an item on the BBC *Reporting Scotland* television programme.

The McLean Museum and Art Gallery has collaborated with the National Museums of Scotland and three other local authority partners on a two-year project for young people aged 16-24 years called *Scotland Creates! – A Sense of Place*. The project involved the creation of an exhibition entitled *Colour, Design and Creativity* by young volunteers and related events. The history and wares of the Clyde Pottery of Greenock (1816-1905) were featured in the show. Preparations have also been made for a subsequent display at the National Museum of Scotland in Edinburgh in May

2014. The funding assistance of the Esmée Fairbairn Foundation and Creative Scotland for the project is gratefully acknowledged.

The Museums collections online website was launched and now features over 6,500 items from its diverse collections. It has been prepared with financial assistance from Museums Galleries Scotland, which is gratefully acknowledged.

The Museum's oil paintings, 429 in number, are now featured in an illustrated book *Oil Paintings in Public Ownership in Strathclyde* published by the Public Catalogue Foundation (PCF) in addition to their inclusion on the *Your Paintings* section of the BBC website. Curator Val Boa has taken part in a PCF steering group for a new venture called *Art Detective* which gives art enquirers an opportunity to access the expertise of fine artists in various specialisms.

A painting from the Caird Collection entitled *Still Life* by the Scottish Colourist S.J Peploe was loaned to the National Gallery of Scotland for a major retrospective exhibition in the Scottish National Gallery of Modern Art Two, Edinburgh.

The Watt Library and Archives ran a successful *Explore Your Archives* campaign highlighting the importance of archives to the public and heritage sectors. The Watt Library and Archives also received national newspaper, television and radio coverage for the discovery of a rare manuscript songbook dating from 1709 in the archival collection.

Students were accepted for work experience, including one from the Scottish Oral History Centre, University of Strathclyde, who studied the sugar industry in Greenock. A number of volunteers also assisted the work of the

Museum and the Archives during the year.

An update of the *Highland Mary* leaflet in the series of Famous People of Inverclyde was produced. Seven loans of handling boxes were made to Inverclyde schools and care homes. The Museum participated in *Doors Open Day* for Inverclyde.

Meetings held in the Watt Hall included the annual lecture programmes of the Greenock Philosophical Society. The Hall was utilised for Education meetings and Council training meetings. Other organisations using the Hall included The Ripe Bunch, and Trust Volunteering, Inverclyde. A *Roots of Empathy* project session for babies was also held.

#### **Financial Review**

##### Income and Expenditure for the Year ended 31 March 2014

The Income and Expenditure Statement on page 9 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2013 to 31 March 2014.

The trust spent £15,689 on supplies and services - a contribution of £12,711 by the trust to Inverclyde Council towards the costs of a part-time archivist, and £2,978 on archival quality acid free boxes and other archival preservation materials. £500 was incurred on governance costs. Income of £683 was received from interest on short-term deposits with Inverclyde Council.

The deficit of £15,506 was deducted from the reserves of £148,854 brought forward.

##### Assets and Liabilities at 31 March 2014

The Balance Sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2014.

The reserves of the trust are £133,348 and are all deposited with Inverclyde Council.

#### Reserves Policy

The trust has been in existence for some time and the Trustees consider that its reserves are sufficient.

The Trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £133,348.

#### **Future Plans**

The Watt Institution Trust Fund will continue to work in partnership with the local authority to support the operations of the museum, art gallery and library in the Watt Institution.

#### **Conclusion**

The Trust's expenditure exceeded income during the reporting period and the deficit of £15,506 has been drawn down from the reserves brought forward.

The Watt Institution Trust Fund has a healthy balance of £133,348 of Revenue Reserves. A bid for Heritage Lottery funding has been submitted and if approved will considerably assist the extensive refurbishment planned by the local authority to provide modern facilities for the library, art gallery and museum.

Approved by the Trustees on Ninth October, Two Thousand and Fourteen and signed on behalf of all Trustees.

**Provost Robert Moran**  
Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

**Alan Puckrin CPFA**  
Honorary Treasurer

## **Independent Examiner's Report to the Trustees of the Watt Institution Trust Fund**

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 9 to 12.

### **Respective Responsibilities of Trustees and Examiner**

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The Code). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

David Connell CPFA  
59 Shankland Road  
Greenock  
PA15 2QR  
09 October 2014

**Watt Institution Trust Fund**  
**Income and Expenditure Statement**  
**for the Year ended 31 March 2014**  
**(incorporating Movement in Reserves Statement)**

This statement shows the costs of the operations of the Trust in accordance with accounting standards. It shows the movement in the year on the reserves held by the Trust that can be applied to fund expenditure.

Usable Reserves : Revenue 2012-2013	Note	Usable Reserves: Revenue 2013-2014
£		£
<b>16,752</b>		<b>16,189</b>
16,252	5	15,689
500	6	500
<b>(0)</b>		<b>(0)</b>
<b>16,752</b>		<b>16,189</b>
<b>(848)</b>		<b>(683)</b>
0		0
(848)	2	(683)
<b>(15,904)</b>		<b>(15,506)</b>
0		0
<b>(15,904)</b>		<b>(15,506)</b>
<b>(164,758)</b>		<b>(148,854)</b>
<b>(148,854)</b>		<b>(133,348)</b>
<p>The Watt Institution Trust Fund has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 11 to 12 form part of these financial statements.</p>		

## Watt Institution Trust Fund Balance Sheet as at 31 March 2014

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. These usable reserves are available to the trustees to provide services.

31 March 2013	Notes	31 March 2014		
£		£		
148,854	7	133,348		
<b>148,854</b>		<b>133,348</b>		
148,854		133,348		
<b>148,854</b>		<b>133,348</b>		
<p>The notes on pages 11 to 12 form part of these accounts. Approved by the Trustees on 9 October 2014 and signed on their behalf by:</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"> <b>Provost Robert Moran</b> Chair of the Trustees         </td> <td style="width: 50%; text-align: center; padding: 5px;"> <b>Alan Puckrin CPFA</b> Honorary Treasurer         </td> </tr> </table>			<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer
<b>Provost Robert Moran</b> Chair of the Trustees	<b>Alan Puckrin CPFA</b> Honorary Treasurer			

## **Watt Institution Trust Fund**

### **Notes to the Accounts**

#### **Note 1 Accounting Policies**

##### Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The Code). The Code is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

##### Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

##### Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

##### Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable on demand. The trust has no cash equivalents.

##### Reserves

The trust has a single reserve fund. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

##### Comparative Figures

Figures for 2012-2013 are shown as appropriate for purposes of comparison.

#### **Note 2 Related Party Disclosures**

Interest of £683 was received from the local authority (2012-2013 £848). As at 31 March 2014, Inverclyde Council owed the trust £133,348 (2013 £148,854).

As part of the management arrangements of the Scheme of Administration, Inverclyde Council remains responsible for all costs and any income relating to the Watt Institution and is entitled to the unrestricted use of its assets.

Under accounting standards and the associated guidance, arrangements that convey the right to use an asset require to be accounted for as a lease even where they do not have the legal form of a lease. The local authority has assumed the risks and rewards of ownership and the arrangements have the substance of a finance lease. The Watt Institution and its collections require to be disclosed on the Balance Sheet of the local authority and accordingly are not included in the Trust Fund's accounts. The holding value of these assets in the Council's 2013-2014 Annual Accounts is £2.4 million for the Watt Institution and £18.1 million for its collections of heritage assets.

The Watt Institution Trust Fund has a notional investment in the lease-type arrangement, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the assets when the arrangement comes to an end.

The value of the lease debtor and the investment is not considered significant because the arrangements under the Scheme of Administration are expected to remain in place for the foreseeable future.

#### **Note 3 Staff Numbers and Costs**

The trust does not employ any staff (see note 5).

**Note 4 Payments to Trustees**

No Trustee or any connected person was remunerated during the year, nor was there any requirement for any expenses to be paid.

**Note 5 Supplies and Services**

A contribution of £12,711 was made by the trust to Inverclyde Council towards the cost of one part-time worker (2012-2013 £11,654). £2,978 was incurred on archival quality acid free boxes and other archival preservation materials (2012-2013 £4,598).

**Note 6 Governance Costs**

Inverclyde Council provides management services to the trust at a fee of £500 (2012-2013 £500). The independent examination has been conducted on a “no-charge” basis and accordingly no accrual has been made for the examiner’s fees.

**Note 7 Cash and Cash Equivalents**

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council’s accounts. The balance is repayable on demand. Interest is paid on balances.

2012-2013		2013-2014	
£		£	£
164,758	Balance at 1 April 2013		148,854
	<b>Net Cash (Outflow) from Operating Activities</b>		
(16,752)	Net surplus/(deficit) on the cost of services	(16,189)	
0	Adjustments for non-cash movements	0	(16,189)
	<b>Net Cash Inflow from Investing Activities</b>		
848	Interest Received		683
0	<b>Net Cash Inflow from Financing Activities</b>		0
<b>148,854</b>	<b>Balance at 31 March 2014</b>		<b>133,348</b>





Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

# McLeod Trust

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## Annual Report and Financial Statements 2013-2014

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Year ended 31 March 2014



Inverclyde  
council

## McLeod Trust Contents

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The McLeod Trust was established by two donations from Mr George F. McLeod of Wyomissing, Berks County, Pennsylvania United States, a former pupil of Port Glasgow High School, to provide scholarships for further education to pupils of Port Glasgow High School from disadvantaged backgrounds or from families of no history of further education.

The trust fund was established under a Deed of Trust in 2003. The trust provides for financial and other assistance and support to assist with the costs of further education.

The major part of the trust funds are invested in UK stocks and shares and managed by a firm of stockbrokers and investment managers under a discretionary agreement. Interest and dividend income is used to provide three and four year scholarships to former pupils to assist with the costs of their further education.

Normally, four or five awards are made each year. Awards were made to five people in September 2013.

The Trustees are the Head and Depute Head Teacher and the Finance Officer of the school plus a chaplain of the school.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by

contacting the Head Teacher at McLeod Trust, Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP, Tel: 01475-715200 or e-mail: [information@portglasgow.inverclyde.sch.uk](mailto:information@portglasgow.inverclyde.sch.uk).



Inverclyde  
council

**McLeod Trust**  
**Trustees Annual Report**  
For the Year ended 31 March 2014

**The Trustees present their report together with the financial statements and the Independent Examiners' report for the year ended 31 March 2014.**

**Reference and Administrative Information**

- Trust Name                                      McLeod Trust
- Principal Office                                Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP.

**Current Trustees**

- Alan Dick
- Fiona Craig
- Isabelle McKillop
- Andrew McLean

**Other Trustees who served during the Year**

- None

**Chair**

- Alan Dick

**Honorary Secretary**

- Role fulfilled by Fiona Craig

**Honorary Treasurer**

- Role fulfilled by Isabelle McKillop

**Stockbrokers and Investment Managers**

- Speirs and Jeffrey, 28-36 Renfield Street Glasgow G2 1NA

**Bankers**

- Bank of Scotland, 25 John Wood Street Port Glasgow PA14 5HX (School Funds)

**Independent Examiner**

- David Connell CPFA, Greenock PA15 2QR

On behalf of the Trustees, I am pleased to present the 2014 Annual Report for the McLeod Trust.



We have been able to use the funds at our disposal to make awards to assist five of our students who have gone on to further education where they will have the opportunity to maximise their undoubted potential to the benefit of themselves and our community.

#### **Structure, Governance and Management** Governing Document

The McLeod Trust is an unincorporated trust governed on the basis its constitution in the Deed of Trust of May 2003.

#### Appointment of Trustees

The trust deeds provide for up to five trustees. Three of the Trustees are assumed on their appointment to one of the designated posts in the Trust Deeds – the Head Teacher, a nominated member of the Senior Management Team and the Finance Officer. The Trust Deeds provide for the appointment of up to two other persons and these appointments are decided by the Trustees. There is no set term of office.

#### Organisational Structure

At a special annual meeting, Trustees consider the income and expenditure levels during the financial year and ensure that expenditure remains within available resources and to maintain reasonable levels of reserves.

The School and Inverclyde Council provide support services to the trust. Neither the

School nor Inverclyde Council makes any charge to the Trust. There are no other costs in connection with governance.

#### Related Parties

Three of the trustees hold this position because they are senior teaching or administrative support staff of the school.

#### Risk Management

The Trustees have assessed the major risks to which the trust is exposed, in particular those related to its operation and finances, and are satisfied that systems are in place to mitigate the exposure to the major risks.

#### Management of Funds and Investment Policy

The Trustees have appointed a firm of external stockbrokers and investment managers to manage the capital funds of the trust. These funds are invested in bonds and shares. Under accounting standards, these investments are disclosed at market value (and not the historic cost value).

The Trustees conducted a periodic review of the trust's exposure to financial risk in November 2012, with assistance from the investment managers, and confirmed the investment approach as low risk/cautious with the primary objectives of capital growth and income for awards. In this way, the capital and income stream for the future benefit of the trust is protected. The investment gains and losses in the financial year are shown in the Income and Expenditure Statement.

The revenue funds of the trust are deposited with the school funds, with the investment managers as income cash balances and with Inverclyde Council as on-call deposits. Cash deposits with the stockbrokers receive bank interest. The deposits with Inverclyde Council receive interest at the average market rate for the Council's short-term borrowing.

## **Objects and Activities**

Its purpose is “for the relief of poverty, suffering and stress and the advancement of education by providing further assistance for the University education of former pupils of Port Glasgow High School . . . who by reason of poverty, could not otherwise attain the benefit of a University education.”

### Activities

The Trust makes educational scholarships in accordance with its purposes to former pupils of the school and invests its funds with the primary objectives of capital growth and income for awards.

The trust deeds provide a number of powers to trustees, key of which are:

- “to advance funds to former pupils of Port Glasgow High school to assist in the furtherance of their university education, the terms, extent and provision of such assistance to be determined by my Trustees in their sole discretion, subject always to the terms of the Trust. Generally, the Trustees should provide annual advances of funds, each installment being dependent upon written confirmation from the appropriate university of the successful completion of all assessments from the previous year of study.”
- “to invest any funds which are not immediately required for the administration of the Trust or for the Trust’s activities, in such investments as may be considered appropriate (and to dispose of and vary such investments)

## **Achievements and Performance**

In line with policy adopted by the Council and the terms of the trust, the McLeod Trust made awards to five former pupils of the school to assist with the costs of their University education. These covered a diverse range of courses of study

including philosophy, law, primary education, chemistry and English literature and language.

## **Financial Review**

### Income and Expenditure for the Year ended 31 March 2014

The Income and Expenditure Statement on page 8 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2013 to 31 March 2014.

Revenue Reserves: The trust made awards totalling £3,300 and incurred investment management fees of £210. On the income side, the trust received £2,465 from interest and dividends. £3,000 was received from capital funds.

The surplus of £1,955 was added to the revenue reserves of £3,052 brought forward.

Capital Reserves: Investment losses of £1,497 and bank charges of £15 were incurred. £3,000 was transferred to revenue reserves. A total of £4,512 was taken from the capital reserves of £73,063 brought forward.

### Assets and Liabilities at 31 March 2014

The Balance Sheet on page 9 provides an analysis for the trust of the assets and liabilities as at 31 March 2014.

The total reserves of the trust are £73,558; £5,007 held in Revenue Reserves and £68,551 in Capital Reserves.

The Capital Reserves are invested in bonds and shares using an external firm of stockbrokers and investment managers. The Trust bears all market risks and rewards.

The Revenue Reserves of the trust are deposited with the school funds, with the investment managers as income cash

balances and with Inverclyde Council as on-call deposits.

#### Reserves Policy

The Trust has a two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

The trust has been in existence for some time and the Trustees consider that its reserves are sufficient. The free reserves at the financial year-end were £73,558.

#### **Future Plans**

The McLeod Trust will continue to provide scholarships in accordance with the terms of the trust.

#### **Conclusion**

We have been able to use the funds at our disposal to make significant awards to five students in the current year during challenging economic conditions while protecting our reserves to safeguard funding for the future.

The awards made exceeded incoming resources during the reporting period and the shortfall of £2,557 has been taken from the reserves brought forward.

The trust has a healthy balance of £73,558 of reserves for the future benefit of students of Port Glasgow High School.

Approved by the Trustees on Eighteenth September, Two Thousand and Fourteen and signed on behalf of all Trustees.

**Alan Dick**

Chair of the Trustees

## **Independent Examiner's Report to the Trustees of McLeod Trust**

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 8 to 11.

### **Respective Responsibilities of Trustees and Examiner**

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by The Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The Code). On the advice of the Chief Financial Officer of Inverclyde Council, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell  
59 Shankland Road  
Greenock  
PA15 2QR  
18 September 2014



**McLeod Trust**  
**Income and Expenditure Statement**  
**for the Year ended 31 March 2014**  
**(incorporating Movement in Reserves Statement)**

This statement shows the cost of the operations of the Trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; the Revenue Reserves that provide the funding of awards and the Capital Reserves that are for capital growth and to provide for income.

Total 2012-2013		Note	Revenue Reserves	Capital Reserves	Total 2013-2014
£			£	£	£
3,100	Awards	4	3,300	0	3,300
3,100	Gross expenditure		3,300	0	3,300
0	Gross income		0	0	0
<b>3,100</b>	<b>Cost of services</b>		<b>3,300</b>	<b>0</b>	<b>3,300</b>
	Financing and investment income and expenditure				
(397)	Interest received	6	(423)		(423)
(2,151)	Dividends received		(2,042)		(2,042)
150	Investment management fees		210	15	225
(2,398)			(2,255)	15	(2,240)
<b>702</b>	<b>Deficit on the provision of services</b>		<b>1,045</b>	<b>15</b>	<b>1,060</b>
0	Transfers between reserves		(3,000)	3,000	0
(8,804)	Other income and expenditure (Gains) and losses on investments	7	0	1,497	1,497
<b>(8,102)</b>	<b>(Increase) or decrease in the year</b>		<b>(1,955)</b>	<b>4,512</b>	<b>2,557</b>
<b>(68,013)</b>	<b>Balance at 1 April</b>		<b>(3,052)</b>	<b>(73,063)</b>	<b>(76,115)</b>
<b>(76,115)</b>	<b>Balance at 31 March carried forward</b>		<b>(5,007)</b>	<b>(68,551)</b>	<b>(73,558)</b>
<p>The McLeod Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 11 form part of these financial statements.</p>					

**McLeod Trust**  
**Balance Sheet as at 31 March 2014**

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the Trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the Trust. These usable reserves are available to the trustees to provide awards or for capital growth.

31 March 2013	Notes	31 March 2014
£		£
73,063	7	68,551
3,052	9	5,007
<b>76,115</b>		<b>73,558</b>
3,052		5,007
73,063		68,551
<b>76,115</b>		<b>73,558</b>
<p>The notes on pages 10 to 11 form part of these accounts. Approved by the Trustees on 18 September 2014 and signed on their behalf by:</p>		
<p><b>Alan Dick</b> Chair of the Trustees</p>		

## **McLeod Trust**

### **Notes to the Accounts**

#### **Note 1 Accounting Policies**

##### Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

The figures in the Accounts have been prepared from the transactions and balances held for the Trust in the financial records in the School Funds, the corporate financial systems of Inverclyde Council and the nominee statements of the stockbrokers.

##### Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the Trust is entitled to the income. All incoming resources are applied to usable reserves funds. Dividends and Interest are included when receivable.

##### Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

##### Investments

Stocks and shares held by the trust are measured and carried at fair value i.e. quoted market price. The capital cash balances held by the Stockbrokers are for capital growth and are classified as part of long-term investments.

Changes in holding value are recognised in other comprehensive income and expenditure and the gain or loss is taken to the Capital Reserves.

##### Cash and Cash Equivalents

Cash is represented by the aggregate of earmarked balances within school funds, income cash balances held by the stockbrokers on behalf of the trust and deposits with the Council. All cash is payable on demand and the Trust has no cash equivalents.

##### Reserves

The Trust has a two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

##### Comparative Figures and Taxation

Figures for 2012-2013 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the income or expense to which it relates.

#### **Note 2 Staff Numbers and Costs**

The McLeod Trust has no staff. All support functions are provided by the School or by Inverclyde Council.

#### **Note 3 Payments to Trustees**

No remuneration or expenses were paid during the year to any Trustees or person connected to a Trustee.

#### **Note 4 Awards**

Awards were made in the year to five former pupils for three or four year scholarships to assist with the costs of further education.

#### **Note 5 Governance Costs**

Port Glasgow High School and Inverclyde Council provide administrative services to the Trust at no charge. The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

### Note 6 Related Party Disclosures

Interest of £5 was received from the local authority (2012-2013 £13). As at 31 March 2014, Inverclyde Council owed the Trust £3,372 (2013 £1,062). The School Funds held £62 (2013 £5).

### Note 7 Long-term Investments

The McLeod Trust has investments managed under a discretionary agreement by a firm of stockbrokers and investment managers. The investments are held in UK Government Bonds and UK and global equities. The market values at the year-end were as follows:

2013 £		2014 £	2014 %
	<b>Portfolio</b>		
31,020	UK Equities	31,730	46.3
22,331	Equity Funds, UK and Global	17,840	26.0
9,911	UK Government Bonds	9,198	13.4
8,462	Unit Trust, Fixed Interest	8,333	12.2
1,339	Capital Cash Balance with Stockbrokers	1,450	2.1
<b>73,063</b>	<b>Balance at 31 March 2014</b>	<b>68,551</b>	<b>100.0</b>
<b>8,804</b>	<b>Gains and (losses) on investments</b>	<b>(1,497)</b>	

### Note 8 Cash and Cash Equivalents

The McLeod Trust has earmarked balances within school funds, income cash balances held by the investment managers on behalf of the trust and deposits with Inverclyde Council. The change in the year is as follows:

2012-2013 £		2013-2014 £	2013-2014 £
<b>3,754</b>	<b>Balance at 1 April 2013</b>		<b>3,052</b>
2,059	Short-term Deposits with Inverclyde Council	1,062	
1,621	Income Cash Balances with Stockbrokers	1,985	
74	Earmarked Balances in School Funds	5	
<b>(3,100)</b>	<b>Net Cash (Outflow) from Operating Activities</b>		<b>(3,300)</b>
(3,100)	Cost of Services	(3,300)	
<b>2,398</b>	<b>Net Cash Inflow from Investing Activities</b>		<b>5,255</b>
0	Capital Receipt from Stockbroker	3,000	
2,548	Interest and Dividends Received	2,465	
(150)	Investment Managers Fees	(210)	
<b>0</b>	<b>Net Cash Inflow from Financing Activities</b>		<b>0</b>
<b>3,052</b>	<b>Balance at 31 March 2014</b>		<b>5,007</b>
1,062	Short-term Deposits with Inverclyde Council	3,367	
1,985	Income Cash Balances with Investment Managers	1,578	
5	Earmarked Balances in School Funds	62	



Inverclyde  
council

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## THE INVERCLYDE COUNCIL

### AGENDA AND ALL PAPERS TO:

All Councillors 20

#### Officers:

Chief Executive	1
Corporate Communications & Public Affairs	1
Corporate Director Community Health & Care Partnership	1
Head of Children & Families & Criminal Justice	1
Head of Community Care & Health	1
Head of Planning, Health Improvement & Commissioning	1
Head of Mental Health & Addictions	1
Clinical Director	1
Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
Head of Safer & Inclusive Communities	1
Head of Organisational Development, Human Resources & Communications	1
Acting Corporate Director Environment, Regeneration & Resources	1
Head of Finance	1
Head of Legal & Property Services	1
S Lang, Legal & Property Services	1
R McGhee, Legal & Property Services	1
N Duffy, Legal & Property Services	1
F Denver, Legal & Property Services	1
L Carrick, Legal & Property Services	1
Members' Services Manager	1
Chief Internal Auditor	1
Head of Environmental & Commercial Services	1
Head of Regeneration & Planning	1
Head of ICT	1
File Copy	1

**TOTAL 47**

### AGENDA AND ALL NON-CONFIDENTIAL PAPERS TO:

Community Councils 10

**TOTAL 10**