

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Tuesday 8th May 2012

The Aqualibrium, Campbeltown

Attendees

Sandra MacKenzie, Tenant (SMack)
 Colin Davidson, Independent (CD)
 Sandra Johnston, Tenant (SJ)
 John Muir, Tenant (JM)
 Carol Ann Shields, Tenant (CAS)
 Valerie St Helene, Tenant (VSH)

Staff in Attendance

Yvonne Litster, Regional Manager - Housing & Neighbourhood Services (YL)
 Sarah Campbell, Local Manager – Housing and Neighbourhood Services (SC)
 Claire Lumb, Area Office Administration Officer (CL)

		Action
1.	Apologies Brenda Elias , Lochiel Cushnie, Linda Haig, Councillor MacMillan SMack welcomed all members to the meeting.	
2.	Minutes of Previous Meetings – 7th March 2012 SMK explained that there was a typing error in the minutes sent out. In the Regional Manager's Report, the section on the Good Neighbour Award on Page 7, the minutes should read: "...and let them know that we see them and acknowledge their good work". The minutes from 7 th March were agreed as an accurate record. These were proposed by CD and seconded by SJ.	
3.	Matters Arising 12.1 Chalmers Court EMAP Project: At the Mid Argyll & Kintyre Area Committee meeting held on 7 th March 2012, the Committee agreed to delegate authority to SMK, as Chair, with regards to whether the project should proceed. There are no other Contractors on ACHA's List of Approved Contractors that the work could be issued to. However, staff contacted the original contractor who provided the first quote, and asked if this could be reviewed. The Contractor advised that he could reduce the cost to £725 + vat instead of £780 + vat. YL had explained to SMK that the contractor	

	<p>stated that the quote was tight and he believes that there is a lack of understanding about the amount of work involved.</p> <p>Following her consideration of the above information, SMK has made the decision to not proceed with this project at the moment. However, SMK is content with the Area Team re-submitting this report to a future Area Committee meeting for consideration, but clearly outlining exactly what work is involved in order that the Members can consider Value for Money.</p> <p>YL explained that the Area Team are currently exploring options for other contractors to become Approved Contractors so they can quote for the work.</p>	
4.	<p>Conflicts of Interest to Declare</p> <p>Members were asked to declare any personal or commercial interest in any business being conducted at the meeting.</p> <p>There were no conflicts of interest to declare.</p>	
5.	<p>Correspondence</p> <p>None received.</p>	
6.	<p>Chair's Report – Board of Management Minutes 9th February 2012 and 8th March 2012 and Board Update 12th April</p> <p>SMK asked if Members had any comments in either the Board of Management Minutes from 12 January 2012 or the Board Update from 9th February 2012 which were provided in their Agenda Packs. No issues.</p>	
7.	<p>Regional Manager's Report</p> <p><u>Investment Programme</u></p> <p><u>Mid Argyll</u></p> <ul style="list-style-type: none"> • Heating and Rewire British Gas (New Heating) Ltd <ul style="list-style-type: none"> • Contractors are installing heating and rewires in Eredine at the moment before progressing to Inveraray in a couple of weeks. So far the installs appear to be of a relatively good standard. • Windows & Doors (Contractor: Sidey) <ul style="list-style-type: none"> • There are no installs at the moment. Staff are trying to clear up any outstanding issues before the year 6 installs start. • Kitchen and Bathroom (Carillion) <ul style="list-style-type: none"> • Installs were put on hold as there was a contractual issue. This appears to be resolved and the sub-contractor who is working in Kintyre will open a stream in Mid Argyll. SJ commented that she had received good feedback from 	

	<p>tenants at Brodie Crescent who had just had new kitchens fitted and said that the contractors were excellent in cleaning up. SMAK also commented that the workmanship was very good when her worktops had to be replaced. YL said that she would pass on the feedback.</p> <ul style="list-style-type: none"> • Roof & Roughcast <ul style="list-style-type: none"> • Area staff have completed their prioritising programme for Investment and Regeneration. There is ongoing communication with private owners at Oakhill and Oakfield. <p><u>Kintyre</u></p> <ul style="list-style-type: none"> • Heating and Rewire British Gas (New Heating) Ltd <ul style="list-style-type: none"> • There are no installs at present. We are awaiting the contractor programme. • Windows & Doors (Contractor: Sidey) <ul style="list-style-type: none"> • There is a limited amount of installs. Staff are trying hard to clear the outstanding snagging before the year 6 installs begin. The contractor is slow to address these issues. • Kitchen and Bathroom (Carillion) <ul style="list-style-type: none"> • Installs are progressing well. The contractor is providing a good standard with high customer satisfaction. • Roof & Roughcast <ul style="list-style-type: none"> • Area staff have completed their prioritising programme for Investment and Regeneration. There is ongoing communication with private owners at Smith Drive and Ralston Road in Campbeltown. <p><u>Regeneration/More Than Housing</u></p> <ul style="list-style-type: none"> • Mid Argyll: <ul style="list-style-type: none"> • Related Assets – The works to the footpaths and car parks at McIntyre/Macdonald Terrace are approaching completion. The works at Ardrishaig (Duncuan View, Knapdale Terrace and Upper Glenfyne Park) have recently been started and Lochfyne Terrace should be completed soon. At Mansecroft Clachan car park and path improvements are continuing onsite and it is planned to be adopted twelve months from completion. SMK asked who would adopt this. YL confirmed it would be the Local Authority. Other works will start soon in Cairnbaan and other areas in Mid Argyll. The footpath at Highbank Park is still open. ACHA have carried out minor temporary strengthening works to affected areas. Planning permission is being obtained to remove an adjacent tree to the bridge that is showing signs of movement and decay 	YL
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	<ul style="list-style-type: none"> • Kintyre: <ul style="list-style-type: none"> • Park Square/Park Terrace – The MacLeod contract is onsite and progressing to programme. The feature masonry walling is now being fitted. A notification was issued to the Health and Safety Executive due to a crane collapsing. No-one was injured in the incident. External drainage works joining the new road and the artificial pitch with our development are on-going. 32 units commenced onsite in September 2011, and remains on target for completion in February 2013. It was commented that the properties look very close to the road and whether fencing would be erected. YL said that we would look into this and report back at the next meeting. • Dalaruan – The contract awarded to McKinven and Colville Ltd of Campbeltown has been delayed. The Contract is now planned to commence early May as all necessary approvals are almost in place. <p>VSH entered the meeting.</p> <p><u>Press Articles</u></p> <p>Some of the press articles published over the last couple of months included:</p> <ul style="list-style-type: none"> • New Machrihanish Playpark opened by Minnie Mouse– The playpark at Machrihanish was opened on 11th March by Minnie Mouse who entertained more than 100 people who turned out for the opening. The Laggan Opportunity and Amenity Fund raised money towards the £100,000 play park and was aided by ACHA. • Delight as Ardfarn Homes get go-ahead -It was reported that families in Ardfarn have learnt that affordable housing should be available in the village by next summer. Fyne Homes has announced plans to build six homes after buying land from the Church of Scotland. CD commented that this still needed to be approved by the Community Council. YL asked that he keeps the Committee updated. • Argyll Estates pledges to deliver to Inveraray “New Town”– A plan to build a “new town” in Inveraray featuring a residential development of 150 residential properties continues to progress according to Argyll Estates. The manager of Argyll Estates explained that the plan was still in its infancy, but said that the first homes, of which 25% would be affordable housing, could be available in the next five years. <p><u>Tenants and Residents Association Round up</u></p> <ul style="list-style-type: none"> • The Dalintober and Millknowe Residents’ Association held their AGM on 24th April 2012. The Chair is Cathie Duncan; the Secretary is Mary Anne Stewart and the Treasurer Willie McAllister. It was explained that part of the Area Committee’s new responsibilities will be getting more involved with Tenants 	YL
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and Residents Associations.

Housing Management and Maintenance

- **Factoring Strategy** – Changes to the Factoring Legislation come into force in October 2012. There will also be a factoring code of conduct introduced that anyone acting as a Factor must adhere to. As a result of this ACHA's Factoring policy is being reviewed. Area Committee Members will have the opportunity to be consulted on the proposed changes in due course.
- **Lochgair Place** – Staff will be contacting the residents of Lochgair Place following the removal of the weekend cover. This is to gauge their views on the removal of the cover, and if any other issues need to be considered.
- **Chalmers Court** - The Music for Hospitals organisation sent some musicians to Chalmers Court on the 16th April for a performance and sing-along. This was very well received. Around 10 tenants were in attendance.
- **McCracken Court** – IM advised that tenants had received a letter asking their views about when Housing Support, provided by ACHA, is carried out at the complex.
- **Grass cutting in Campbeltown** – There is a current consultation with tenants in Dalintober and Mill Street regarding ACHA providing a grass cutting service for a service charge. It is unlikely that this will be successful as not all tenants have agreed to pay a service charge.
This follows a successful project at Dalruan.
Also underway is a consultation with residents at Cara View Tayinloan, following the local youth club's request to plant fruit trees. There is an issue with the title deeds as they vary as to how much right each owner has to the common area.

Customer Complaints

- An overview of the number of complaints received by ACHA between April 2011 and March 2012 was given. YL explained that it would appear that there is some inconsistencies in recording complaints in the different offices/departments, but the new policy should rectify this. YL was also asked to provide an example of what would be classed as a "service delivery" failure.

Ninety four complaints were dealt with during the 12 month period 1st April to 31st March 2012

Stage 1 complaints

3 were unresolved and carried forward from 2010/11

83 New Stage 1 complaints were received in 2011/12

	<p>58 Stage 1 complaints were resolved as at 31st March 2012</p> <p>9 Stage 1 complaints were unresolved as at 31st March 2012</p> <p>19 Stage 1 complaints progressed on to Stage 2 in 2011/12</p> <p>1 Stage 1 complaint was reopened in 2011/2012 at Stage 2</p> <p>Stage 2 complaints</p> <p>2 were unresolved and carried forward from 2010/11</p> <p>4 New Stage 2 complaints were received in 2011/12</p> <p>9 Stage 2 complaints were resolved as at 31st March 2012</p> <p>6 Stage 2 complaints were unresolved as at 31st March 2012</p> <p>11 Stage 2 complaints progressed on to Stage 3 in 2011/12</p> <p>1 Stage 2 complaint was reopened in 2011/12 at Stage 3</p> <p>Stage 3 Appeals - The Appeals Committee upheld the outcome of 9 complaints and awarded compensation in 1 case. Two complaints were still to being considered by the Appeals Committee at the end of March.</p> <p>Stage 4 Scottish Public Services Ombudsman (SPSO) - Four of the above appeals have been sent to the Ombudsman, who has upheld the outcome of two complaints and is still considering the other two.</p> <p>CAS entered the meeting.</p> <p><u>Payment Collection</u></p> <ul style="list-style-type: none"> • Cash receipting has now ceased at local offices. Staff are continuing to assist tenants who are unsure of what payment methods to use. <p><u>ACHA Properties</u></p> <ul style="list-style-type: none"> • The number of properties ACHA owns as at 31st March this year was shown. Mid Argyll has 592 properties, and Kintyre has 844 properties. <p>Details of the highest rental properties in Mid Argyll and Kintyre The highest rental property in Kintyre is £89.24 and includes service charge of £5.50. The highest rental property in Mid Argyll is £82.16.</p> <p>The lowest rental property in Kintyre is £54.11. The lowest rental in Mid Argyll property is £54.70.</p> <p><u>Garden in Bloom Update</u></p> <ul style="list-style-type: none"> • The Garden in Bloom competition for 2012 is now underway. There has been a fantastic response to the Sunflower 	
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	Competition. Eight pre-school nurseries have entered which equates to 200 children.	
8.	<p>Review of Key Performance Indicators</p> <p>YL explained that she did not have the KPIs for the Customer Service Centre.</p> <p>The exception report up to for the Year End detailing the performance for Housing & Neighbourhood Services was circulated prior to the meeting. 2011/12 has seen an improvement in performance.</p> <p>Other achievements/issues included BI query training, which is the extraction of information from ACHA's Housing Management computer system, and the Debt Collection Pilot which will try to get money back from former tenants.</p>	
9.	<p>Tenants Panel Minutes</p> <p>The minutes from the Tenants Panel meeting held on 21st February 2012 and 20th March 2012, were circulated prior to the meeting. No issues.</p>	
10.	<p>Health & Safety Committee Minutes</p> <p>There were no minutes for circulation.</p>	
11.	<p>Community Action Fund Applications</p> <p>1 Name of Group: Befrienders</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: Befrienders offer support for vulnerable children and young people. The grant would assist with travel and other out-of-pocket expenses for volunteers who travel across Argyll & Bute to carry out their volunteering duties, such as outings and activities.</p> <p>2 Name of Group: Tarbert Youth Group</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: The funding would enable the group to purchase arts and crafts materials to be used by the group to promote intergenerational activities within the Tarbert community.</p> <p>3 Name of Group: Mid Argyll Music Festival</p> <p>Value of Donation Requested: £300.00</p>	

	<p>Outcome: Successful</p> <p>Details of Application: The Mid Argyll Festival took place between 17th and 24th March 2012. It is a Festival of performances ranging from Poetry to Brass Bands. The majority of the schoolchildren in Argyll and Bute are given the opportunity to compete.</p>	
4	<p>Name of Group: Mid Argyll Youth Development Services</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: The Youth Project is looking for a donation towards running sessions at their Young Parents' support groups. This group provides information, learning and recreational services to young parents who are needing advice and guidance but do not feel comfortable attending mainstream parent/toddler groups.</p>	
5	<p>Name of Group: Enable Gathering Games</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: To help provide an active group and promote sports within the disabled community. The grant would be to purchase a set of boccia balls for a group who have been at the Special Olympics.</p>	
6	<p>Name of Group: Multiple Sclerosis Centre, Mid Argyll</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: The Multiple Sclerosis Centre supports sufferers in Mid Argyll, Kintyre and Islay. They are looking for a grant to fund hold an MS Awareness Event in the form of a walk; the grant would cover insurance, first aiders, printed balloons, goodie bags and promotional leaflets.</p>	
7	<p>Name of Group: Kintyre Youth Enquiry Service</p> <p>Value of Donation Requested: £300.00</p> <p>Outcome: Successful</p> <p>Details of Application: The group would like to update their games equipment and purchase an Xbox so that the young people who attend their daily drop in and Thursday night drop in can hold Games tournaments. The group hope this will extend to their projected Friday night drop in.</p>	

12	<p>Area Committee Chairs Meeting – Update</p> <p>At the meeting held on 15th March it was agreed that Area Committees required to have an improved definition of purpose with Delegated Authority.</p> <p>SMK advised that some Chairs of Area Committees felt that interest from members was waning due to the lack of decision making powers held by Area Committees and it was becoming increasingly difficult to ensure meetings were quorate.</p> <p>The minutes of the meeting have been distributed to Members within their Agenda packs and summarised as follows . Members of the Committee are asked for their input to allow the items to be taken forward:</p> <p><u>Membership Applications</u></p> <p>It was AGREED, due to the fact Area Committee meetings take place bi-monthly, that it would not be possible to delegate approval of membership applications.</p> <p>The Chairs Working Group AGREED that Area Committees should be responsible for the promotion of share membership and further AGREED to develop a local Membership Strategy. Each Area Committee shall develop its own Membership Strategy.</p> <p>Developing the strategy will take place at the September and November meetings. It will be a set Agenda item and Members will need to have a discussion on how they are going to develop the strategy and what they want to see contained within it. There will be 3 meetings to implement the strategy (January, March, May), with the Chair presenting a report to the June 2013 Board meeting on progress.</p> <p><u>Attending Community Events</u></p> <p>It was AGREED that a list of all upcoming community events would be provided at the beginning of every year. A decision would then be taken by Members on which community events should be attended.</p> <p>The Area Team will produce a list at the March 2013 meeting, which will detail all the Games/Shows etc in the Mid Argyll and Kintyre area. Then members will make the decision as to which one they want to attend/and who will attend.</p> <p><u>Best Neighbour Award</u></p> <p>It was noted that the minutes of the meeting on 15th March had incorrectly recorded the agreed decision. They should read: It was AGREED that Area Committee Chairs will agree the winner of the Best Neighbour award each year – around September time.</p> <p><u>Garden In Bloom Competition</u></p> <p>It was AGREED that each Area Committee should be responsible for agreeing the winner in their area.</p>	<p>ALL</p> <p>ALL</p>
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	<p>Please note that there is no change for the Mid Argyll and Kintyre Committee with respect to this item.</p> <p><u>Employee of the Season</u></p> <p>It was AGREED that applications would be considered by the appropriate Area Committee. Training will be provided.</p> <p>Training on judging the Employee of the season will be provided to Area Committee members at the September meeting.</p> <p>Mid Argyll & Kintyre will be responsible for judging the Autumn Award (October-December) will take place at the January 2013 meeting.</p> <p><u>Employee of the Year</u></p> <p>It was AGREED that applications would be considered by the Chairs of the Area Committees and training will be provided.</p> <p>CAS temporarily left the meeting.</p> <p><u>Policy Review</u></p> <p>It was AGREED that each Area Committee would be provided with a policy timetable at the beginning of each year to afford them the opportunity to feed in to the policy review.</p> <p>A list of the Policies due for review for the forthcoming year will be provided to Members each January. Members will then decide which ones they would like to be consulted on.</p> <p><u>Community Action Fund</u></p> <p>It was AGREED that the Community Action Fund budget would be split four ways and each Area Committee would be responsible for applications received relating to their area. Training will be provided.</p> <p><u>Development of Annual Report</u></p> <p>After discussion, it was AGREED that the Area Committees do not wish input into developing the Association Annual Report.</p> <p>It was AGREED that each Area Committee wished to produce its own newsletter, which would be issued along with the quarterly Tenants First Newsletter.</p> <p>YL confirmed that Admin support would be available for this, however, the content of the Newsletter is to be developed by Area Committee Members.</p> <p>Members advised that they will be responsible for putting forward items twice a year for inclusion within the Tenants First Newsletter, likely to be the Summer and Winter additions.</p> <p><u>Approve Funding for Tenants & Residents Association</u></p> <p>It was AGREED that the Area Committees will be responsible for</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
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	<p>ratifying the funding for each of the Tenants and Residents Associations. Each September Area Committees will be provided with the budget proposal for the following year, which is based on the previous year's spend, and any changes of circumstances</p> <p>It was further AGREED that Area Committees should develop a Tenants & Residents Association Strategy and support any local TRA or upcoming TRAs in their areas.</p> <p>Area Committee members will be responsible for developing a strategy which will support any local TRA's in their area, or any upcoming TRA's in their area. Each year the Chair will need to report the outcomes to the Board.</p> <p>This will become a Standard Agenda Item and discussed more fully at the September meeting.</p> <p><u>Business Planning</u></p> <p>It was AGREED that the Area Committees should be pro-active regarding the annual Business Planning process.</p> <p>Area Committees should represent their area if they felt there was a constructive argument to do so. Final decision of the Business Plan review would remain with the Board of Management but Area Committees should lobby the Board of Management on a constructive basis.</p> <p>CAS re-entered the meeting.</p> <p><u>Agenda Packs:</u></p> <p>It was AGREED that the following items should be contained within an Information Pack as opposed to agenda items:</p> <ul style="list-style-type: none"> • KPI figures • FISH Update • Minutes from other organizations • Board of Management minutes / Updates • Any other relevant material <p><u>Area Committee Meetings – Open to the Public</u></p> <p>The Chief Executive advised that a public question and answer session could be held once the Area Committee meeting had formally closed.</p> <p>It was AGREED that if members of the public wished the session to be minuted, the Association would resource that request.</p> <p>It was clarified that holding public sessions was not compulsory, each Area Committee should decide on an individual basis.</p> <p>The Committee were asked to make the following decisions:</p> <ul style="list-style-type: none"> • Do they want to allow the public to attend the Area Committee Meetings? 	ALL
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	<ul style="list-style-type: none"> Do they want to hold a public question and answer session at the end of the meeting? <ul style="list-style-type: none"> If yes, how do they want this Chaired? Who do they want to answer the questions? Will it be topic driven, or an open forum? <p>The Committee thought it was a good idea to see how open Meetings went in other areas before they agreed to do the same in Mid Argyll and Kintyre.</p> <p><u>Attendance of Directors/Chief Executive at Area Committee Meetings:</u></p> <p>The Chairs Working Group APPROVED the cessation of link Directors for each of the Area Committees. Instead, each Director would attend each Area Committee meeting, once per year.</p> <p>The Director of Human Resources & Corporate Services advised that once the Strategic Planning session had been approved it would be arranged for each Director to attend each Area Committee meeting once per annum.</p> <p>YL will advise members which Director will be attending which meeting and a schedule distributed thereafter.</p> <p><u>Advert for AGM</u></p> <p>The Working Group was advised that it was not a constitutional requirement to place an advert with local newspapers advertising the Area Committee AGM. Each Area Committee should decide on the value of placing an advert. SMK asked Members whether they wished to continue with an advert. It was agreed not to place an advert. The Committee could then keep the money for the strategy to attract new members.</p>	ALL
13.	<p>Estate Management Action Plan Budget</p> <p>SMK welcomed SC to the meeting. SC provided members with an overview of the Estate Management Action Plans approved by the Area Committee over the last year:</p> <p><u>Mid Argyll</u></p> <ul style="list-style-type: none"> Knapdale Terrace, Ardrishaig To install replacement fencing at 1 & 17 Knapdale Terrace, Ardrishaig. The works were undertaken by ISS Total cost of works: £1,560.00 Approved: 03.07.11 MacMillan Court, Ardrishaig To supply and fit Cigarette Bins at MacMillan Court Ardrishaig Total cost of works: £147.24 Approved: 03.07.11 High Bank Park Play Park, Lochgilphead To install an external notice board at the playpark The total cost of project was £48.00. 	

Approved: 03.07.11

- **Lochgair Place, Tarbert**

To replace wooden handrails at 9 & 10 Lochgair Place, Tarbert with galvanised steel handrails. The works were undertaken by M&K McLeods.

Total cost of works: £768.00

Approved: 02.11.11

- **Oakfield, Tarbert**

To remove and replace the railings on the veranda railings at 19 & 21 Oakfield, Tarbert.. Works completed by M&K MacLeods.

Total cost of works: £1032.00

Approved: 11.01.12

- **Lochnell Street, Lochgilphead**

To renew cellars doors & frames at 55 & 59 Lochnell Street – Lochgilphead. Works still to be completed.

Total cost of works: £1502.00

Approved: 07.03.12

The budget summary for Mid Argyll illustrated an underspend of £890.36.

Mid Argyll	
Budget for 2011/12	£8,800.00
Total Cost of Approved Projects	£395783.45
Expected Income from Private Owners	£0.00

Virement to Kintyre Budget	£2126.19
Over/Under Spend	£890.36

Garden in Bloom 2012

Funding for the Garden In Bloom competition for 2012. Successful winners will receive:

- 1st £50 voucher & engraved 'Garden In Bloom 2012' vase;
- 2nd £30 voucher;
- 3rd £20 voucher;

Awards will be presented to tenants in Mid Argyll & Kintyre. An additional prize will be awarded for "Best Container".

A sunflower competition has been organised for 3-5 year olds to participate in Mid Argyll and Kintyre.

Approved: 07.03.12

Kintyre

- **Kirk Street, Campbeltown**

The replacement of the timber gate and frame at the rear of flats 57 to 63 Kirk Street and to slab the area around the gate. The works was carried out by McKinven and Colville.

Total cost of works: £1002.

Approved: 06.07.11

- **Millknowe Terrace, Campbeltown**

To repair, renovate and conserve the wall at the front of Millknowe Terrace, Campbeltown. The work was carried out by the McKinven and Colville.

Total cost of works: £4132.00

Approved: 08.09.10

- **Castleacres, Campbeltown**

To improve drainage at Castleacres including level gardens, relay existing slabbed paths and lay new turf where required.

The work was carried out by McKinven and Colville .

Total cost of works: £1644.00

Approved: 06.07.11

- **Davaar Avenue, Campbeltown**

To renew the concrete path and provide a bin store at 24A-24F .

The work was carried out by the Employability Team.

Total cost of works: £921.09

Approved: 06.07.11

- **Barrhill, Glenbarr**

To relay the path and supply and install new heel kerb at 1 Barhill in Glenbarr. Work carried by McKinven and Colville .

Total cost of works: £1122.00

Approved: 06.07.11

- **Shore Street, Campbeltown**

To carry out repair work to balcony railings at 19a, 19b, 21, 23

Shore Street, Campbeltown. Works carried out by Neil McCormick.

Total cost of works: £1290.00

Approved: 04.09.11

- **Burnbank Place/Kinloch Road Campbeltown**

To provide fencing and a gate at the drying green at Burnbank Place/Kinloch Road. Works carried out by Gus Gillies.

Total cost of works £2461.20

Approved: 02.11.11.

- **Fisher Row Campbeltown**

Installation of galvanised railings at rear of Fisher Row,

Campbeltown. Works carried out by McKinven and Colville

Total cost of works £720.00

Approved: 02.11.11.

- **Glentorran Place, Campbeltown**

Installation of galvanised balustrade railings at rear of Glentorran

Place Campbeltown. Works carried out by Neil McCormick

Total cost of works £1692.00

Approved: 02.11.11.

The budget summary for Kintyre illustrated an overspend of £177.00

Kintyre	
Budget for 2011/12	£12,500.00
Total Cost of Approved Projects	£15214.19
Expected Income from Private Owners	£411.00

	<table><tr><td>Virement from Mid Argyll Budget</td><td>£2126.19</td></tr><tr><td>Over/Under Spend</td><td>£177 (over spend)</td></tr></table>	Virement from Mid Argyll Budget	£2126.19	Over/Under Spend	£177 (over spend)	
Virement from Mid Argyll Budget	£2126.19					
Over/Under Spend	£177 (over spend)					
	YL explained that the Committee will receive an update on their Budgets in July.					
13.	FISH – Welfare Rights Project – Update An update was given on the FISH Welfare Rights Project. The report had been circulated prior to the meeting. The satisfaction survey results show that most people would recommend this service to other tenants.					
14.	FISH – Debt Advice Project – Update An update was given on the FISH Debt Advice Project. YL gave a verbal update, explaining that this pilot project has now ended.					
15	Forthcoming Arrangements for AGM In preparation for the Mid Argyll & Kintyre Area Committee Annual General Meeting (AGM), 1/3 of the nearest whole number thereto of each position must retire in accordance with ACHA’s Governance manual. It was confirmed the longest serving members of the Committee were Lochiel Cushnie, John Muir and Valerie St Helene. It was agreed Lochiel Cushnie and John Muir would retire from the Committee. There was a query about the new Member, Brenda Elias, who was elected to the Committee as an Independent Member. She will also have to stand down and nominate herself as a Tenant Member. Nominations and associated paperwork would be issued prior to the AGM. The AGM would be held at the Grey Gull in Ardrishaig at 11:30am, followed by lunch for the newly elected committee members. Thereafter the election of office bearers will take place. The letter issued will ask if anyone wishing to attend has any special requirements because the meeting room at the Grey Gull has no disabled access					
16.	A.O.C.B CAS had a query about the allocations at the New Park Square Development. YL advised her to speak to her at the end of the meeting. JM had a query about an article in the Oban Times regarding a tenant’s shed. He was advised as this was not a Mid Argyll or Kintyre tenant it was not relevant to this meeting. The new Scheme of Delegated Authority was distributed to Members.					

19.	Date and Time of Next Meeting The Mid Argyll & Kintyre Area Committee AGM will be held on Wednesday 4 th July 2012 at the Grey Gull, Ardrishaig.	
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