



**MID ARGYLL & KINTYRE AREA COMMITTEE MEETING**  
**Wednesday, 10<sup>th</sup> July 2013 at 12.45pm**  
**The Ardshiel Hotel, Campbeltown**

**Attendees**

Professor Colin Davidson, Independent (CD)  
 Sandra Johnston, Tenant (SJ)  
 Sandra MacKenzie, Tenant (SMAK)  
 Councillor D MacMillan (DMacM)  
 John Muir, Tenant (JM)  
 Carole Ann Shields, Tenant (CS)

**Staff in Attendance**

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)  
 Iain McLeod, Local Manager – Property Services (IMcL)  
 Jenna Shaw, Administration Officer (JS)

		Action
<b>1.</b>	<p><b>Welcome and Apologies</b></p> <p>The Mid Argyll &amp; Kintyre Area Committee meeting was due to be held at 1.30pm, however, by a majority vote, Members agreed to start the meeting at 12.45pm.</p> <p>Yvonne Lister (YL) welcomed all Members to the first Area Committee meeting for the year 2013/14.</p> <p>Apologies were received from Linda Haig and Lochiel Cushnie.</p>	
<b>2.</b>	<p><b>Election of Office Bearers</b></p> <p>YL advised that both tenant and independent Members were allowed to vote for Office Bearer positions. A vote would only be required should there be more than one nomination for the position of Chairperson/Vice Chairperson which had been proposed and seconded.</p> <p>YL requested nominations for the position of Chairperson:</p> <p>Nominations: Sandra MacKenzie (SMacK)        Proposed: Professor Colin Davidson (CD)        Seconded: Sandra Johnston (SJ)</p> <p>YL advised that in accordance with the Association's Area Committee's Standing Orders, SMacK must not hold office continuously for more than 5 annual general meetings so this would therefore be Sandra's final year as Chairperson of the Mid Argyll &amp; Kintyre Area Committee.</p> <p>YL requested nominations for the position of Vice Chairperson:</p> <p>Nominations: Carole Anne Shields (CAS)        Proposed: Councillor D MacMillan (DMacM)</p>	

	Seconded: CD	
<b>3.</b>	<p><b>Schedule of Area Committee Meetings</b></p> <p>Prior to the meeting, Members were provided with a report detailing the proposed dates, times and venues for the Mid Argyll &amp; Kintyre Area Committee meetings for 2013/14. All Members agreed to the proposed dates which were as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday 4<sup>th</sup> September 2013</li> <li>• Wednesday 13<sup>th</sup> November 2013</li> <li>• Wednesday 15<sup>th</sup> January 2014</li> <li>• Wednesday 12<sup>th</sup> March 2014</li> <li>• Wednesday 14<sup>th</sup> May 2014</li> <li>• Wednesday 9<sup>th</sup> July 2014 (AGM)</li> </ul> <p>It was also agreed that meetings would be held in Tarbert as this was deemed central for both areas. JS to check bus timetables and advise at the next meeting in September to allow times to be agreed.</p> <p>Members were also provided with the agenda setting proposals and were asked to consider items for the forthcoming year. All Members agreed to these proposals.</p>	JS
<b>4.</b>	<p><b>Minutes of Previous Meeting – 8<sup>th</sup> May 2013</b></p> <p>The minutes from 8<sup>th</sup> May 2013 were agreed as an accurate record. These were proposed by CD and seconded by SJ.</p>	
<b>5.</b>	<p><b>Matters Arising (including Information Pack)</b></p> <p>Page 2: JM had previously volunteered to attend this year's Inveraray Highland Games on behalf of the Area Committee. Since the last meeting, we have been advised that ACHA had not been allocated a stand at this year's Games due to the limited number of charity stands available.</p> <p>Page 5: Members had previously requested further information in terms of the cyclical painting and gutter cleaning programmes. YL explained that as there was no presentation, this information would be provided in September.</p> <p>Page 11: JM had advised at the last meeting that the bridge at Highbank Park was completed. It was clarified that this was not fully completed as a part of a handrail was still to be installed.</p> <p>Page 11: A letter to the Chamber of Commerce and Rotary Club has been approved by the Chair. It awaits the approval of the Membership application which is due to be presented to the Policy Committee in August before being issued.</p> <p>Page 13: SJ had previously requested clarification in terms of the ownership at Brodie Crescent, Lochgilphead as a result of problems with car parking. It was confirmed that the area in question had shared ownership as there were both ACHA tenants and private owners surrounding this area. JM suggested ACHA remove kerbs to provide</p>	JS



	<p>To allow the Area Committee to assess if there was a need to further promote the setting up of Tenants &amp; Residents Association, it was previously agreed a list of community groups operating within the Mid Argyll &amp; Kintyre areas would be collated.</p> <p>Information had previously been submitted by SMaCK and SJ.</p> <p>SJ advised that she would provide a comprehensive list for the next meeting.</p> <p>CAS also agreed to provide a list of community groups operating within the Kintyre area for September.</p> <p>CD asked if ACHA have approached the current Tenants &amp; Residents Associations in the Mid Argyll &amp; Kintyre area in terms of acquiring Members for the Area Committee.</p> <p>CAS commented that the group in Kintyre has been operating for a number of years, however, it now struggles in terms of Membership and also in delivering activities within the community.</p> <p>YL explained that the Helensburgh &amp; Lomond area have contacted their local Associations and advised them of dates of meetings to allow them to attend in an observatory capacity and also to provide a 'Question &amp; Answer' session. YL explained that this could also be implemented by the Mid Argyll &amp; Kintyre Area Committee.</p> <p>In accordance to the Scottish Social Housing Charter, YL further explained that ACHA would soon be recruiting non tenant/committee Members to be selected to stand on a Tenant Scrutiny Panel to review our work. This could potentially affect the recruitment of Members for the Area Committee.</p> <p>It was unanimously agreed that the report would be amended by YL and presented by the Chair at the Board of Management meeting.</p>	<p>SJ</p> <p>CAS</p> <p>YL/ SMaCK</p>
11.	<p><b>Finalised Membership Strategy</b></p> <p>YL explained that the primary aim of the Strategy was to promote Membership of ACHA in the Mid Argyll &amp; Kintyre area.</p> <p>As part of the Strategy, the Mid Argyll &amp; Kintyre Area Committee reviewed the current Membership promotional leaflet which has been agreed and adopted by all Area Committees. The leaflet and poster will be presented to the Policy Committee in August for approval.</p> <p>YL commented that Appendix 1 had demonstrated that the majority of the action plan had been completed.</p> <p>The survey that had been completed by Members following the AGM today had been adopted from the Helensburgh &amp; Lomond Area Committee. It was agreed that this would be included as part of the action plan.</p> <p>CD asked if the Area Committee can co-opt. YL clarified that the Area Committee can co-opt to the Area Committee anyone who is eligible to become an Area Committee Member.</p>	<p>YL</p>

	<p>CD asked if Members understood the requirements to complete a nomination should they retire from the Area Committee. It was confirmed that retired Members had been made aware of this requirement.</p> <p>CAS commented that it may be worthwhile approaching previous Members of the Area Committee.</p> <p>After a short discussion, it was agreed that the active promotion of the Area Committee AGM would also be included within the Strategy.</p> <p>It was commented that the letter due to be issued to the Chamber of Commerce/Rotary Club should also encourage Membership. It was agreed the same letter should also be sent to these groups in the Kintyre area.</p> <p>YL clarified that as previously discussed, the letter to be issued to the Chamber of Commerce and Rotary Club, awaits the approval of the Membership application to allow us to enclose this within the letter. This is due to be presented to the Policy Committee in August.</p>	YL
12.	<p><b>Community Action Funds (CAF)</b></p> <p>Prior to the meeting, Members had been issued with an information paper in terms of utilising the Community Action Fund budget. The budget for 2013/14 amounts to £10,000 and is divided between the four Area Committees.</p> <p>Each Area Committee can award a grant to charitable organisations, up to the value of £500 from their £2,500 annual budget.</p> <p>On occasions, Area Committees have been in a position where they have had to reject applications due to the volume they have received. On the other hand, some Area Committees have been unable to spend their full allocated budget due to a lack of applications.</p> <p>To ensure the Community Action Fund budget is spent each year it was recommended that applications are considered between May and February of each financial year. The budget will be closely monitored and if there is likely to be an underspend then previously unsuccessful applications, and applications where the full award was not given, will be considered by Area Committee Members at their February meetings.</p> <p>If after reviewing the previous applications there is still going to be an underspend, the budget will be offered to another Area Committee to utilise.</p> <p>The above proposals were agreed by the four Area Committee Chairs and the Chair of the Board of Management at their meeting on 18<sup>th</sup> June 2013. As a result, the standard letters and paperwork will be amended.</p> <p>Members agreed this was a good idea. JS to provide Members with full details in terms of previous applications from September onwards.</p> <p>There was one application received for the meeting from Campbeltown Brass requesting funding for a total of £500.00.</p>	JS

CD commented that the extract from the Scottish Charity Register that had been included within the application was positive. The extract demonstrated an income received since 2009, however, there was no expenditure in 2010 and 2011.  
It was unanimously agreed by Members to award Campbeltown Brass with £500.00.

13.

Agree Estate Management Action Plan Costs

IMcL provided Members with a budget update for both areas. This was as follows:

Mid Argyll	
Budget for 2013/14	£7,890.00
Total Cost of Approved Projects	£7,890.00
Income from Private Owners	£0.00
Total Cost of Proposed Projects	£0.00
Balance	£0.00

IMcL explained that Members had previously agreed projects for Mid Argyll at the last meeting with a total expenditure of £7,890.00. This equates to a full spend of the budget for 2013/14. There were no new projects proposed for this meeting. However, should a project require urgent approval, the fencing project at McIntyre Terrace and MacDonald Terrace would be reduced to ensure there would be no budget overspend.  
It was hoped that some of the projects would be completed by the next meeting.

Kintyre	
Budget for 2013/14	£11,214.00
Total Cost of Approved Projects	£3,969.16
Income from Private Owners	£0.00
Total Cost of Proposed Projects	£1,320.00
Balance	£5,924.84

IMcL explained that there was one project that required Area Committee approval and that was for work at 4 Smith Drive, Campbeltown. The boundary fencing to the back garden of this address had been damaged in 2012 and was removed for safety reasons. Temporary Herring fencing was erected by a local contractor, however, as the contract with this contractor has since ended they require their fencing back.  
The proposed works are to erect a chain link fencing and a gate along the boundary at 4 Smith Drive.

CD commented that as we now provide all works to AHFA, we do not have the opportunity for competitive tender and questioned if we were getting the best price as the proposed project appeared excessive for the work required. CD asked those in attendance if they would pay this price personally for this job. CD requested that staff provide labour and material costs for future projects.  
IMcL explained the price provided falls in line with similar projects carried

	<p>out. We have approached AHFA and requested that they provide specific costs for all types of fencing. YL commented that the costs are based on the National Schedule of Rates.</p> <p>CAS asked if AHFA had the manpower to complete this work or if it was being issued to a subcontractor.</p> <p>IMcL believed this project would be carried out by a subcontractor and is likely to be the case for some jobs requested by ACHA as they don't have the qualified manpower. It is unlikely that AHFA will have the facility to employ a full time worker for fence work as there isn't sufficient work to justify such a position.</p> <p>Members discussed their concerns as to why every job had to be given to AHFA, even when they did not have the expertise to be able to carry it out, which results in it being sub-contracted.</p> <p>They were also concerned that this does not allow for comparison prices to be obtained to ensure value for money.</p> <p>YL explained that the Area Committee's budget is held by AHFA, and ring fenced for EMAP works agreed by the Committee.</p> <p>JM agreed that it would be useful to have a breakdown of what was involved in the contract to allow us to determine if projects were deemed value for money.</p> <p>DMacM commented that Members of the Area Committee are not qualified to determine if what is value for money.</p> <p>CD also commented that Members may not have the expertise to evaluate costs and value for money, but Members can ask the staff that present these projects at the meeting.</p> <p>Members repeated their concerns about establishing value for money over the budget they had for EMAP works and suggested that a report is prepared for the Chair to feed back their concerns to the Board of Management. This was agreed by Members.</p> <p>CAS stated the external contractor has since increased their price for the fencing project at Ralston Road, Campbeltown that was previously approved.</p> <p>IMcL confirmed that ACHA had agreed to the initial quote provided and that area staff had been in contact with Fyne Homes to get agreement to ensure that price would remain. ACHA are unaware of an increase in price, however, this will be investigated and clarified at the next meeting.</p> <p>IMcL advised that further projects for Kintyre will be presented to the next Area Committee meeting for approval.</p> <p>CAS asked how projects are identified. YL explained that projects are proposed by staff following estate inspections. However, in order to comply with the Scottish Social Housing Charter, tenant led inspections may also be undertaken which will involve residents, Tenant Scrutiny Panel Members, Police, local Councillors etc to walk round estates.</p>	<p>YL/ SMacK</p> <p>IMcL</p>
<b>14.</b>	<p><b>Tenants Newsletter – Autumn edition</b></p> <p>Members were asked to consider items for the next edition of the Tenants</p>	

	<p>Newsletter.</p> <p>CD suggested providing information in terms of the upcoming legislative changes to make tenants more aware. YL explained this will be detailed within the main body of newsletter and will include Welfare Reform, Scottish Social Housing Charter etc.</p> <p>YL advised the promotion of Area Committees had previously been advertised, however, this could be revisited.</p> <p>JM suggested including the benefits of becoming a Member. YL confirmed that the benefits and responsibilities had already been reviewed in terms of the Membership application leaflet.</p> <p>YL explained that there had previously been four editions of the Tenants Newsletter throughout the year, however, this was being reduced to two. Previously, the Area Committee had written two articles. YL asked Members to decide whether they wished to write two articles or reduce this to one in line with the reduction of editions.</p> <p>SJ asked if the size of the newsletter would remain the same. YL confirmed that it was likely to remain the same size.</p> <p>All Members agreed to provide articles for both the Spring and Autumn editions of the Tenants Newsletter. YL explained that all Area Committees would be consulted and the decision would be based on the majority result of this consultation.</p> <p>It was suggested an article to encourage Members to the Area Committee could be written for the Autumn newsletter.</p>	YL
15.	<p><b>AOCB</b></p> <p>As ACHA were no longer attending Inveraray Highland Games this year, JM asked if there were any other events that should be attended to promote ACHA. YL explained that a decision had been made at the Area Committee meeting in March and it was agreed that we would attend one community event per area, that being Inveraray Highland Games and Kintyre Agricultural Show.</p> <p>DMacM asked if we were going to attend Mid Argyll Agricultural Show. YL advised that the Committee agreed not to attend as we would only participate in mid week events to minimise costs.</p>	
16.	<p><b>Date, time of next meeting</b></p> <p>The next meeting will be held on 4<sup>th</sup> September 2013 in Tarbert. Time and venue to be confirmed.</p>	

*The meeting concluded at 1.50pm*