



MID ARGYLL & KINTYRE AREA COMMITTEE MEETING
Wednesday, 8th July 2015 at 11.45am
Ardshiel Hotel, Campbeltown

Attendees

Colin Davidson, Independent (CD)
 Sandra Johnston, Tenant (SJ)
 Sandra MacKenzie, Tenant (SMAK)
 Councillor D MacMillan (DMacM)
 John Muir, Tenant (JM)
 Michael Roberts, Independent (MR)
 Carole Ann Shields, Tenant (CAS)

Observers

Valerie St Helene (VSH)
 Norman Beaton (NB)

Staff in Attendance

Yvonne Angus, Regional Manager (YL)
 Jenna Shaw, Administration Officer (JS)

		Action
1.	Welcome and Apologies Yvonne Angus (YA) welcomed all Members to the first Mid Argyll & Kintyre Area Committee meeting for the year 2015/16. There were no apologies submitted.	
2.	Election of Office Bearers YA requested nominations for the position of Chairperson. As no tenant nominations were received for the position of Chairperson, YA explained that Independent Members could be nominated. Nominations: Colin Davidson (CD) Proposed: Carole Ann Shields (CAS) Seconded: Sandra MacKenzie (SMack) YA requested nominations for the position of Vice Chairperson. Nominations: Carole Ann Shields (CAS) Proposed: Sandra Johnston (SJ) Seconded: Councillor MacMillan (DMacM)	

3.	<p>Schedule of Area Committee Meetings</p> <p>a) Agree proposed dates and times of meetings b) Agree venues c) Set agenda for forthcoming year</p> <p>Members were asked to consider dates, times and venues for 2015/16 meetings. CAS commented that she may have difficulties attending meetings that are held in Lochgilphead at 10.30am, during winter months. It was agreed that CAS would discuss further with staff at the next meeting. Subject to the above, the dates, times and venues outlined within the report were agreed by Members.</p> <p>YA suggested a site visit to the development at Inveraray, however, this would need to be arranged with Members outwith the arranged meeting dates. YA confirmed that ACHA would liaise with the contractor and contact with Members would be made thereafter.</p> <p>It was agreed by Members that Gayle Stead, Governance & Compliance Manager would attend the next meeting to provide Members with a presentation on the Code of Conduct.</p> <p>The agenda setting programme for 2015/16 was agreed.</p>	<p>CAS</p> <p>YA/JS</p>
4.	<p>Code of Conduct</p> <p>Members were asked to sign and return the Code of Conduct that was circulated prior to the meeting. It is a condition of membership of a governing body within the Group that all governing body members agree to adhere to the Code of Conduct.</p>	
5.	<p>Diversity & Equal Opportunities Information</p> <p>Members were asked to complete and return the pro forma that was circulated prior to the meeting.</p>	
6.	<p>Connected Persons</p> <p>Members were asked to declare any Conflict of Interest/Schedule 7 connections on the pro forma that was circulated prior to the meeting.</p>	
7.	<p>Minutes of Previous Meeting – 13th May 2015</p> <p>The minutes from 13th May 2015 were agreed as a true and accurate record. Proposed by: SJ Seconded by: SMack.</p>	

8. Matters Arising (including Information Pack)

Minutes of previous meeting – 13th May 2015

Page 2: Matters Arising

CD suggested that a coffee machine was purchased to be used by local staff and Area Committee Members. 4 of the 5 Members in attendance agreed to this suggestion. JS to investigate and advise.

Answer: JS discussed this with ACHA's IT department as they manage the bookings/facilities for the conference room in Dalriada House. They advised that options had previously been investigated, however, it was deemed too costly to purchase a decent sized coffee machine, therefore, this wasn't explored further. CD explained that this request has now been passed to A.MacGregor to investigate.

Page 3: Regeneration

Question: JM queried the actual location of the proposed site at Tayvallich.

Answer: a map identifying the area was circulated to Members prior to the meeting.

Page 7: Community Action Fund Applications

Question: CD requested that we contact HOME Start MAJIK to request specifically why they would require the grant from ACHA and exactly how the money will be used. From the financial information provided, it appears the income figures exceed their expenditure.

Answer: to be discussed under agenda item 11b.

Page 8: Community Action Fund Applications

Question: CD requested that we contact Kintyre Youth Enquiry Service and ask for more details of the aims of the organisation in responding to youth enquiries.

Answer: correspondence had been sent to the group on 26th May 2015, however, we have received no response to date.

Page 8: Community Action Fund Applications

CD proposed that MR make the necessary amendments to the application form and email to JS to circulate to Members.

Answer: the amended application form was circulated to Members prior to the meeting. To be discussed further under agenda item 11d.

	<p>Page 9: Retirement of Area Committee Members JS to contact former Member of Area Committee and encourage submitting a nomination. Answer: completed.</p> <p>Page 9: AOCB In terms of the Donation policy, SJ commented that the procedure appeared unfair to large charities that have several small associated groups. Members were referred to the rules set out in the policy, however, this was deemed by Members as unclear. It was agreed that this would be included within the review of the CAF process. Answer: to be discussed further under agenda item 11d.</p>									
9.	<p>Conflicts of Interest to Declare No conflicts of interest were declared.</p>									
10.	<p>Correspondence A letter received from Home Start MAJIK to support their Community Action Fund application was issued to Members prior to the meeting. To be discussed further under agenda item 11b.</p> <p>A further Community Action Fund application from the Mid Argyll Pipe band was received after the agenda papers had been issued. To be considered under agenda item 11c.</p>									
11.	<p>Community Action Fund Applications</p> <p>a) Budget Update</p> <table><tr><th colspan="2">Community Action Fund Budget</th></tr><tr><td>Budget for 2015/16</td><td>£2,500</td></tr><tr><td>Total Cost of Approved Projects</td><td>£1,000</td></tr><tr><td>Balance</td><td>£1,500</td></tr></table> <p>b) Review existing applications</p> <p>i. Home Start MAJIK Amount Requested: £500.00 The letter received from Home Start MAJIK to support their application was discussed. Decision: Rejected</p> <p>c) Consider new applications</p> <p>i. Kintyre Link Club Amount Requested: £450.00 Decision: Deferred for further information.</p>	Community Action Fund Budget		Budget for 2015/16	£2,500	Total Cost of Approved Projects	£1,000	Balance	£1,500	JS
Community Action Fund Budget										
Budget for 2015/16	£2,500									
Total Cost of Approved Projects	£1,000									
Balance	£1,500									

ii. Mid Argyll Pipe Band

Amount Requested: £500.00

Decision: Agreed

Amount Approved: £500.00

Community Action Fund Budget	
Budget for 2015/16	£2,500
Total Cost of Approved Projects	£1,500
Balance	£1,000

d) CAF Process & Donation Policy

The draft Community Action Fund application form, amended by MR, and Donation Policy was circulated to Members prior to the meeting.

CD suggested inserting a further question to page 5 of the application to include, "How would our small grant fit in with your normal budget as recorded by the Scottish Charity Register?"

YA suggested that the redrafted application is circulated to the other three Area Committees for consultation. It was thought that the Policy Committee would not need to approve the changes as there is no fundamental change to the procedure. The reviewed application form would be passed to the Policy writer, Alastair MacGregor, for approval.

SJ commented that the procedure appeared unfair to large charities that have several small associated groups. SJ had previously suggested that where there are large charities, that each area deal with their own applications.

We had previously been advised that the rules set out in the Donation policy, states that a maximum of £500 will be available for distribution for each application. No applicant group will be able to make a second application in the same year and priority will be given to new applicants in succeeding years.

YA to investigate further and advise.

JS

YA

12. Tenants Newsletter – Agree Content for Autumn Newsletter

Members were asked to consider the content for the next Tenants newsletter as the article is to be finalised at the next meeting (deadline 18th September 2015).

	<p>SMacK suggested that the winners from the 'Garden In Bloom' competition as this is of interest to tenants.</p> <p>It was agreed that SMacK would draft an article to be circulated to Members prior to the next meeting.</p>	SMacK
13.	<p>Agenda items for September meeting</p> <ul style="list-style-type: none"> • Code of Conduct – presentation from G.Stead, Governance & Compliance Manager • Minutes of Previous Meeting – 8th July 2015 • Matters Arising (including information pack) • Conflict of Interest • Correspondence • Regional Managers Update • Garden In Bloom/Sunflower Competition – winners to be announced • Community Action Fund Applications • Estate Management Action Plans Update • Tenant's Newsletter – Content for Autumn Newsletter to be finalised • Any Other Business • Date & time of next meeting <p>This was agreed by all Members, and no further items to add.</p>	
14.	<p>AOCB</p> <p>SMacK suggested that the report detailing previously considered Community Action Fund applications is not printed for each meeting as this results in a lot of paper used for each distribution. It was agreed that Members would either retain this document for future use, or be collected by JS and distributed with the agenda papers.</p>	All
15.	<p>Date, time of next meeting</p> <p>The next meeting will be held on Wednesday 9th September 2015 at 10.30am, Dalriada House, Lochgilphead.</p>	

The meeting concluded at 12.12pm.