

Argyll Community Housing Association

Board of Management Meeting

Thursday 8th February 2018 at 10.00am in the Inveraray Inn, Inveraray

Minute

Present:

Jim Milne (Chair)
Douglas Prophet (Vice Chair)
Danny Kelly (Chair of Audit Committee)
Sandra Glazsher
Cameron Grant
Ian McIntyre
John Muir
Ray McIntosh-Walley
Bruce Marshall
Councillor Iain Shonny Paterson

Not in Attendance:

David Carmichael

In Attendance:

Alastair MacGregor, Chief Executive
Bruce West, Director of Finance & IT
Colette Benham, Director of Human Resources & Corporate Services
Christine Johnston, Director of Housing & Neighbourhood Services
Kirsteen McGinn, Director of Investment & Regeneration
David McColl, Investment Manager
Gayle Stead, Governance & Compliance Manager
Lesley Lindsay, PA to Board of Management

The Chair welcomed Kirsteen McGinn, Director of Investment & Regeneration to her first Board meeting and a round the table introduction took place.

The Chair advised that sadly Malcolm Campbell had passed away on Sunday 4th February. The Chief Executive advised that Malcolm's funeral would take place on Monday 19th February 2018 at 1.30pm at Dalnotter Crematorium, Clydebank.

The Chair drew Board member's attention to the booklet contained within the Info Pack – Practical Guidance on Government and Financial Management. He stated it was an interesting publication.

The Chair advised it was intended to hold the October 2018 Board meeting on the island of Islay if possible. John Muir commented that the new build opening on Islay was scheduled to take place in November and asked if it would be appropriate to tie in the opening along with a Board meeting on the island. The Chief Executive stated there might be a likelihood the new build could be completed early and if that was the case the October Board meeting could be tied in with the official opening. He further stated that if the new build had not been completed early the

	<p>Page 5 – Item 9 – the Chief Executive advised he had received an email from the Scottish Government on 7th February 2018 which had mapped out a formula for the final value. The Chief Executive advised the properties would be sold at auction on 28th February 2018 and Matthew MacAulay, ACHA's Regeneration Manager would attend that auction to bid on behalf of the Association. The Chief Executive advised the email from the Scottish Government had confirmed they would cover any unforeseen costs. The Board of Management noted there was no guarantee the Association would be successful at the auction as there may be other interested parties.</p> <p>Page 6 – Item 10 – the Director of Housing & Neighbourhood Services advised there could be a total of 54 attending the Tenants Conference, made up of 42 tenants, 9 governing body members and 3 members. Bruce Marshall asked what the maximum numbers allowed to attend were. The Director of Housing & Neighbourhood Services advised that up to 100 could attend.</p> <p>Page 11 – Item 15 – the Chief Executive advised that following discussion with Inveraray Estates there may be an alternative option for road access to the development. He stated he would report back further to the Board when more information was available.</p>	
4.	<p>Minute of Audit Committee 3rd August 2017 for Ratification The Board of Management RATIFIED the minute of the Audit Committee.</p>	
5.	<p>Conflict of Interest to Declare Item 11 – Pay Award - the Chief Executive advised all staff members, with the exception of the PA to the Board of Management would leave the meeting while Item 11 was being discussed. The PA to the Board would remain in the meeting for minuting purposes.</p>	
6.	<p>Correspondence Resignation – Neil Mackay The Chair stated Neil's email contained kind words relating to the Board of Management and staff. The Chair advised Neil would be missed from the Board. The Board of Management APPROVED inviting Neil to join the Board for lunch and presentation of a Quaich.</p>	Jim Milne/ Lesley Lindsay
7.	<p>Cancelled Members The Board of Management NOTED the cancellation of one share membership.</p> <p>The Board of Management NOTED the membership total of 249 as at 30th January 2018.</p>	
8.	<p>Chief Executive Presentation The Chief Executive welcomed Kirsteen McGinn to her first Board meeting.</p> <p>The Chief Executive gave a presentation covering:</p> <ul style="list-style-type: none"> • Key Issues • External Issues 	

	<ul style="list-style-type: none"> • Other Issues • Chief Executive Tenant Visits <p>The Board of Management NOTED the contents of the presentation.</p> <p>Members in attendance were provided with a copy of the presentation.</p> <p>Bruce Marshall asked how keen ACHA were to purchase the properties and land at Ardenslate and asked if the Scottish Government's offer to bring the blocks up to standard remained. The Chief Executive advised a specific request had been made to the Scottish Government. The Board were advised the building was around 75 – 80% complete. He stated the email he had received from the Scottish Government reiterated their position. The Chief Executive advised it would be highly beneficial if the Association could purchase the properties and surrounding land and commented the status quo served no useful purpose. The Board were advised it was the Scottish Government's preferred option that ACHA purchased the properties. The Chief Executive advised the Scottish Government had provided the Association with the figure of what could be bid for for the property and land.</p>	
9.	<p>2 Eton Avenue, Dunoon (decision for homologation)</p> <p>The Chief Executive advised the Office Bearers had been required to make a decision after establishing the owner did not wish to participate in ACHA's buy out of the block but further advised the Investment Manager had been contacted on 7th February with a further development. The Investment Manager advised the Association had made an offer of £30k to the one owner within the block, which had not been accepted by the owner but stated that the owner had not been in receipt of legal advice at the point the Association's offer was rejected. The Investment Manager advised the owner had not been aware he would also receive a cash settlement from the insurance company. The owner contacted the Investment Manager to ask if he could change his mind and accept the offer of £30k for his property. The owner was advised the offer remained open. The Investment Manager stated it looked likely purchase would proceed. The Chief Executive advised if the sale proceeded progress would revert to the decision taken by the Board of Management at their meeting on 14th December 2017.</p> <p>John Muir asked if the sale proceeded when the office might open. The Chief Executive stated if the buyout progressed a feasibility study would be carried out and a further report brought to the Board for consideration.</p> <p>The Board of Management NOTED the contents of the report and additional update.</p>	
10.	<p>KPI Reporting</p> <p>The Chair stated the percentage of urgent repairs completed on target had dropped but commented that AHFA had received an unprecedented number of repairs.</p> <p>The Chair asked for any comments on the KPI reporting scorecard.</p> <p>The Director of Housing & Neighbourhood Services advised there was an error within the HNS figures as they had been transposed. She apologised</p>	

	<p>for the error and confirmed the narrative was based on the correct figures. The Chief Executive asked if the correct report could be issued to the Board of Management. The Director of Housing & Neighbourhood Services confirmed she would issue the report once it had been corrected.</p> <p>The Board of Management NOTED the contents of the KPI Scorecard and no further issues were raised.</p>	CJ												
11.	<p>Pay Award Staff members left the meeting.</p> <p>The Vice Chair took the Board through his report highlighting the recommendations:</p> <ol style="list-style-type: none"> To approve the budget of £7.29m for the Group which equates to a 2.7% increase to all salaries, inclusive of on-costs. This can be broken down as follows based on the draft 2018/19 budget. <table> <tr> <td>Pay Award</td> <td>2.7%</td> </tr> <tr> <td>ACHA</td> <td>£139k</td> </tr> <tr> <td>AHFA</td> <td>£57k</td> </tr> <tr> <td>Group</td> <td>£196k</td> </tr> </table> <p>Increments account for a further increase of £57k for the Group:</p> <table> <tr> <td>ACHA</td> <td>£30k</td> </tr> <tr> <td>AHFA</td> <td>£27K</td> </tr> </table> <p>Plus an increase to standby, call out, bonus and first aid allowances of £2.2k</p> <ol style="list-style-type: none"> To approve the Remuneration Committee recommendations for a 2 year deal which is as follows: Year 1 (1 April 2018) A salary increase of 2.7% plus a 2.7% increase to standby, call out, bonus and first aid allowances. Year 2 (1 April 2019) A salary increase based on the December 2018 Consumer Price Index (CPI) rate as follows: 0% - 1% CPI would result in a 1.5% pay award >1% - 2% CPI would result in a 1.8% pay award >2% - 3% CPI would result in a 2% pay award >3% - 4% CPI would result in a 2.7% pay award <p>In addition a review of those allowances covered by the Group Expenses Policy (mileage rates, accommodation whilst away on company business, overnight allowances, meal allowances and other out of pocket allowances as specified in the policy).</p> <p>Cameron Grant asked if there had been any feedback from the Unions on the forecast of CPI. The Chair advised no response had been received from the Unions.</p> <p>The Board of Management APPROVED the pay award effective from April 2018.</p>	Pay Award	2.7%	ACHA	£139k	AHFA	£57k	Group	£196k	ACHA	£30k	AHFA	£27K	
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	Staff members returned to the meeting.											
12.	Grounds Maintenance Contract CONFIDENTIAL											
13.	IT Review The Director of Finance & IT took the Board through his report which set out the proposals for consideration as part of the 2018/19 budget. The Director of Finance & IT advised that although the IT changeover from the Council to in-house had gone smoothly some issues had now arisen; network speed and various other issues as highlighted within the report. He advised that the Association were keen to improve the IT systems and how effectively it could be used to engage with tenants and customers. The Director of Finance & IT advised that through staff surveys and the Chief Executive roadshow many comments around IT issues had been received. The Director of Finance & IT took the Board through the proposals contained within his report. The following costs increases in non-pay budgets have been identified: <table><tr><td>Software/Licences</td><td>£44k</td></tr><tr><td>Wide Area Network Costs</td><td>£30k</td></tr><tr><td>Argyll & Bute Council fee for Capita database admin</td><td>£2k</td></tr><tr><td>Reduction in mobile phone and telephony costs</td><td>-£6k</td></tr><tr><td>Net increase</td><td>£70k</td></tr></table> The Director of Finance & IT advised there was no option but to meet the costs for software/licences and Wide Area Network Costs to allow a better service to be provided but confirmed the other areas were genuine options for the Board to consider: <ul style="list-style-type: none">• Increase bandwidth on the area offices to 100mb in line with Menzies House, Lamont House and Dalriada House• Move sheltered housing complexes to fibre to cabinet solution• Increase connection and bandwidth at Menzies House, Lamont House and Dalriada House to 200mb• Increase data storage capacity The Director of Finance & IT advised the cost for the options would be between £30k and £50k per annum. The Director of Finance & IT stated the business applications contained within his report had already been included when the review had been undertaken and most related to the housing management system, the main system for dealing with tenants. He further stated engagement with tenants and customers was critical and the IT Department were currently carrying out a feasibility study. The Director of Finance & IT took the Board through the IT Equipment section of his report, which if approved would require an additional £40k.	Software/Licences	£44k	Wide Area Network Costs	£30k	Argyll & Bute Council fee for Capita database admin	£2k	Reduction in mobile phone and telephony costs	-£6k	Net increase	£70k	
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	<p>The Director of Finance & IT took the Board through the Staffing section of his reporting advising that additional expertise in the data centre and server room areas was a requirement. He advised an additional £15k would be required.</p> <p>The Director of Finance & IT took the Board through the summary of the financials contained within his report:</p> <ul style="list-style-type: none"> • Increase in base budget (Rothsay/Islay fibre and current licences) £70k • Increase in network budget (100mb in all offices and 200mb in some) £50k • Increase in IT equipment (3 year replacements, wired sets and tablets) £40k • Budget for business applications £175k • Staff costs £15k • Total £350k <p>He advised it was being proposed to ring fence £350k of budget in 2018/19 to be utilised as set out above.</p> <p>The Chair stated he had confidence in the figures provided as previous estimated costs from the IT department had always been about right or slightly under the estimated cost.</p> <p>Cameron Grant stated there was no mention in the report of IT costs for Board members and asked if had been included within the £350k. The Director of Finance & IT advised if additional tablets were required the budget would cover that cost.</p> <p>The Vice Chair asked why £50k was being paid to the Council. The Director of Finance & IT advised no-one within ACHA had the expertise to run the Capita system. He further advised the £50k cost could be removed if ACHA moved to a new housing management system. He added that most organisations were moving away from Capita as it was an old system.</p> <p>John Muir asked if there were any other organisations that ACHA could visit to find out more about their operating systems. The Director of Finance & IT advised field visits would be undertaken.</p> <p>The Board of Management APPROVED the ring fencing of £350k within the 2018/19 budget for IT.</p>	
14.	<p>Consultation on Rent Increase for 2018/19</p> <p>The Director of Finance & IT took the Board through his report which included feedback from the rent consultation. The Board were advised there was nothing within the responses to prevent approval of a 4.2% uplift in rents.</p> <p>The Director of Finance & IT took the Board through the categories of responses received and advised where additional comments had been raised, they had been passed to the relevant departments for responding.</p> <p>The Director of Finance & IT stated his report covered financial viability and</p>	

	<p>tenant affordability, which included comparisons with other RSLs, including Argyll based RSLs. Bruce Marshall commented he was pleased ACHA were within the lowest rents. The Director of Finance & IT stated the December 2017 RPI had been 4.1% which would have allowed a rent increase of 5.1%.</p> <p>The Chair advised the Bank of England were considering abolishing RPI and asked whether ACHA would require to re-think the basis for the annual rent increase. The Director of Finance & IT stated the RPI index was no longer a recognised national statistic which may eventually wither on the vine. He stated there would be options for the Association; CPI or construct own figure but stated more importantly what income would be required to allow the Association to meet the legislative requirements of EESSH and beyond.</p> <p>The Chair asked the Board to consider the recommendations contained within the report:</p> <ol style="list-style-type: none"> 1. Agree a rent increase to all property rentals, houses, sheltered houses, travelling persons sites, commercial properties, allotments, mid-market rent properties and community benefit properties of 4.2% 2. Agree that sheltered housing service charges will only change according to the analysis of costs incurred at each complex based on the prior year known costs. <p>The Board of Management APPROVED the recommendations.</p>	
15.	<p>AHFA Budget 2018/19</p> <p>The Director of Finance & IT advised the AHFA Budget was relatively straightforward as it was an update on the report presented to the Board in December 2017. He further advised the AHFA Budget was driven by the resilience report agreed by the Board.</p> <p>The Director of Finance & IT advised the only amendment from the draft budget circulated in December 2017 was the December CPI as that was unknown in December.</p> <p>The Director of Finance & IT summarised his report by advising it demonstrated a viable future for AHFA which repays the intercompany loan over the contract period and as such AHFA could currently be considered a going concern.</p> <p>The Board of Management APPROVED the AHFA budget for 2018/19.</p>	
16.	<p>ACHA Budget 2018/19</p> <p>The Director of Finance & IT advised his report was an update to the first draft which had been considered by the Board in December 2017. He stated there were few changes to the overall position.</p> <p>The Director of Finance & IT commented that the budget proposals for 2018/19 as set out in his report resulted in a net operating cash flow of £8.673m. The business plan approved by Lloyds Banking Group was based on a net operating cash flow for 2018/19 of £11.309m. the 2018/19</p>	

	<p>budget is less than that by £2.636m. Of that £2.127m related to the new build programme and was simply a timing difference and £0.5m related to a reduced payment to Argyll and Bute Council of the balance of Right To Buy receipts. Both factors effectively account for the difference. The Director of Finance & IT confirmed there was nothing within the proposed budget that would give Lloyds cause for concern.</p> <p>The Director of Finance & IT advised there were a few movements within the operating budget which included interest rates, welfare rights and IT investment. He stated that most of the detail on pages 3 to 8 were similar or identical to the paper considered by the Board in December, however management costs had increased slightly due to IT costs.</p> <p>No issues or questions were raised.</p> <p>The Board of Management APPROVED the ACHA budget for 2018/19.</p> <p>The Chief Executive advised the Secretary had requested a press release be issued in relation to the approved budget. The Board of Management APPROVED a press release with the Chief Executive taking that forward.</p>	Alastair MacGregor
17.	<p>AHFA Management Accounts – December 2017</p> <p>The Director of Finance & IT took the Board through the Management Accounts.</p> <p>The Board of Management NOTED the contents of the AHFA Management Accounts to 31 December 2017.</p>	
18.	<p>ACHA Management Accounts – December 2017</p> <p>The Director of Finance & IT took the Board through the ACHA Management Accounts and stated there were no concerns around expenditure.</p> <p>The Board of Management NOTED the contents of the ACHA Management Accounts to 31 December 2017.</p>	
19.	<p>ACHA Business Plan Update</p> <p>The Director of Finance & IT advised he had produced his report to provide an early indication of the direction of the business plan, which was updated annually.</p> <p>The Board were advised the left hand column of the report provided information on a 5 year budget from 2018/19 to 2022/23 and the right hand column provided information on 20 years to 2036/37. The Director of Finance & IT advised that Section A provided a summary of the financial position, Section B provided information on potential actions/options/areas to explore, Section C set out the summary of changes to assumptions and Section D provided details of changes in assumptions.</p> <p>The Director of Finance & IT took the Board through his report and advised there were no big issues within the next 4-5 years but following on from that work would be required to ensure the business plan remained viable.</p> <p>The Director of Finance & IT advised the information contained within his</p>	

	<p>report would be put through the business planning model and a further report would be provided at the March meeting.</p> <p>The Chair thanked the Director of Finance & IT for his report stating he found Sections A and B very readable.</p> <p>The Board of Management NOTED the contents of the report.</p>	Bruce West
20.	<p>Investment & Regeneration Update</p> <p>The Investment Manager took the Board through his report highlighting:</p> <ul style="list-style-type: none"> • Annual Target Spend and Numbers – comfortable will hit targets • Kitchens and Bathrooms • Windows and Doors • Heating and Rewire • Roof and Roughcast/Refurbishment • Regeneration • By Contract <p>The Board of Management NOTED the contents of the report.</p>	
21.	<p>Land Disposal Request – Crossapol, Isle of Tiree</p> <p>The Investment Manager advised a request had been received from Tiree Community Development Trust to lease an area of ground at Crossapol, Tiree for a peppercorn rent of £1 per year for the purposes of a car parking area to service Crossapol beach which would provide a safe and sustainable access and would also alleviate vehicle pressure which was currently causing severe erosion to the dune system and protected Machair.</p> <p>The Investment Manager advised the Oban, Lorn & Isles Area Committee supported the request.</p> <p>The Board were advised minimal work would be required by the group to level and surface the site as there was residual hardstanding. The Board were further advised that if approved, a clause would be inserted into the lease stating Tiree Community Development Trust must ensure the area is safe and fit for use and they demonstrate suitable and adequate insurance is in place.</p> <p>The Board of Management APPROVED disposal by lease.</p>	
22.	<p>Land Disposal Request – Torlochan Travelling Persons Site, Sandbank</p> <p>The Chair stated it was the opinion of the Office Bearers there was not enough information to allow a decision to be taken. He stated it was his intention to introduce a third recommendation for consideration:</p> <p><i>All four parties should submit a fully funded business plan to allow the Board of Management to reach a decision.</i></p> <p>The Board of Management APPROVED the recommendation put forward</p>	

	<p>by the Chair.</p> <p>The Investment Manager asked the Board to consider recommendation one contained within his report:</p> <p><i>Approve in principle the demolition of the amenity units at the site thereby ending liability to double Council Tax.</i></p> <p>The Board of Management APPROVED recommendation one within the report.</p>	
23.	<p>Land Disposal Request – Limecraigs Road, Campbeltown</p> <p>The Investment Manager advised a request had been received to lease or purchase a parcel of ground behind a property at Limecraigs Road. The applicant wishes to construct a shed on the unmaintained area. The Board were advised the ground could be used for future development but the demand was currently low in Kintyre. The Investment Manager advised the Mid Argyll & Kintyre Area Committee supported the application on the basis of leasing the area to the applicant with a clause to buy back/terminate the least subject to demand change.</p> <p>The Board of Management APPROVED disposal by lease.</p>	
24.	<p>ACHA Risk Register Quarterly Review</p> <p>The Director of Human Resources & Corporate Services advised the ACHA Risk Register had been update by the Senior Management Team as at 31 December 2017.</p> <p>The Chair stated the Risk Register had been reviewed by the Board at their Strategic Planning review in October 2017 and advised it would be reviewed again at the Strategic Planning sessions in February 2018.</p> <p>The Director of Human Resources & Corporate Services commented that for the first time the media statistics contained no negative media coverage.</p> <p>The Board of Management NOTED and APPROVED the ACHA Risk Register.</p>	
25.	<p>AHFA Risk Register Quarterly Review</p> <p>The Director of Human Resources & Corporate Services advised the AHFA Risk Register had been update by the Senior Management Team as at 31 December 2017.</p> <p>The Chair stated the Risk Register had been reviewed by the Board at their Strategic Planning review in October 2017 and advised it would be reviewed again at the Strategic Planning sessions in February 2018.</p> <p>The Board of Management NOTED and APPROVED the AHFA Risk Register.</p>	
26.	<p>Money Skills Argyll Project Update</p> <p>The Director of Housing & Neighbourhood Services advised she had</p>	

	<p>provided a report by way of update. She stated the project was funded through the European Social Fund and advised funding was paid on a case by case basis and to date the funding profile had not returned funds at the rate required to meet the business budgeting profile. She further stated it was a complicated system with the issue around income affecting all partners.</p> <p>The Director of Housing & Neighbourhood Services advised it was anticipated, based on the number of clients, that around £500,000 split over the three years lifetime of the project would be incoming but was significantly behind the projected income. As a result of the project being behind the Director of Housing & Neighbourhood Services advised it was prudent to provide an update.</p> <p>The Director of Housing & Neighbourhood Services stated the project had been delayed by around five months at the beginning so was always going to be short in the first year. She stated that, along with regulatory conditions and the current lack of appropriate systems were the main reasons for slow income. The Board noted that the issues had been discussed with Argyll and Bute Council who had confirmed some of the matters would be resolved over the next few weeks.</p> <p>The Director of Housing & Neighbourhood Services advised she would provide a further update report to the Board in three months.</p> <p>The Board of Management NOTED the contents of the report.</p>	Christine Johnston
27.	<p>EVH Membership Renewal</p> <p>The Director of Human Resources & Corporate Services advised the Association had been associate members of EVH for a number of years. She advised membership provided value for money as the Health & Safety advice alone paid for the renewal fee. The Director of Human Resources & Corporate Services recommended membership renewal of EVH at a cost of £4758.</p> <p>The Board of Management APPROVED EVH membership renewal.</p>	
28.	<p>Decision Under Urgency for Ratification</p> <p>The Director of Human Resources & Corporate Services advised the Decision Under Urgency had been approved by the Chair but also required ratification by the Board of Management. She advised that the post of Contract Administrator (AHFA) had been granted to the partner of the son of any AHFA employee. The Director of Human Resources & Corporate Services confirmed the AHFA employee played no part in the recruitment process not will have any line management responsibility for the new member of staff. The Board of Management RATIFIED the decision under urgency.</p>	
29.	<p>A.O.C.B. <u>Graham's Point, Kilmun</u></p> <p>Bruce Marshall stated he wished to put forward a motion for the Board to consider:</p> <p><i>That ACHA make representation to the Head of Roads & Amenity Services</i></p>	

	<p><i>and Spokesperson for Roads & Amenity Services requesting that the land known as Graham's Point Community Park in Kilmun be taken back into Council ownership as was the original intention in 2008.</i></p> <p>Bruce Marshall provided the background to the reason for his motion; the land known as Graham's Point Community Park was transferred to ACHA during the stock transfer in error. In the stock transfer agreement a clause called Clause 31 was inserted to allow the transfer of land back to the Council if it had transferred to ACHA in error. In February 2008 the Council contacted the Association about transferring the land at Grahams Point back to the Council as it was a community field and play facility. The Council's legal team actioned Clause 31. In January 2017, the Council stopped cutting the grass and as an interim measure ACHA agreed to maintain the area. During a public meeting all Council candidates agreed the matter would be settled within 100 days of the new Council being formed. The feeling locally is that ACHA's maintenance of the area was of a higher standard than the Council's.</p> <p>Bruce Marshall stated it was his proposal that ACHA should urge the Council to take the land back and asked if there was a willing seconder.</p> <p>The Vice Chair asked why the Council did not want to take the land back. Bruce Marshall advised it was his opinion it was for financial reasons as maintaining the piece of land would cost around £5,000 per annum.</p> <p>Ray McIntosh-Walley asked if the land was of any value. The Chief Executive advised it was used as a play area and a football pitch.</p> <p>The Vice Chair SECONDED the Motion from Bruce Marshall.</p> <p>The Board of Management APPROVED the Motion and AGREED the Chair should write to the Spokesperson for Roads & Amenity Services.</p> <p><u>Notifiable Event – Collapse of Scaffolding – 2nd February 2018</u> The Chair advised there had been a collapse of scaffolding on work being undertaken on behalf of ACHA and private owners at West King Street, Helensburgh. Scaffolders dragged a 6m scaffold tower from one position to another, approximately 1m away. In the process of moving the tower, it toppled over and landed on two parked cars on the road. No-one was injured as a result of the incident. The Health and Safety Executive was notified by the contractor on 5th February 2018. The Board of Management NOTED the contents of the Notifiable Event.</p> <p><u>Notifiable Event – Fire within a Private Let – 6th February 2018</u> The Chair advised there had been a fire within a private let within a block in Williamson Drive, Helensburgh, which is a block of eight flats and although the fire could have affected all eight properties in the common close, there was no damage to any other property. Fire Services and Police were in attendance, no-one was taken to hospital. The Board of Management NOTED the contents of the Notifiable Event.</p> <p><u>Loch Fyne Tragedy – the Nancy Glen</u> The Chair advised that one of the fisherman missing was an ACHA tenant. The Chair asked if the Board would be in agreement to donating £300 to</p>	<p>Jim Milne</p>
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	the fundraising. The Board of Management AGREED to donate £300.	
30.	Date & Time of Next Meeting Thursday 29 th March 2018 at 10.00am in the Inveraray Inn, Inveraray	