



MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 2nd August 2017 at 12.30pm

Ardshiel Hotel, Campbeltown

Attendees

Sandra Johnston, Tenant (SJ)
 Sandra MacKenzie, Tenant (SMack)
 Councillor Donald MacMillan (DMacM)
 John Muir, Tenant (JM)
 Raymond McIntosh-Walley, Independent (RMW)
 Douglas Prophet, Tenant (DP)

Staff in Attendance

Yvonne Angus, Regional Manager (YA)
 Sarah Campbell, Local Manager – Housing (SC)
 Lesley Lindsay, PA to the Board of Management (LL)
 Jenna Philips, Administration Officer (JP)

		Action
1.	<p>Welcome & Apologies</p> <p>Douglas Prophet (DP) welcomed all members to the first Mid Argyll & Kintyre Area Committee meeting for the year 2017/18.</p> <p>Apologies were received from Michael Roberts (MR).</p>	
2.	<p>Election of Office Bearers</p> <p>In terms of nominations for the position of Chairperson, Yvonne Angus (YA) advised that this should be by the individual in the first instance.</p> <p>YA further advised that in the first instance, nominations for the position of Chairperson should be presented by tenant members of the Area Committee. If there are no nominations received from any tenant members, nominations could be considered from independent members. YA further clarified that the role of Chairperson could not be fulfilled by a Councillor representative, only tenant or independent members could be nominated.</p> <p>YA requested nominations for the position of Chairperson from the tenant members.</p> <p>John Muir (JM) advised that he had previously volunteered, however, acknowledged that he would need training and assistance to fully undertake this role. JM advised that he would again volunteer if there were no further nominations.</p> <p>YA explained that prior to the meeting, MR had put forward a proposal for JM to be Chairperson.</p> <p>YA asked for the members present to second the nomination. The members present at the meeting did not second the nomination.</p>	

<p>YA thanked JM for his offer of willing to act as Chairperson. YA explained our Corporate Services department had previously agreed to arrange training for JM to ensure he felt confident in undertaking this role, should he wish to do so in the future. YA said she would follow this up with Gayle Stead, Governance & Compliance Manager.</p> <p>YA requested nominations for the position of Chairperson from independent members.</p> <p>Nominations: Raymond McIntosh-Walley (RMW) Proposed by: Sandra MacKenzie (SMack) Seconded by: Sandra Johnston (SJ)</p> <p>YA thanked RMW for his nomination and confirmed that RMW was duly elected as Chairperson of the Mid Argyll & Kintyre (MAK) Area Committee. YA explained that RMW would serve as Chairperson of the MAK Area Committee until the end of the next Annual General Meeting (AGM). YA further explained that RMW would also serve as representative of the MAK Area Committee as a Board member on the Board of Management.</p> <p>In terms of Section 2.6 of the Scheme of Delegated Authority, YA reminded members that all speakers must direct their words to the Chairperson of the Area Committee and that all members must remain quiet and maintain order while this is happening. The Chairperson will decide who can speak and for how long.</p> <p>YA thanked DP for temporarily acting as Chairperson of the MAK Area Committee. YA presented DP with gift to acknowledge his contribution to the Area Committee over the last few months. DP thanked all members for their generosity and commented that he had enjoyed his time serving as Chairperson. DP also commented that RMW would be a welcomed member to the Board of Management.</p> <p>On behalf of all members, RMW again thanked DP for his assistance and also thanked SMack and SJ for proposing and seconding his nomination.</p> <p>Concerns had previously been raised by members for the requirement for the Vice Chairperson to attend Board of Management meetings. YA clarified that there would be no requirement for the Vice Chairperson to attend the Board of Management meetings as we now have a Chairperson in place.</p> <p>YA requested nominations for the position of Vice Chairperson from the tenant members.</p> <p>Nominations: Sandra MacKenzie (SMack) Proposed by: Sandra Johnston (SJ) Seconded: John Muir (JM)</p> <p>YA thanked SMack for her nomination and confirmed that SMack was duly elected as Vice Chairperson of the Mid Argyll & Kintyre (MAK) Area Committee until the end of the next Annual General Meeting (AGM).</p> <p>YA passed over to RMW to proceed through the remaining agenda.</p>	<p>YA</p>
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3.	<p>Schedule of Area Committee Meetings</p> <p>YA referred members to the report that was circulated prior to the meeting. In accordance with the Scheme of Delegated Authority, Section 2.1 states:</p> <p>“The Area Committee shall decide when and where to hold its meetings, but each must meet at least 4 times a year. A calendar of meetings for the coming year will be produced in December each year.”</p> <p>a. Agree dates and times of meetings</p> <p>The report detailed key dates for decision making, this being January; March; May and August. After discussion, by majority the members agreed to hold 5 meetings per year. The schedule would be:</p> <ul style="list-style-type: none"> • Wednesday, 22nd November 2017 • Wednesday, 17th January 2018 • Wednesday, 14th March 2018 • Wednesday, 23rd May 2018 • Wednesday, 1st August 2018 (AGM) <p>b. Agree venues</p> <p>During 2016/17, as agreed by the members of the Area Committee, meetings were held in Lochgilphead, due to the lack of members representing the Kintyre area. As there was currently only 1 member from the Kintyre area, members agreed that it would be more cost effective to continue to hold meetings in Mid Argyll as there was no cost to hold meetings in Dalriada House.</p> <p>DP commented that it may encourage Kintyre members to join the Area Committee should the meetings be held in Kintyre. YA advised that we would continue to promote membership in Kintyre and should more members from Kintyre join the Area Committee, members could consider holding meetings in Kintyre. YA noted that the AGM was being held in Kintyre but there had only been 1 member who was not an Area Committee member that had attended, which was disappointing.</p> <p>JM enquired how many members were required to make a meeting quorate. YA confirmed that a minimum of 4 members were required to make a meeting quorate.</p> <p>c. Set agenda for forthcoming year</p> <p>Members agreed to the proposed agenda as detailed in Appendix 1 of the report.</p>	
4.	<p>Group Governing Body Members Code of Conduct</p> <p>Prior to the meeting, members were provided with the Group Governing Body Members Code of Conduct.</p> <p>In accordance with the Rules of the Association, Section 38.6 states:</p> <p><i>“No Board or Area Committee Member may take office until they have agreed to and signed the Group Code of Conduct for Governing Body Members.”</i></p> <p>In accordance with the Scheme of Delegated Authority, Section 10 states:</p> <p><i>“Code of Conduct Principles: Refer to the Board of Management & Area</i></p>	

	<p><i>Committee Code of Conduct document which requires to be signed by each Board of Management and Area Committee Member.”</i></p> <p>Members were asked to sign the Group Governing Body Members Code of Conduct and return to Jenna Philips (JP) at the end of the meeting.</p>	
5.	<p>Diversity & Equal Opportunities Information</p> <p>Prior to the meeting, members were provided with the Diversity & Equal Opportunities pro-forma.</p> <p>To allow the Association to accurately complete the Annual Performance Statistical Return (APSR), members are required to complete the Diversity & Equal Opportunities pro-forma. This is requested by members on an annual basis and forms part of the Area Committee’s first meeting following the AGM.</p> <p>Members were asked to complete the Diversity & Equal Opportunities pro-forma and return to JP at the end of the meeting.</p>	
6.	<p>Connected Persons (Declaration of Interest)</p> <p>Prior to the meeting, members were provided with the Connected Person (Declaration of Interest) pro-forma.</p> <p>In accordance with the Rules of the Association, Section 46.1 states:</p> <p><i>“If a person serves on the Board, an Area Committee or any sub-committee he/she must declare any personal or other external interests on an annual basis in accordance with the Group Code of Conduct for Governing Body Members. If while serving on the Board of Management or an Area Committee that person has any conflict of interest in any contract or other matter about to be discussed at a meeting, he/she must tell the Board or Area Committee. He/she will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or to stay in the meeting while any vote on the matter is being held. If he/she is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.”</i></p> <p>In accordance with the Standing Orders, Section 6.3 states:</p> <p><i>“The Group expects the highest standard of integrity in the management of its affairs. All Board members are required to sign and adhere to the Group Governing Body Member Code of Conduct and to disclose any relevant interests in the Declaration of Interest Register, which is maintained by the Corporate Services department on behalf of the Chief Executive/Secretary.”</i></p> <p>Members were asked to complete the Connected Person (Declaration of Interest) pro-forma and return to JP at the end of the meeting.</p>	
7.	<p>Minutes of Previous Meeting – 10th May 2017</p> <p>The minutes from 10th May 2017 were agreed as a true and accurate record.</p> <p>Proposed by: SMack Seconded by: Councillor MacMillan (DMacM)</p>	
8.	<p>Matters Arising (including information pack)</p> <p>10th May 2017: Agenda Item: 5: Page 3: Matters Arising (including information pack) <i>“Election of Chair of the Mid Argyll & Kintyre Area Committee – MR requested a copy of the report mentioned in the Board of Management minutes.”</i></p>	

YA advised members that she had received confirmation from Gayle Stead, Governance & Compliance Manager, that a copy of the report had been sent to MR.

10th May 2017:

Agenda Item: 11: Page 8: Prioritisation of Estate Management Action Plans (EMAP) 2017/18

Meadowburn Place, Campbeltown: JM suggested that the bin store roof was replaced by corrugated iron sheets which could then be painted. SC advised that the specification had been recommended by our Repairs team, however, SC agreed to find out the reasons for this choice and advise members at the next meeting”.

SC advised members that the specification we issued was, in our opinion a better option. Painted corrugated iron sheets would require ongoing maintenance with painting and rust inhibitor. The approved option would use a modern form of corrugated iron sheet which required minimal maintenance.

9. Conflicts of Interest to Declare

There were no conflicts of interest declared by members.

10. Correspondence

JP confirmed there was no correspondence received prior to the meeting.

11. Estate Management Action Plans (EMAP) 2017/18

SC referred members to the report that was circulated prior to the meeting. The report detailed the 2017/18 priorities for Mid Argyll & Kintyre and included costs and photographs of the proposed work.

Following discussion, the following was agreed by members:

MID ARGYLL

1. 13 and 17 Knapdale Terrace, Ardrishaig

To supply & fit back garden fencing to 13 Knapdale Terrace and front and back garden fencing to 17 Knapdale Terrace	£2,004.00	Approved
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2. 21 Glenfyne Crescent, Ardrishaig

To supply and fit new fencing and remove concrete plinths and rubble from garden	Initial cost: £2,000 Contractor to provide split cost for garden and fencing	Approved
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3. Duncholgan Cottages, Lochgilphead

To supply two external lights to entrance to Duncholgan Cottages	Cost not yet supplied. We are also investigating if this can be included as part of the improvement works currently being undertaken	On hold
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4. Lochgair Place, Tarbert

To supply and fit metal handrails to central grassed area at Lochgair Place	£1,320.00	Approved
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5. 45/47 Union Street, Lochgilphead

To supply and fit wire	£800.00	Approved
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	and post fencing to rear garden area		
6.	5 & 6 Easfield, Tarbert		
	Supply and fit new chainlink fence to front garden area	£2,904.00	Declined
7.	Caledonia Court, Ardrishaig		
	Line markings in car park area	£1,385.00	Declined
8.	Caledonia Court, Ardrishaig		
	Remove shower from communal shower room and fit bath	Costs not yet supplied	On hold
9.	Chalmers Court, Inveraray		
	Supply and fit shed at Chalmers Court	We will no longer be progressing with this project	

KINTYRE

1.	Glenside, Campbeltown		
	Replace one bin store to match existing	£2,250.00	Approved
2.	Meadowburn Place, Campbeltown		
	Replace roof to bin store	Cost of works to ACHA after private owner contribution: Option 1: £1,044.15 Option 2: £368.00	Approved*
	* If consent obtained from all private owners, members approved for this project to proceed		
3.	3 – 19 High Street, Campbeltown		
	Carry out work to bin sheds	Cost of works to ACHA after private owner contribution: £2,256.93	Approved*
	* If consent obtained from all private owners, members approved for this project to proceed		
4.	4 Burnside Cottages, Stewarton		
	Replace front garden fencing	£1,080.00	Approved
5.	26/28 Davaar Avenue, Campbeltown		
	Divisional fencing	Costs not yet supplied Private owner consultation ongoing	On hold
6.	4, 8 & 9 Millers Park, Saddell		
	Replace front garden fencing	£3,348.00	Approved
7.	33 Smith Drive, Campbeltown		
	Replace back garden fence	Costs not yet supplied Private owner consultation ongoing	On hold

	<table><tr><td>8.</td><td colspan="2">Ralston Road, Campbeltown</td></tr><tr><td></td><td>Supply dividing fence</td><td>We are no longer progressing with this project</td></tr></table>	8.	Ralston Road, Campbeltown			Supply dividing fence	We are no longer progressing with this project	
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	Supply dividing fence	We are no longer progressing with this project						
	<p>DMacM requested that the EMAP project at Duncholgan Cottages be progressed at the earliest opportunity.</p> <p>JM queried the cost of the proposed line markings in the car park area at Caledonia Court. JM considered the cost of £1,385 expensive for the requested project.</p> <p>RMW commented that the line markings would be plasticised, i.e. the line markings would not wash away. As a result, this required specialised material and equipment and was a complex job to perform.</p> <p>SC added that ACHA had previously requested Argyll & Bute Council to provide a quote to provide line markings for a disabled parking bay, however, they advised that they weren't able to carry out this work.</p> <p>In terms of the line markings at Caledonia Court, the project was labour intensive as there were many line markings required for the area which contributed to the cost.</p> <p>In regards to the project to carry out work to the bin sheds at 3-19 High Street, Campbeltown, RMW asked that should ACHA not obtain consent from all the private owners if ACHA could demolish the bin sheds.</p> <p>SC advised that ACHA would not demolish the bin sheds. However, should there pose a health & safety risk, ACHA would undertake the work and the private owners would be invoiced for their share of the works.</p> <p>YA further clarified that the works undertaken would only be to make safe, it would not be to remove.</p> <p>SC left the meeting.</p>							
12.	<p>Community Action Fund Applications</p> <p>a) Budget Update: £2,000</p> <p>b) Consider New Applications</p> <p>i. Kintyre Crime Prevention Panel Amount Requested: £200.00 Decision: All members in attendance unanimously agreed to award the group £200.00</p> <p>ii. Mid Argyll Pipe Band Amount Requested: £500.00 Decision: All members in attendance unanimously agreed to award the group £500.00</p> <p>Remaining balance of £1,300.00.</p> <p>c) Correspondence – none received.</p>							
13.	<p>Garden In Bloom Winners to be Announced</p> <table><tr><td>Category: Best Garden</td></tr></table> <ul style="list-style-type: none">Mid Argyll<ul style="list-style-type: none">1st: Mrs Graham, 14 Jubilee Terrace, Lochailphead	Category: Best Garden						
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	<ul style="list-style-type: none"> ○ 2nd: Mr & Mrs MacCuaig, 22 Ardpatrik Place, Lochgilphead ○ 3rd: Mr & Mrs MacLeod, 8 Poltalloch Street, Lochgilphead <ul style="list-style-type: none"> • Kintyre <ul style="list-style-type: none"> ○ 1st: Mr Lang, 120 Millknowe, Campbeltown ○ 2nd: Mrs Savory, 40 Craigowan, Campbeltown ○ 3rd: Mrs McPherson, 65 Dalaruan Street, Campbeltown <div style="border: 1px solid black; padding: 2px; margin: 5px 0;">Category: Best Container</div> <ul style="list-style-type: none"> • Mid Argyll <ul style="list-style-type: none"> ○ 1st: Mr Grieve, 14 Lochgair Place, Tarbert ○ 2nd: Mrs Stewart, 2 Chalmers Court, Inveraray ○ 3rd: Mrs Johnson, 7 Lochgair Place, Tarbert • Kintyre <ul style="list-style-type: none"> ○ 1st (joint winner): Mr & Mrs McCallum, 1B Davaar Avenue, Campbeltown ○ 1st (joint winner): Mrs Stewart, 66 Smith Drive, Campbeltown ○ 2nd (joint winner): Ms Collett, 15 Dalaruan Street, Campbeltown ○ 2nd (joint winner): Mrs McLean, 105 Ralston Road, Campbeltown ○ 3rd: Ms McCowan, 30 New Parliament Place, Campbeltown 	
14.	<p>Scheme of Delegated Authority: Issuing of DRAFT Minutes of Area Committee Meetings</p> <p>In accordance with the Scheme of Delegated Authority, Section 4.5 states:</p> <p><i>“Minutes of a meeting will be circulated to all members of the Area Committee within the timescale set by the committee and will be amended if agreed and approved at the next meeting of the Area Committee”.</i></p> <p>On reviewing the process, members unanimously agreed that the draft minutes are circulated with the agenda papers for the upcoming meeting, i.e. one week prior to the scheduled meeting.</p>	
15.	<p>Tenants Newsletter – Article for Autumn Edition</p> <p>RMW queried why all tenants were not a member of ACHA. RMW suggested that tenants be members of the Association, without the requirement to pay £1 membership, with the expectation for Independent members to pay this charge.</p> <p>Lesley Lindsay (LL) advised that this may require a change to the Rules, however, she would clarify this.</p> <p>Following discussion, it was agreed the article would promote the newly elected Area Committee and encourage members to join. It was agreed an article would be drafted and sent to the Chairperson for approval.</p>	<p>LL</p> <p>JP</p>
16.	<p>Agenda Items for Next Meeting</p> <p>Members were provided with a report prior to the meeting. Following discussion, it was agreed the following agenda items would be considered at the next meeting with no further items to add:</p> <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of Previous Meeting – 2nd August 2017 • Matters Arising (including information pack) • Conflict of Interest • Correspondence 	

	<ul style="list-style-type: none"> • Regional Managers Update • Community Action Fund Applications <ul style="list-style-type: none"> a) Budget Update b) Consider New Applications c) Correspondence • Key Performance Indicators • Review of Estate Management Action Plans (EMAP) Projects 2017/18 • Policies for Review – Progress • Agenda Items for the Next Meeting • Any Other Business • Date & Time of Next Meeting 	
17.	Any Other Business None.	
18.	Date & Time of Next Meeting Wednesday, 22 nd November 2017 at 10.30am, Dalriada House, Lochgilphead	

The meeting concluded at 1.45pm