

## MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Tuesday, 12<sup>th</sup> March 2013 at 1.00pm

The Ardshiel Hotel, Campbeltown

### Attendees

Sandra MacKenzie, Tenant (SMAK)

Colin Davidson, Independent (CD)

Sandra Johnston (SJ)

John Muir, Tenant (JM)

Valerie St Helene, Tenant (VSH)

### Staff in Attendance

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)

Jenna Shaw, Administration Officer (JS)

		Action
1.	<b>Welcome and Apologies</b> SMAK welcomed all members to the meeting.  Apologies – Colette Benham, Lochiel Cushnie, Councillor MacMillan and Carole Ann Shields.	
2.	<b>Minutes of Previous Meeting – 9<sup>th</sup> January 2013</b> Page 10 – Community Action Fund Applications – the minutes from 9 <sup>th</sup> January 2013 states, “a £1,000 budget left for three further meetings, leaving £500 per meeting”. This should be amended to “a £1,000 budget left for two further meetings, leaving £500 per meeting.” JS to amend.  The minutes from 9 <sup>th</sup> January 2013 were proposed by JM and seconded by SJ.	JS
3.	<b>Matters Arising (including Information Pack)</b> Page 6 – Estate Management Surveys – SMaCK suggested utilising email for future surveys as it has proven a costly exercise to issue surveys by post. YL advised that the Estate Management policy made a commitment to survey all tenants and private owners in all our estates. ACHA is aware this has incurred a massive cost, not only for postage and printing of surveys but also in providing feedback. YL explained the Scottish Housing Regulator wishes ACHA to demonstrate how the Association consults with our communities. A future report with a number of alternative proposals in terms of a consultation strategy will be presented to the Board for consideration.  YL advised the Equal Opportunities Committee at the Scottish Parliament	

	are currently looking into the subject of “Where Gypsy Travellers Live” and as part of their remit have sought to take evidence from a variety of sources including practitioners, senior staff and travellers themselves. Rod Buchanan, Local Manager and Iona MacPhail, Regional Manager, were recently invited to Scottish Parliament to attend an evidence session on this matter.	
4.	<b>Conflicts of Interest to Declare</b> No conflicts of interest were declared.	
5.	<b>Correspondence</b> SMacK provided a summary of the recent correspondence received:  <b>Fyne Families – 5<sup>th</sup> January 2013</b> Thank you letter received for the recent Community Action Fund. Fyne Families are a childcare charity supporting families in Mid Argyll through their Elfs Nursery, Lochgilphead After School Club and Duncholgan Family Centre. The donation will be used for a much needed repair at Duncholgan Family Centre and will also enable the group to support traveller children and families in a safer and more pleasant environment.  <b>Dochas Carers Centre – 7<sup>th</sup> February 2013</b> Thank you letter received for the recent Community Action Fund. A copy of their newsletter was enclosed for information. Their newsletter is sent out to people across Mid Argyll, Kintyre and the islands of Islay and Jura to raise their profile and deliver messages to all carers of the work undertaken and how they can help.  <b>Lochiel Cushnie – 21<sup>st</sup> February 2013</b> In accordance with the Associations rules, Lochiel Cushnie was required to request special leave of absence if he was unable to attend the Area Committee meeting, as he would have missed 4 consecutive meetings. A letter to this effect was sent to Lochiel on 4 <sup>th</sup> February 2013. The Committee granted Lochiel special leave of absence until he is fit to attend future meetings. The Committee requested that a card and gift is sent to Lochiel to wish him a speedy recovery. JS to arrange.	JS
6.	<b>Regional Managers Report.</b>  <b>Investment Programme – Mid Argyll</b> <b>Heating &amp; Rewire</b> – A small number of installs are in progress at the moment. The contractor is mainly working within the Lorn area. Installations have improved recently as we have experienced fewer issues, although they are still slow to complete Hydro work. A large amount of warranty work is currently outstanding.  <b>Windows &amp; Doors</b> – Sidey – Currently no work is being carried out within the Mid Argyll area at the moment with no properties incomplete.  <b>Kitchen &amp; Bathroom</b> – All installs complete for the moment. Properties	

are being completed in small batches. We await the next programme of properties.

**Roof & Roughcast** – Communication ongoing with private owner of Oakhill regarding roof and roughcast work. Recently identified block at Easfield will not be going ahead as the private owner believes this work is not required.

#### **Investment Programme – Kintyre**

**Heating & Rewire** – Contractor carrying out work in the Kintyre area. Although not at full tilt yet a number of installs are being carried out. Thanks must go to the contractor who has carried out a few emergency installs on properties where the old heating had failed. Like Mid Argyll, a large amount of warranty work is outstanding which is being followed up.

**Windows & Doors – Main install programme** – Contractor has not carried out any installs in the last few weeks. Due back week commencing 25<sup>th</sup> February.

**Windows and Doors** – MacLeods planning issues – Currently working through these properties as planning consent has been agreed.

**Kitchen & Bathroom** – No installs at present. All properties have been closed off.

**Roof & Roughcast** – Ongoing communication with private owners at Smith Drive & Ralston Road, Campbeltown. Awaiting further information from Investment department on progress. Properties that are solely tenanted by ACHA tenants are to proceed. Staff have prioritised years 6-8 installs for Investment & Regeneration. Frustration at the slow pace of this contract as we have properties that have very poor roofs with extreme water ingress.

JM asked if the delay was due to where the roof space was shared by ACHA and private owners. YL confirmed this was the case, this was known as common repairs.

#### **Regeneration/More Than Housing**

##### **Related Assets**

##### **Road & Footpath Strategy –**

The works are now complete in Kintyre and additional works are being finished in Tayinloan. Works have recently commenced at Oakhill, Tarbert. It is anticipated that the works in Tarbert will last for another four to six weeks with a residual clear up throughout the rest of Argyll thereafter.

The **new footbridge at Highbank Park** is now in place; however, approach work to paths and handrails still requires to be completed. It is envisaged this will be completed within a couple of weeks.

The opening of the bridge was approved by the Chief Executive and Bill Anderson is leading on this. As soon as we receive more information the Committee will be updated.

	<p>YL clarified Highbank Park was in Lochgilphead.</p> <p>JM questioned if tenants can use the footbridge. YL explained that for health and safety reasons this area has been fenced off and signs have been erected to advise the area should not be used.</p> <p><b>New Build at Park Square/ Park Terrace, Campbeltown</b>  Members of the Area Committee viewed the site prior to the meeting. The MacLeod Construction contract is progressing and handover of the 32 units is programmed for mid May 2013.  The opening service of the development has been arranged for Friday, 31<sup>st</sup> May 2013.</p> <p><b>Investment Programme Refurbishment at Dalaruan Street, Campbeltown</b>  Members of the Area Committee viewed the site prior to the meeting. The McKinven &amp; Colville contract is now due to come off site on 18<sup>th</sup> April, however, it is likely this will be delayed and it is anticipated it will now be mid/end May.</p> <p><b>Non Traditional Works</b> – the contract works remain onsite in Campbeltown and will be completed by end April 2013.</p> <p><b>Millpark, Southend</b> – a consultant was recently appointed to investigate options for refurbishing 7-10 Millpark Southend. The report which will include proposals is due to be completed by the end of March.  VSH queried what had caused the subsidence. YL explained we are uncertain at the moment and await the findings from the consultant's report. The Committee will be advised of the outcome in due course.</p> <p><b>Customer Complaints</b>  The customer complaints reports are run quarterly and the next set are not due until the end of March – figures will be provided at the next Area Committee meeting in May.</p> <p><b>Housing Management &amp; Maintenance</b>  The HomeSwapper scheme is essentially an online Mutual Exchange Service that has superseded our manual systems. ACHA now have a procedure in place that will enhance the housing options available to our existing tenants that wish to move and could assist in speeding up the process. There is also an opportunity for us to advertise our Low Demand properties which we hope will encourage interest.</p> <p><b>Key Performance Indicators</b>  The Key Performance Indicator (KPI) report up to the end of January 2013 was circulated to members prior to the meeting.  The report advised that 13 KPI's had been met, 0 partially met and 13 not met. Of the 13 not met, 6 relate to the allocation process, and 2 to post inspections which are rolling targets, to be met by end March.  Arrears figures are still out of target. We believe the new pre-court</p>	
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requirements that were introduced with the 2010 Act are now having an impact.

### **Estate Management**

Surveys have been issued to residents throughout the year to establish what they think about the area they live in. The survey asked questions on matters such as whether residents think the area they live in is attractive; how secure they feel or if there are any additional services they would like the Association to provide.

The remaining of the surveys for the Mid Argyll & Kintyre area has now been issued. In total, 1,434 surveys were issued to Mid Argyll tenants and private owners. In terms of Kintyre, 1,264 surveys were issued and to date, we are currently analysing the percentage returns and outcomes.

The information will then be incorporated into the 7-year Estate Management Plan. Suggested projects will then be presented to the Area Committee for approval at their next meeting in May.

CD asked what level of response we receive from these exercises. YL advised the average return rate is approximately 10%.

SMacK questioned what percentage of tenants has access to email. YL explained the Association is currently gathering this information. For legal requirements, a lot of information has to be issued by post.

SMacK asked if we can make the completion and return of household questionnaires compulsory. YL advised we cannot make this compulsory. For legal purposes, we issue this information annually. We have to provide evidence to the Scottish Housing Regulator that we request this information.

SJ queried when the household questionnaire was issued. YL confirmed this was enclosed within the rent increase consultation correspondence.

### **Welfare Reform**

The full update was circulated to members prior to the meeting within their information pack.

In summary, visits to approximately 600 affected tenants are almost complete. Staff are currently analysing results at the moment, however, it is envisaged that 50% of our tenants will have significant difficulty in paying the extra payments towards their rent that will no longer be covered by housing benefit.

CD commented there is number of difficulties surrounded by the welfare reform including the issue of available properties.

SMacK queried if a tenant could be evicted as a result of the bedroom tax. YL confirmed that this was possible, although eviction is always a last resort.

YL advised the HOME Argyll Allocations Policy is being reviewed at the moment. The steering group has been asked to consider the quotas for allocations. At present, 50% is allocated to homelessness; 25% to the direct waiting list and 25% to the transfer list. ACHA proposed to allocate

	<p>100% to the transfer list, with resulting vacancies being allocated between the Homeless and Direct Waiting List. This is currently being considered by the Partners..</p> <p>CD commented that applicants that have been housed will be affected as a consequence of the welfare reform. YL explained the Allocations policy is relaxed in terms of access to children therefore where applicants do not currently have a child resident with them but have access, they will now be charged for an extra bedroom. Awareness will be provided to applicants where their housing benefit will not cover their rent. There is a Discretionary Housing Payment for those tenants in hardship, however, it is evident there is not sufficient funds to assist everyone.</p> <p>JM asked if ACHA are responsible for homeless persons that go into an ACHA office. YL explained the statutory responsibility remains with the local authority, however, at present 50% of our allocations are offered to homeless applicants. In terms of the review of the Allocations policy, homeless and direct applicants will not be disadvantaged as there will receive an offer of housing on the resulting vacancy.</p> <p>CD commented that as far as homeless people are concerned, some will be in RSL homes but questioned where the rest are housed. YL explained the majority of homeless applicants are in temporary accommodation until secure accommodation is found. B&amp;B's are rarely used. Argyll &amp; Bute Council have leased a number of properties in the private sector and from ACHA. Where this is the case, occupancy agreements are in place until permanent accommodation is available. B&amp;B accommodation is only used in emergencies.</p> <p><b>Argyll Homes For All (AHFA)</b>  ACHA are working towards an implementation date for the start of the AHFA contractual relationship with ACHA on Tuesday 2<sup>nd</sup> April 2013.</p> <p>The services AHFA will provide to ACHA will be for routine and cyclical maintenance and the management of our two mid market rent properties in Dalnally when they come off site in May 2013. In addition to the AHFA/ACHA contracts, the Association will provide services to AHFA covering Human Resources, Governance, Finance, IT and offices.</p> <p>The assignation, TUPEing and recruitment of staff who will work for AHFA has progressed over the last six weeks. This exercise has involved placement of current ACHA staff into AHFA either by assignation or TUPE. This exercise is now largely completed and any final matters should be resolved by 2<sup>nd</sup> April 2013. The Association has also had a positive engagement with private contractors in respect to their staff that has a right to TUPE to AHFA. It is anticipated that around 45 employees will join AHFA as a result of this exercise. It is intended they will be in post for 2<sup>nd</sup> April 2013. In addition to the above two pieces of work, there are nine vacancies currently to be filled, interviews for these posts are currently taking place. Vacant Manager posts have been filled, with the exception of the Plant and Safety Manager position, which</p>	
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	<p>is hoped to be filled shortly. The majority of the vacancies are for trades positions which again, the majority of these posts will be filled by 2<sup>nd</sup> April 2013.</p> <p>The Service Level Agreements and Contracts, which also cover Key Performance Indicators will underpin the relationship between the two organisations which considerable work has gone into, were considered by ACHA's Board in draft form in February. This will be presented to the Board for final sign off on 14<sup>th</sup> March 2013. A similar exercise will be carried out by the AHFA Board as well.</p> <p>A lot of technical preparation has taken place around procurement, setting up of bank accounts, payment systems, branding etc. Unfortunately, the 28 vehicles which were to be delivered for the beginning of April with the ACHA/AHFA branding on them will not arrive until mid April. This is simply an issue of the supplier failing to meet their deadline. The contingency position is that the supplier will provide temporary, unbranded vehicles for the first short period of time.</p> <p>The Association has been in regular dialogue with the Scottish Housing Regulator regarding the establishment of AHFA. We have shared the business case and other relevant information with them and at our most recent meeting on 26<sup>th</sup> February they indicated they were satisfied with the proposals put into place and wished us well with the initiative.</p> <p>CD asked if AHFA were in a position to carry out work for other people. YL explained that at present AHFA are not in a position to undertake work other than for ACHA but there is no reason why expanding this service couldn't be considered out in the future.</p> <p><b>Good Attendance Awards 2012</b> As reported at the last Area Committee meeting, 4 staff in Mid Argyll &amp; 6 members of staff in Kintyre received a Good Attendance Award. Sandra MacKenzie presented certificates to staff.</p> <p><b>Good News Stories</b> In terms of good news stories within Mid Argyll &amp; Kintyre, we have held a lunch at Chalmers Court to celebrate Burns day. The Argyll Voluntary Action has run a couple of successful Craft Cafe sessions at Caledonia Court for tenants. Dochas Centre in Lochgilphead is holding monthly Dementia Awareness sessions at Caledonia Court. A lunch club in Chalmers Court has been formed and monthly lunches are now up and running. ACHA have received approval from the Council for the removal of boundary trees at Chalmers Court.</p> <p><b>Fire Awareness Sessions</b> Staff within all area offices have recently attended fire awareness sessions provided by Strathclyde Fire &amp; Rescue. This was to heighten visual awareness of when staff visit tenants in their homes and to make</p>	
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	tenants aware of the services offered by the Fire Service.	
7.	<p><b>Garden In Bloom/Sunflower Competition 2013 (paper attached)</b></p> <p>The Mid Argyll &amp; Kintyre 'Garden in Bloom' competition has been running since 2010 and is open to all ACHA tenants in the area.</p> <p>The report for the Garden In Bloom competition for 2013 was circulated to members prior to the meeting.</p> <p>Members agreed to the following categories for 2013:</p> <ul style="list-style-type: none"> <li>• <b>Best Garden:</b> Engraved Vase for winner. Prize money of £50 (1<sup>st</sup> place), £30 (2<sup>nd</sup> place) and £20 (3<sup>rd</sup> place).</li> <li>• <b>Largest Sunflower:</b> Open to all pre 5 Nurseries (age group 3-5 years). Sunflower seeds will be supplied to Nurseries who wish to participate. Vouchers for books to the value of £35 to be donated to the winning nursery and £15 to the successful child.</li> <li>• <b>Best Container (to include window box, hanging basket, container):</b> Engraved Vase for winner. Prize money of £50 (1<sup>st</sup> place), £30 (2<sup>nd</sup> place) and £20 (3<sup>rd</sup> place).</li> <li>• <b>Best Allotment:</b> Prize: Garden related prize and £50 for 1<sup>st</sup> place.</li> <li>• <b>Prize money for both the Mid Argyll &amp; Kintyre agricultural shows:</b> Prize money of £15 (1<sup>st</sup> place), £10 (2<sup>nd</sup> place) and £5 (3<sup>rd</sup> place).</li> <li>• <b>Prize money for the Ardrishaig Horticultural Society:</b> Prize money of £15 (1<sup>st</sup> place), £10 (2<sup>nd</sup> place) and £5 (3<sup>rd</sup> place).</li> <li>• <b>One off Projects as Identified:</b> There may be potential areas of land within the Mid Argyll &amp; Kintyre areas that could be developed into community garden areas. A competition aimed at primary school children, asking that they draw their idea of how the community garden should look.</li> </ul> <p>VSH queried how the allotments are progressing. YL advised there is still interest in the allotments but unfortunately they suffered as a result of the bad weather last year.</p> <p>JM commented that some tenants don't have the opportunity to win as the same tenants seem to win year on year. SMackK advised that this had already been agreed last year and tenants can only win the competition for 3 consecutive years.</p> <ul style="list-style-type: none"> <li>• The Committee agreed the closing dates for entries for 'Best Garden'; 'Best Container' and 'Best Allotment' would be end of July 2013.</li> </ul>	JS



	<ul style="list-style-type: none"> <li>In terms of the 'Largest Sunflower', JS to investigate dates for growing sunflowers and advise of appropriate closing date. To ensure consistency, JM suggested providing a schedule to nurseries to ensure sunflowers are planted at the same time. YL confirmed that this would be included within the competition for this year.</li> <li>It was agreed photographs would be obtained by area staff for each nomination on receipt of completed nominations. Area Committee members will judge nominations using photographs obtained. It was agreed adverts would make nominees aware that photographs will be taken at the end of July.</li> <li>It was agreed judging will be arranged for mid August.</li> </ul> <p>In terms of the press release (appendix 1) CD commented that it was unclear that tenants can nominate their own garden. It should also include 'containers' within the 2<sup>nd</sup> paragraph. Members agreed the press release following the above mentioned amendments.</p> <p>Members agreed there were no further strategies required to promote the competition other than those highlighted in appendix 2</p> <p>SMack commented that some area offices include all areas for the purpose of the competition. YL stated that it requires a large resource to accommodate this. It would be difficult to achieve this due to the geographical dispersion of Mid Argyll &amp; Kintyre.</p>	<p>JS</p> <p>JS</p>
8.	<p><b>Attendance at Community Events during 2013 (paper attached)</b></p> <p>A paper was provided with the agenda packs of a list of community events in Mid Argyll and Kintyre in 2013.</p> <p>To minimise costs, the Committee agreed to attend events that were held mid week.</p> <p>Members agreed to attend the following events:</p> <ul style="list-style-type: none"> <li>Kintyre Agricultural Show</li> <li>Inveraray Highland Games</li> </ul> <p>Area Committee members that would attend the above events will be agreed at the next meeting.</p> <p>Members were happy with the list of services that were provided within the report.</p>	<p>ALL</p>

9.	<p><b>Estate Management Action Plans – Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Budget</b> – was circulated to members prior to the meeting.</li> <li>• <b>MacDonald/McIntyre Fencing</b> – <ul style="list-style-type: none"> <li>○ 23 private owners were written to regarding the proposed shared cost for the fencing project; however, we received only 3 responses. Two felt that their fence was adequate and did not require upgrading and one was happy to be involved.</li> <li>○ Further work has been carried out to progress, this includes: <ul style="list-style-type: none"> <li>▪ We have measured the area required and looked internally at the types of fencing required. As the ACHA properties are scattered amongst the privately owned properties there will be a need to install fencing that is both sympathetic to the area concerned and also to the fencing already in situ</li> <li>▪ The majority of the rear fence presently installed is timber upright boarding. This is installed to a height of approx 6 feet where the rear of a property is in full view of another property. A similar fence will need to be installed to ensure the privacy of tenants/private owner is continued. There is the issue of ongoing maintenance but we can see no alternative as some private owners have renewed their fences in this style.</li> <li>▪ We were due to collate costs for various types of fencing for the front as well as the rear timber fencing but this was held until we received clarification on the situation regarding AHFA and the management of the EMAP budget. We can now confirm the EMAP budget has been transferred to AHFA. As a result, projects will be highlighted by area teams which will then be presented to the Area Committee for approval. If approved, this will be passed to AHFA to complete. The above project will not be completed prior to the implementation of AHFA. It was deemed unwise to seek costs prior to 2<sup>nd</sup> April 2013. Until these costs are obtained, tenants and private owners will not be consulted.</li> </ul> </li> </ul> </li> </ul> <p>YL confirmed that we would obtain costs from AHFA and consult private owners before the next meeting in May.</p> <p>JM questioned if ACHA offered any commitments to the tenants and private owners at MacDonald/McIntyre Terrace in terms of a date when this work would progress. YL confirmed that no commitment was made and highlighted that we had only received 3 responses from our consultation.</p> <p>YL explained that AHFA will be the only contractor asked to carry out EMAP works. Concerns were raised that this may not necessarily offer best value for money as we have previously received competitive prices</p>	
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	from other contractors. The Committee wish to monitor this.	
<b>10.</b>	<p><b>Employee of the Season – Autumn Award – Outcome</b></p> <p>The Employee of the Season nominations and scoring forms were issued to members prior to the meeting.</p> <p>CD commented that the paperwork was completely unworkable and stressed the difficulties in judging the nominations based on the information provided. CD suggested that the information is issued prior to the meeting and then discussed as a group during the meeting. YL suggested that an overview of what each employee has done could be provided with an opportunity for discussion during the meeting.</p> <p>It was also highlighted by SJ that it was difficult to judge as it was a joint nomination. YL explained that this was the first time a joint nomination had been submitted that required to be judged by the Area Committee. CD suggested that joint applications are not submitted in the future.</p> <p>SMack also felt that it was difficult to judge nominations where the employees were not known. The Committee also felt it wasn't fair to judge employee's outwith their own area.</p> <p>In terms of the nominations received, it was agreed this would be a joint win.</p> <p>The majority of the Committee agreed that it was best for future nominations to be judged by senior management as they were in the best position to do so.</p> <p>YL agreed that all comments would be fed back to ensure this process improved.</p>	
<b>11.</b>	<p><b>Tenants Newsletter – decision on content for Spring edition</b></p> <p>Members were asked for their suggestions for the Tenants Newsletter article.</p> <p>The Committee agreed to the promotion of the Mid Argyll &amp; Kintyre's Garden In Bloom competition, in particular the sunflower competition. It was also suggested that our attendance at community events, including the attendance of Committee members and ACHA services is also included.</p>	
<b>12.</b>	<p><b>Community Action Funds Applications</b></p> <p>The Committee were advised the budget remaining for 2012/13 was £500.</p> <p>The Committee approved funding for the following:</p> <p><b>a) Multiple Sclerosis Centre, Mid Argyll – £300.</b></p> <p>Although it was previously agreed not to attend this event, the Committee requested that material would be passed to organisers to display at the event.</p>	

	<p><b>b) Kintyre Crime Prevention Panel – £200</b></p> <p>YL explained that at present, each Area Committee receives a budget of £2,500 for Community Action Fund applications. We are currently awaiting confirmation if we can utilise budgets that are under spent in other areas as there have been a number of applications from the Mid Argyll &amp; Kintyre area that have been declined due to a limited budget. CD suggested that staff should be exploring options to encourage nominations in areas where the budget has not been utilised.</p> <p>JM asked if people are aware that grants are available. SMackK stated this is widely advertised. YL suggested this is part of the material that is displayed on the ACHA stand at community events.</p>	
13.	<p><b>Membership Strategy – Review of Progress</b></p> <p>In terms of the promotional paperwork, VSH suggested removing the background image under section ‘How Do I Join?’</p> <p>All members agreed to the membership application and poster. Members further agreed to pass the finalised drafts to the other 3 Area Committees for their views, prior to passing to HRCS to amend.</p> <p>YL confirmed a draft letter to the Chamber of Commerce and Rotary Club to reach the wider community to be agreed by the Area Committee would be included on the agenda for the next meeting.</p>	YL
14.	<p><b>Development of the Tenants &amp; Residents Association Strategy</b></p> <p>The primary aim of the strategy is to support the existing Tenants &amp; Residents Associations in the Mid Argyll &amp; Kintyre area.</p> <p>Members provided a list of local community groups operating within their area. VSH agreed to collate a list of active community groups within the Kintyre area for the next meeting. Staff will also be asked for their input. It was agreed that all information would be included within the strategy.</p> <p>YL explained that the Committee had now achieved all action points within the strategy which SMackK can report to the Board of Management.</p>	VSH
15.	<p><b>Mid Argyll &amp; Kintyre Area Committee Annual General Meeting – forthcoming arrangements</b></p> <p>SMackK advised members that at the last AGM, Lochiel Cushnie &amp; John Muir retired from the Area Committee. As the number of nominations received by the Association’s Area Committee did not exceed the number of positions available on the Area Committee, no formal ballot was required and they remained on the Area Committee.</p> <p>In accordance with the Rules of the Association, section 61.3, one third (1/3) (or the nearest whole number thereto) of the Area Committee Members shall retire. In terms of the Mid Argyll &amp; Kintyre Area Committee, 2 members would be required to retire from the Committee this year. Valerie St Helene has served the longest on the Committee,</p>	

	<p>being elected on 11/08/10. The following members have served on the Committee equally long (since 06/07/11) and would be required to agree themselves who shall retire, or otherwise be selected by lot:</p> <ul style="list-style-type: none"> <li>• Sandra MacKenzie</li> <li>• Carole Ann Shields</li> <li>• Colin Davidson</li> <li>• Sandra Johnston</li> </ul> <p>After a short discussion, CD and VSH agreed to formally stand down at the next meeting.</p> <p>CD suggested all Mid Argyll &amp; Kintyre Area Committee meetings are held in Tarbert as this is mid way between both areas and would accommodate all members. VSH commented this would have to correspond with the bus timetable.</p> <p>The arrangements for the Mid Argyll &amp; Kintyre Area Committee AGM were agreed as follows:</p> <p>Date: Wednesday 10<sup>th</sup> July 2013  Venue: Ardshiel Hotel, Campbeltown  Time: to be confirmed. JS to check bus timetable and ensure this is taken into consideration when making arrangements.</p>	JS
16.	<p><b>Guest: Colette Benham, Director of Human Resources &amp; Corporate Services</b></p> <p>CB submitted apologies prior to the meeting. Members were provided with a copy of the presentation in their agenda packs.</p>	
17.	<p><b>Agenda Items for meeting on 8<sup>th</sup> May 2013 (paper attached)</b></p> <ul style="list-style-type: none"> <li>• Garden In Bloom – update</li> <li>• Community Action Fund Applications</li> <li>• Progress of Tenants &amp; Residents Association Strategy</li> <li>• Membership Strategy – preparation for Board of Management report</li> <li>• Mid Argyll &amp; Kintyre Area Committee Annual General Meeting – progress update</li> <li>• Estate Management Action Plans</li> <li>• Draft letter for the Chamber of Commerce &amp; Rotary Club as per the Membership Strategy action plan</li> <li>• Guest Speaker – Alastair MacGregor</li> </ul>	
18.	<p><b>AOCB</b></p> <p>SMacK asked if title deeds for properties that are now sold through the Right to Buy have been changed to ensure the Factoring Agreement is now included. YL confirmed this was the case.</p>	

	YL advised the Factoring Policy had been sent to members as part of the consultation. Members are asked to provide their comments by 5 <sup>th</sup> April 2013.	
19.	<b>Date, time of next meeting</b> 8 <sup>th</sup> May 2013 at 1.30pm, West Loch Hotel, Tarbert	