

# Public Document Pack

## MINUTES of MEETING of CAMPBELTOWN FERRY SUB-GROUP held in ROOM 11 WITHIN THE COMMUNITY CENTRE, STEWART ROAD, CAMPBELTOWN on WEDNESDAY, 4 MAY 2016

**Present:** Councillor Anne Horn (Chair)  
Councillor John Armour  
Shona Barton, Area Committee Manager  
Stuart Clark, Marine Operations Manager  
Moya Ingram, Strategic Transportation Manager  
Brian Gordon, Transport Scotland  
Angela Herd, Calmac  
Ranald Watson, Springbank Distillers  
Mairi Paterson, Explore Campbeltown  
Ewen MacDonald, Explore Campbeltown  
Kevin Lewis, Machrihanish Dunes

### **1. WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and general introductions were made.

Apologies for absence were intimated on behalf of:-

Tommy Millar, The Laggan Community Council  
Simon Richmond, Caledonian MacBrayne  
Colin McCourt, Caledonian MacBrayne

### **2. MINUTE OF THE CAMPBELTOWN FERRY SUB-GROUP MEETING HELD ON 3 FEBRUARY 2016**

The Minute of the Campbeltown Ferry Sub-group meeting held on 3 February 2016 was approved as a true record.

### **3. FUTURE ADMINISTRATION OF THE GROUP**

The group considered a report which was presented to the Mid Argyll, Kintyre and the Islands Area Committee on 6 April 2016 and the subsequent decision of the Area Committee in relation to the future administration of the group.

Brian Gordon of Transport Scotland outlined the consultation arrangements in place for Ferry Committees, and the tier structure for elevating issues to the appropriate Ferry Users Group (FUG) which are chaired by HITRANS. Discussion was had in relation to the geography of the area and the possible Ferry Users Groups that the Ferry Committee could link into. Mr Gordon advised that the group would be best served on the Clyde Ferry Users Group.

Further discussion took place in respect of the frequency of meetings of the Ferry Committee and the representation of Strategic Partners at both the Ferry Committee and Ferry Users Group and to how the newly formed "Ferry Committee" would gain recognition by the Ferry Users Group with Mr Gordon confirming that he would contact HITRANS to advise of the formation of the group. The Area Committee Manager advised of the Council procedure for the appointment of an elected member representative.

**Outcome:**

The group agreed to:-

1. note the decision of the Area Committee; and
2. agreed to rename the group the Campbeltown Ferry Committee

(Ref: Report by Executive Director of Customer Services, dated 6 April 2016, submitted.)

**4. DRAFT CONSTITUTION (Pages 5 - 6)**

The group gave consideration to the draft constitution which outlined the name, purpose, membership, working arrangements and dissolution of the group. Discussion took place in respect of the membership and working arrangements with the group requesting that the following amendments are made:

### Membership

Removal of Visit Scotland, Southworth Development, HIE and Transport Scotland

Addition of Harbour Master, Leisure Operator and Independent Traveller

### Working Arrangements

To amend item 2 to read “There will be at least 6 meetings per year of the Committee. Additional meetings can be called by the chairperson if there are items of urgency to be dealt with.”

Further discussion took place in respect of agendas and minutes and identifying appropriate representatives from the groupings on the membership lists. The Area Committee Manager agreed to write to the appropriate groupings to seek nominations in this regard.

### **Outcome:**

The group agreed to adopt the draft constitution subject to the amendments outlined above, a copy of which is appended to these Minutes.

(Ref: Draft Constitution, dated 4 May 2016, submitted.)

## **5. EXPLANATION OF CONSULTATION PROCESS**

Discussion of this item took place under item 4 of this minute.

## **6. DATE OF NEXT MEETING**

The group agreed that the next meeting would take place on or around Wednesday 15 June 2016. The Senior Area Committee Assistant agreed to liaise with Calmac to ascertain their availability on this date and confirm to the group by email.

**This page is intentionally left blank**

# Campbeltown Ferry Committee

## Constitution

### NAME

The organisation shall be known as the “Campbeltown Ferry Committee”, hereinafter to be referred to as the “Committee”.

### PURPOSE

1. To be the formal consultee with the Ferry Operator in relation to matters affecting the timetable and the development of the Campbeltown to Ardrossan Ferry Service.
2. To work in conjunction with the Clyde Ferry User Group.
3. To be the first line of consultation between the users of the Campbeltown to Ardrossan Ferry Service and the Operator.

### MEMBERSHIP

The Membership shall be agreed by the Ferry Committee, and will include:

Argyll and Bute Councillors (1 each from Wards 1 & 2)  
Community Council (1 representative)  
Hoteliers (1 representative)  
Hauliers (1 representative)  
Explore Kintyre (1 representative)  
Explore Campbeltown (1 representative)  
Public Transport Operator (1 representative)  
Harbour Master (1 representative)  
Leisure Operator (1 representative)  
Independent Traveller (1 representative)

Representatives from the following organisations will be invited to attend meetings in an advisory capacity:

Ferry Operator  
Argyll and Bute Council

The Committee may also invite participation from other interested parties as they may determine.

### **WORKING ARRANGEMENTS**

1. The Committee shall elect a chairperson from their number at their inaugural meeting and will repeat this process annually thereafter.
2. There will be at least 6 meetings per year of the Committee. Additional meetings can be called by the chairperson if there are items of urgency to be dealt with.
3. The quorum for meetings shall be no less than 3 members.
4. The Committee will have the power to fill any vacancy that arises or co-opt additional members as deemed necessary.
5. Meetings will usually be open to the public and an agenda calling the meeting will be circulated electronically to all members of the Committee 7 days in advance of the meeting taking place. If there are commercially sensitive matters then they may meet in private session for such items.
6. The Ferry Committee will elect a Secretary from their number who will be responsible for the administrative arrangements.
7. Members of the Committee will have the opportunity to include items on the agenda by advising the chairperson at least 7 days in advance of the meeting.
8. Decisions will be taken by consensus, indicated by a show of hands if necessary. The Chairperson will have a casting vote.
9. The Committee will be able to agree the formation of Sub-Committees to work on specific issues as agreed by the membership.
10. The Minute of meetings shall contain a record of all proceedings and decisions.

### **DISSOLUTION**

Should the "Committee" decide at any time that it is advisable, or necessary, to dissolve the "Ferry Committee", it shall call a Special General Meeting with 28 days public notice given stating the terms of the resolution to be proposed. The decision will require to be confirmed by a simple majority of those members present at the meeting.