

**MINUTES of MEETING of ARGYLL AND BUTE COUNCIL held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on THURSDAY, 28 JUNE 2018**

Present: Councillor Len Scoullar (Chair)

Councillor Jim Anderson	Councillor Barbara Morgan
Councillor John Armour	Councillor Ellen Morton
Councillor Gordon Blair	Councillor Aileen Morton
Councillor Rory Colville	Councillor Gary Mulvaney
Councillor Robin Currie	Councillor Iain Paterson
Councillor Lorna Douglas	Councillor Alastair Redman
Councillor Jim Findlay	Councillor Elaine Robertson
Councillor George Freeman	Councillor Richard Trail
Councillor Audrey Forrest	Councillor Sandy Taylor
Councillor Kieron Green	Councillor Douglas Philand
Councillor Anne Horn	Councillor Andrew Vennard
Councillor Donald Kelly	Councillor Jean Moffat
Councillor Donald MacMillan	Councillor Jim Lynch
Councillor David Kinniburgh	Councillor Graham Archibald Hardie
Councillor Yvonne McNeilly	

Attending: Cleland Sneddon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Pippa Milne, Executive Director of Development and Infrastructure
Charles Reppke, Head of Governance and Law
Kirsty Flanagan, Head of Strategic Finance
Christina West, Chief Officer, Health and Social Care Partnership
Jane Fowler, Head of Improvement and HR

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated from Councillors Devon, Good, McCuish, McGrigor, McKenzie and Reid.

The Provost advised that Councillor Devon was undergoing a new medical treatment and he wished her all the best.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Argyll and Bute Council Meeting held on 26 April 2018 were approved as a correct record.

Arising under Item 7 (Political Management Arrangements), Councillor Taylor asked for an amendment to show that Councillor Horn should replace Councillor Forrest on the Community Services Committee which was agreed.

4. MINUTES OF COMMITTEES

(a) Policy and Resources Committee of 24 May 2018

The Minute of the Policy and Resources Committee held on 24 May 2018 was noted.

Arising under Item 4 (Financial Monitoring Report) the Council:- agreed that the cremation charges for adults aged 16 and over be amended to £665 for 2018-19.

Arising under Item 7 (Risk Management Manual) the Council:- approved the Risk Management Manual.

Arising under Item 8 (Scottish Government Funding for Welfare Reform) the Council:-

1. Approved the continued carry forward of the balance of this as earmarked funds estimated at £18,595 and approved the proposals for their use for digital inclusion services as summarised in the report to P&R.
2. Approved the carry forward of the balance of the unspent 2017/18 DHP monies of £39,839 as earmarked funds to be used to fund DHP payments in 2018/19 in order to help maintain current priority levels into 2018/19.

Arising under Item 10 (Anti-Poverty Strategy 2018-2022) the Council:-

1. Approved the draft Anti-Poverty Strategy and Plan.
2. Noted that the Strategy and Plan, once approved, would be shared with community and participation groups, that mechanisms will be set up to monitor targets and milestones and that a report will be brought back annually reviewing actions achieved at the end of each reporting year.

Arising under Item 11 (Public Room Booking in Helensburgh and Lomond Civic Centre) the Council:-

1. Approved the revised charges for booking each of the public rooms, with separate rates for (a) community use and; (b) commercial use.
2. Approved the introduction of different charges for day time use and for evening and weekend use.
3. Approved the ability to offer Annex Room 2 at a discount to users when booking Annex 1.

Arising under Item 12 (Review of Strategic Events and Festivals Grant Process) the Council:- agreed that the 2019/20 budget be set at £113k (excluding the Mod) and noted that future budget levels will be subject to decisions taken as part of the Council's budget process.

(b) Environment, Development and Infrastructure Committee of 7 June 2018

The Minute of the Environment, Development and Infrastructure Committee held on 7 June 2018 was noted.

(c) Community Services Committee of 14 June 2018

The Minute of the Community Services Committee held on 14 June 2018 was

noted.

5. LEADER'S REPORT

The Council gave consideration to a report providing an update on the activities of the Leader of Argyll and Bute Council from 1 April to 8 June 2018, together with an update from the Policy Lead for Economic Development.

Decision

1. The Council noted the terms of the report.
2. Noted that the full Leaders report pack was available in the Leader's Office which included COSLA papers and briefings as referenced in the report.
3. Noted that any COSLA items heard in public session could be provided to Members electronically and any items taken in private session could be reviewed in the Leader's Office.

(Ref: Report by Leader of the Council dated 7 June 2018, submitted)

6. POLICY LEADS REPORT

The Council gave consideration to a report providing an update on key areas of activity for each Policy Lead Councillors.

Decision

The Council agreed to note and endorse the terms of the report.

(Ref: Report by Policy Leads dated 7 June 2018, submitted)

7. YEAR END REPORTS PACK 2017-18

(a) Covering Report and Unaudited Accounts 2017-18

The Council considered a report which gave an overview of the Unaudited Annual Accounts for 2017/18 and a summary of the significant movements from 2016/17. The report also gave information on the revenue outturn for 2017/18 and sought approval of the unaudited financial statements in respect of 2017/18 for issue.

Decision

The Council approved the Unaudited Annual Accounts for the year ended 31 March 2018 for issue.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(b) Unaudited Summary Accounts 2017-18

The Council gave consideration to the Summary Accounts 2017/18 which provided a summary of some of the key issues from the 2017/18 Annual Accounts. The report provided information on the comprehensive income and Expenditure Statement, the Balance Sheet, Reserves, Cash Flow Statement and also provided

comment on plans for the future.

Decision

The Council noted the summary of key issues from the 2017/18 Annual Accounts.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(c) Revenue Budget Monitoring Year End Report 2017-18

The Council considered a report which summarised the revenue budget position of the Council as at the end of the financial year 2017/18.

Decision

The Council:-

1. noted the revenue budget monitoring position as at the end of the financial year 2017/18.
2. noted that the unallocated balance within the General Fund as at 31 March 2018, after taking into account the contingency, amounted to £1.868m.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(d) Earmarked Reserves Year End 2017-18

The Council considered a report which provided information on the progress with balances already earmarked within the General Fund, new balances earmarked at the end of 2017/18 that qualify for automatic carry forward and sought approval for 10 new unspent budget earmarking proposals.

Decision

The Council:-

1. Reviewed and approved the revised Policy on Year End Flexibility, included as Appendix 2 to the report, including the approval of a new category for automatic carry forward of additional fees and charges income generated from Piers and Harbours operations in order to create a Piers and Harbours Investment Fund.
2. Approved the 10 new unspent budget earmarked reserve proposals totalling £0.682m, as per the business cases submitted and as outlined within Appendix 1 of the report.
3. Noted the new balances at the end of 2017-18 that qualify for automatic carry-forward as outlined within Appendix 3 of the report.
4. Noted the previously approved unspent budget earmarked reserves and the justification for continuing to earmark these as outlined within Appendix 4 of the report.

5. Noted that £0.574m of earmarked balances will be released back into the General Fund as these balances are no longer required.
6. Noted the other balances contained within Appendix 5 of the report, both previously earmarked and new balances that have been subject to a previous Council decision.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(e) **Capital Budget Monitoring Report Year End Report 2017-18**

The Council considered a report which highlighted the contents of the financial summary in relation to the Capital Budget as at 31 March 2018. The report provided information on the financial position in respect of the Capital Plan and also the performance in terms of delivery of capital plan projects.

Decision

The Council noted the contents of the financial summary.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(f) **Annual Treasury Report 2017-18**

The Council considered the Annual Treasury Management report for 2017/18.

Decision

The Council approved the Annual Treasury Management report for 2017/18.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(g) **Annual Efficiency Statement 2017-18**

The Council considered the contents of the Annual Efficiency Statement for 2017/18.

Decision

The Council noted the Annual Efficiency Statement for 2017/18.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

(h) **Strategic Housing Fund Annual Report 2017-18**

The Council considered a report which provided an annual update on the Strategic Housing Fund (SHF) for 2017/18.

Decision

The Council noted the report on income and expenditure for 2017/18 and the balance on the Strategic Housing Fund as at 31 March 2018; and noted the estimated future income for the Strategic Housing Fund for 2018/19.

(Ref: Report by the Head of Strategic Finance dated June 2018, submitted)

8. WW100 COMMEMORATIVE EVENT ISLAY 4 MAY 2018

The Council considered a report which provided an update on the national World War 1 centennial (WW100) commemoration on Islay on 4 May 2018.

Decision

The Council:-

1. Recorded its appreciation to the local group, coordinated and represented by Jenni Minto, Museum of Islay Life, and the wider community on the achievement of this significant commemorative event, their commitment to ensuring a lasting legacy and the spirit of community, compassion and resilience which made the event an inspiring and unique tribute.
2. Recognised the personal contribution from the Lord Lieutenant in leading on the organisation of the commemorative event and his support for the request to the Princess Royal to attend the event on 4 May 2018.
3. Formally recorded their gratitude and appreciation of the decision of the WW100 Commemorations Panel to hold a national commemorative event on Islay and in particular to record its thanks for the personal and continuing commitment shown by Professor Drummond and his team and to those colleagues in the Scottish government, led by Mrs Marion Morris, on the planning and delivery of the event.
4. Formally recognised the contribution made by Council staff to ensuring a successful event which included staff from across Governance and Law, Roads and Amenity, Planning & Regulatory and Education Services, and to thank all these employees involved for their efforts.

(Ref: Report by the Executive Director of Customer Services dated 21 May 2018, submitted)

9. COMMUNITY COUNCIL ELECTIONS

The Council considered a report which provided information on the recent Community Council Election on 26 April and the by-election held on 26 June 2018.

Decision

The Council agreed to arrange a further round of by elections for the un-constituted community councils given recent informal contact as set out in section 5 of the report and to delegate the arrangements for those to the Returning Officer.

(Ref: Report by the Executive Director of Customer Services dated 21 May 2018, submitted)

10. CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 NEW LICENSING SYSTEM FOR MOBILE HOME SITES WITH PERMANENT RESIDENTS

The Council considered a recommendation by the Planning, Protective Services and Licensing Committee of 20 June 2018 with regard to the fee structure for a new licensing regime for residential caravan sites.

Decision

The Council agreed to the fee structure detailed in section 7.7 of the PPSL report.

(Ref: Recommendation by the PPSL Committee of 20 June 2018, submitted)

11. ANIMAL DEALER LICENSING REGIME

The Council considered a recommendation by the Planning, Protective Services and Licensing Committee of 20 June 2018 with regard to the fee structure arrangements for the licensing regime for animal dealers.

Decision

The Council agreed to the fee structure detailed in section 4.2 of the PPSL report.

(Ref: Recommendation by the PPSL Committee of 20 June 2018, submitted)

12. DUNOON AMATEUR BOXING CLUB (DABC) - FUNDING REQUEST

The Council considered a report which sought approval of the application and to the release of the funding with the final release of the funding to be delegated to officers.

Decision

1. The Council approved the release of £100,000 subject to the receipt of acceptable tenders being received that are considered to be deliverable by council officers.
2. Agreed to the final release of council funding being delegated to the Executive Director of Development and Infrastructure in consultation with the Executive Director of Customer Services and the Head of Strategic Finance.

(Ref: Report by the Executive Director of Development and Infrastructure Services dated 4 June 2018, submitted)

13. REQUEST FOR INWARD INVESTMENT FUND SUPPORT TO THE FIRST STAGE OF DEVELOPMENT OF BUTE ISLANDS FOODS LTD

The Council considered a report which provided information on Bute Islands Foods Ltd (BIF), its planned expansion/development and its request for support from the Inward Investment Fund.

Decision

1. Note the contents of the report and approved, in principle, the award of £100,000 from the Inward Investment Fund to support the first phase of development by BIF.
2. Authorised the Executive Director of Development and Infrastructure in consultation with the Executive Director of Customer Services and the Head of Strategic Finance, to issue an offer to grant these funds to BIF on such terms and conditions as the Executive Director of Development and Infrastructure may reasonably

determine. In particular, subject to BIF being successful in obtaining planning permission for the development; a condition requiring repayment of the grant funding in the event that BIF fail to maintain the investment/jobs created by the grant funding on the Island of Bute for a minimum of 3 years after the completion of the development; and such other terms and conditions as may be required in order for the Council to comply with all legislative provisions relating to the granting of such State Aid.

(Ref: Report by the Executive Director of Development and Infrastructure dated 28 May 2018, submitted)

14. VOLUNTEERING - ACTION RESEARCH PROJECT

The submitted report outlined a proposition for an Action Research Project to develop learning and support managers to create opportunities for volunteering input in areas such as health, care and the environment.

Decision

The Council noted the content of the report and that officers will engage with the Local Government Improvement Service to secure external funding support to deliver an Action Research Project to promote volunteering opportunities and improve community participation in public services.

(Ref: Report by Chief Executive dated 9 April 2018, submitted)

15. CAPITAL PLANNING UPDATE

The submitted report advised of progress on improvements to the capital planning process.

Decision

The Council noted the actions being taken to progress improvements to the capital planning process and that on conclusion of this exercise, a detailed report recommending revisions to the capital planning and prioritisation process will come before the Council in the Autumn for approval.

(Ref: Report by the Executive Director of Customer Services dated 15 June 2018, submitted)