

**Note of meeting between Argyll and Bute Council (ABC) and Oban Community Harbour
Development Association (OCHDA)**

Thursday 5 August 2021 at 15:00 via Microsoft Teams

In attendance:

Kirsty Flanagan, ABC (KF)
 Jim Smith, ABC (JS)
 Tony Bennett, OBMG (TB)
 Ross Wilson, OCHDA (RW)
 Lissa Brackley, ABC (minute taker)

	KF welcomed everyone to the meeting.	
1.	<p><u>Minutes of last meeting (13 July 2021)</u></p> <p>The proposed amendments made by OCHDA to the note of the meeting on 13 July were discussed. KF stated that a lot of time is spent reviewing the minutes of each meeting which is unhelpful, some of the minor changes are unnecessary and post meeting notes were not needed. RW disagreed and stated that minutes had to be agreed between both parties.</p> <p>A discussion took place around the minutes of meetings in general, OCHDA’s view was that often the minute taker did not capture what was said or intended. RW stated council minutes cannot be assumed to be accurate. KF responded that each minute taker has their own style and that the aim of the minute is to summarise the discussion rather than verbatim.</p> <p>KF agreed to accept the majority of the changes except for the post meeting notes and would send out the revised version. It was agreed that post meeting notes would not be added in future. RW said that he wanted to make the point clear minutes had to be agreed and OCHDA will not be dictated to by the Council.</p> <p><u>Actions from last meeting</u></p> <p>Actions were completed with two outstanding as below:</p> <p>KF to discuss lease and valuation of North Pier with Estates – this would be progressed after the Harbour Board meeting in September, should Members state that their preferred option is for the transfer/lease of Council assets. KF</p> <p>KF to provide further financial information which has been delayed due to a key officer being absent – this is on the agenda today KF</p>	
2.	<p><u>Financial Information</u></p> <p>TB had circulated his amendments to the financial information provided by the Council</p>	

	<p>and went over these at the meeting. KF agreed with these changes and asked that TB amended the title of the spreadsheet which is currently 'actual expenditure' to reflect that it is amended expenditure to make this clear.</p> <p>TB explained further changes made to financial figures and how these have been used for any assumptions/scenarios by OCHDA. KF said this is helpful to know.</p>	TB
3.	<p><u>Deliverables</u></p> <p>The meeting reviewed the updated deliverables table provided by OCHDA.</p> <p>TB requested a copy of lease document for the ground floor commercial unit KF advised that this would be commercially sensitive. TB asked for a copy of the lease with sensitive information redacted. JS advised that this would be requested from our Estates team.</p> <p>RW asked for confirmation that the preparation of any lease awaits the outcome of the Harbour Board meeting in September. RW asked if he stated this in the OCHDA report to the OBMG would we dispute this. KF confirmed this to be correct and that we would not dispute this.</p> <p>TB noted his thanks for the prompt receipt of the Oil Spill Contingency Plan.</p> <p>TB asked KF if she was happy for OCHDA to continue to direct requests through Kirsty and Jim. KF confirmed this.</p> <p><u>Note of informal meeting – OLI Area Committee/Harbour Board/OCHDA and Council Officers</u></p> <p>RW advised that he had responded with comments of what should be included in the content of the note of the informal meeting on Tuesday 3 August. RW felt that some statements which were made had been omitted and also that Phil Hamerton was present at the meeting. KF agreed that Phil Hamerton would be added to the attendee list in the minute as this is a factual change.</p> <p>RW went on to say that what he had actually said at the meeting was written differently in the minute. KF advised that we were not disputing what RW had said however his changes don't change what the minute is saying? She also advised that the Chair had agreed the minute prior to it being issued.</p> <p>TB added that a significant part of the meeting had been missed in the minute where TB asked if Douglas Hendry (DH) and JS would be willing to explain the timescales involved in the process to the OBMG. DH had replied that this meeting was unable to make policy decisions but that an exception could be made for this matter.</p> <p>JS said he would provide a briefing note setting out the process and timescales for presentation to the OBMG.</p> <p>KF did not agree with the key issues addition in the note as this was misleading. TB added that this is the list of key things OCHDA require to progress. KF will change this to make it clear that this is from OCHDA's perspective, prior to putting the amendments to</p>	JS

<p>the Chair for approval. RW said that it is obvious as this is part of the OCHDA presentation item and asked KF why she didn't raise this at the time. KF clarified that there was no issue with OCHDA's presentation at the meeting but that clarity was required in the minuting of this part of the item.</p> <p>KF advised that the suggested changes will be passed to the Chair for his review.</p> <p>RW asked what paperwork was provided to attendees. RW was surprised by the lack of response and understanding from Members and the specific question from Councillor Trail asking if this was all OCHDA has done. RW asked if the secretariat circulated the documents OCHDA sent on 22 July to the Chairs and copied to KF. KF confirmed that she did not receive a request from the Chair to circulate these documents and therefore they were not.</p> <p>RW asked if the deliverables information was circulated to Members. JS advised that this is operational detail which is not all relevant for Members, they are interested in the final product. RW stated that OCHDA cannot provide a final product until the Harbour Board has made a decision in principle around leasing. KF explained that Members will make a decision in principle on whether to lease their asset and they do not require this information to make that decision.</p> <p>TB said that it is frustrating that the documents we spend time producing do not get seen by Members. TB's concern is that at the Harbour Board meeting, Members will not be given the information that is available to allow them to make a competent decision and it will be based on in part misinformation or a lack of understanding. Is there anything we can provide you to allow you to put together the comparison of options? We have dedicated a lot of time to this. KF advised that nothing else was required from OCHDA and explained we are asking them to decide at a high level how they wish to progress. JS added that the report will be largely based on the briefing note with options appraisals to provide Elected Members with the information to make a decision.</p> <p>RW stated that once changes have been through the Chair, OCHDA will take a view on whether to circulate their version or not.</p> <p>RW asked if the briefing note provided to Members can be shared with OCHDA members. KF said it could be shared with the group. RW stated that OCHDA would provide comments directly to all members on the briefing note.</p> <p>RW asked the status of the note of the informal meeting. KF said that as this was not a formal meeting, the Council would not be publishing the minute, however this can be shared with OCHDA members.</p> <p>RW stated that OCHDA has a meeting next week and will take a view on what they will provide to members directly to keep them fully informed.</p> <p>RW asked KF to advise of the Chair's decision regarding the suggested amendments to the note of the informal meeting, RW had emailed the suggestions to the Chair and Councillor Robertson. KF reminded RW that Jim and herself were the agreed points of contact therefore please keep communications limited to us as previously discussed.</p>	<p>KF</p>
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	<p>TB went on to say that he has been working through oil spill document and asked who the point of contact would be/who has responsibilities within the council to respond to an oil spill. JS advised that he was the Oil Spill Officer for the Council and there are around 50 other officers within our service who have been through the MCA training and who are called to oil incidents as they occur. The Police usually contact our Roads and Infrastructure team directly for routine events. Any larger events (Tony has raised a hypothetical scenario of an oil tanker spilling on the Esplanade in Oban) would generally be routed via the council's civil contingencies team who coordinate response to larger emergencies and this would be a multi-agency response, possibly with the police taking initial command.</p>	
	<p>The next meeting is scheduled to take place on 14 September.</p>	
	<p>KF closed the meeting.</p>	