

## **DUMBARTON AREA COMMITTEE**

At a Meeting of the Dumbarton Area Committee held within the Main Hall, Burgh Hall, Church Street, Dumbarton on Tuesday 25 June 2002 at 7.00 p.m.

**Present:** Councillors Geoffrey Calvert, James McCallum, Linda McColl, John McCutcheon and Iain Robertson. Jack Duffy, Alistair Tuach, Hugh O'Donnell. Robert Simpson, Neil McFadyen, James McAleer and Martin Hollern.

**Attending:** Eric Walker, Director of Corporate Services and George Hawthorn, Administrative Officer, Legal and Administrative Services.

**Apologies:** Apologies for absence were intimated on behalf of Councillor John Trainer and Harry Johnston.

### **Councillor John McCutcheon in the Chair**

#### **WELCOME AND INTRODUCTION**

Councillor McCutcheon, Chair, welcomed those present to the inaugural meeting of the Dumbarton Area Committee.

#### **QUORUM**

It was noted that the quorum for all meetings of the Area Committee was three.

#### **ADMINISTRATIVE ARRANGEMENTS FOR AREA COMMITTEE MEETINGS**

A report was submitted by the Director of Corporate Services providing information on the administrative arrangements for future meetings of the Area Committee and seeking the views of the Committee thereon.

After discussion and having heard the Director of Corporate Services in answer to Members' questions, the Committee agreed: -

- (1) that the Committee should meet on the first Wednesday of every second month;
- (2) that, in the first instance, the Committee should meet in the Concord Community Education Centre pending the conclusion of work in the Municipal Buildings and subject to availability of suitable accommodation;
- (3) that a report be submitted to the next meeting of the Committee on the reliability of the lift in the Municipal Buildings;

- (4) to approve the proposed format for agendas, as detailed in paragraphs 3.2.2 and 3.2.3 of the report, and in addition, to recommend to the Community Development Co-ordinating Committee that Members of Area Committees should be allowed to submit written motions to Committee, in accordance with the procedure referred to in Standing Order 10. Furthermore, the Committee agreed that a report on this issue be presented to the next meeting of the Committee for consideration;
- (5) that the Area Committee should have written questions at the beginning of the agenda and an Open Forum at the end of the agenda, whereby members of the public would be allowed to ask any question relating to any of the issues arising from the agenda; and
- (6) to note the requirements of Access to Information legislation in respect of the business at meetings.

### **JOB DESCRIPTION**

There was submitted and noted, a copy of the proposed job description for Community Representatives serving on Area Committees.

### **TRAVEL AND SUBSISTENCE ARRANGEMENTS FOR COMMUNITY REPRESENTATIVES**

After hearing the Director of Corporate Services in further explanation, the Committee agreed: -

- (1) to note that the Council had agreed that all Community Representatives were eligible to apply for travel and subsistence allowances at the rates applicable to elected members; and
- (2) to note that claims could be made for formal meetings of the Area Committee, including visits, training and other formal business approved by the Committee.

### **TRAINING**

After discussion, the Committee agreed that the training questionnaire, which was included in the information pack, covered most of the training needs of Community Representatives but might need to be supplemented with other more specific training on topics such as local government finance, once the Committees were in full operation.

### **SUPPORT NEEDS**

The Committee had under discussion additional support for Community Representatives.

After discussion and having heard the Director of Corporate Services in answer to Members' questions, the Committee agreed:-

- (1) that, in the first instance, Community Representatives would need a supply of stationery and access to a typing and postage service;
- (2) to keep this issue under review; and
- (3) that, as an interim measure, all Community Representatives should be issued with a copy of the Scottish Executive publication "Code of Conduct for Councillors" and thereafter a report be submitted to the next meeting of the Area Committee seeking views on a proposed Code of Conduct for Community Representatives.

### **DISAGGREGATION OF LOCAL GRANTS BUDGET**

With reference to the meeting of the Community Development Co-ordinating Committee on 13 June 2002, when it had been agreed that the report by the Director of Corporate Services on the Disaggregation of Local Grants Budgets be submitted to all Area Committees for comment, there was submitted for discussion a copy of the aforesaid report.

After discussion and having heard the Director of Corporate Services in answer to Members' questions, the Committee agreed:-

- (1) to continue consideration of the issue of Local Grants to the next meeting of the Committee;
- (2) that a report be submitted to the next meeting of the Area Committee providing details on the current administration of the Dumbarton Common Good Fund showing both committed and proposed expenditure and detailing the issues relating to the feasibility of the Fund being managed by the Area Committee; and
- (3) that, in relation to the report requested in paragraph (2) above, the Director of Corporate Services should also provide the Area Committee with details on the administration of the Alexander Cross Cameron Trust Fund.

### **DATE AND VENUE FOR THE NEXT MEETING**

It was agreed that the next meeting of the Area Committee would be held in the Concord Community Education Centre, Town Centre, Dumbarton on Wednesday, 7 August 2002 at 7.00 p.m.

The meeting closed at 8.40 p.m.

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