

Paisley, 6<sup>th</sup> September 2017

Minutes of the meeting of **PAISLEY EAST & WHITEHAUGH COMMUNITY COUNCIL** held at Sherwood-Greenlaw Church, Paisley on Wednesday, 6<sup>th</sup> September 2017 at 7.00pm.

Present: Gaynor Corry; Helen Dykes; Graham Paterson; Robert Moore; Andrew Ramsay, Jean Ramsay; Catherine Scally

**Attending:** Cllr Jim Sharkey (Renfrewshire Council)  
Rev John Murning (Sherwood-Greenlaw Church)  
PC Thomas McFedries (Police Scotland – Item 2 only)

*Chair: Helen Dykes*

1. The Chair opened the meeting, welcoming those present and thanked them for attending the first meeting of the 2017/2018 session.

Apologies for absence had been intimated by or on behalf of Diane Watt, Jhulia Watt, Cllr Carolann Davidson, Cllr Jeniffer Adam-McGregor and Cllr Neill Graham (Renfrewshire Council)

## 2. **POLICE SCOTLAND**

The Chair invited PC Thomas McFedries from the Community Policing Team to address the meeting

PC McFedries introduced himself and went on to provide an overview of the crime statistics since the last meeting in June.

Since 7<sup>th</sup> June there had been 50 recorded crimes, including:

- 8 Instances of Breach of the Peace/Threatening or Abusive behaviour
- 13 Thefts (including 2 instances of housebreaking)
- 14 Road Traffic Offences
- 6 Common assaults
- 6 Drugs-Related Offences

From those reports there have, so far, been 34 detections.

PC McFedries then went on to explain that during the summer there had been a focus on combatting drink and drugs related issues at Barshaw Park as well as the antisocial behaviour normally associated with consumption of alcohol and illicit substances.

During this exercise, officers had discovered an off-licence selling alcohol to people who were under-age

The officer explained that the Police work in close liaison with local authority departments, Youth Workers etc. Daily meetings take place at the Community Safety Hub at which information can be shared between the relevant agencies.

On the wider issue of the new Community Policing model that was introduced by Police Scotland back in April, this is due to be reviewed shortly, after six months in operation, at which time they will look at how it has been performing and how it could possibly be tweaked. However, PC McFedries did point out that he felt that the new model had brought about some improvements.

After a brief discussion of the issues raised, the Chair thanked the officer for his informative report,

*[PC McFedries left the meeting at this point]*

**3. MINUTES OF MEETING HELD ON WEDNESDAY, 7<sup>TH</sup> JUNE 2017**

The minutes of the previous meeting were proposed as accurate by Graham Paterson and this was seconded by Andrew Ramsay and the record of the proceedings was approved without dissent.

**4. BUSINESS ARISING FROM MINUTES OF MEETING HELD ON WEDNESDAY, 7<sup>TH</sup> JUNE 2017**

***Toilets at Hawkhead Cemetery***

The Secretary advised that there had been no further update on this issue though hopefully Cllr Davidson, who had taken up the matter, will continue to follow this up and update the Community Council at or before the October meeting

This was noted pending further developments.

***Parking Meters***

It was reported that the process of modifying parking meters to accept the new one-pound coins is now complete.

This was noted.

***Mark Ruskell MSP for Mid Scotland & Fife Region  
20mph Members Bill Consultation - Invitation to Participate in Consultation***

The Secretary reported that, in accordance with the decision taken at the last meeting, he had responded to the Consultation within the extended deadline of 15<sup>th</sup> September indicating that the Community Council supports his bill in principle.

On a separate but related issue, the Secretary referred members to an e-mail received from John McEvoy, Chair of Houston Community Council about changing the speed limit.

This e-mail contained a transcript of a message that Mr McEvoy had sent to the members of the Infrastructure, Land and Environment Policy Board. This new Board was established after the May Council elections and traffic speed falls within their remit. Mr McEvoy explains that the Policy Board was due to meet on 30th August to consider reducing the speed limit in urban areas of Renfrewshire to 20 mph.

Mr McEvoy requested that all those community councils that agree with the proposal should write to the members of the Board, asking them to support the change by voting in favour of it. To date seven other community councils have expressed support, while one is content with the present regulations and another is undecided.

The Secretary explained that having checked the papers for the meeting of the Policy Board, it transpired that the agenda item was actually to consider and approve the Council's response to the consultation on the bill that has been proposed by Mark Ruskell MSP, rather than a substantive measure or motion to reduce the default speed limit on roads within Renfrewshire. Accordingly, he had not gone ahead to lobby members of the Policy Board as Mr McEvoy had suggested

This was noted

#### ***Makeshift Wooden Structure in the vicinity of Avondale Drive/Arkleston Road Paisley***

Jean Ramsay brought members up to date regarding discussions/correspondence with Renfrewshire Council's Planning Section regarding this impromptu structure.

The structure and a boundary wall have been erected within the boundary of 74 Arkleston Road and not the property in Avondale Drive previously referred to

No planning consent had been sought before the work was undertaken.

The Planning Authority have formally requested the submission of a retrospective planning application for the outbuilding. That request was made on the 17th June, and a period of 8 weeks has been provided as per the requirements of the Planning Enforcement Charter.

If a retrospective application is not received within the stipulated period, the Planning Authority will give consideration as to whether further enforcement action is required.

The works have also been brought to the attention of the Building Standards Section. Seemingly, construction of both the outbuilding and the boundary wall have been undertaken without a Building Warrant. The Building Standards Section have since issued an enforcement notice in relation to the structure(s). This notice requires the land owner to make a Building Warrant application, and thereafter demonstrate that the works comply with the Building Standards Regulations. Apparently, the building in its form at the time

when it was inspected did not comply with the Building Regulations so defects would therefore have to be rectified before a building warrant could be issued.

This was noted pending a further update.

### ***Social Media Training***

The Secretary explained that he hopes to meet up with the Chair following his return from holiday towards the end of September to continue putting together the website from the basic framework

It was suggested that members who come up with any ideas for the content or design of the website should e-mail those to the Chair and Secretary at their earliest opportunity.

This was noted pending further developments.

### ***Sherwood - Greenlaw Church***

Andrew Ramsay confirmed that, as agreed, he had over the summer submitted an article about the role of the Community Council for the Church Magazine.

Helen Dykes explained that she had also been invited along to address the congregation on 27<sup>th</sup> August to explain more about the work of Community Council and the issues that are of concern to the local community. That appears to have been well received.

Rev, Murning thanked them both for their input on behalf of the Community Council. He went on to emphasise that the Church is keen to foster and maintain close working relationships with other local organisations for the benefit of the community

This was noted

### ***HGV Strategy in Renfrewshire***

Following the discussion at the last meeting, in the absence of Cllr Adam-McGregor this evening there was no update available on this issue.

This item was continued pending further developments.

## **5. SECRETARY'S REPORT**

The Secretary then went on to report in relation to the following items; a copy of the relevant documents having been circulated to members in advance of the meeting: -

***Paisley 2021 – City of Culture Bid***

The Secretary reminded members that recently Paisley has been named as the only contender from Scotland to be shortlisted for this award, competing with Coventry, Stoke, Sunderland and Swansea.

The winner will be announced in December.

It was agreed to record the Community Council's congratulations to Jean Cameron and the Paisley 2021 Bid Team who have worked hard to try to gain recognition for the town in this prestigious contest

***Proposed Meeting Dates for 2017/2018***

The Secretary referred members of a list of the proposed meeting dates for the current session. All but this evening's meeting and the one scheduled for June 2018 will take place on the second Wednesday of each month.

2017

6th September  
11th October  
8th November  
13th December

2018

10th January  
14th February  
14th March  
11th April  
9th May  
6th June

The Secretary reported that the schedule had to be completed during the recess so that Renfrewshire Council, Police Scotland and Sherwood-Greenlaw Church could be given prior notice of the programme of meetings for the year ahead.

On the basis of the Secretary's recommendation the proposed schedule was agreed without dissent

***E-mail from Kirsty Wright,  
Service Coordination Officer, Community Resources, Renfrewshire Council  
Real Time Passenger Information Screens - Glasgow Road***

E-mail from Kirsty Wright explaining that Renfrewshire Council, as part of its commitment to promote sustainable travel, is proud to announce the introduction of Real

Time Passenger Information display signs at bus stops along the length of Glasgow Road, Renfrewshire in partnership with Paths for All and Strathclyde Partnership for Transport.

Real Time Passenger Information displays countdown of the minutes until the arrival of each bus heading towards the bus stop. Passengers waiting at the bus stop will see details of the company which runs the service, the number of each bus, its destination, and its actual arrival time. The display is able to do this by communicating with the bus en-route to provide the most accurate estimate of arrival time possible.

The display screens will be erected on poles in the pavement next to each bus stop on Glasgow Road from Paisley town centre to the Renfrewshire Council boundary where they will join up with Glasgow City Council's displays to provide up to the minute information on bus arrivals all the way along Paisley Road West to Glasgow.

The screens will be two sided so that the display can be seen by people walking to the bus stop from either direction but are designed not to spill light into the gardens of houses along the route.

Renfrewshire Council hope that the displays will help people who use the bus already, but also will encourage more people to use the bus who perhaps have been reluctant to do so because they have never really been sure when the buses are due or where they go.

This is the first time Renfrewshire Council has tried real time passenger information displays and will be treating this project as a trial to see how well it works. Expect to see survey staff on your bus, asking you questions about your journey, before and after the displays are switched on.

Renfrewshire Council recognises the traffic congestion which affects our daily lives and the pollution it creates. Its promotion of sustainable modes of travel like walking, cycling and public transport attempts to lessen the impact of vehicle engine emissions and make our environment healthier.

This was noted.

***Dog Fouling/Responsible Dog Ownership  
Regulation/Licensing of Professional Dog Walkers***

Members were referred to the letter that had been sent by Neil Bibby MSP to Councillor Sharkey and copied to the Secretary.

With that letter was enclosed a response receive from Roseanna Cunningham MSP, Cabinet Secretary for Environment, Climate Change and Land Reform at The Scottish Government.

This explains that professional dog walking, dog minding and other associated services are not currently governed explicitly by animal welfare legislation, although we are aware that some Local Authorities have introduced bylaws in their area to regulate some of these

activities. The welfare of dogs subject to these services is, however, protected by the general requirements of the Animal Health and Welfare (Scotland) Act 2006.

The possible need for further regulation of such businesses to protect animal welfare will be considered as part of an on-going review of pet welfare.

In terms of animal welfare, the 2006 Act requires those with permanent or temporary care of an animal to ensure its welfare; and this includes a dog walker, whether done commercially or as a favour. It is also to be expected that the owner of a dog will have carried out any necessary checks on those providing a dog walking service but that can not necessarily be taken for granted.

Section 112 of the Civic Government (Scotland) Act 1982 gives a local authority the power to regulate (a) the use of (b) the conduct of persons while on or any land or premises which is owned, occupied or managed by them or is otherwise under their control and to which the public have access. However, it is understood that use of this power is not widespread and the dog walking industry is largely self-regulating.

A number of local authorities are active in the registration of dog walkers, but this is focussed on the adequate control of the dogs being exercised. For example, the City of Edinburgh Council used the section 112 powers in 2013 to introduce a management rule for commercial dog walkers using Council controlled land; and East Lothian Council runs a voluntary "approved user" accreditation scheme for dog walking companies which may prove a business benefit to the registered companies and provide some assurance to dog owners that their dogs are well treated.

People have a right to be safe and public safety is a priority for the Scottish Government

The letter goes on to recap on the local authorities' powers to serve Dog Control Notices where an animal is found to be out of control.

This was noted pending further discussion on whether or not, in due course, the Community Council intends to progress a campaign to press for regulation of individual Dog Walkers/Dog Walking Businesses, either locally or nationally

***Letter from Fraser Carlin, Head of Planning, Renfrewshire Council  
Draft Strategic Housing Investment Plan 2018/19 to 2022/23.***

Letter enclosing a copy of the draft Strategic Housing Investment Plan for Renfrewshire for the period 2018/19 to 2022/23.

Each local authority is required to prepare a Strategic Housing Investment Plan for its area and to update this each year. The Strategic Housing Investment Plan sets out investment priorities for affordable housing which will help to achieve the outcomes set out in the Local Housing Strategy.

This draft Strategic Housing Investment Plan 2018/19 to 2022/23 includes projects which were outlined in the last Strategic Housing Investment Plan 2017/18 to 2021/22 as well as a number of new projects that will be taken forward over the next five years.

The projects identified in the last SHIP as a priority will progress as carry forward within the new plan as detailed within the document.

Previously identified longer term priorities as well as new priority projects are also identified and are outlined within this plan.

The Council is inviting comments and feedback on the draft Strategic Housing Investment Plan by Monday 18th September 2017. This will allow us to take account of feedback before submitting it to the Scottish Government by the due date of Friday 27th October 2017.

Comments should be sent to Fraser Carlin, Head of Planning and Housing Services, Development & Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1LL or by email to [HousingStrategyQuality.hps@renfrewshire.gov.uk](mailto:HousingStrategyQuality.hps@renfrewshire.gov.uk).

Alternatively, interested parties can telephone with any comments by calling 0141 618 6268.

To obtain further copies of this document or to see our Local Housing Strategy and annual updates, please visit the Council's website.

[http://www.renfrewshire.gov.uk/media/4466/Draft-Strategic-Housing-Investment-Plan-2018-19-to-2022-23/pdf/Draft Strategic Housing Investment Plan 2018-19 to 2022-23.pdf](http://www.renfrewshire.gov.uk/media/4466/Draft-Strategic-Housing-Investment-Plan-2018-19-to-2022-23/pdf/Draft%20Strategic%20Housing%20Investment%20Plan%202018-19%20to%2022-23.pdf)

This was noted

*E-mails from Lisa Muir & Dorothy Kerr  
Community Resources, Renfrewshire Council  
Dog Fouling Awareness Campaign / Launch of Team Up to Clean Up*

Following the discussion that had taken place at the last meeting in June, the Secretary explained that in readiness for this evening's meeting he had contacted Lisa Muir, Public Health Technician at Renfrewshire Council for an update regarding the proposed campaign.

In her response, Ms Muir had explained that while the campaign is still going ahead the Department is still waiting on materials. However, this will now be part of a wider campaign to help raise awareness regarding all environmental issues.

Since that time, an e-mail has also arrived from Dorothy Kerr, Service Co-ordination Manager within Community Resources, regarding a Community Engagement Session

that has been organised for 15th September 2017 to discuss the proposed campaign to be called “*Team Up to Clean Up*”

This is a new Renfrewshire-wide campaign to tackle issues affecting the local environment (e.g. litter and dog fouling) and place (gulleys and signage).

The Council is seeking the input of communities and relevant organisations to assist in directing the campaign and therefore cordially invite interested parties to participate in the above community engagement session. The session will focus on:

- *The main issues affecting the cleanliness of our streets*
- *Why people may behave this way*
- *What we can do to positively change behaviour*
- *Activities already happening in different localities and how these can be better celebrated.*
- *Tools/equipment that the Council can supply to make community clean ups easier*

This was noted.

### ***Capability Scotland Imminent Closure of the Whitehaugh Day Centre.***

The Secretary drew to the attention of members, several letters and an email received from local residents who had expressed concern about the decision by Capability Scotland to close the *Whitehaugh Day Centre* towards the end of October.

The individuals who have made representations have family members who use the facility and were, understandably, very concerned over the proposed closure

These representations had prompted the Secretary to contact Capability Scotland for their comments in advance of this evening’s meeting. Members were also referred to the response received from Ian Bruce Operations Manager at Capability Scotland.

In his response, Mr Bruce explains that future of the service delivered from Whitehaugh and West Lane Gardens has been in question for a number of years and despite a number of realignment exercises and a willingness from both Capability Scotland and Renfrewshire Health and Social Care Partnership to develop a sustainable service model, they have been unable to achieve this.

Given this, Capability Scotland has had to review the future viability of these services given the limitations and constraints they are facing, specifically :-

- *The service is intended to provide additional capacity to the learning disability day services delivered in house by RLDS;*
- *The introduction of Self Directed Support and increasing levels of service user choice has resulted in some of their additional capacity no longer being required as a result of being fulfilled by RLDS in house services;*

- *The buildings based model that Capability Scotland currently delivers (whilst popular with the existing service user group) is not in line with the direction of service development within the Learning Disability Strategy for Renfrewshire;*
- *In any of the new proposed models there is no guarantee of numbers of service users utilising their services, and therefore it is extremely difficult to undertake any workforce or financial planning;*
- *The service currently operates at a considerable deficit for Capability Scotland. This has been the case for a number of years and increases each year. They have an accumulated deficit of £340k to date and are projecting a further loss of at least £70k this financial year.*
- *This deficit has been exacerbated by Renfrewshire Council's refusal to uplift the funding Capability Scotland receives to offset the costs of implementing the Scottish Living Wage.*
- *The buildings that they operate from have required and will continue to require considerable capital expenditure to enable them to continue to operate out of them. Given the ongoing deficit situation noted above these maintenance costs have been borne by Capability Scotland from organisational reserves.*

In light of this and after significant and careful consideration, Capability Scotland has very reluctantly decided that they are not in a position to continue delivering this service beyond Friday 20th October 2017. They have already formally notified Renfrewshire Health and Social Care Partnership, their Service Users and their Carers, the Trade Unions and Staff of this decision.

Capability Scotland are keen to ensure a smooth transition for service users to alternative services including their Community Living Service, and are working closely with Renfrewshire HSCP on this given the considerable number of people who will be affected by this decision.

Councillor Sharkey addressed the meeting, providing some background about the facility and went on to report that within the past week there has been an important development in relation to the future of the Whitehaugh Centre and West Lane Gardens as the other centre affected.

A motion had been presented to a special meeting of the full Council on 30th August, moved by Cllr Bibby and seconded by Councillor Sharkey. Following discussion and amendments submitted by both the administration and the Conservative Group, the former of which was withdrawn and the latter accepted, the motion was carried.

Members were pleased to note that as a result of the opposition motion, the affected centres will continue to operate so that users can continue to enjoy use of the facilities and services they offer so the future of the centres has been safeguarded for the time being.

*E-mail from Anne McNaughton*

*Renfrewshire Council*

*Renfrewshire's Community Planning Partnership : Our Renfrewshire Survey*

Forwarded e-mail from Stuart Graham, Partnership Manager, explaining that Renfrewshire Community Planning Partnership [RCPP] is in process of developing a new

Community Plan for Renfrewshire and as such they want residents of Renfrewshire to have their say.

To gather views on the needs and priorities for Renfrewshire, RCPP are using the Place standard survey which consists of 14 themes. The survey will take participants through all of the themes, allow them to think about and assess the physical elements of a place that they live in (for example its building, spaces, and transport links) as well as the social aspects (for example whether people feel they have a say in decision making) and rate it accordingly.

The survey is intended to pinpoint the assets of the place in which participants live, as well as areas where a place could improve. The survey was live until Friday 1st September 2017.

To find out more about community planning visit:

<http://www.renfrewshire.gov.uk/communityplanning>

For updates on Community Planning in Renfrewshire, information can also be found on RCPP's Facebook Page: [Renfrewshire Community Planning](#) and Twitter Page [renfCPP](#)

To view Place Standard Video Guide or visit Place standard website

<https://placestandard.scot/>

This was noted.

*E-mail from Anne McNaughton  
Renfrewshire Council  
Climate Change Bill Consultation Launch*

Forwarded e-mail from the Jack Murray of the Climate Change Bill Team at the Scottish Government advising that 30<sup>th</sup> June marked the beginning of the public consultation on a new Climate Change Bill.

The consultation is open to all and the Scottish Government encourages all interested parties to take part via the consultation platform, Citizen Space, at

<https://consult.scotland.gov.uk/energy-and-climate-change-directorate/climate-change-bill/>

The Consultation will last for twelve weeks, and they are inviting responses by 22 September. The consultation document can be accessed there, as well as a Child Rights and Wellbeing Impact Assessment and Business and Regulatory Impact Assessment.

The consultation is also available in alternate formats on request, including Easy Read, large print, Braille, BSL and other languages. Those can be obtained by emailing [requestalternativeconsultation@gov.scot](mailto:requestalternativeconsultation@gov.scot) or calling them on 0131 244 7767.

This was noted

*E-mail from Anne McNaughton  
Renfrewshire Council  
Community Empowerment and Common Good Property - Consultation*

Forwarded e-mail from Caitlin McMillan Local Government and Analytical Services Division at the Scottish Government advising that the “Community Empowerment and Common Good Property: Consultation on Draft guidance” has now been launched and can be found through the following link:

<https://consult.scotland.gov.uk/local-government-policy/community-empowerment-and-common-good-property>

Councillor Sharkey spoke briefly, explaining the background to the consultation.

This was noted

*E-mail from Anne McNaughton  
Renfrewshire Council  
Renfrewshire 4 Community Funding Newsletter*

A copy of the latest edition of this newsletter was distributed for information

This was noted.

*E-mail from Angus Hardie, Director  
Scottish Community Alliance  
Community Learning Exchange /Local People Leading*

E-mail extending an invitation that is currently offered to all of the community networks that comprise the membership of Scottish Community Alliance (<http://www.scottishcommunityalliance.org.uk>) which is the opportunity to access a fund that the SLA administer called the Community Learning Exchange. Mr Hardie goes on to explain the basic premise behind the scheme - the availability of a small grant to enable local people from one community to go and visit another community where something is happening that is of interest. The grant will pay 100% of travelling expenses, subsistence costs and a host fee to cover the time and effort taken by the community being visited.

Since they started running the Community Learning Exchange, a number of Community Councils have made enquiries but until now they have had to refuse access because of the rules on which the original funding was based. However, recently, the Scottish Government agreed they could extend the reach of the Community Learning Exchange to include Community Councils on a trial basis through to the end of the current financial

year. The application process has been designed to be as accessible and straightforward as possible. More information can be found here and an application form can be downloaded here.

A copy of the latest edition of the Scottish Community Alliance's fortnightly briefing "Local People Leading" had also been circulated so that members who might be interested in receiving the e-mail briefing could subscribe via their website:

This was noted

## 6. TREASURER'S REPORT

The Treasurer reported that the balance at the bank remains at £3869.45; as it was on 23rd May.

There have been no statements received since that time as there has been no activity on the account.

Given that the Annual General Meeting is due to be held in October it was agreed that in relation to the annual accounts for 1<sup>st</sup> September to 31<sup>st</sup> August 2017, the auditors will be Louise McDonald and Veronica Gallacher.

The Secretary reminded members that as this was the first meeting of the new session, consideration should be given to making a further donation to Sherwood-Greenlaw Church for kindly accommodating regular meetings of the Community Council

Following a brief discussion, Robert Moore moved that the Community Council make a donation to Sherwood-Greenlaw Church in the sum of £250 as a gesture of gratitude. This was seconded by Jean Ramsay and was agreed unanimously. The Treasurer confirmed that she would arrange for a cheque to be issued for the agreed sum.

## 7. ANY OTHER BUSINESS

### *Parking at front of shops in Arkleston Road*

Jean Ramsay reported that recently Cllr Graham had kindly assisted by arranging to have bollards fitted on the kerb running down the side of the shops on Avondale Drive to prevent the shop owners/staff driving over the outer adopted section of the footway to park their vehicles on the forecourt outside their premises. The adopted section right on the corner of Avondale Drive and Arkleston Road has no bollards so this situation is being monitored regarding drivers crossing it.

This was noted

***Signage at Arkleston Road.***

It was reported that the Speed Advisory Sign in Arkleston Road appears to malfunction on a regular basis, which also calls into question the integrity of the data it collects.

Moreover, the foliage around the Unsuitable for HGVs sign at the top of Arkleston Road is overgrown and is thereby obscured.

Cllr Sharkey noted these issues and confirmed that he would follow those up with the relevant officers.

***Works at Barshaw Park***

It was reported that although the works at Barshaw Park were supposed to be, by and large, complete, there were still some outstanding problems, including significant potholes on a 30-40 yard stretch of the central path. A number of other issues were identified, including drainage problems giving rise to quagmires at the foot of the hill and also in close proximity to the car park at the café; dilapidated chestnut palings in need of repair/replacement; no fencing around the new playpark and coping stones around pond requiring attention

Cllr Sharkey noted these concerns and agreed to follow those up with the relevant officers.

***Empty Homes Officer***

Councillor Sharkey reported that Renfrewshire Council has appointed an Empty Homes Officer to identify any properties that are lying empty. Accordingly, he asked members to draw to his attention any private residential properties that appears to have been unoccupied for a prolonged period so that he can ask the Officer to investigate

This was noted

**8. DATE OF NEXT MEETING**

The next meeting of the Community Council, which, as aforementioned, will be the Annual General Meeting will take place on 11<sup>th</sup> October 2017 at Sherwood-Greenlaw Church. As usual, this will be followed by a routine business meeting