

## Minute of Inaugural Meeting Cullen & Deskford Community Council

**Date:** 19 October 2021

**Time:** 7.00 pm

**Venue:** Zoom

**Chair:** Tracey Rae, Community Support Officer

**Attendees:** Ernest Kopp, Colin Burch, Bruce Edelsten, Phil Lovegrove, Stewart Black, Tony Jannetta, Councillor Donald Gatt and Councillor Lorna Powell

**Apologies:** Councillor Theresa Coull

### 1. Welcome, Introductions and Apologies

Tracey Rae welcomed all to the meeting and congratulated members on being elected as Community Councillors to serve their communities.

### 2. Community Council Induction

A training/induction presentation was given to all members. This incorporated, Community Councils in Moray, Scheme and Constitutional documents, Community Councillors Handbook, Core Community Council Business, Members and Office Bearers duties, highlighting key areas that Community Councils and its members should be aware of.

All Members have been emailed a copy of the Scheme of Establishment, Model Constitution and the Code of Conduct. Members were advised the Community Council handbook is available online at [http://www.moray.gov.uk/moray\\_standard/page\\_105319.html](http://www.moray.gov.uk/moray_standard/page_105319.html), if members require printed copies, costs can be paid from the Community Council administration grant.

### 3. Contact Sharing Authorisation

Members were asked to complete the Contact Sharing Authorisation form for Data Protection purposes, and return by email, digital signatures acceptable copies of the completed forms will be emailed to the secretary.

Members contact information to be shared with all members

### 4. Administration Grant and population figures

Members were informed that the annual grant for Cullen & Deskford is £631.59 for the period April 2021/22.

The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 1815.

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 2021/22 will be paid in October on receipt of examined annual accounts.

#### **5. Appointment of Office Bearers**

The members unanimously agreed to have a 'get to know each other' session on Saturday 23<sup>rd</sup> October at 7pm. There will be a further meeting on Tuesday 26<sup>th</sup> October at 6pm, the CLO will attend for the start of this meeting to oversee appointment of Office Bearers.

#### **6. Constitutional Documents**

Members were advised that the Community Council constitution should be signed and mailed to the Deputy Returning Officer as soon as possible at Deputy Returning Officer, Moray Council Headquarters, High Street, Elgin, IV30 1BX.

Members were advised to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

#### **7. Business from previous meetings**

Bruce gave an outline of matters the Community Council were dealing with prior to the Election.