

# **Findochty Community Council minutes**

**Date: Monday 5 September 2022**

**Time: 7pm**

**Venue: Findochty Town Hall**

## **Attendees:**

**Community Councillors:** Caroline Ferguson (CF), Jeff Masterson (JM), Ron Dawson (RD), John Gardiner (JG),

**Associate members:** Andrea Woodhead (treasurer)

## **Moray Council:**

Councillor Sonya Warren,

Councillor Neil McLennan

Debra Duke Community Council Liaison Officer (CCLO).

## **Members of the public: 17**

### **1. Administration update/role of members:**

CF informed the community council that James Murray had resigned from the community council.

In accordance with Section 8 of the Scheme of Establishment, the following were proposed to be co-opted to the community council:

Brian Bigginshaw, Morag Campbell and Lorna Simpson.

Cheryl Birtwistle had volunteered to be an associate member and undertake secretarial duties for the community council.

In accordance with section 15.3 of the Scheme of Establishment honoraria for the secretary and treasurer positions could be made. In line with the honoraria paid for the treasurer it was proposed that the same be made to the secretary.

No objections to the co-optees or associate member.

### **RESOLVED:**

1. That the following were co-opted as community councillors: Brian Bigginshaw, Morag Campbell and Lorna Simpson ...
2. That Cheryl Birtwistle would fulfil the position of secretary.
3. It was approved that an honorarium of £30 per month would be paid to the secretary.
4. Contact details of new members would be shared with the CCLO

### **2. Minutes of last meeting/Matters arising**

The minutes of the meeting held on 8 August had been circulated to members and had been published on the Findochty Past and Present Facebook page.

**RESOLVED:** The minutes were agreed as an accurate record.

### **3. Matters arising:**

Harbour Road closure- The works were out for tender. This was due end of August. Once there was more information about the timetable the community council would be informed. A concern was raised that the barriers were unsightly. If they were going to be there for a longer time then could they be made to look nicer?

Pontoons- pontoon manufacturer had been to visit the site following movement and breakage of chain

Communication- Following the last meeting it had been agreed to make changes to communications from the community council.

To help the community council it would be useful if anyone would be able to help design leaflets.

Suggested that the Findochty Community Council Facebook page be reinstated. This would be a public page.

RESOLVED: To reinstate the Findochty Community Council Facebook page

### **4. Community feedback/Correspondence:**

A member of the public had contacted the community council because a letter had been sent to a local newspaper by a Moray Councillor. The letter referenced the planning application for a change of windows that was approved against policy. The chairperson raised this as a member of the public had requested this be done. Any issues about Moray Councillors should be raised with Moray Council.

It was noted that the Planning Committee and Local Review Body had to take each case on its own merits on the day as it was a quasi-judicial process.

Other feedback was received on the following:

- Who was mending the fence at the Hythe?
- Seat on Cliff Street needs dismantling
- Grass beside the steps on the Stripey had only been cut once this season. Was Moray Council meant to be cutting this? Overgrown vegetation in this area caused flooding issues.
- A phone call had been made to Moray Council reporting a dead animal along the Stripey.

The public were reminded to use report it functions on Moray Council's website. Moray Councillors would check that actions were being taken.

### **5. Planning:**

A letter had been submitted, following the last community council meeting, with reference to planning application 22/00971/APP. No updates had been received. Anyone who had commented on the application would be contacted when a decision was made.

### **6. Treasurers Report**

The report was circulated to all members.

As approved at 8 August meeting defibrillator batteries had been purchased. This had been below expected cost. No other payments to be authorised.

The community council could use online banking. Online banking would still have a method of authorising payments similar to two signatories.

It was confirmed that the community council was a data controller and therefore had to pay an annual fee to the Information Commission Office (ICO).

It was noted that the community council currently only had two signatories. It would be useful to have at least another two, in case there were any conflicts of interest when making payments. The treasurer would provide a signatory form to those who could be signatories.

The financial year for the community council ended on 30 September 2022. The community council should approve who would be appointed as independent examiner. The previous independent examiner had been contacted to check if they were able to examine the accounts for the community council this year. No reply had been received yet. Alternative persons would be contacted too, in case the previous person was not able to carry out the work this year. The independent examiner would be approved at the next meeting.

Other administration procedures for financial matters were discussed. The community council should have a list of assets and their location. The treasurer requested that anyone who knew of any community council assets should contact her.

Balance was £4,033.11  
Of that £2869.93 was general funds and the remainder was administration grant.

It was proposed that setting up online banking was approved.

RESOLVED:

1. Report until August 2022 was approved.
2. Using online banking was approved. AW
3. That Brian ??? and Cheryl ????? be approved as signatories for the bank account.
4. To approve the independent examiner at the next meeting.
5. To produce an asset register. AW

## **7. Changes to reporting for sub-committees**

It had been brought to the attention of the community council that some aspects of administration of sub-committees of the community council were outstanding, as required within the community council constitution and standing orders. The following sections of the constitution were relevant:

*Section 12: Copies of all minutes of meetings of the Community Council and of committees thereof shall be approved at the next prescribed meeting of the Community Council, but the draft minute shall be circulated within 30 days from the date of that meeting and ratified minutes within 14 days of approval, to Community Council members...*

*Section 11: The Community Council may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.*

*Section 13:*

- a. All meetings of the Community Council and its committees shall be open to members of the public*
- b. Notices calling meetings of the Community Council and its committees shall be posted prominently within the Community Council area for a minimum period of 7 days before the date of any such meeting, and, where possible, be advertised by other suitable means.*

*Section 15: All monies raised by or on behalf of the Community Council or provided by Moray Council and other sources shall be applied to further the objectives of the Community Council and for no other purpose.*

The treasurer proposed that all sub-committees should provide copies of accounts and associated financial paperwork back to 2019 to the community council.

It was confirmed that the Town Hall Committee was its own organisation as it was a registered Scottish Charitable Incorporated Organisation (SCIO).

The Play Park Committee had no finances of their own as the work would be completed with a grant.

RESOLVED:

1. That the treasurer would send out a letter to the sub-committees requesting the following:  
AW
2. That the Christmas Lights Sub-Committee be requested to provide accounts and other financial documentation to the community council for the current financial year and for previous financial years back to 2018/19
3. That the Gala Sub-Committee be requested to provide accounts and other financial documentation to the community council for the current financial year and for previous financial years back to 2018/19

## **8. Reports**

- a. **Moray Councillors-** information had been provided within the meeting.

- b. **Town Hall**- the Town Hall now belongs to the charity. A celebration for this would take place on 23 September. Invitations would be sent out for this. A flag had been commissioned for this occasion. The community council agreed to contribute £95 towards the cost of the flag.
- c.
- d. **Community Council Sub-groups**
  - i. **Harbour Advisory Group**- Ongoing issues around the pontoon.
  - ii. **Christmas lights**- Apologies had been sent. No new information from last meeting.
  - iii. **Gala**- no update received.
  - iv. **Maintenance/Gardening**- this year a lot of watering had had to be undertaken. Works had been undertaken to Rocky Hythe path. Two anchors had been cleared from the harbour. One was still to be placed, possible site was corner end of the green. A further project to consider was information boards especially at Sunny Craig, with information about the local names of the area.
  - v. **Litter pick**- to be arranged. Along roadsides is bad. School did a beach litter pick and had found very little rubbish.
  - vi. **Defibrillator**- new pads had been installed and the new battery had been bought and installed.
  - vii. **Morven Play Park**- Work on this was due to start in October 2022. The application had included football goals. This had not been approved within the grant funding. Young people had expressed a desire to look at fundraising themselves to be able to provide these. The community council would look into how it could help.

**RESOLVED:**

To contribute £95.00 to the Town Hall Committee for the flag.

**9. Date, time and venue of next meeting**

The next meeting would be Monday 3 October.

*The meeting ended at 8:25pm.*

Signed

Date Chairperson