

DRAFT Minute of inaugural Meeting Elgin Community Council

Date: Tuesday, 11 November 2025

Time: 7.00 pm

Venue: Elgin Town Hall

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Anne Mitchell, Alastair Kennedy, Carles Cameron, Samuel Zizighi, Diane Burgess, Steve Christie, Brian Irvine, Alan Bell, James Wiseman, Olusegun Adebayo, Alison Stockley, Graham Jarvis

Moray Councillors: Peter Bloomfield, John Divers, Amber Dunbar, Sandy Keith

Douglas Clarke, David Chapman

Apologies: Moray Councillor Jermie Fernandes

1. Welcome, and Introductions

Debra Duke CCLO welcomed all to the meeting and congratulated members on being elected as Community Councillors to serve their communities.

2. Apologies for Absence

Moray Councillor Jermie Fernandes

3. Declaration of Interests

None

4. Induction Presentation

The CCLO gave a training/induction presentation 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, if members require printed copies, costs can be paid from the Community Council administration grant.

5. Election of Office Bearers

It was noted that section 10d of the Scheme of Establishment did not permit one member to hold more than one office without the express permission of Moray Council.

Role	Proposer	Seconder
Chairperson Alastair Kennedy	Steve Christie	Brian Irvine
Vice Chairperson Brian Irvine	Alastair Kennedy	Alison Stockley
Secretary Steve Christie	Brian Irvine	Charles Cameron
Treasurer Samuel Zisighi	Olusegun Adebayo	Alastair Kennedy
Planning Contact James Wiseman	Alastair Kennedy	Steve Christie

6. Co-option

Graham Jarvis had been a member of the previous community council. He had not been able to return his nomination form by the deadline.

The scheme required that any proposed co-option is intimated to all at least 14 days prior to the meeting. It was agreed unanimously to waive the 14 days' notice as specified in clause 9.2.3 of the Moray Scheme for the Establishment of Community Councils 2025-2029.

RESOLVED:

Graham Jarvis was co-opted as a member of Elgin Community Council.

7. Adoption of Constitution

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.

The CCLO advised members to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

The Constitution was duly signed.

8. Agreement of Meeting Schedule

The previous arrangements were agreed as suitable. Meetings would be held on the second Tuesday of the month at Elgin Town Hall.

9. Banking Arrangements

Current signatories were all still members of the community council. The new treasurer would be added to the account as part of the handover.

10. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Elgin is £2299.96 for the period April 2025/2026.

The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 24827 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 20225/26 will be paid on receipt of examined annual accounts. These should be submitted as soon as possible.

11. Business from previous meetings

The CCLO closed the inaugural meeting and handed the meeting over to the new chair to start Community Council business.

12. Date of next meeting

Tuesday 9 December at 6pm in Elgin Town Hall (at the Community Centre)