

DRAFT Minute of inaugural Meeting Forres Community Council

Date: Thursday, 20 November 2025

Time: 7.00 pm

Venue: Forres House Community Centre

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Derek Hallas, Imogen Symon, Steve Ferris, Fiona Graham, Travis Bremner, Gary Gunn, Kevin Skivington, Michael Walker, Graham Murdoch

Councillor Kathleen Robertson (Moray Council)

Gary McCartney (Forres Gazette)

Apologies: None

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

None

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

The current treasurer expressed his desire to stand down from the position.

Other nominees to the position were requested. Handover would be arranged.

Role	Proposer	Seconder
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Chairperson Steve Ferris	Graham Murdoch	Derke Hallas
Vice Chairperson Kevin Skivington	Fiona Graham	Derek Hallas
Secretary Fiona Graham	Kevin Skivington	Michael Walker
Treasurer Derek Hallas	Steve Ferris	Fiona Graham
Planning Contact	Forres CC email address	

6. 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.

This would be discussed at the next meeting.

7. Agreement of Meeting Schedule

All agreed that the current schedule of third Thursday of the month was suitable. Time and venue were also suitable.

8. Banking Arrangements

New treasurer to be added to the account and an additional signatory to be added.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Forres is £1272.26 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 10652.

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.

A query was raised about the population figure of Forres as it was felt to be low. The CCLO would confirm the population figures and how they were calculated.

10. Communication and Engagement

Forres CC had tried to get a website through the Scottish Tech Army, but this had not progressed. It would also require someone from the CC to be manage it and skills were required for this. Press regularly attended Forres CC meetings. The CC required someone to take on the social media. The CC should also look at how to communicate with different age groups. IS volunteered to help with the Facebook page.

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

Thursday 18 December 2025