



Findochty & District Community Council

Note of Inaugural Meeting held on Wednesday 2nd October 2013

Findochty Village Hall

Present : Gayle Calder, Anita Hunkin, Ryan Main, Henry Marshall

In Attendance: Ruth O'Hanlon, John Oliver, Community Warden, Councillor McKay, Councillor McDonald, Tracey Rae

Apologies: Jim Murray and Andrew Slater

The Community Warden gave his report and left the meeting.

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Findochty Community Council. Tracey was advised that John Oliver had applied to become a Community Councillor but his application had not been received by the deadline (*further information regarding this was gathered following the meeting and a co-option will be processed in early course*). It was further advised that Ruth had withdrawn her application. Apologies were as noted above. Members proceeded to complete the Data release form and information gathering form.

Tracey wished to record her appreciation to the previous Community Council and to those who have not stood in this term. Their contribution to the work of the Community Council is very much appreciated and best wishes for the future were extended.

2. Community Council Members Handbook

The Handbook was issued to all members. Tracey advised this is a reference guide to support Community Councillors in their role as a Community Councillor during this term of office. The front contents page breaks down the sections within the folder with a further contents page at the beginning of each Section. Tracey hoped this would be an 'easy to use guide' for Community Councillors but welcomed any feedback.

Tracey introduced the new section for Templates (section 7) and advised that these had been uploaded on a disk that would be given to the appointed Secretary. Tracey encouraged the Community Council to consider the use of these templates for future business.

3. The Joint Community Councils of Moray and Cycle of Meetings

Tracey advised that The Joint Community Councils of Moray (JCC) meet 4 times a year on the second Thursday of November, February, May and August with the next meeting being on 14th November.



It is a great opportunity to share information and experience with fellow Community Councillors in other areas. Where an issue is Moray-wide the JCC can look to set up a sub-group or host a special meeting to address the issue. The JCC welcome the MSP, Richard Lochhead, on an annual basis which is a great opportunity to address national issues as well as local issues.

The JCC Constitution allows for 2 members from each Community Council to attend but more as welcome although will be as 'spectators'

The JCC is represented on the Community Engagement Group and is a great opportunity to have matters brought to that Forum.

The JCC recently formed a sub-group to look at promoting Community Council elections, and, overall, this was considered an excellent piece of work.

Tracey encouraged the Community Councillors to identify 2 members from their Community Council to be the 'official' JCC Representatives and a template is available in Section 7 of the Handbook to complete and return to Tracey.

Tracey also recommended a standard item on the Agenda for JCC updates.

4. Administration Grant

Tracey advised that The Moray Council provide an annual grant to Community Councils to assist with the operating costs of the Community Council.

The grant is available to cover the costs in administering Community Council business and is not to finance other groups. Examples of justified expenditure include auditor fees, production and circulation of minutes, agendas and other documentation, photocopying, travel costs, telephone costs and general publicity, promotional and ceremonial activities. Further information can be found in Section 2 of the Handbook.

Tracey advised that the allocation for the period October 2013 – March 2014 for Findochty and District Community Council is £295.53 and a cheque has been requested from the Finance Department.

5. Youth Representation

The meeting discussed the importance of having young members sitting on groups and the different qualities they can bring to discussion and developments. It was agreed that this further legitimises the Community Council within the community and wider by having a youth perspective.

It is a great opportunity at the start of the term of office for the Community Council to make efforts to attract and support youth members.

Members are to give further consideration to this at their next meeting. **Action: All**

6. Community Engagement

Tracey advised that the population for the Findochty & District Community Council area is 1256 based on the 2011 Census. It was highlighted that the Community



Council boundary extends beyond the village and the importance of involvement from, and with, this Community is vital to the success of the Community Council. There was discussion around the opportunities to promote the Community Council around the area and it was agreed to have Agendas and Minutes displayed in various points.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and Country section

Local Newsletters and publications – updates from the Community Council will be incorporated in these as appropriate and consideration to delivering the Community Council newsletter outwith the village will be given. **Action: All**

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure all communities being served are aware of who their Community Councillors are and how to contact them.

Discussion took place around the visiting professionals at meeting, i.e. Elected Members and Policing Teams. Tracey advised there is an Agenda template in section 7 of the Handbook which gives a suggestion. She stated it is essential that the Police are accommodated at the beginning of the meeting to allow them to return to their duties.

7. Dealing with Meeting Business and Cycle of Meetings

Tracey stressed that the Community Council need to identify a suitable meeting cycle and, more importantly, how this will be communicated to members, the community and professionals. The need for a pattern to be adopted was discussed and agreed and to ensure their meetings don't clash with other Community Councils in the Elected Members ward.

It was agreed that the current cycle of **1st Wednesday of month, 7pm** be continued with no meeting in January. Meetings will take place in Findochty Village Hall.

Discussion took place around allocating responsibility for different services to individual Community Councillors. All agreed that the current way of working where all Community Councillors deal with all business works for them and it was encouraged to continue working in a way that suits all members.

Tracey advised she had to identify a Planning contact to advise that Department to ensure the weekly list and relevant information is being received by the Community Council. It was agreed Ryan Main would be that contact with the list being received at the generic email address. Tracey will advise the Department. **Action: Tracey**

8. Co-options

With the co-option of Mr Oliver all 7 seats are filled at Findochty & District Community Council. Should any seats become vacant in the future these can be filled by means of co-option.



Co-opted members are now considered full members after one year of service so it is important that co-options are recorded clearly in the Community Council Minutes and advised to the CCLO.

9. Appointment of Office Bearers

Chair – Ryan Main was nominated by Gayle Calder and seconded by Henry Marshall. Ryan accepted this nomination. With no further nominations Ryan was declared Chair.

Vice-Chair – No nominations meantime.

Secretary- Anita Hunkin was nominated by Gayle Calder and seconded by Ryan Main. Anita Hunkin accepted this nomination. With no further nominations Anita was declared Chair. Ruth will continue to assist Anita as required and Tracey stressed her willingness to assist with any matters.

Treasurer – Ruth O'Hanlon was nominated by Gayle Calder and seconded by Ryan Main. Ruth accepted this nomination. With no further nominations Ruth was declared Treasurer.

Planning Contact- Ryan Main will be the contact with information being sent to the generic email address

Ruth advised she is happy to continue to produce the Community Council newsletter which is distributed monthly (not January) to the village. All members expressed their appreciated to this offer.

10. AOCB

No matters were raised.

11. Business from previous meeting / New Community Council Business