

Keith Community Council

Note of Inaugural Meeting held on Monday 7th October 2013

Keith Community Centre

Present : Marguerite Cruickshank, Sandy Dickson, Susan Hutcheon, Neil Kidd, Charles Lawson, Jane Martin and Lorna Mulligan

In Attendance: Councillor Shepherd, Councillor Coull, Ian Cattanach and Tracey Rae

Apologies: Sadie Ogg

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Keith Community Council. 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 expressed her thanks to Jane for her involvement with this group

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.

Charlie advised he had regularly attended JCC meetings in the previous term and found them to be most helpful and informative.

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 Keith Community Council is £421.86 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 Keith Community Council area is 4741 based on the 2011 Census. 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

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure the entire area being served is 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 Monday of the month at 7pm** be continued with no meeting in January or August. Meetings will take place in Keith Community Centre. There was a proposal to commence meetings at 6.45 because of the amount of correspondence that requires to be dealt with. This was not suitable for a number of members so more efficient methods of working were discussed.

It was agreed that all members will take responsibility to read correspondence that has been emailed to the Community Council via the generic account. Only correspondence that has been received in hard copy will be considered at the meeting.

Discussion took place around allocating responsibility for different services to individual Community Councillors. This method has worked most successfully for the Community Council in previous terms and was agreed to continue. Planning and Licensing was allocated to Neil Kidd and Roads and Transportation to Charles Lawson and Sandy Dickson. Environmental and Cleansing will be the responsibility of Lorna Mulligan. Other portfolios and areas of interest will be discussed at the November meeting.

In order to assist with the efficient running of the meeting, Portfolio holders are asked to deal with business between meetings and provide a short report that can accompany Agenda papers.

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 Neil Kidd would be that contact with the list being received at the generic email address. Tracey will advise the Department. **Action: Tracey**

8. Co-options

8 of the 10 available seats have been filled, therefore there are 2 vacancies available for co-option. Jane advised there are a possible 3 candidates interested and discussion took place around the options for those vacancies.

If the Community Council choose to do so they can hold the vacancies for a period or they can ask that the interested parties submit a note of interest and a vote can take place by the Community Councillors.

The favoured option at this time was to hold the vacancies as an excellent publicity campaign had taken place in the town so the feeling was that there was adequate opportunity for candidates to apply at this time. This will be re-visited in 6 – 12 months although further discussion will take place at the November meeting.

Tracey advised that 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 – Jane Martin was nominated by Neil Kidd and seconded by Sandy Dickson. Jane accepted this nomination. With no further nominations Jane was declared Chair.

Vice-Chair – Charlie Lawson was nominated by Susan Hutcheon and seconded by Neil Kidd. Charlie accepted this nomination. With no further nominations Charlie was declared Vice-Chair.

Secretary- Susan Hutcheon was nominated by Jane Martin and seconded by Charlie Lawson. Susan accepted this nomination. With no further nominations Susan was declared Secretary. The correspondence address will be to the Chair.

Treasurer – Marguerite Cruickshank was nominated by Jane Martin and seconded by Charlie Lawson. Marguerite accepted this nomination. With no further nominations Marguerite was declared Treasurer.

Planning Contact- Neil Kidd will be the contact with information being sent to the generic email address

10. AOCB

No matters were raised.

11. Business from previous meeting / New Community Council Business

Community Council tablet – Jane advised that, upon approval from the previous Community Council, a Windows tablet had been purchased for the use of all members. Jane advised on the insurance cover option for the tablet. Tracey offered to investigate if the current liability policy provided by The Moray Council would cover this piece of equipment.

NOTE - Following the meeting Tracey was advised it is NOT covered by the current policy

OTHER BUSINESS TO BE COMPLETED BY SUSAN