

Cullen & Deskford Community Council

Note of Inaugural Meeting held on Tuesday 22<sup>nd</sup> October 2013

Cullen Community Centre

Present : Jennifer Welsh, Mollie Moon, Jackie Kersley, Kevin Aitken and David Bates

In Attendance: Tracey Rae, Councillor Shepherd and 1 member of the public

Apologies: Thomas Gunn, Steven Mill and Anne Morrison

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Cullen & Deskford 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.

The above apologies were noted, Tracey advised that arrangements had been made to meet with Thomas and Steven the following week – this invitation will also be extended to Anne.

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 14<sup>th</sup> 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 are 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.

#### 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 Cullen & Deskford Community Council is £318.40 and a cheque was passed to the Acting Secretary and the receipt of cheque signed.

Tracey reminded the meeting that audited accounts should be approved by the Community Council and a copy forwarded to the CCLO.

#### 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 is 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 Cullen & Deskford Community Council area is 1887 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 with responsibility for updating as noted including Post Office (Jennifer), Town Hall (Kevin), Mobile Library (David), Seatown (Jackie), Community Centre (Anne tbc), Primary School (Kevin), Allotment Notice Board (Jackie) and Deskford Hall (Tom tbc)

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 cycle of **3<sup>rd</sup> Thursday of the month at 7.30pm** be adopted with no meeting in December. Meetings, at the moment, will take place in Cullen Community Centre and the availability of this venue has been confirmed since the Inaugural meeting.

It was agreed that all members will take responsibility to read correspondence that has been emailed to the Community Council via the generic account. The Acting Secretary will ensure all members are aware of the address and password to allow them to access this information. 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, Tracey suggested each member having an overall responsibility for a particular area of business. Members agreed to give this further consideration when they are more familiar with the business of the meeting.

In order to assist with the efficient running of the meeting, Portfolio holders would be 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 David Bates 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 9 available seats have been filled, therefore there is 1 vacancy available for co-option.

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

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

The meeting agreed to appoint Office Bearers in an 'Acting' capacity as there were a number of apologies and to allow everyone a 'get to know you' period.

Acting Chair – Mollie Moon was nominated by Jackie Kersley and seconded by Kevin Aitken. Mollie accepted this nomination. With no further nominations Mollie was declared Acting Chair.

Acting Vice-Chair – Appointment to be made at a future meeting

Acting Secretary- David Bates was nominated by Jennifer Welsh and seconded by Mollie Moon. David accepted this nomination. With no further nominations David was declared Acting Secretary.

Treasurer – Appointment to be made at a future meeting.

Planning Contact- David Bates will be the contact with information being sent to the generic email address

#### 10. AOCB

CATs in the area – Tracey offered to ask Dawn Brodie, Community Support Officer to contact Mollie to discuss.

Discover Cullen website – Members agreed to have this as an agenda item for November to consider further.

Next Meeting – The next meeting of Cullen & Deskford Community Council will be **Thursday 28<sup>th</sup> November, 7.30 in Cullen Community Centre.**