

## Burghead & Cummington Community Council

Note of Inaugural Meeting held on Thursday 7<sup>th</sup> November 2013

### Harbour Masters Office

Present : Kelly Croudace, Billy Davidson, Gilbert Farquhar, Hilary Ann Gloyer, John Gordon, Dr Joan Megson, Les Taylor, Jennifer Walker, Mollie Fraser, Shirley Munn and Tracey Rae

In Attendance: Councillor Cowe and Councillor Tuke

Apologies: Councillor McGillivray and Councillor Wright

#### 1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting in the new term of Burghead & Cummington 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 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 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 Burghead & Cummington Community Council is £328.26 and a cheque was passed to the Chair.

Tracey stressed that audited accounts should be provided to The Moray Council upon acceptance at a Community Council meeting.

#### 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.

Different methods of credit towards youth participation awards is currently being considered in conjunction with TSi Moray and The Moray Council Youth Team.

#### 6. Community Engagement

Tracey advised that the population for the Burghead & Cummington Community Council area is 2,159 based on the 2011 Census.

It was agreed a generic email address would be useful and this could be a central point of contact for all the Community Councillors and can be advertised as such. Les agreed to arrange this and provide access / password details to all members.

There was discussion around the opportunities to promote the Community Council around the area. It was felt there is particular difficulty in community awareness in the Cummington area. The Community Council agreed to give consideration to the production of a leaflet to be distributed in the area.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and Country section. ([editor@northern-scot.co.uk](mailto:editor@northern-scot.co.uk))

Local Newsletters and publications – updates from the Community Council will be incorporated in these as appropriate.

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure the entire area they are serving are aware of who their Community Councillors are and how to contact them. There was feedback on the boundary as one property has its dwelling in the B&C catchment area but the ground pertaining to the property is in a neighbouring area. Also Burghead Football ground is outwith the B&C area. Tracey stressed a full consultation was carried out prior to the scheme being approved by Committee and no feedback on this was received, however, she agreed to raise it with the Democratic Services Manager.

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 Thursday of the month, 7.30pm** be continued. Meetings will take place in the Harbour Masters Office.

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 John Gordon would be that contact with the list being received at the generic email address. Tracey will advise the Department.

Tracey recommended that Community Councillors should visit and consider registering with [www.tellmesotland.gov.uk](http://www.tellmesotland.gov.uk) – this gives the opportunity to receive

alerts for your particular area. This could also be considered for the benefit of exchanging information between Community Councils.

8. Co-options

Burghead & Cummington have filled all of their 10 seats following a postal ballot so there are currently no seats available for co-option.

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

9. Appointment of Office Bearers

Chair – Billy Davidson was nominated as Chair by Molly Fraser and seconded by Hilary Gloyer, Billy accepted this nomination. With no further nominations Billy was declared Chair.

Vice-Chair – to be considered and appointed in the new year.

Secretary- John Gordon was nominated by Molly Fraser and seconded by Jennifer Walker. John accepted this nomination. With no further nominations John was declared Secretary.

Minute Secretary: There was an offer from Shirley Munn and Kelly Croudace to jointly act as Minute Secretaries. This was unanimously supported by the members.

Treasurer – Jennifer Walker was nominated by Les Taylor and seconded by Billy Davidson. Jennifer accepted this nomination. With no further nominations Jennifer was declared Treasurer.

Planning Contact- John Gordon will be the contact for the weekly list and other related correspondence.

10. AOCB

Education Sustainable Review- Kelly has been asked by Burghead Primary School Parent Council to suggest a meeting between all Community Council / Associations and Parent Councils in the ASG area. The Community Council supported this approach. Contact details were provided to Kelly.

11. Business from previous meeting / New Community Council Business