

## Dyke Landward Community Council

Note of Inaugural Meeting held on Wednesday 3<sup>rd</sup> December 2014

Dyke and District Village Hall

Present: Steve Arkley, Arnold Boyle, Jane Foster, Carol Shaw, David Shaw, Alistair Sutherland

In Attendance: Tracey Rae (CCLO) and Sylvia Jamieson (CSO), The Moray Council Community Support Unit.

### 1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Dyke Landward Community Council. Members proceeded to complete the Data release form and contact details were circulated.

Tracey wished to record her appreciation to Carol for her enthusiasm and drive towards the re-establishment of the Community Council.

Tracey introduced Sylvia as the newly appointed Community Support Officer for the Forres and Laich area.

### 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 the 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 have been uploaded on a disk and this was provided to Carol. Tracey encouraged the Community Council to consider the use of these templates for future business.

### 3. The Joint Community Council 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 February, May, August and November with the next meeting being on 12<sup>th</sup> February 2015.

It is a great opportunity to share information and experience with fellow Community Councillors in other areas. Where an issue is Moray-wide with

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.

Tracey 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 December 2013 – March 2014 is £188.00 and this will be processed, along with the return of previous monies held, when the Community Council advise the CCLO of their bank details.

#### 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 it 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.

It is recognised the difficulty in attracting and retaining youth members but the group discussed contacting Forres Academy in the near future.

#### 6. Community Engagement

Tracey advised that the population for the Dyke Landward CC area is 892 based on the 2011 Census.

There was discussion around the opportunities to promote the Community Council around the area and different locations for Agendas and Minutes to be displayed were discussed.

The group benefit from supportive media coverage from the Forres Gazette and it was advised to also send Minutes to the Editor of The Northern Scot to promote the reestablishment of Dyke Landward CC.

Community Consultation and questionnaires were discussed along with leaflet drops and this is something Tracey and Sylvia can assist with in the near future.

Every Community Councillor now has a copy of their 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.

Discussion took place around the visiting professionals at meetings, i.e. Elected Members and Policing Teams. It is important they know that Dyke Landward have re-established and be provided with meeting dates, times and venues. It is essential that the Police are accommodated at the beginning of the meeting to allow them to return to their duties.

An Agenda template is provided at Section 7 of the Handbook which gives a suggestion for the structure of meetings.

#### 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 the Community Council will meet on **1<sup>st</sup> Wednesday of the month at 7.30pm** subject to the availability of Dyke and District Village Hall.

Tracey advised she has to identify a Planning contact to advise the Department to ensure the weekly list and relevant information is being received by the Community Council. It was agreed David Shaw would be that contact with the list being received at the generic address. Tracey will advise the Department.

#### 8. Election of Office Bearers

Chair – Carol Shaw was nominated as Chair by Alistair Sutherland and seconded by Steve Arkley. Carol accepted this nomination. With no further nominations Carol was declared Chair.

Vice-Chair – Alistair Sutherland was nominated by Carol Shaw and seconded by Steve Arkley. Alistair accepted this nomination. With no further nominations Alistair was declared Vice-Chair.

Secretary – With no nominations for Secretary, the group discussed possible local people who could be approached to take on this role for a Honorarium. CCLO will be updated when this post has been filled.

Treasurer – Steve Arkley was nominated by David Shaw and seconded by Carol Shaw. Steve accepted this nomination. With no further nominations Steve was declared Treasurer.

#### 9. Vacancies

Dyke Landward have filled 6 of their 7 seats, therefore have 1 vacancy is available for co-option.

Tracey advised that co-options can commence once the Constitution has been ratified. 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.

#### 10. AOCB

Carol encouraged members to attend the Dyke and District Village Hall AGM on Sunday 7<sup>th</sup> December to introduce themselves.