

Finderne Community Council

Note of Inaugural Meeting held on Monday 21st March 2016

Rafford Hall

Present: Jane Martin (CLO), Tracey Rae (CSO), Brian Higgs, Mike Crutch, Chris Piper and Carlo Miele.

1. Welcome, Apologies and Introductions.

Jane opened the meeting and welcomed newly elected Community Councillors to the first meeting of Finderne Community Council. Members proceeded to complete the Data release form and information gathering form.

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. Tracey went through the handbook with members informing them of sections in the handbook. It was agreed that Jane would email templates of the forms in the handbook.

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 February, May, August and November with the next meeting being on 12th May 2016.

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 special meetings to address issues.

The JCC Constitution allows for 2 members from each Community Council to attend. Tracey and Jane encouraged the Community Councillors to identify 2 members from their Community Council to be the 'Official' JCC Representatives, however all 4 members are welcome at the next meeting of the JCC on 12th May.

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

It was agreed that the JCC representative forms would be completed at a future meeting of the Community Council.

4. Administration Grant

Tracey and Jane 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 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 grant was £500 plus 0.0725p per head of population, Finnerne Community Council's population is 1090, grant allocation will be £570.03 paid in 2 instalments April and October.

Members will look at setting up a bank account for the allocation of the grant in April.

5. Youth Representation

It was agreed that discussions on youth representation would be discussed at the next meeting of the Community Council.

6. Community Engagement

Tracey advised that the population for Finnerne Community Council was 1090 based on the 2011 census. The Finnerne Community Council has a wide rural area to cover. The importance of involvement from, and with, these Communities is vital to the success of the Community Council. Members agreed and will look at engagement with members of the communities.

A discussion on inviting and informing the local press was held, members asked for a Press Release to inform Communities of the establishment of Finnerne Community Council. It was agreed that this would happen once venues and dates has been established.

7. Dealing with Meeting Business and Cycle of Meetings

Tracey stressed that the Community Council need to identify a suitable meeting cycle and how this will be communicated to the members, the community, the press and professionals.

The need for a pattern was discussed and agreed and to ensure their meetings don't clash with other Community Council/Association meetings in the Elected Members Ward. Members thought that the **1st Thursday of the month** may be an option, however venues would have to be looked at, there is no Moray Council building in the Finnerne area, they will contact Rafford and Edinkille halls to enquire about availability and a possible reduced rate. Jane will contact Nick Goodchild for availability and dates of venues in Forres.

Tracey and Jane advised that a Planning contact needed to be identified; this is to ensure that the Planning Department can issue the weekly list and that relevant information is received by the Community Council. The setup of a generic email was suggested, members agreed and Michael would deal with it.

8. **Co-options**

Finderne CC has filled 4 of their 7 seats; therefore have 3 seats available for co-option.

Tracey advised that co-options can commence when they have a constitution and office bearers have been elected. Members were advised that it is important that consideration is given to representation from areas not covered. Tracey informed them that the process for co-option and Associate members can be found in section 2 of the hand book.

9. **Appointment of Office Bearers**

It was agreed that members would receive the support of Jane with an enhanced inaugural and office bearers would be decided at the next meeting. Members will meet in the meantime and discuss further about their thoughts on roles.

10. **AOCB**

Members requested background on the A96 duelling, Jane to contact James Smith and forward the information

11. **Date of next meeting**

Members to meet and discuss various items and will contact Jane when this has happened on a suitable date for the next meeting.