

## **Minute of Inaugural Meeting Portnockie Community Council**

Date: Monday, 9 October 2017  
Time: 7.00 pm  
Venue: McBoyle Hall, Portnockie

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Chair: Jane Martin Community Council Liaison officer (CCLO)

Attendees: Diane Anderson, Rob Barsby, Cathleen Harper, Alison Low, Angela Mair, Gladys McKenzie, Bert Reid, Cllr Coull, Cllr Gatt

Apologies: Cllr Shepard

### **1. Welcome, Introductions and Apologies**

Jane Martin CCLO welcomed all to the meeting and congratulated members on being elected as Community Councillors to serve their communities.

### **2. Community Council Induction**

JM (CCLO) gave a training/induction presentation to all members. This incorporated, Community Councils in Moray, Scheme and Constitutional documents, Community Councillors Handbook, Core Community Council Business, Members and Office Bearers duties, highlighting key areas that Community Councils and its members should be aware of.

All Members were given copies of the Scheme of Establishment, Model Constitution and the Code of Conduct. The Community Council were issued one hard copy of the handbook and informed that the handbook is available online at [http://www.moray.gov.uk/moray\\_standard/page\\_105319.html](http://www.moray.gov.uk/moray_standard/page_105319.html), if members require printed copies, costs can be paid from the Community Council administration grant.

### **3. Contact Sharing Authorisation**

JM (CCLO) asked all members to complete the Contact Sharing Authorisation form for Data Protection purposes, copies of the completed forms will be emailed to the secretary.

JM (CCLO) to share contact information with all members

### **4. Administration Grant and population figures**

Jane Martin informed members that the annual grant for Portnockie Community Council is £593.02 for the period April 2017/18. The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 1288 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 2017/18 will be paid in October on

receipt of examined annual accounts. GM informed the JM (CCLO) that the accounts are completed and are waiting to be independently checked.

## 5. Appointment of Office Bearers

**Chairperson:** Rob Barsby

**Proposed:** Gladys McKenzie  
**Seconded:** Cathleen Harper

**Vice Chairperson:** Daine Anderson

**Proposed:** Bert Reid  
**Seconded:** Angela Mair

**Secretary:** Angela Mair

**Proposed:** Bert Reid  
**Seconded:** Alison Low

**Treasurer:** Gladys McKenzie

**Proposed:** Angela Mair  
**Seconded:** Cathleen Harper

**Planning Contact:** Angela Mair

**Proposed:** Rob Barsby  
**Seconded:** Gladys McKenzie

Planning information to be sent to generic and personal email and to use AM work contact number

## 6. Constitutional Documents

JM suggested that the model constitution should be signed immediately to protect the Community Council; the Community Council can in the future apply for any changes that may be required to Moray Council.

The constitution was signed; JM (CCLO) will deliver to the Deputy Returning Officer, after checking the Constitution will be returned to the Community Council.

JM (CCLO) advised members to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

## 7. AOC

Clash Gour Wind farm, Community Ownership Workshop in Moray on the 24<sup>th</sup> November.

## 8. Business from previous meetings

Jane Martin closed the inaugural meeting and handed the meeting over to the new chair to start Community Council business.