

Minute of Inaugural Meeting Cullen & Deskford Community Council

Date: Tuesday, 31 October 2017
Time: 7.00 pm
Venue: Cullen Community Centre

Chair: Jane Martin Community Council Liaison officer (CCLO)

Attendees: Barry Addison, Colin Burch, Steve Horrocks, Philip Lovegrove, Norman Marwick, Stewart Black, Cllr Gatt, Cllr Shepard, Morag Innes

Apologies: Dennis Paterson, Cllr Coull

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, 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. BA will forward to Dennis Paterson.

4. Administration Grant and population figures

Jane Martin informed members that the annual grant for Cullen & Deskford Community Council is £636.3 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 1892 .

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. JM (CCLO) confirmed receipt of community council accounts, the grant will pay in due course.

5. Appointment of Office Bearers

Chairperson: Stewart Black	Proposed: Steve Horrocks Seconded: Norman Marwick
Vice Chairperson: Dennis Paterson	Proposed: Norman Marwick Seconded: Barry Addison
Minutes Secretary: Steve Horrocks	Proposed: Stewart Black Seconded: Barry Addison
Treasurer: Barry Addison	Proposed: Steve Horrocks Seconded: Phil Lovegrove
Planning Contact: Phil Lovegrove	Proposed: Norman Marwick Seconded: Barry Addison

Generic and personal email to be used for planning contact.

Following the meeting NW informed all by email that after consideration has decided to take the position of Secretary working alongside SH.

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.

There was a vote for signing the constitution with a majority for it to be signed at the meeting and if any changes were to be made this can be addressed at a later date. 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

Cllr Gatt informed members of the situation regarding the keys of the public toilets and town hall; he advised members that investigations appeared to suggest that there were a number of unauthorised individuals that held keys for both buildings.

The Community Council request that Moray Council change the locks for both buildings and that a register be kept of who holds the keys. A booking system should be put in place where users have to sign on receipt and return of the keys; this would ensure that any copies made by users can be dealt with appropriately.

Clash Gour Wind farm, Community Ownership Workshop in Moray on the 24th 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.