

## Minute of Inaugural Meeting Heldon Community Council

Date: Monday, 06 November 2017

Time: 7.00 pm

Venue: Mosstowie School, Mosstowie

---

Chair: Jane Martin Community Council Liaison officer (CCLO)

Attendees: James Mountford, Neil Sutherland, Willie Duncan, Nicola Hire, Mary Evans, James MacKessack-Leitch, Audrey Masson, Sally Hodder, Joanne Kirby, Neil McLeod, Kenneth Milne, Lyndsay Smailes, Colin Souter, Cllr Edwards, Cllr Allan

Apologies: Cllr Cowe, Cllr Patience

### 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 Heldon Community Council is £768.47 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 3737 .

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 the annual accounts and informed members that the payment is being processed.

## 5. Appointment of Office Bearers

**Chairperson:** Jim Mountford

**Proposed:** Neil Sutherland  
**Seconded:** Willie Duncan

**Vice Chairperson:** Willie Duncan

**Proposed:** Audrey Masson  
**Seconded:** Neil Sutherland

**Secretary:** Nicola Hire

**Proposed:** Audrey Masson  
**Seconded:** Jim Mountford

**Treasurer:** Lyndsay Smailes

**Proposed:** Jim Mountford  
**Seconded:** Sally Hodder

**Planning Contact:** Colin Souter

**Proposed:** Willie Duncan  
**Seconded:** Kenneth Milne

## 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

Community Council Research – The workshop is intended to gather a wide range of perspectives on the potential role of community councils. Views expressed will be individual as opposed to representative of particular groups or organisations.

The workshop will be held on Tuesday 28th November, 7pm - 9pm, at the Harvest Centre, Elgin City Church, 10 Greyfriars Street, Elgin, IV30 1LF

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.