

## Minute of inaugural Meeting Forres Community Council

**Date:** 21 October 2021

**Time:** 7.00 pm

**Venue:** Zoom

**Chair:** Jane Martin Community Support Officer

**Attendees:** Jane Martin MC, Kathleen Robertson, Bob Hellyet, Fiona Graham, Colin Lipscomb, Steve Ferris, Lesley Edwards, Graham Murdoch, Jo Lenihan

**Apologies:** Cllr Alexander, John Innes, Kenny Shand

### 1. Welcome, Introductions and Apologies

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

### 2. Community Council Induction

A training/induction presentation was given 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 have been emailed a copy of the Scheme of Establishment, Model Constitution and the Code of Conduct. Members were advised the Community Council 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

Members were asked to complete the Contact Sharing Authorisation form for Data Protection purposes, and return by email, digital signatures acceptable copies of the completed forms will be emailed to the secretary.

Members contact information to be shared with all members.

### 4. Administration Grant and population figures

Members were informed that the annual grant for Forres is £1294.95 for the period April 2021/22.

The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 10965.

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 2021/22 will be paid in October on receipt of examined annual accounts.

## 5. Appointment of Office Bearers

Role	Proposer	Seconded
<b>Chairperson</b> Kathleen Robertson	Graham Murdoch	Fiona Graham
<b>Vice Chairperson</b> Fiona Graham	Jo Lenihan	Kathleen Robertson
<b>Secretary</b> Jo Lenihan	Fiona Graham	David Parket
<b>Treasurer</b> Graham Murdoch	Kathleen Robertson	Steve Ferris
<b>Planning Contact</b> Jo Lenihan	Kathleen Robertson	Lesley Edwards

## 6. Constitutional Documents

Members were advised that the Community Council constitution should be signed and mailed to the Deputy Returning Officer as soon as possible at Deputy Returning Officer, Moray Council Headquarters, High Street, Elgin, IV30 1BX.

Members were advised to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

## 7. AOCB

Colin Lipscombe proposed that the name of the Community Council Constitution should be Royal Burgh of Forres Community Council. Bob Hellyer seconded this and Steve Ferris raised his hand. As there was no majority this will be discussed at the November meeting.

Colin Lipscomb requested the balance sheet for Forres Common Good, to be discussed at the next meeting

**Meeting Closed at 8:00pm**