



**DYKE LANDWARD
COMMUNITY COUNCIL**

Dyke Landward Community Council

**Minutes of Meeting
Wednesday 9th February 2022 at 7.30pm
Dyke Church Hall**



Attendees: DLCC		Attendees: Other	
Carl Wright (CW)	<i>Chair</i>		
Jackie Davidson (JD)	<i>Secretary</i>		
Lindsey Standing (LS)	<i>Treasurer & Minutes Sec.</i>		
Caroline Macleod (CM)	Steve Arkley (SA)		
Sheena Tulloch (ST)	Wendy McLean (WM)		

Apologies:	
Claire Feaver <i>MC Forres Local Councillor (CF)</i>	Lorna Creswell <i>MC Forres Local Councillor (LC)</i>
George Alexander <i>MC Forres Local Councillor (GA)</i>	

	Agenda Item	Action
1.	Welcome & Apologies CW welcomed everyone to the Meeting	
2.	Police Update & Community Safety Report - January '22 Previously circulated via email on 3/2/22. Nothing specific to DLCC Area reported.	For Info.
3.	Public Session No members of the Public attended	
4.	Minutes of last Meetings The Minutes had been previously circulated 11 th August 2021 <i>Proposed: JD Secoded: SA</i> <i>The Minutes of the last DLCC 2020 to 2021 Meeting were approved</i> 12 th January 2022 <i>Proposed: ST Secoded: CW</i> <i>The Minutes of the 1st DLCC 2021 to 2022 Meeting were approved</i>	JD to email Minutes to DD
5.	Matters Arising: Points a to h carried forward from last DLCC Meeting in Aug. 2021	
5.	a) Covid Grants from DLCC 2020 - 2021 The Grants of £1500 from JCC & Groundwork were spent on a new outside store at Dyke Primary School to create a 2 nd hand Eco Uniform Swap Shop. DLCC liaised with the school to provide assistance for families & reduce waste going to landfill. £300 was given by previous DLCC to Dyke & Area Facebook Covid Network. Approx £30 was needed to support food donations & leaflet printing. It has been agreed that the rest of the funds will be returned to DLCC Reserve Fund.	SA (Previous Treasurer) informed DLCC SA to contact LR
5.	b) Bollard at Flood Alleviation Path in Broom of Moy Following medical emergency DLCC have been trying to establish land ownership so that access to the river bank can be improved for Emergency Services. Investigating possibility of installing a collapsible bollard if land owner agrees.	JD to contact SF (possible landowner)
5.	c) Defibrillator Funding Application Update Previous DLCC had applied to the Berryburn Community Fund to provide 2 further defibrillators in DLCC area. Application was rejected so LS applied to Money4Moray (M4M) instead. DLCC agreed via email to support with up to £500 from DLCC Reserve Funds to cover installation costs due to closing date being between Meetings.	LS updated re. Application to M4M

	Full M4M application timescale discussed, including vote by public. Agreed to approach Kieran's Legacy (KL) to see if they would fund 2 defibrillators &/or secure cases as timescale for M4M was lengthy & depends on a public vote.	JD to contact Kieran's Legacy
5.	d) Broom of Moy Noticeboard & other Noticeboards Perspex cover/door has yellowed & needs replacing so information can be read easily. All agreed to cover cost of new Perspex for door. <i>Proposed: JD Secoded: WM</i> JD could not find a Notice Board in Brodie to inform residents of DLCC meetings with a DLCC Agenda &/or Meetings Info Notice.	CM to get quote LS to ask CAS - previous Chair
5.	e) Retrospective Honoraria for Office Bearer Duties in 2019/20 & 2020/21 SA was DLCC Chair, Treasurer & Secretary from 2019 - 2021 but did not ask for payment for being the Minute Secretary. Moray Council (MC) have stated that DLCC can agree amount to pay for Secretary Duties. There is over £1000 unspent for Admin currently in DLCC Restricted Funds Account as Meetings were held via Zoom during Covid. SA has checked with Debra Duke (DD - CCLO for MC) & DLCC can pay SA retrospectively for Secretarial Duties. SA can then donate the payment to the DLCC Reserve Fund which can be used as DLCC chooses. All agreed as DLCC will receive £560.18 for 2021-22 which is restricted to cover Admin Costs. This can cover costs of Hall Hire & to pay the Minute Secretary. £920 to be paid to SA for 2 yrs of Secretarial Duties. <i>Proposed: CW Secoded: WM</i>	SA to prepare invoice LS to pay invoice
5.	f) Approval of DLCC Accounts for 2020-21 SA (Treasurer 2020-21) presented DLCC Accounts which had been verified by Ann Crossman in Dec. 2021. All agreed as accurate. <i>Proposed: CW Secoded: LS</i> SA to follow up re. what £50 donation from DLCC (& other CCs) towards Leaving Gift for Jane Martin (MC) was used for.	SA to contact JCC Chair
5.	g) Acquisition of External Hard Drive & Laptop for DLCC Record Keeping SA proposed buying an external hard drive so that electronic records can be passed on easily between Office Bearers. All agreed to buy. <i>Proposed: LS Secoded: ST</i> JD secured gift of a laptop from Reboot (local IT Charity) to support Correspondence Duties. All agreed £75 donation to Reboot. <i>Proposed: WM Secoded: CM</i>	SA get estimate LS to organise cheque
5.	h) Defibrillator Training for Conicavel & other DLCC Residents Kieran's Legacy Charity donated 1 defibrillator & a lockable case & recently installed in Conicavel. Moray Estates will provide ongoing electricity costs. A resident requested support from DLCC for ongoing upkeep (approx. £150 every 4 years for batteries & pads). DLCC previously agreed to pay 1 st set of replacement batteries & pads. DLCC now being asked to pay for Hall Hire for Defibrillator Training. All agreed to cover cost if Training is offered to all DLCC residents. <i>Proposed: ST Secoded: WM</i> Leaflets informing DLCC residents of position of current & any new defibrillators including Training available could be delivered via Dyke & Area Facebook Group. Upkeep of other Defibrillator at Dyke Hall & leaflet costs / sponsorship - agreed to discuss ideas at future meeting.	JD to check cost of Dyke Hall Hire LS to organise leaflets when required
5.	i) Moray Council CC Model Constitution – adopt & sign All agreed to adopt the terms of MC Model Constitution & forward an electronic copy to MC. Hard copy to remain with Chair in case it is needed to set up further Bank Accounts for DLCC. ST pointed out typing error in Point 7. h. of the Constitution Template - 'Treasurer' needs to be replaced with 'Secretary' <i>Signed by CW, LS & ST on behalf of DLCC Members</i>	CW corrected Point 7. h. before signing CW/JD to email to MC

5.	<p>j) Ideas re. Minutes Secretary</p> <p>LS agreed to take Minutes for this meeting. All DLCC to try to recruit a Minute Secretary – we can pay for this service. Amount paid at discretion of DLCC from MC Grant. A Dictaphone can also be bought from MC Grant to aid with taking of Minutes.</p>	<p>LS to advertise on local Dyke Facebook Page</p>
5.	<p>k) ICO Registration</p> <p>CW awaiting response from DD (CCLO for MC) re. need for ICO Registration. SA to clarify need for Registration with Alastair Kennedy (Chair of JCC)</p>	<p>SA to contact JCC Chair</p>
5.	<p>l) Updates re progress on switching Treasurer + Community Engagement</p> <p>LS had established that BoS has online Community Accounts but do not have capacity for new customers at this time. SA had emailed electronic Mandate for existing account to LS. 2 signatories required: LS & ST <i>Proposed: CW Secoded: SA</i></p> <p>LS attended 2 Spirit of Community (SoC) Meetings at FTH & had forwarded previous Report + Minutes of Meetings on 11/1/22 & 31/1/22. Looking at what has been achieved since 1st Report in 2014 & planning next steps for the Forres Area.</p> <p>LS needs to check & liaise with FCC re new regulations in order to set up new DLCC Facebook Page as current DLCC Page is linked to SA's personal Facebook account.</p>	<p>LS to complete Mandate</p> <p>LS to report back after SoC meetings</p> <p>LS to liaise with FCC</p>
5.	<p>m) Venue for future DLCC Meetings</p> <p>All agreed Church Hall was big enough to accommodate DLCC + MC Councilors & members of the public. Agreed to undertake LFTs before each Meeting.</p>	<p>JD to book for Meetings</p>
6.	<p>Treasurer's Report: LS</p> <p>Current: £1815.40 + £280.09 (MC Grant for 6 months on 3/2/22) = £2095.49</p> <p><i>Includes - Admin Funds: £1353.49 Reserve Funds: £742 Cash: £0</i></p> <p>All agreed DLCC to set up extra account for Reserve Funds to make managing Moray Council Admin & Reserve Funds easier in future. <i>Proposed: LS Secoded: SA</i></p>	<p>LS to find account options</p>
7.	<p>Correspondence: JD</p> <p>Info re. Defibrillators from resident addressed in Point 5. h. (see above)</p> <p>Plant a tree for Queen's Platinum Jubilee – are there any available now?</p> <p>JCC Meeting on 10/2/22 – CW had sent apologies on behalf of DLCC</p> <p>SA to transfer DLCC email domain to separate account when contract is due for renewal – currently part of his personal domain.</p>	<p>JD to respond</p> <p>JD to check</p> <p>SA to liaise with JD</p>
8.	<p>Reports from Local Councillors No reports received</p>	
9.	<p>Planning: SA agreed to continue to review Weekly Planning Lists from MC & highlight any local Applications before forwarding to DLCC members.</p>	<p>SA to email Weekly Lists</p>
10.	<p>ACOB</p> <p>Ideas for DLCC Area to celebrate Queen's Platinum Jubilee. All to liaise with own neighbourhood & community groups eg. Dyke Primary, Dalvey House, FCC & other groups in Forres to see if there is a wish to celebrate as part of the whole Forres Area or specifically within the DLCC Area. Report back to next Meeting.</p>	<p>All DLCC</p>
11.	<p>Date, Time & Venue of next Meeting</p> <p>Wednesday 9th March 2022 at 7.30pm. Venue: Dyke Church Hall</p>	

Meeting Closed at 9.50pm