

Strathisla Community Council Meeting Minutes

7:30pm, Wednesday 7 June 2023
Meeting Room, Keith Community Centre

Attendees:

Strathisla Community Councillors: Martin Greenhalgh, James Mark, Tina Murphy, Rhona Patterson

Moray Council Councillors: Donald Gatt

Police Sergeant Scott McKay

Dawn Brodie- Community Learning and Engagement Manager (Moray Council)

Debra Duke- Community Council Liaison Officer (Moray Council)

1. To receive apologies

Apologies had been received from: Strathisla Community Councillors Priscilla Gordon-Duff and Karen Pryce-Iddon; and Moray Councillors Tracy Colyer and Theresa Coull.

2. Police Report

Sergeant Scott McKay introduced himself. Attendance at community council meetings would happen where shifts and work permitted. He reminded all that the police station in Keith was manned and that there were two sergeants in Keith. If anyone had any problems they were encouraged to contact the police. A few issues with motorbikes were raised with him.

3. To Approve the minutes of the meeting held on 17 May 2023

Rhona Patterson arrived during this item

Subject to amending the date from 2014 to 2024 in paragraph 2 minute 4 the minutes were approved as a correct record.

4. Matters arising from the minutes

The CCLO reported that she had not been able to access the Gmail account because it was linked to a mobile phone and required a code when logging on from a new computer for security purposes. Contact had been made with Karen Pryce-Iddon but they had not been able to organise a time to hand over the account.

Social media accounts had been managed by Tracy Colyer when she was secretary to the CC.

Jacob had set up Strathisla CC website. Contact had not yet been made with him. JM had his contact details and passed them onto the CCLO

RP said that she might know someone else who would be willing to be co-opted onto Strathisla CC.

Currently the CC had co-opted the maximum number of people: three in a six month period. If more people wanted to be co-opted there were a couple of options:

- They could be Associate Members until November 2023 when more co-options would be allowed
- Or an interim election could be held.

In all cases a discussion would be had with the Democratic Services Manager as the Deputy Returning Officer.

The CCLO suggested that it might be helpful for the CC to adopt a social media policy. The CCLO had taken draft policies to the JCC in August 2022. Each CC could then amend and adapt the policies to suit their needs. There were two parts to the policy:

- Community Council Social Media Guidance- this part was guidance for community councillors when using social media to ensure that when they used online forums as a community councillor they abided by the code of conduct.
- Community Council Social Media Policy- this part outlined how and why a community council would use social media.

ACTIONS:

- CCLO to contact Karen Pryce-Iddon to handover the Gmail account
- CCLO to contact Tracy Colyer to handover social media accounts- Facebook and Twitter
- CCLO to contact Jacob Gelling by email.

5. Presentation from CCLO

The CCLO gave a presentation that covered the following:

- Role of a community councillor
- Code of conduct
- Roles of office holders
- Minutes and financial regulations

6. To Approve the Support Agreement (attached)

The support agreement outlined that the Community Support Unit would provide secretarial and chairperson support for three months, May to July 2023.

RESOLVED:

The support agreement as presented was approved.

7. Approve office holders

- **Chairperson**
- **Secretary**
- **Treasurer**

This item had been deferred from the meeting on 17 May to enable community councillors to consider the roles.

Priscilla Gordon-Duff had contacted the CCLO in advance of the meeting and said that she would consider putting her name forward for being chairperson, subject to having good support from a secretary.

It would also be useful to have a vice-chairperson to provide support. Martin Greenhalgh said that he would consider putting his name forward for this role.

Tina Murphy said that she would consider undertaking the administrative side of the secretarial role if someone else was appointed to take minutes at meetings.

It was noted that previously an honorarium of up to £50 plus expenses had been paid to the secretary. If the role was split between administrative and minutes secretary clarification of honoraria would be required.

Advertising for a minutes secretary would be undertaken. Ideas to advertise this were:

- TSI Volunteer Hotlist (CCLO)
- Through the high school -
- Developing the Young Workforce -
- Parent Council –
- The Loft at Keith -
- In Keith- RP to send email
- Asking people - All

As the candidates for chairperson and administration secretary would only accept the positions if a minutes secretary was appointed the confirmation to those positions was deferred.

It was proposed and seconded that James Mark was appointed treasurer.

APPROVED:

- That James Mark was appointed Treasurer.
- That the positions of chairperson and administration secretary were deferred.
- To undertake advertising for a minutes secretary
- That an honorarium of up to £50 per meeting, plus expenses, be paid to a minutes secretary.

8. To receive a report from the treasurer

JM presented the accounts for the previous month. No expenditure had been made and no income received. JM was still to invoice Moray West for £971.07 the amount for Newmill Picnic as per minute 6 from 17 May 2023.

JM was asked to check what funds remained in the Beatrice fund. This funding was for the community to get grants from. It would be good to open this funding up as queries about funding had been received.

SSEN Resilience Fund:

RP reported that a visit to Rothiemay Hall was required to determine if there was a suitable site for a generator.

RP was meeting with Beatrice Fund to draw the additional £20,000 funding required for the project as per the SSEN Resilient Communities application.

Some re-costing would be required as prices had changed since the application had been submitted in May 2022.

RP would also look at alternatives to diesel generators. Queries over whether biofuel or hydrogen could be options. It was suggested that ReadyScot <https://ready.scot/> be contacted for best practice guidance.

RESOLVED:

- To raise invoice to Moray West for £971.07- JM
- To check amount remaining in Beatrice fund- JM
- Next meeting to consider any requests for funding from the Beatrice fund- agenda item

9. AOCB.

The Community Development Officer would be commencing employment with the KSRP on 12 June. RP handed out posters for display for a welcome party. This event would be held on Wednesday 14 June at 7:30pm in Longmore Hall. The KSRP AGM would also be held at 8:30pm.

Possible policies for Strathisla CC would be brought to the next meeting.

10. Date of the next meeting

Wednesday 5 July at 7:30pm in the meeting room, Keith Community Centre