

DRAFT Minute of inaugural Meeting Heldon Community Council

Date: Tuesday, 28 October 2025

Time: 7.30pm

Venue: Mosstowie School

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees:

Community Councillors- Neil Sutherland; Colin McCarthy; Willie Duncan; Alex Lyons; Lesley Lythgoe; Simon Williams; Kenny Milne; Colin Souter

Bridget Mustard (Heldon Ward member, Moray Council)

Apologies: Andrew Wallis; Steve Valentine

1. Welcome, and Introductions

Debra Duke CCLO welcomed all to the meeting and congratulated members on being elected as Community Councillors to serve their communities.

2. Apologies for Absence

Apologies for absence were received from Andrew Wallis, Steve Valentine.

3. Declaration of Interests

None

4. Induction Presentation

The 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 would be 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, if members require printed copies, costs can be paid from the Community Council administration grant.

5. Election of Office Bearers

Role descriptions of the office bearer roles were made available. The Secretary role is particularly detailed. One person should not be expected to undertake all elements of the role. The CC should look at how the workload can be spread between community councillors, or if a minutes secretary could

be engaged. In the previous term all correspondence from the CCLO had been blind copied to all Heldon Community Councillors to remove the requirement from the secretary to forward information on. It was agreed that this practice would continue.

It was noted that one of the members unable to attend the meeting had expressed an interest in being Chairperson. It was agreed to defer nomination of this role until the next meeting.

The secretary and treasurer had historically been paid honoraria for the roles. The amount paid would be reviewed at the next meeting.

Role	Proposer	Seconder
Chairperson	This nomination was deferred.	
Vice Chairperson Willie Duncan (on an interim basis)	Colin Souter	Neil Sutherland
Secretary Lesley Lythgoe	Alex Lyons	Neil Sutherland
Treasurer Simon Williams	Willie Duncan	Kenny Milne
Planning Contact		

RESOLVED:

To nominate chairperson at the next meeting of the community council.
To confirm honoraria paid to office holders

6. Adoption of Constitution

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.

The CCLO advised members to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

The constitution would be approved at the next meeting of the community council once the Chairperson had been appointed as they were required to sign the document.

7. Agreement of Meeting Schedule

Discussion was held about the current meeting schedule and availability of community councillors.

RESOVLED:

Discuss further at next community council meeting.

8. Banking Arrangements

Bank account was already set up and treasurer from last year had been reappointed.

AGREED:

- To remove Jim Mountford and Lyndsay Smailes as they were no longer community councillors.
- To add the Chairperson to the signatory list once appointed.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Heldon is £786.96 for the period April 2025/2026.

The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 3958 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 20225/26 will be paid on receipt of examined annual accounts. These should be submitted as soon as possible.

It was noted that if expenses were claimed, room booking charges were made and honoraria paid the community council would not be able to meet its costs on the current administration grant.

10. Communication and Engagement

Discussions were held about the requirement to highlight what Heldon CC does and achieves. This would be worked on at future meetings.

11. Business from previous meetings

The following points were raised:

A person from the Fogwatt sub division had expressed an interest in being co-opted. This would be followed up.

Concerns were raised about there not being any members from Spynie, yet there had been several planning applications for this area.

WD raised a retrospective application at Level Farm for caravan storage. He felt that this application would not have a detrimental impact on the site or be visible.

A concern was raised about the lack of pavement along the A941 from Culzean Road to the entrance for the new housing estate to the south. Members had seen people walking along the edge of the road and asked that this concern be raised with Moray Council.

It was noted that the consultation deadline for responses to the Birnie Quarry was 6 November.

12. Date of next meeting

7pm, Tuesday 9 December 2025

Meeting closed 8:50pm

DRAFT