

DRAFT Minute of inaugural Meeting Speyside Community Council

Date: Wednesday, 29 October 2025

Time: 7.00 pm

Venue: Speyside School

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Alison Bagnall, Chris Davis, Stuart Gouldstone, Donald McLean, Keith Ross, Marion Ross, Neil Slessor

Apologies:

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

None

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.

Role	Proposer	Seconder
Chairperson Marion Ross	Alison Bagnall	Chris Davis
Vice Chairperson	Not appointed	
Secretary	This nomination was deferred	
Treasurer Donald McLean	Marrion Ross	Neil Slessor
Planning Contact		

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 Constitution would be resent as there were some reference errors within the current document.

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

7. Agreement of Meeting Schedule

It was agreed that meetings would be on the last Wednesday of the month. However, it was suggested that the number of meetings would be reduced. Currently Speyside CC meets 10 times per annum. There was a requirement to meet a minimum of 6 times per year. It would be beneficial to reduce the number of meetings, but hold additional meetings when required to discuss matters that have a deadline.

Reducing the number of meetings would be agreed at the next meeting.

8. Banking Arrangements

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

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Speyside is £804.94 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 4206 .

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.

10. Communication and Engagement

Information about the CC was shared on various local Facebook pages but not a specific CC page.

Residents from neighbouring CC areas had attended recent Speyside CC meetings regarding planning matters. All were welcome to attend meetings, but it was noted that these attendees were resident of areas that did not have an established CC. It could be beneficial that a CC in those areas was established, unfortunately they had not formed following the recent election.

11. Business from previous meetings

The CCLO closed the inaugural meeting and handed the meeting over to the new chair to start Community Council business.

12. Date of next meeting

The next meeting would be held on Wednesday 26 November 2025 at 7pm in Speyside School.