

Minute of inaugural Meeting Keith Community Council

Date: Monday, 03 November 2025

Time: 7.00 pm

Venue: Keith Fire Station

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees:

Community Councillors: Steve Hickin, Stuart Chapman, Linda Gorn, Samuel Hunt, Callum Stuart, Bruce Cruickshank, Amy Inglis, Neil Kidd

In attendance: Marguerite Cruickshank, Kevin Mitchell (Watch Commander, Keith Community Fire Station)

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

5. Election of Office Bearers

Role	Proposer	Second
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Chairperson Neil Kidd	Steve Hickin	Stuart Chapman
Vice Chairperson Callum Stuart	Neil Kidd	Linda Gorn
Secretary Steve Hickin	Amy Inglis	Stuart Chapman
Treasurer Amy Inglis	Steve Hickin	Linda Gorn
Planning Contact		

6. Adoption of Constitution

It was agreed that the Constitution would be discussed at the next meeting.

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.

7. Agreement of Meeting Schedule

The current arrangement of meeting on the first Monday of the month, but not January or August was agreed. The current venue at the Fire Station was also agreed to continue.

8. Banking Arrangements

Marguerite, as the previous treasurer was in attendance to organise handover. Some signatories would need to be changed, this would be organised when visiting the bank.

As per the minutes of the meeting held on 6 October the cheque for donation to the Firefighters charity was signed.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Keith is £824.29 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 4473 .

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

No issues raised.

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

Monday 1 December 2025