

## **DRAFT Minute of inaugural Meeting Burghead & Cummingston Community Council**

**Date:** Thursday, 06 November 2025

**Time:** 7.00 pm

**Venue:** Burghead Community Hall

**Chair:** Debra Duke Community Council Liaison officer (CCLO)

**Attendees:** Abey Main, Jamie Campbell, Ryan More, Keith Kingscott, Myra Kingscott, Billy Davidson, Katie Lyons

**Neil Cameron (Moray Councillor)**

**Apologies:** Jane Benson

### **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**

Received from Jane Benson

### **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](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**

<b>Role</b>	<b>Proposer</b>	<b>Seconder</b>
<b>Chairperson Abbey Main</b>	Jamie Campbell	Keith Kingscott

<b>Vice Chairperson Keith Kingscott</b>	Abbey Main	Jamie Campbell
<b>Secretary Jamie Campbell</b>	Abbey Main	Keith Kingscott
<b>Treasurer Myra Kingscott (office holder) and Sandra Milne</b>	Abbey Main	Ryan More
<b>Planning Contact</b>		

It was noted that the Scheme required office holders to be community councillors. However, the work of the offices, particularly that of the secretary and treasurer could be delegated to associate members. It was therefore agreed that Sandra Milne continue to undertake the role of treasurer, with Myra as the office holder

## **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 was duly signed.

## **7. Agreement of Meeting Schedule**

The community council met on the first Thursday of the month. Some members had clashes with other activities that they attended but overall this meeting cycle worked so no changes were proposed.

The venue would remain in the Community Hall as the Harbour Office was not suitable.

## **8. Banking Arrangements**

One signatory had not stood for election so a new signatory would need to be added.

APPROVED:

That Myra Kingscott as the Treasurer (office holder) should be added to the account,.

## 9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Burghead & Cummingston is £646.16 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 2016 .

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

A new generic email address had been set up for the community council. This would be circulated where required and added to the Moray Council website. [burgheadcummingstoncc@gmail.com](mailto:burgheadcummingstoncc@gmail.com)

The CC noticeboard in Burghead had been on the Post Office. This had been removed for maintenance of the building. The CC would look at alternative places to display it.

There was a noticeboard in the bus stop in Cummingston that the CC could use to display information.

It was also noted that JC and AM should be added as admins to the Facebook account. RM to action.

## 11. Co-option

The scheme required that any proposed co-option is intimated to all at least 14 days prior to the meeting. It was agreed unanimously to waive the 14 days' notice as specified in clause 9.2.3 of the Moray Scheme for the Establishment of Community Councils 2025-2029.

Two additional members had expressed an interest in joining the community council.

RESOLVED:

That Billy Davidson and Katie Lyons be co-opted as community councillors.

## 12. Business from previous meetings

The following points were raised:

- It was confirmed that non-attendance for 6 months at a community council meeting could result in disqualification. Section 13 of the Scheme of Establishment.
- Wreaths for Remembrance Sunday were handed out.

- The war memorials from the Church of Scotland were being stored at Meadow Hillock and a dedication would take place next year.
- There was a public meeting to discuss the proposed Moray Flow Park on Tuesday 11 November.
- A walk around Burghead had been carried out which picked up some issues that were fed back to Moray Council.
- It was suggested that a walk around be carried out in Cummingston. KK and MK to action
- More monitoring was taking place at the pumping station regarding the waste. The smell had improved.
- Royal British Legion had been contacted about the war memorial on Grant Street as it needed maintenance work. The CC wanted to clarify who was responsible for this.

**13. Date of next meeting**

Thursday 4 December 2025, at 7pm in Burghead Community Hall