

DRAFT Minute of inaugural Meeting Portknockie Community Council

Date: Monday, 10 November 2025

Time: 7.00 pm

Venue: MacBoyle Hall

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Shirley Firth, Ali Forsyth, John Going, Lilian Urquhart

Donald Gatt (Moray Councillor)

Tracy Colyer (Moray Councillor) via video

Apologies: Anne Anderson, Jade Tindall

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 were received from Anne Anderson and Jade Tindall

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. Co-option

Lilian Urquhart had been a member of the previous community council. She had not been able to return his nomination form by the deadline.

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.

RESOLVED:

Lilian Urquhart was co-opted as a member of Portknockie Community Council.

6. Election of Office Bearers

Role	Proposer	Seconder
Chairperson John Going	Shirley Firth	Lilian Urquhart
Vice Chairperson	Not appointed	
Secretary Shirley Firth	John Going	Ali Forsyth
Treasurer Ali Forsyth	John Going	Shirley Firth
Planning Contact		

7. 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.

8. Agreement of Meeting Schedule

All agreed that the current meeting schedule of meeting on the second Monday of the month was suitable. The venue of MacBoyle Hall was also confirmed.

9. Banking Arrangements

Previous signatories were still members of the Community Council. The bank had been changed in the past year. Online banking was now active. Two signatories had to be present to make payments.

10. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Portknockie is £580.84 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 1115 .

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.

11. Communication and Engagement

Jade Tindall managed the Facebook account. It was agreed that it would be suitable to adopt a social media policy. To be considered at the next meeting.

12. Business from previous meetings

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

13. Date of next meeting

Monday 8 December at 7pm.