

DRAFT Minute of inaugural Meeting Cullen & Deskford Community Council

Date: Tuesday, 18 November 2025

Time: 7.00 pm

Venue: Cullen Community Centre

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Elaine Baxter; Stuart Donald; Les Tarr; Lynn Myles; Chris Lawson

Previous office holders: Colin Burch Phil Lovegrove

Apologies: David Baxter

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 David Baxter

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 | Seconder |
|---------------------------------|-----------------|-----------------|
| Chairperson Les Tarr | Elaine Baxter | Stuart Donald |
| Vice Chairperson | Les Tarr | Elaine Baxter |

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|-----------------------------------|----------|---------------|
| Stuart Donald | | |
| Secretary Chris Lawson | Les Tarr | Elaine Baxter |
| Treasurer David Baxter | Les Tarr | Stuart Donald |
| 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 CCLO advised members to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

7. Agreement of Meeting Schedule

All agreed that the current meeting schedule of the third Tuesday of the month was suitable. In previous years the December meeting had been moved forward by a week to avoid clashing with other Christmas events and holidays. The CC did not normally meet in July and aimed to meet at least a couple of times a year in Deskford.

The CCLO reminded members that the CC was required to meet 6 times a year. The CC could manage its meeting dates to meet workload.

8. Banking Arrangements

New signatories to the bank account were required due to changes in membership. The previous treasurer would ensure the handover was complete. It was noted that Earl of Seafield usually made a donation to the CC, but that since the last donation the bank account details had changed.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Cullen & Deskford is £615.42 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 1592 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 2022/23 will be paid on receipt of examined annual accounts. These should be submitted as soon as possible.

It was noted that the Joint Community Councils of Moray had undertaken some work on the admin grants and how they were distributed and the amounts. The cost of room hire for the CC took a large proportion of the available admin grant.

The annual accounts for 2023/24 had been submitted and the next instalment of the admin grant would be paid shortly.

10. Communication and Engagement

It was noted that the website gathered good numbers of responses on items that the CC put up for comments. The CC also used Facebook, noticeboards and the local newsletter to engage with residents. There was not a member on the CC from Deskford, therefore some engagement work in that area was required.

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.

The following items were noted:

Resilience- handover would be completed once agreed which member would take on this project.

Handovers- a meeting with the previous office holders would be held before the next CC meeting.

The CC was happy to be the lead organisation for Cullen Connected funding applications.

Crannoch Twinning event on Monday 24 November at 7pm in the Community Centre- EB and CL would attend on behalf of the CC.

Leaflet for the CC would be at a stall for the Christmas Lights switch on, 27 November. All to provide a photograph for inclusion in the leaflet.

12. Date of next meeting

Tuesday 16 December at 7pm in the Community Centre