

DRAFT Minute of inaugural Meeting Dyke & District Community Council

Date: Wednesday, 12 November 2025

Time: 7.00 pm

Venue: Dyke Church Hall

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Owen Taylor, Nicola Morrison, Caroline MacLeod, Janet Grant, Sheena Tulloch, Jackie Davidson, Callum Ross

Apologies: None

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

It was noted that office bearer roles could be shared between all members and sharing the workload was to be encouraged.

Role	Proposer	Seconded
Chairperson Caroline MacLeod	Janet Grant	Jackie Davidson
Vice Chairperson	Sheena Tulloch	Janet Grant

Owen Taylor		
Secretary Jackie Davidson	Sheena Tulloch	Owen Taylor
Treasurer Janet Grant	Jackie Davidson	Callum Ross
Planning Contact	Dyke CC email address	

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 would be considered at the next meeting.

7. Agreement of Meeting Schedule

The current schedule was suitable for all members and was agreed to continue. Meetings held on second Wednesday of the month, no meetings in January or July. It was noted that community councils had to meet a minimum of six times per annum. It was agreed to schedule ten meetings per year and if a meeting was not required it could be cancelled. Meeting venue would remain the church hall and time would remain 7:30pm.

8. Banking Arrangements

Current signatories had returned as community councillors.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Dyke & District is £563.8 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 880 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 2025/26 will be paid on receipt of examined annual accounts. These should be submitted as soon as possible.

A question was raised about the work that had been undertaken by the JCC admin grant sub group. A meeting had been held in August 2024 to discuss various options to propose to Moray Council for distribution of the administration grant. For various reasons this work had stalled. However, the sub group had met in September 2025 to make proposals. There had been no clear majority from community councils about a preferred option. A full report would be taken to the next JCC meeting.

10. Communication and Engagement

CR and NM were admins on the Facebook account. A lot of communication was received through Facebook Messenger. It was discussed how to get representation from the Darnaway area.

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

Wednesday 10 December 2025, at 7:30pm in Dyke Church Hall.