

DRAFT Minute of inaugural Meeting Lossiemouth Community Council

Date: Monday, 17 November 2025

Time: 7.00 pm

Venue: Lossiemouth Community Hub

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Dave Walker, Gina McNicoll, Maureen Halkett, Kristi Lunt, Lily Mulholland, Carolle Ralph, Marian Evans (online), Louise McBride

Moray Councillors: James Allan, Neil Cameron and John Cowe

4 members of the public

1 press representative

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 proposed and seconded that the office holders from the previous Community Council be nominated. This was unanimously agreed.

Role	Proposer	Seconder
Chairperson Carolle Ralph		
Vice Chairperson Lily Mulholland		
Secretary Kristi Corbett		
Treasurer Gina McNicoll		
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.

The CCLO would send an electronic copy of the current model constitution and the signed version from the last session to all members.

7. Agreement of Meeting Schedule

All agreed that the current schedule of meeting on the third Monday of the month was suitable. Meetings would continue to be held in the community hub. The meeting room in the library was not large enough to accommodate all attendees at community council meetings.

8. Banking Arrangements

Previous signatories had been re-elected; no changes required.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Lossiemouth is £1097.91 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 8247 .

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.

It was noted that the amount received was too low to enable Lossiemouth Community council to be able to pay expenses. It was noted how much work was undertaken within the community by the CC, and how many things the CC took on because other authorities or organisations did not provide those services.

10. Communication and Engagement

Discussion was required about where to site a noticeboard to ensure that residents had sight of meeting agendas and minutes. The Facebook page was successful in sharing information about the community council.

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 19 January 2026, by Zoom.