

## **DRAFT Minute of inaugural Meeting Findhorn & Kinloss Community Council**

**Date:** Thursday, 27 November 2025

**Time:** 7.00 pm

**Venue:** James Milne Institute

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

**Attendees:** Anne Skene, Steve Worth, Sheila Urquhart, Sarah Symonds, Patrick Lewington, Rupert Huthcinson, Adrian Hart

**Apologies:** Amy Shepherd, Wendy Ritchie

### **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 Amy Shepherd and Wendy Ritchie.

### **3. Declaration of Interests**

### **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**

The three office bearers of Chairperson, Secretary and Treasurer needed to be appointed. How the roles and workload of the roles was undertaken could be decided within the CC. Role descriptions had been produced and would be circulated with the minutes.

Role	Proposer	Seconder
Chairperson	Steve Worth	Sheila Urquhart

<b>Anne Skene</b>		
<b>Vice Chairperson To be appointed</b>		
<b>Secretary To be appointed</b>		
<b>Treasurer Amy Shepherd</b>	Anne Skene	Steve Worth
<b>Planning Contact</b>	Information sent to generic 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 was signed. Confirmation was required from the CCLO that a scanned copy would be emailed to the CC.

## 7. Agreement of Meeting Schedule

Existing arrangements would be continued. The CC met on the last Thursday of the month, not December or July. Five meetings each were held in Findhorn and Kinloss.

## 8. Banking Arrangements

The banking had been updated recently. No actions were required.

## 9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Findhorn & Kinloss is £740.48 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 3317 .

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.

The CCLO was asked to confirm the population figure and check if that included those resident at Kinloss Barracks.

#### **10. Communication and Engagement**

The CC received regular updated from Kinloss Barracks and the TFVCC. Current membership was distributed over the whole area. Noticeboards were used to display minutes and other information. These were at a bus stop in Findhorn, the shop in the Ecovillage and the Spar in Kinloss. All agreed that names and photos could be added to the noticeboards. It was agreed to review how the CC communicated with residents. The CC would also consider if a communications officer role was required.

RESOLVED:

To discuss communication at a future meeting.

#### **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**

The next meeting would be held on Thursday 29 January at 7pm in the Culbin Room, Kinloss Church