



Elgin Community Council

Note of Inaugural Meeting held on Tuesday 8th October 2013

Moray Council Headquarters

Present : Anne Glover, Alastair Kennedy, Eric Marriott, Gordon Methven, Pat Paterson, Edward Wallace, Steve Christie, Steven Milne, Mary Wall, Gordie Wells, James Wiseman, Daniel and Laura (Youth Representatives from Elgin Academy), Bryan Watson (from 8.30pm), Sheila Hollis (Associate Member), David Chapman (Associate Member)

In Attendance: Councillor Divers, Councillor Jarvis, Councillor Leadbitter, Councillor Gowans, Councillor Sharp, Hazel Lawson (Northern Scot), Kay Nicolson (Press & Journal), Tracey Rae

Apologies: Councillor Allan and Cheryl Robb

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Elgin Community Council. Apologies were as noted above. Members proceeded to complete the Data release form and information gathering form.

Tracey wished to record her appreciation to the previous Community Council and to those who have not stood in this term. Their contribution to the work of the Community Council is very much appreciated and best wishes for the future were extended.

2. Community Council Members Handbook

The Handbook was issued to all members. Tracey advised this is a reference guide to support Community Councillors in their role as a Community Councillor during this term of office. The front contents page breaks down the sections within the folder with a further contents page at the beginning of each Section. Tracey hoped this would be an 'easy to use guide' for Community Councillors but welcomed any feedback.

Tracey introduced the new section for Templates (section 7) and advised that these had been uploaded on a disk that would be given to the appointed Secretary. Tracey encouraged the Community Council to consider the use of these templates for future business.

3. The Joint Community Councils of Moray and Cycle of Meetings

Tracey advised that The Joint Community Councils of Moray (JCC) meet 4 times a year on the second Thursday of November, February, May and August with the next meeting being on 14th November.



It is a great opportunity to share information and experience with fellow Community Councillors in other areas. Where an issue is Moray-wide the JCC can look to set up a sub-group or host a special meeting to address the issue. The JCC welcome the MSP, Richard Lochhead, on an annual basis which is a great opportunity to address national issues as well as local issues.

The JCC Constitution allows for 2 members from each Community Council to attend but more as welcome although will be as 'spectators'

The JCC is represented on the Community Engagement Group and is a great opportunity to have matters brought to that Forum.

The JCC recently formed a sub-group to look at promoting Community Council elections, and, overall, this was considered an excellent piece of work.

Tracey encouraged the Community Councillors to identify 2 members from their Community Council to be the 'official' JCC Representatives and a template is available in Section 7 of the Handbook to complete and return to Tracey.

Tracey also recommended a standard item on the Agenda for JCC updates.

4. Administration Grant

Tracey advised that The Moray Council provide an annual grant to Community Councils to assist with the operating costs of the Community Council.

The grant is available to cover the costs in administering Community Council business and is not to finance other groups. Examples of justified expenditure include auditor fees, production and circulation of minutes, agendas and other documentation, photocopying, travel costs, telephone costs and general publicity, promotional and ceremonial activities. Further information can be found in Section 2 of the Handbook.

Tracey advised that the allocation for the period October 2013 – March 2014 for Elgin Community Council is £1,096.22 and a cheque has been requested from the Finance Department.

5. Youth Representation

The meeting discussed the importance of having young members sitting on groups and the different qualities they can bring to discussion and developments. It was agreed that this further legitimises the Community Council within the community and wider by having a youth perspective.

It is a great opportunity at the start of the term of office for the Community Council to make efforts to attract and support youth members.

Different methods of credit towards youth participation awards is currently being considered in conjunction with TSi Moray and The Moray Council Youth Team.

6. Community Engagement



Tracey advised that the population for the Elgin Community Council area is 23,344 based on the 2011 Census.

There was discussion around the opportunities to promote the Community Council around the area and it was agreed to have Agendas and Minutes displayed in various points including Stagecoach, the Community noticeboard at Asda and Spotlight. Further discussion will take place regarding a web mail box.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and Country section and Alastair will speak to the Editor to give consideration to a 'Round the Community Councils' section.

Local Newsletters and publications – updates from the Community Council will be incorporated in these as appropriate.

During discussion it was noted that there is unawareness in the community as to what a Community Councillor does, who they are and how they can be contacted. Given this may be a moray wide problem it was agreed to discuss this with JCC. A follow up promotion may be considered to let communities know the outcome of the election.

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure the entire area they are serving are aware of who their Community Councillors are and how to contact them.

Discussion took place around the visiting professionals at meeting, i.e. Elected Members and Policing Teams. Tracey advised there is an Agenda template in section 7 of the Handbook which gives a suggestion. She stated it is essential that the Police are accommodated at the beginning of the meeting to allow them to return to their duties.

7. Dealing with Meeting Business and Cycle of Meetings

Tracey stressed that the Community Council need to identify a suitable meeting cycle and, more importantly, how this will be communicated to members, the community and professionals. The need for a pattern to be adopted was discussed and agreed and to ensure their meetings don't clash with other Community Councils in the Elected Members ward.

It was agreed that the current cycle of **2nd Tuesday of the month, 7pm** be continued. Meetings will take place in Council Chambers at The Moray Council Headquarters.

Discussion took place around allocating responsibility for different services to individual Community Councillors. This practice has worked very successfully for the Community Council in previous terms and it was agreed to continue this. Given the need to get to know each other better an informal meeting was proposed for the near future to establish areas of interest and areas of expertise prior to allocated portfolio responsibility.



Tracey advised she had to identify a Planning contact to advise that Department to ensure the weekly list and relevant information is being received by the Community Council. It was agreed James Wiseman would be that contact with the list being received at his email address. Tracey will advise the Department.

Tracey recommended that Community Councillors should visit and consider registering with www.tellmescotland.gov.uk – this gives the opportunity to receive alerts for your particular area. This could also be considered for the benefit of exchanging information between Community Councils.

8. Co-options

Elgin have filled 13 of their 18 seats, therefore have 5 seats available for co-option.

Tracey advised that co-options can commence following the Inaugural meeting. Co-opted members are now considered full members after one year of service so it is important that co-options are recorded clearly in the Community Council Minutes and advised to the CCLO.

9. Appointment of Office Bearers

Chair – Alastair Kennedy was nominated as Chair by Steven Milne and seconded by Gordon Methven, Alastair accepted this nomination. With no further nominations Alastair was declared Chair.

Vice-Chair – James Wiseman was nominated by Bryan Watson and seconded by Alastair. James accepted this nomination. Bryan Watson was nominated by James Wiseman and seconded by Anne Glover. Bryan accepted this nomination. Following a vote Bryan was declared Vice-Chair.

Secretary- Gordon Methven was nominated by Anne Glover and seconded by Alastair Kennedy. Gordon accepted this nomination. With no further nominations Gordon was declared Secretary.

Treasurer – Steven Milne was nominated by Alastair Kennedy and seconded by Anne Glover. Steven accepted this nomination. With no further nominations Steven was declared Treasurer.

Planning Contact- James Wiseman will be the contact for the weekly list and other related correspondence.

10. AOCB

Names Badges – name badges are requested for those who do not have.

11. Business from previous meeting / New Community Council Business