

Innes Community Council

Note of Inaugural Meeting held on Tuesday 1<sup>st</sup> October 2013

Lhanbryde Community Centre

Present : Sandy Anderson, Elizabeth Bodman, Mark McClelland-Jones, John Fettes, Peter Gordon Smith, Winifred Linn, James Mackie

In Attendance: Peter Bush, Alastair Kennedy, Councillor Howe, Tracey Rae

Apologies: Councillor Ross, Lansana Bangura and Anne Speake

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of Innes 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 14<sup>th</sup> 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.

James Mackie advised that he had previously attended JCC meetings and had found them very helpful and informative.

#### 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 Innes Community Council is £448.21 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.

Members are to give further consideration to this at their next meeting. **Action: All**

#### 6. Community Engagement

Tracey advised that the population for the Innes Community Council area is 5468 based on the 2011 Census. The Innes area includes Lhanbryde and Pitgaveny, Urquhart, Garmouth, Kingston and Mosstodloch.

The importance of involvement from, and with, these Communities is vital to the success of the Community Council.

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.

Lhanbryde Community Centre – Liz to speak to Anita about creating a folder with previous minutes and information pertaining to the Community Council. **Action: Liz**

Mosstodloch Hall – Peter to arrange

**Action: Peter**

Poster with Community Councillor details – Jim to create and incorporate names and the generic email address for contacting.

**Action: Jim**

The Innes Community Council website is to be updated and ensure the new members have access to it. It is vital this website is kept up to date. **Action: All**

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.

**Action: Peter / Alastair**

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

**Action: All**

The meeting venue was discussed and it was agreed that meetings would take place in Lhanbryde, Garmouth and Urquhart. 4 consecutive months in each location.

Peter to arrange bookings and advertise

**Action: Peter**

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure all communities being served 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 **1<sup>st</sup> Tuesday of the month, 7pm – 9pm** be continued with no meeting in January of July. Meetings will take place in Lhanbryde, Garmouth and Urquhart with 4 consecutive months in each location.

Discussion took place around allocating responsibility for different services to individual Community Councillors. It was agreed to consider this at a future meeting

when new Community Councillors will have had the opportunity to see the matters that come to the Community Council.

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 Liz Bodman would be that contact with the list being received at the generic email address. Tracey will advise the Department. **Action: Tracey**

8. Co-options

Innes have filled 9 of their 10 seats, therefore have one seat available for co-option.

Tracey advised that co-options can commence following the Inaugural meeting. She added that although sub-divisions are dropped after the election it is important that consideration is given to representation from areas not covered.

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

Following discussion it was agreed to appoint Office Bearers in an 'acting' capacity to allow new members the opportunity to gain experience and knowledge of Community Council work. These acting roles will be reviewed in February 2014.

Acting Chair – Sandy Anderson was nominated by Jim Mackie and seconded by John Fettes. Sandy accepted this nomination. With no further nominations Sandy was declared Acting Chair until February 2014.

Acting Vice-Chair – No nominations meantime.

Acting Secretary- Peter Bush was nominated by Mark McClelland-Jones and seconded by Sandy Anderson. Peter accepted this nomination. With no further nominations Peter was declared Acting Secretary until February 2014.

Treasurer – Mark McClelland-Jones was nominated by Winifred Linn and seconded by Jim Mackie. Mark accepted this nomination. With no further nominations Mark was declared Treasurer.

Planning Contact- Liz Bodman will be the contact with information being sent to the generic email address – [innescommunitycouncil@gmail.com](mailto:innescommunitycouncil@gmail.com)

10. AOCB

No matters were raised.

11. Business from previous meeting / New Community Council Business

Muslim Community- Councillor Howe advised that Lansana has been advised to collect letters of support from groups and organisations to support his application in the CAT process. Jim gave a brief background to this item for the benefit of the new

members and it was agreed that a letter of support would be sent. This was proposed by Jim and seconded by Mark – all in agreement. Peter to write a letter.

**Action: Peter**

Money to Village Halls – James asked Councillor Howe if there was any truth that grant monies to Village Halls was to stop. She confirmed there had been no information on this presented to Elected Members so far. Councillor Howe also confirmed that the proposal for a license fee when more than 100 people were present at an event was on hold.

Cuts to Lands and Parks Service - Councillor Howe advised that the proposed cuts to this service would affect Cemeteries and grass cutting. Elected Members will receive a list of what areas are currently maintained in their ward and discussions will then take place with the communities.

Remembrance Wreaths – Wreaths will be laid in Mosstodloch by Peter, in Lhanbryde by Liz, in Garmouth by John and in Urquhart (including Pilot Grave) by Jim.

Next Meeting – Tuesday 5<sup>th</sup> November, Lhanbryde Community Centre