



Portknockie Community Council

Note of Inaugural Meeting held on Monday 14th October 2013

Portknockie Library

Present : Alan Beresford, Cathleen Harper, Angela Mair, Gladys McKenzie, Kerry Reid and John Fraser Weir

In Attendance: Community Warden (until 7.10pm), Councillor Coull, Councillor Shepherd and Tracey Rae

Apologies: Tony Barnes

Community Warden report to be incorporated here

1. Welcome, Apologies and Introductions

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

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 are 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 Portknockie Community Council is £297.74 and a cheque was passed to the Treasurer. Tracey requested written confirmation of this cheque along with an assurance this would be used in accordance with The Moray Council Scheme.

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.

6. Community Engagement

Tracey advised that the population for the Portknockie Community Council area is 1317 based on the 2011 Census.

There was discussion around the opportunities to promote the Community Council around the area. Members advised Tracey that contact information is available on the village noticeboard and Minutes are on the Community Council webpage and The Moray Council website.

Members to investigate publication of Minutes in Spotlight.



Meetings will continue to be held on the 2nd Monday of the month with no meeting being held in July or August.

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

The meeting venue was discussed. Members may need to reconsider the meeting venue in light of the closure of Portknockie Library.

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 Monday of the month, 7pm** be continued with no meeting in July or August.

Tracey advised she had to identify a Planning contact to inform that Department to ensure the weekly list and relevant information is being received by the Community Council. It was agreed Angela Mair would be that contact with the list being received at the generic email address. Tracey will advise the Department. **Action: Tracey**

8. Co-options

Portknockie have filled 7 of their 10 seats, therefore have three 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 – (John) Fraser Weir was nominated by Alan Beresford and seconded by Gladys McKenzie. Fraser accepted this nomination. With no further nominations Fraser was declared Chair.

Vice-Chair – Cathleen was proposed by Fraser Weir and seconded by Alan Beresford. Cathleen declined this post. Kerry Reid was proposed by Cathleen Harper and seconded by Angela Mair. Kerry accepted this nomination. With no further nominations Kerry was declared Vice-Chair.



Secretary- Angela Mair was nominated by Fraser Weir and seconded by Gladys McKenzie. Angela accepted this nomination. Fraser will continue to assist Angela with this role. With no further nominations Angela was declared Secretary.

Treasurer – Gladys McKenzie was nominated by Fraser Weir and seconded by Angela Mair. Gladys accepted this nomination. With no further nominations Gladys was declared Treasurer.

Planning Contact- Angela Mair will be the contact with information being sent to the generic email address – portknockiecc@gmail.com

10. AOCB

No matters were raised.

11. Business from previous meeting / New Community Council Business

DRAFT