

## Dufftown & District Community Council

Note of Inaugural Meeting held on Monday 21st October 2013

Dufftown Community Centre

Present : Tracey Rae (CCLO), Eddie Brewster, Dennis Dalgarno, John Fleming, Alistair Jeffs, Ali MacDonald, Michelle Myron and James Nicol

In Attendance: Councillor McConnachie and 1 member of public

Apologies: Sandy Findlay

### 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.

### 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 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 Dufftown & District Community Council is £333.34 and a cheque was passed to the appointed Treasurer with acknowledgement completed.

#### 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 Dufftown & District Community Council area is 2299 based on the 2011 Census. The Dufftown & District area extends beyond the town and up to Glenrinnies and the Cabrach area.

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.

Website – The Community Council will look into developing a website. Tracey explained there will be a webpage for the Community Council contained within The Moray Council website and a link can be made from this to their own site when available. Details of Office bearers, meeting dates and venues and minutes of meetings will be available on The Moray Council website. Tracey requested that Minutes of meetings be forwarded to her in draft form which she will upload and will replace with ratified minutes when they are forwarded.

Noticeboard – Members will liaise with locals to establish if Agendas and Minutes can be displayed on existing Noticeboards. Consideration to be given to acquiring a Noticeboard solely for Dufftown & District CC.

Glenrinn Community – It was confirmed there are existing links with this Community. Minutes and Agendas for meetings will be passed to a known local to display at Glenrinn Hall.

Cabrach Community – It was confirmed there are existing links with this Community. Minutes will be provided to this community.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and Country section

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

Facebook – The Community Council will consider setting up a Facebook page to provide updates to the community.

The meeting venue was discussed and it was agreed that meetings will be held in the Community Centre. Tracey advised, at the moment, Community Council meetings will attract a free let. Michelle offered to check availability for their chosen pattern of meetings.

**Action : MM**

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, the press 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 Council / Association meetings in the Elected Members ward.

It was agreed that the cycle of **3rd Tuesday of the month, 7pm** be adopted with no meeting in July or December.

Discussion took place around allocating responsibility for different services to individual Community Councillors. It was agreed to consider this at a future meeting when 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 Jim Nicol would be that contact with the list being received at the generic email address. Tracey will advise the Department. **Action: Tracey**

#### 8. Co-options

Dufftown & District CC have filled 8 of their 10 seats, therefore have two seats available for co-option.

Tracey advised that co-options can commence following the Inaugural meeting. She added 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

Chair – John Fleming was nominated by Michelle Myron and seconded by Jim Nicol. John accepted this nomination. With no further nominations John was declared Chair.

Vice-Chair – Alistair Jeffs was nominated by Dennis Dalgarno and seconded by Jim Nicol, Alistair accepted this nomination. With no further nominations, Alistair was declared Chair.

Secretary- Jim Nicol was nominated by Alistair Jeffs and seconded by Michelle Myron. Jim accepted this nomination. With no further nominations Jim was declared Secretary.

Treasurer – Edward Brewster was nominated by John Fleming and seconded by Alistair Jeffs. Edward accepted this nomination. With no further nominations Edward was declared Treasurer.

Planning Contact- Jim Nicol will be the contact with information being sent to the generic email address

#### 10. AOCB

Community Association – Jim sought advice how both groups could operate and complement each other without losing the charitable status that the Association enjoys whilst enjoying the benefits that a Community Council has. Tracey will look into this further and feedback to Jim in early course.

Next Meeting – Tuesday 19<sup>th</sup> November, 7pm, Dufftown Community Centre. Eddie asked that all members look over the Model Constitution contained within the Handbook in order that it can be finalised and sent for ratification in early course as the setting up of a bank account is dependent on a signed constitution.

DRAFT