

Lossiemouth Community Council

Note of Inaugural Meeting held on Monday 4th November 2013

Lossiemouth High School

Present : Stuart Crowther, Malcolm Edwards, Maureen Garden, Donna Milne, Mike Mulholland, Anna-Mary Overing, Carolle Ralph, John Smart, Tim Stanning and Lynn Wood

In Attendance: Councillor Wright, Councillor Tuke, Councillor McGillivray, Councillor Cowe, Sheila Forbes and Tracey Rae

Apologies: no apologies

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting of the new term of Lossiemouth Community Council. 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.

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 Lossiemouth Community Council is £538.19 and a cheque was issued to the Treasurer.

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.

Tracey advised she has had discussions with tsiMoray and The Moray Council Youth Team to look at how to credit young people for participation in the Community Council (i.e. credit towards Duke of Edinburgh, Saltire or any chosen award).

Carolle will speak to the Headteacher at Lossiemouth High to look at how to involve young people with the Community Council.

6. Community Engagement

Tracey advised that the population for the Lossiemouth Community Council area is 7950 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.

Mike suggested a Community Council hotline number, this would require to be administered by The Moray Council. This centralised number would divert the call to the appropriate area.

Stuart felt more use could be made of the Internet and local press.

It was suggested that pictures of Community Councillors, along with contact details, could be displayed at a central point in the town.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and County 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.

Further discussion on these suggestions, and any others, will be discussed at the next meeting.

Action: All

The meeting venue was discussed and it was agreed that the regular venue is not suitable due to size and lack of disabled access. Mo agreed to check availability of the Community Centre. The next meeting will be there to see if members consider this an acceptable venue for future meetings

Action: Mo

Every member now has a copy of their Community Council ward map.

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 **3rd Tuesday of the month** be continued. Following discussions around availability of members it was agreed the next meeting will be held at 7.30pm and future times will be confirmed at the next meeting.

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 Anna-Mary would be that contact with the list being received at the generic email address. Donna and Malcolm will join Anna-Mary to look at planning applications. Tracey will advise the Planning Department. **Action: Tracey**

8. Co-options

All 10 seats have been filled followed a postal ballot in Lossiemouth.

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 – Mike Mulholland was nominated by John Smart and seconded by Carolle Ralph. Mike accepted this nomination. With no further nominations Mike was declared Chair.

Vice-Chair – Carolle Ralph was nominated by John Smart and seconded by Maureen Garden, Carolle accepted this nomination. With no further nominations Carolle was declared Vice-Chair

Secretary- Sheila Forbes has intimated she is willing to stay on for a short period as Secretary, however, it is important the Community Council identify a successor to Sheila. With this in mind, Lynn Wood was nominated by Anna-Mary Overing and seconded by Donna Milne. Lynn accepted this nomination and will continue as Secretary when Sheila leaves.

Treasurer – Tim Stanning was nominated by John Smart and seconded by Maureen Garden. Tim accepted this nomination. With no further nominations Tim was declared Treasurer.

Planning Contact- Anna-Mary Overing will be the contact with information being sent to the generic email address – lossiecc@yahoo.co.uk

10. AOCB

There was discussion around the payment of a honarium to a Secretary. It was confirmed this is a legitimate expenditure from the Administration grant.

11. Business from previous meeting / New Community Council Business