

Lennox Community Council

Note of Inaugural Meeting held on Wednesday 30th October 2013

Milne's High School

Present : Robert Gray, Donald Cameron, Lynn Duncan, Alison Hook, Louise Morton, Mike Reid and Tracey Rae

In Attendance: Councillor Howe, Councillor Morton, Councillor Ross, Maureen Burrows and Liz Knight, Arthur Fearnley, Police Representative (for Police Scotland update only)

Apologies: Peter Horton

A representative from Police Scotland provided a brief update on police matters in the area. A request was made for figures for youth crime over the last 6 months. This will be requested.

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting in the new term of Lennox Community Council. Two resignations have been received prior to the Inaugural meeting and these were noted. Apologies were also noted as 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 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 Lennox Community Council is £386.01. A cheque will be sent 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 discuss attracting young members with credit towards their chosen award (e.g Duke of Edinburgh, Saltire etc).

Members are to give further consideration to this at their next meeting.

6. Community Engagement

Tracey advised that the population for the Lennox Community Council area is 3752 based on the 2011 Census. The Lennox area includes Spey Bay, Portgordon, Fochabers and Clochan.

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.

Councillor Morton suggested a service within The Moray Council website where a postcode could be input and it would flag up MP / MSP / Elected Member and Community Council contacts for that postal code. He agreed to investigate this further. **Action: Cllr Morton**

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

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

The meeting venue was discussed and it was agreed that meetings would continue to move around the Lennox CC ward. There was discussion around using Fochabers Institute instead of Milnes High for the Fochabers meeting. Louise agreed to check availability, costs etc to report to the next meeting. **Action: Louise**

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 **Last Wednesday of the month (not July or December), 7pm** be continued. Meetings will continue to take place in all areas of the ward.

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 to leave this as the previous Secretary at the moment to allow time for a generic address to be produced.

8. Co-options

Lennox has filled 7 of their 14 seats, therefore have 7 seats available for co-option. 4 co-options can take place in a 12 month period and co-opted members are considered full members one year from their co-option so it is important that co-options are recorded clearly in the Community Council Minutes and advised to the CCLO.

Tracey advised that co-options can commence once the Constitution has been ratified. She added that although sub-divisions are dropped after the election it is important that consideration is given to representation from areas not covered.

Maureen and Liz are keen to be co-opted on to the Community Council – no objection to this from other members.

Appointment of Office Bearers

Chair – Lynn Duncan was nominated by Donald Cameron and seconded by Alison Hook. Lynn accepted this nomination. With no further nominations Lynn was declared Chair.

Vice-Chair – No nominations meantime.

Secretary- Donald Cameron was nominated by Louise Morton and seconded by Mike Reid. Donald accepted this nomination. With no further nominations Donald was declared Secretary.

Treasurer – Robert Gray was nominated by Lynn Duncan and seconded by Donald Cameron. Robert accepted this nomination. With no further nominations Robert was declared Treasurer.

Planning Contact- this will remain as the previous Secretary until a generic address is created.

10. AOCB

No matters were raised.

11. Business from previous meeting / New Community Council Business