

## Findhorn & Kinloss Community Council

Minutes of Meeting held on 28<sup>th</sup> November 2013

James Milne Institute, Findhorn

Present : Frank Allan, Patrick Carroll, Sue Finnegan, Mo Hyde, Harvey Morton, Les Morgan, Derek Morton and Jen O'Hagan

In Attendance: Councillor McLean, Tracey Rae, Tanya (Forres Gazette), 12 members of the public

Apologies: Councillor Alexander, Councillor Cresswell and Councillor Skene

### **Items 1 to 10: Chair and Sec - Tracey Rae, Moray Council**

#### **Item 10 onwards: Chair L Morgan, Sec J O'Hagan**

Prior to commencing the meeting, Tracey advised the public that, whilst very welcome to attend this Inaugural meeting, it would not be possible to discuss any new business. There is an opportunity to deal with business from the previous meeting but anything new would be carried over to the next meeting.

A member of the public expressed concern regarding goose shooting, Pat advised this would be picked up by the Local Nature Reserve Management Committee who will meet in James Milne Institute on 12<sup>th</sup> December at 7.30 and the public are welcome at this meeting.

#### 1. Welcome, Apologies and Introductions

Tracey formally opened the meeting and welcomed newly elected Community Councillors to the first meeting of the new term of Findhorn & Kinloss 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. Tracey wished to record her thanks particularly to the previous Secretary who has worked tirelessly for the Community Council and always responded timeously and efficiently to any requests from the CCLO.

One member was not at the meeting and no apologies were submitted.

#### 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 February, May, August and November with the next meeting being on 13<sup>th</sup> February.

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 Findhorn & Kinloss Community Council is £352.37 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 is 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).

Les is to discuss this further with Councillor Skene.

**Action: Les**

#### 6. Community Engagement

Tracey advised that the population for the Findhorn & Kinloss Community Council area is 2824 based on the 2011 Census. There was discussion around the opportunities to promote the Community Council around the area and it was agreed the current practice of displaying Minutes and information on noticeboards in both communities, excellent press coverage from Forres Gazette and strong links with other organisations in the area allowed information to be readily available to the community.

Thanks were expressed to Tanya for the continued support from Forres Gazette.

Northern Scot – Consideration to be given to providing Minutes of meetings to The Northern Scot for inclusion in Town and County.

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

#### 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 Thursday of the month at 7.30pm** be continued. There will be no meeting in July or December. The current practice of alternating venues (Kinloss / Findhorn) will continue.

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 Les would be that contact with the list being received at the generic email address so all members involved in Planning (Derek and Les for Kinloss and Harvey and Pat for Findhorn) will have access to it. Tracey will advise the Planning Department. **Action: Tracey**

#### 8. Co-options

There is currently one vacancy. Following ratification of the Constitution this seat can be filled.

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

It was unanimously agreed to appoint Office Bearers in an 'Acting' capacity to allow the 4 new members to familiarise themselves with Community Council practices and each other.

Acting Chair – Les Morgan was nominated by Pat Carroll and seconded by Sue Finnegan. Les accepted this nomination. With no further nominations Les was declared Acting Chair.

Vice-Chair – Frank Allan was nominated by Les Morgan and seconded by Derek Morton, Frank accepted this nomination. With no further nominations Frank was declared Acting Vice-Chair

Acting Secretary- Jen O'Hagan was nominated by Derek Morton and seconded by Mo Hyde. Jen accepted this nomination. With no further nominations Jen was declared Acting Secretary.

Acting Treasurer – Francine Rietberg was invited to become an Associate Member. With this acceptance Les proposed Francine as Acting Treasurer. This nomination was seconded by Pat Carroll. With Francine's acceptance of this nomination she was declared Acting Treasurer.

Permanent appointments will be made at the March meeting.

#### 10. AOCB

Constitution – Members discussed an amendment they made to the previous term Constitution. It was requested that the old document be studied and discussed with a view to ratification at the January meeting.

## ITEMS 11 ONWARDS ARE DRAFT UNTIL RATIFIED AT THE NEXT MEETING

#### 11. Business from previous meeting /New Community Council Business

11.1 Minutes of the meeting held on 26<sup>th</sup> September 2013 were ratified. Proposed P Carroll, seconded by H Morton.

#### 12. Matters Arising

12.1 The Chairman advised that he has sent the petition organised by campaigner, Gina Williamson, and a covering letter to Angus Robertson, in respect of the closure of Kinloss swimming pool.

12.2 The Chairman advised that previous secretary (T Negus) sent a letter to The Moray Council regarding concerns over travellers accessing the car park at the Bird Hide. No response has been received to date. Cllr McLean queried who the letter had been sent to. L Morgan agreed to check with T Negus.

**Action L Morgan**

### 13. Chairman's report and Correspondence

- 13.1 John Willoner raising concerns regarding banks near Dunes Road, Findhorn; they need building up again. P Carroll will speak to Edward Bichen and this will possibly be completed free of charge.

#### **Action P Carroll**

- 13.2 Letter from The Moray Council inviting suggestions for reductions in street lighting. Discussion took place regarding opinions currently in Findhorn; issue of security, dark skies and dimming. All agreed to have a sub-committee look at this issue - P Carroll, S Finnegan, M Hyde – Findhorn, D Morton and J D O'Hagan – Kinloss. Group agreed replies to be in by end of January 2014.

#### **Action P Carroll, S Finnegan, M Hyde, D Morton, J D O'Hagan**

- 13.3 Correspondence received regarding 'Grow Wild' community project. Applications need to be in by 14<sup>th</sup> January 2014. Question posed whether Community Council would wish to apply. No decision made.

- 13.4 Planning applications:

- 13/02067 Kinloss – Change to garage at Miltonhill
- 13/02131 Kinloss - House at Fairway Heights, Kinloss Golf Course  
– L Morgan and D Morton have dealt with these applications - no objections raised.
- Internal change at Findhorn Yacht Club – H Morton has dealt with this – no objections raised.

- 13.5 Disabled parking space – H Morton has contacted previous resident and parking space no longer required. H Morton will respond to enquiry. **Action H Morton**

### 14. Generic email address for Community Council

- 14.1 Discussion regarding a generic email address for the Findhorn and Kinloss Community Council. T Rae advised that most Community Councils have adopted a generic email. Address agreed - M Hyde to set up on 29/11/13.

#### **Action M Hyde**

### 15. Banking signatures

- 15.1 Agreed signatories will be F Rietberg, F Allan and L Morgan.

### 16. Secretary duties

- 16.1 It was agreed that the secretarial duties will be shared given the demands of the post. With Jen O'Hagan nominated as acting secretary, the shared duties are:

- Planning members – H Morton and P Carroll for Findhorn and D Morton and J D O'Hagan for Kinloss
- Agenda and related issues – L Morgan
- Meeting venue – D Morton – Kinloss, not required for Findhorn
- Minutes – J D O'Hagan and L Morgan

- Wreath for Remembrance – order and payment – S Finnegan
- Point of contact for Police Scotland – S Finnegan
- Roads, transport and environmental issues – M Hyde for Findhorn and D Morton for Kinloss

**Action – nominated persons above**

17. Future meetings

- 17.1 L Morgan will publicise meetings for next year and send to new generic email address.

**Action L Morgan**

18. AOB

- 18.1 Bookings for future meetings at Cumming Hall in Kinloss are to be made with Eric Baker (39 Regiment Welfare Officer) at cost of £6 per hour, form needs completing. D Morton advised that Hall can be hired for functions but has no licence. BYO alcohol allowed.

**Action D Morton**

- 18.2 New draft Constitution to be sent out to members to enable discussion to take place at next meeting. Discussion regarding appropriateness of continuing with current Constitution with amendments as this was deemed to cover all requirements.

**Action L Morgan**

- 18.3 Discussion regarding representation on various community committees – e.g. local nature reserve, Residents Association, Conservation, Village Centre and Heritage Centre. F Allan and M Hyde to speak to Conservation Co. regarding need for representation.

**Action F Allan and M Hyde**

- 18.4 H Morton raised issue of insurance cover for fireworks being discharged at Hogmanay. Tracey advised that if the fireworks were organised by the CC the event would be covered by CC insurance but the CC would need to submit details of the event. P Carroll enquired whether the CC had made a financial contribution last year. L Morgan and F Rietberg will check this.

**Action L Morgan and F Rietberg**

- 18.5 The Chairman permitted a member of the public (Christine Hunt) to raise an urgent item of new business. C Hunt raised the issue of the back shore toilets in Findhorn. There has been word that the toilets may be taken over by the Scouts. Christine concerned that the toilets should remain open to the public. J D O'Hagan to make enquiries with The Moray Council and previous secretary (T Negus), regarding any previous correspondence. Cllr McLean advised that he is not aware of the toilets possible closure to the public but will follow up. Cllr McLean took this opportunity to

thank previous members for their hard work on the Community Council and welcomed new members.

- 18.6 The Moray Council are undertaking a review of leisure facilities including, swimming pools, sports pitches, sport centres etc. Several meetings are planned for community groups and the Forres one is on Monday 9<sup>th</sup> December 7pm – 9pm Forres Academy, L Morgan will attend and will advise Rob Shand, Findhorn Residents Association, of the meeting invitation.

**Action L Morgan**

- 18.7 Importance of youth representation discussed. Further discussion needed on how to reach and encourage young people to participate in Community Councils.

**Action all**

19. Next meeting

- 19.1 The next meeting is scheduled for Thursday 30<sup>th</sup> January 2014, 7.30pm at Cumming Hall, Kinloss.