

Buckie & District Community Council

Note of Inaugural Meeting held on Tuesday 12th November 2013

Buckie Town House

Present : John Cowie, Gordon Cowie, Heather Innes, Ian MacPherson, Ann Mitchell, Jane Murray, Sonia Ritchie, James Smith, Christine Allan, Fredrick Rumbles, Morag Stewart and Tracey Rae

In Attendance: Councillor McDonald and Councillor McKay

Apologies: Patricia Greenwood

1. Welcome, Apologies and Introductions

Tracey opened the meeting and welcomed newly elected Community Councillors to the first meeting in the new term of Buckie & District Community Council. Apologies were as noted 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 at the November meeting 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 Buckie & District Community Council is £575.60 and a cheque was passed to the Acting Secretary.

Tracey stressed that audited accounts for both Rathven & Arradoul Community Council and Buckie Community Council should be provided to The Moray Council upon acceptance at a Community Council meeting.

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.

Different methods of credit towards youth participation awards is currently being considered in conjunction with TSi Moray and The Moray Council Youth Team.

It was suggested approaching local Boys Brigade, Scouting groups and Girl Guide groups to provide further information on the Community Council.

6. Community Engagement

Tracey advised that the population for the Buckie & District Community Council area is 8982 based on the 2011 Census.

It was agreed a generic email address would be useful and this could be a central point of contact for all the Community Councillors and can be advertised as such. Gordon agreed to arrange this and provide access / password details to all members.

Action: GC

There was discussion around the opportunities to promote the Community Council around the area. It was felt there is particular difficulty in community awareness in the Drybridge area. The Community Council agreed to give consideration to the production of a leaflet to be distributed in the area.

Northern Scot – Minutes to be emailed to The Northern Scot for inclusion in Town and Country section. (editor@northern-scot.co.uk)

Local Newsletters and publications – updates from the Community Council will be incorporated in these as appropriate. Members noted that The Spotlight did not print Buckie CC Minutes – Tracey to investigate.

Action: TR

Local radio and The Knock News are to be investigated as further advertising opportunities.

Every member now has a copy of their Community Council ward map and it was agreed that members should ensure the entire area they are serving 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 previous cycle for Buckie Community Council of **3rd Tuesday of the month, 7.00pm** be adopted. Meetings will take place in the Buckie Town House. The meeting agreed to investigate the availability of Arradoul Hall and give consideration to some meetings being held there.

Action: CA

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 Gordon Cowie would be that contact with the list being received at the generic email address. Tracey will advise the Department.

Tracey recommended that Community Councillors should visit and consider registering with www.tellemScotland.gov.uk – this gives the opportunity to receive alerts for your particular area. This could also be considered for the benefit of exchanging information between Community Councils.

8. Co-options

Buckie & District CC have filled all of their 12 seats following a postal ballot so there are currently no seats available for co-option.

Co-opted members are now considered full members after one year of service so it is important that any future co-options are recorded clearly in the Community Council Minutes and advised to the CCLO.

9. Appointment of Office Bearers

In order to allow time for new members to become familiar with Community Council business and each other, it was unanimously agreed to appoint Office Bearers on a temporary basis. This will be reviewed in February 2014.

Acting Chair – James Smith was nominated as Chair by Fred Rumbles and seconded by Christine Allan, James accepted this nomination. With no further nominations James was declared Acting Chair.

Vice-Chair – to be considered and appointed in the new year.

Acting Secretary- Gordon Cowie was nominated by John Cowie and seconded by James Smith. Gordon accepted this nomination. With no further nominations Gordon was declared Acting Secretary.

Acting Treasurer – John Cowie was nominated by Gordon Cowie and seconded by Morag Stewart. John accepted this nomination. With no further nominations John was declared Acting Treasurer.

Minute Secretary: Heather Innes will be the Minute Secretary.

Planning Contact- Gordon Cowie will be the contact for the weekly list and other related correspondence.

10. AOCB

No further business

11. Business from previous meeting / New Community Council Business

Meeting Dates – Because of the availability of members it was agreed to bring forward the next meeting to **10th December**. Subsequent meetings will be **21st January and 18th February**.