



## MINUTES DRAFT

### Strathblane Inaugural Community Council Meeting Monday 12<sup>th</sup> November 2018 in the Village Club

**Members Present:** - Michael McNulty, Marian Lever, Julie Hutchison, Evelyn MacDougall, Mandy Watson, John Gray, Phillip Graves (Part), Grace Edmonds

**In attendance:** Councillor Rob Davies; Pam Campbell SC; + 3 residents.

*(SC = Stirling Council. CC = Community Council. CDT= Community Development Trust \* Denotes an action)*

**Apologies:** None received

#### 1. Welcome

Pam Campbell welcomed the Community Councillors to the inaugural meeting on behalf of Carol Beattie Returning Officer. The successful candidates are Grace Edmonds, Phillip Graves, John Gray, Julie Hutchison, Marian Lever, Evelyn MacDonald, Michael McNulty and Mandy Watson.

#### 2. Community Council induction

Pam provided an outline of the role of the community council, role of members and highlighted the key compliance. She advised the community council of the handbook for community council and provided Strathblane with a hard copy. Reminder of ask to community councils to establish, if they have not already done so generic email addresses to facilitate easier access to community council's or council services, partners and community members.

#### Community Council Enquiry Service

Pam advised of the intention to establish a community council enquiry service, which is currently being set up by the council to enable a single point of contact for all enquiries, complaints and queries enabling tracking in the council's system. It is hoped this will be launched in the New Year. In interim community councils are being asked to direct all community council enquiries through [communityengagement@stirling.gov.uk](mailto:communityengagement@stirling.gov.uk)

#### Role of Community Council

Community Councils were introduced through the Local Government (Scotland) Act 1973. They are voluntary organisations. The Act defined the purpose of a Community Council as:

"to ascertain, co-ordinate and express to the Local Authorities for its area and to public authorities the views of the community which it represents, in relation to matters for which those authorities are responsible."

Collectively Community Councillors have responsibility for:

**Running the Community Council effectively**, ensuring its work is fair and transparent, and within legal guidelines;

**Engaging and discovering community views** – finding out what is important to everyone in your area and their opinions on issues and activities which affect them;

Expressing those views by **representing your community** at meetings and events, commenting on planning and licensing applications and communicating with the Local Authority and other public bodies;

Taking **forward activities** themselves or in partnership with other groups, to benefit their community and meet community needs.

### **Role of Members**

As individual Community Councillors you have responsibility to:

Represent community views and not your own;

Where appropriate declare an interest in agenda items;

Adhere to the Code of Conduct for community Councillors. The code sets out a series of ethical standards that community Councillors should ensure their actions comply with, the purpose is to ensure that Community Councils are seen as organisations that have integrity, are honest and open.

Be accountable for any decisions and actions taken;

Be non-political;

Work together to ensure the Community Council runs effectively;

Engage with the community to discover community issues.

### **Key Compliance**

The Community Council governing documents (Scheme of Establishment, Constitution, Standing Orders and Code of Conduct) set out a number of activities that a Community Council should carry out to be compliant. Stirling Council will monitor compliance and awarding of the annual admin grant is dependent on these key compliance areas:

Present minutes to Stirling Council within 14 days of being approved;

Inform Stirling Council of any changes to members details as soon as is possible;

Consult with Stirling Council before filling casual vacancies (co-optees);

Hold an AGM in April, May or June;

Submit approved independently examined accounts and draft AGM minutes that include a chair's report on the activity of the community council, by 31 July to allow the processing of the admin grant in September.

Submit to Stirling Council an annual calendar of meetings following the AGM.

### **3. Area Profile Summary**

Pam provided an area profile for the community served by Strathblane Community Council.

### **4. Administration Grant**

Pam advised the process for administering the admin grant &, minute taking grant reminding the community council these are restricted funding. Explanation on the insurance provided for community councils was offered. There was a discussion on claiming expenses and community councillors should claim reasonable approved expenses, e.g. travel costs.

## **5. Appointment of Office Bearers**

Pam provided explanation of the office bearing roles & invited nominations.

Chairperson: Michael McNulty. Proposed: Marian Lever; Seconded Julie Hutchison

There were no other nominations for Chairperson.

Vice-Chairperson: Marian Lever. Proposer Evelyn MacDougall; Seconder Grace Edmonds

There were no other nominations for Vice-Chairperson

Secretary: Grace Edmonds. Proposer Marian Lever; Seconder Julie Hutchison.

There were no other nominations for Secretary.

Treasurer: Evelyn MacDougall. Proposer Grace Edmonds; Seconder Julie Hutchison

There were no other nominations for Treasurer.

Planning/Licensing Correspondent: John Gray. Proposer: Julie Hutchison; Seconder: Grace Edmonds.

There were no other nominations for Planning/Licensing Correspondent.

All office bearers were duly elected.

## **6. Signing of the Constitution and Standing Order**

The chair and members were invited to sign the constitution and standing order.

## **7. Meeting Calendar**

Dates for future meetings were agreed. Future meeting 3rd December; 7<sup>th</sup> January; 4<sup>th</sup> February; 4<sup>th</sup> March; 1<sup>st</sup> April; 13<sup>th</sup> May 10<sup>th</sup> June (AGM) and 2<sup>nd</sup> September.

Pam wished the community council every success and handed the meeting over to the Chair to continue the meeting.



## **Note of meeting following the Inaugural Meeting on Monday November 12<sup>th</sup> at 7.30 in the Village Club**

Alan Harris and Paul from the Co-op had attended the meeting to give some updates on their plans.

The Local Community Fund causes for Round 4 are : SPC Parent Council for the mile track; Out of School Club; Cuppa Time. Alan asked that we remind customers to use their cards when shopping to build up the money available for these causes and to go on-line to choose which cause they would like to support.

There will be a Celebration Day for the round 3 winners on November 24<sup>th</sup> between 10.00 and 12.00 when the Pipe Band, Mugstock and the Fun Hut will receive cheques.

Police Scotland are organising a school day at BHS next March and the local Co-Ops will provide lunch for the participants.

Alan Harris was looking for our opinion on his idea to hold a Strathblane Spring Showcase where all the local organisations will be invited to promote themselves to the public. The Co-op will pay for the venue for this. The CC members present thought this was an excellent idea.

Paul apologised to the residents of the village for the recurring problems with the chill cabinets. He has been promised that they are now properly repaired.

A bike rack will be provided at the shop in due course as we previously requested.

A member of the public asked if those carrying out the review of Community Council admin. grants took account of the distances that people in rural communities have to travel to meetings. He also asked if any comparisons were done with the level of grants in other areas.

Pam Campbell said that the review was carried out in response to CCs claiming that the grants no longer met their needs. Comparisons were made to other areas.

Christmas tree switch on December 11<sup>th</sup> at 7.30

JH will organise mulled wine, crisps, juice and cups. She will also contact the Primary School to ask them to nominate a child to switch the lights on.

GE has asked the Co-op if they will provide mince pies again this year and they have generously agreed to do this. She will collect these before the event.

EM will organise a small gift for the child

Members of the CC will decorate the tree and the Village Club on Sunday 9<sup>th</sup> December at 1.00 JH will ask members of the CDT if any of them will be free to help with this.

Planning Group: JG, MW, ML and PG agreed to form the Planning group

JH is happy to continue her role as Mugstock representative

JH will also continue as representative on the Mugdock Management Committee.

ML will continue as Health and Social Care representative