

# KILLEARN COMMUNITY COUNCIL MINUTES

## Killearn Inaugural Community Council Meeting Wednesday 21<sup>st</sup> November 2018 Killearn Primary School

**Members Present:** - Susie Henderson, Elizabeth Jones, James Ptolomey & Fiona Rennie

**In attendance:** Councillor Rob Davies; Pam Campbell SC; PC Gary Martin +12 residents.

**Apologies:** Andrew Donaldson, Janet Duncan, Hilary McGregor

### 1. Welcome

Pam Campbell welcomed the Community Councillors to the inaugural meeting on behalf of Carol Beattie Returning Officer. The successful candidates are Andrew Donaldson, Janet Duncan, Susie Henderson, Elizabeth Jones, Hilary McGregor, James Ptolomey and Fiona Rennie.

### 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 Killearn 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 chairs 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 Killearn 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.

Pam to clarify stage processes of administration grant is at.

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

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

Chairperson: James Ptolomey. Proposer: Fiona Rennie; Seconder: Elizabeth Jones

There were no other nominations for Chairperson.

Vice-Chairperson: Fiona Rennie. Proposer James Ptolomey; Seconder Susie Henderson.

There were no other nominations for Vice-Chairperson

Secretary: Fiona Rennie. Proposer James Ptolomey; Seconder Susie Henderson.

There were no other nominations for Secretary.

Treasurer: Elizabeth Jones. Proposer James Ptolomey; Seconder Fiona Rennie

There were no other nominations for Treasurer.

Planning/Licensing Correspondent: James Ptolomey. Proposer: Fiona Rennie; Seconder: Elizabeth Jones.

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 19<sup>th</sup> December 2018; 16<sup>th</sup> January 2019; 20<sup>th</sup> February 2019; 20<sup>th</sup> March 2019; 17<sup>th</sup> April; (venue to be confirmed); 15<sup>th</sup> May; 19<sup>th</sup> June, including AGM; 18<sup>th</sup> September; 16<sup>th</sup> October (venue to be confirmed); 20<sup>th</sup> November & 18<sup>th</sup> December.

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