

Cambuskenneth Community Council

Minute of Meeting

9 January 2019

Cambuskenneth Village Hall

Present: Tessa Carroll, Linda Jones, Barbara McElhinney, Ross McGregor, Neil Smith, George Thynne

Apologies: None

In attendance: Andy Davis- Stirling Council, Community Council Minute Taker

Press: None

Residents: 2

1. Declarations of Interest- None

2. Adoption of previous meeting(s) minutes- n/a

3. Welcome & Apologies

- Andy Davis on behalf of the Returning Officer (Carol Beattie) welcomed Community Councillors to the inaugural meeting of Cambuskenneth Community Council
- The successful candidates are Tessa Carroll, Linda Jones, Barbara McElhinney, Ross McGregor, Neil Smith, George Thynne
- Community Councillors have been elected to serve their community until 2023, due to a Local Election being held in 2022

4. Induction

a) 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.

b) 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.

c) 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.

d) Guidance Notes/Templates

To standardise common Community Councils processes and support the effective running of Community Councils, Stirling Council has developed a Community Council handbook with a number of guidance notes (e.g involving the community, complaints, co-options, conflict of interest etc) and templates (minutes, agenda, annual accounts), these are available on Stirling Council's website and a copy has been made available to each Community Council.

It is important that this is seen as a developing resource which Community Councils can be involved in developing.

e) Generic Email

Under the new Data Protection regulations which came into force in 2018, it is now more difficult to pass on personal emails and contact details without a person's permission and being clear about what will happen to their personal details.

In order to facilitate both easier access to Community Council's for Council Services, partners and community members and to protect individual Community Councillor's from having their personal details in a public forum, Stirling Council is asking all Community Councils to create generic email accounts.

A generic email is a unique non-personal email address such as

'stirlingcommunitycouncil@gmail.com'

These emails do not belong to an individual but are held collectively by the Community Council. For good practice it is recommended that several Community Councillors have access to the Community Council's account. These emails will be able to be shared widely by both the Council and by Community Councils themselves on publicity and websites.

f) Community Council Enquiry Service

An Enquiry Service specifically for Community Councils is been set up by the Council. This point of contact will enable all enquiries, complaints and queries to be recorded and tracked in the Council's system. The Council will have a duty to respond within 10 working days of the enquiry.

To ensure that the Council can monitor all enquiries and ensure Community Councils are getting responses to queries raised or discussed at their meetings, the Council is asking all Community Councillor's to direct all their Community Council enquiries through this service. All replies will be directly to the Community Council's generic email address. More guidance on this is available in the Community Council Handbook.

It is hoped to launch towards the end of January/Early February 2019, dependent on new technology being developed presently. In the interim can you direct all community council enquires through communityengagement@stirling.gov.uk

5. Community Profile

A copy of the area profile, based on census data from 2011 was handed out. This highlights key data about Cambuskenneth.

6. Admin Grant

- a) Following submission of the annual accounts/draft AGM minutes and consideration of other compliance matters Stirling Council will award an admin grant to the Community Council.

The admin grant is restricted funding and can only be used for the following:

- Hall/Meeting Room Hire;
- Photocopying;
- Postages;
- Production of Community Council's own newsletter or reasonable financial contribution to other forms of communication within the community;
- Design or maintenance of Community Council's own website;
- Involving local people in local decision making (eg surveys or consultations on local issues);
- Participation in local and area Community Planning (eg any administration costs incurred by the Community Council becoming involved in community planning processes);
- Developing links with other local groups (eg costs incurred from joint working with organisations such as the local history society, pathways/environment groups, young people, minority groups, etc);
- General Data Protection Regulations (GDPR) registration fee.

The Administration Grant is **not** provided to cover honoraria, donations or gifts to individuals or other community organisations. No part of the Grant should be passed to any other organisation except in payment of goods or services received.

If the Administration Grant has not been spent in full, on permitted costs, by the end of the financial year, your Community Council may be asked to repay their underspend or the following year's grant may be reduced.

b) Insurance

Community Councils are unincorporated associations. Under the current law in Scotland, an unincorporated association does not have separate legal personality. This means the individual community councillors are personally and severally liable.

Stirling Council arranges public, employer and trustees liability insurance for all Community Councils to minimise the risk to individual community councillors.

Stirling Council arranges insurance for Community Councils who hold assets. The asset insurance is based on the Community Council providing an accurate and up to date list of assets held.

The insurance premium/s are deducted from the admin grant before the award is made to the Community Council.

Please note: Stirling Council does not arrange insurance for specific events or projects. It is the responsibility of the Community Council to make these arrangements.

There are two key points to remember:

- Community Councils and Community Councillors should operate within the Scheme of Establishment of Community Councils to minimise personal risk.
- Where a problem arises, early communication with Stirling Council and/or the Insurer is advised.

c) Minute Secretary Grant

Community Councils can hire the services of an external minute taker to minute each of their meetings, and financial help is available towards this. Stirling Council will award a Minute Grant based on the number of meetings to be held by each individual Community Council during the financial year April – March.

The Minute Grant will be paid out during the year once the Community Council has submitted their AGM Minutes and independently examined and signed Annual Accounts to Stirling Council. If not submitted the Grant will not be paid.

The rate for the year April 2019-March 2020 will be £40 per meeting.

This is only available for external minute takers; no grant is paid where a Community Councillor takes the minutes.

7. Officer Bearer Elections

Position	Nominee	Proposer	Seconder
Chair	Ross McGregor	George Thynne	Tessa Carroll
Vice Chair	Tessa Carroll	Ross McGregor	Linda Jones
Secretary	George Thynne	Barbara McElhinney	Linda Jones
Treasurer	Barbara McElhinney	George Thynne	Ross McGregor
Planning	Ross McGregor		

There being no other nominations, the above nominated Community Councillors were duly elected.

8. Constitution/Standing Orders

These are the key governing documents that the Community Council need to adopt to be recognised as a Community Council as they set out the rules/expectations that they agree to operate by.

The Chair and two further members signed the Constitution and Standing Orders and confirmed that they accept these documents and will abide to the rules set out in them.

9. Information for Stirling Council website

Stirling Council expects Community Councils to publicise their own meetings and make minutes of meetings available for their community in a way that is suitable for their community. Stirling Council will host a Community Council website page that will give details of the generic email address of each Community Council, annual calendar of Community Council meetings and the minutes from the previous 2 years.

10. Handover

Stirling Council wishes every success to the Community Council. Andy Davis closed the meeting at 8.00pm