

**Inaugural Meeting of the Bute Community Council**  
**held in Bute Masonic Hall on Thursday 27 October 2022**

<b>Present:</b>	Janice Cochrane	Jean Moffat
	William Gillespie	Iain Morrison
	Robert MacIntyre	James Osborne
	Finlay Martin	Theresa Nelson
	Ronnie McAlister	William Nelson
	Melissa Stewart (on behalf of the Returning Officer)	

1. Melissa Stewart, on behalf of the Returning Officer, welcomed all to the meeting.
2. An apology for absence was received from Christine Hall.
3. There were no declarations of interest.
4. It was agreed to appoint Jean Moffat as Convener of the Community Council.
5. It was agreed to appoint Finlay Martin as Vice Convener.
6. It was agreed to appoint Theresa Nelson as Secretary.
7. It was agreed to continue consideration of the appointment of a Treasurer.
8. It was agreed that appointments of specialist administrators would be as follows:-

William Nelson, Planning Liaison  
Jan Cochrane, Licensing Liaison  
Jean Moffat & Theresa Nelson

9. The community council considered and adopted the Model Constitution.
10. The community council considered and adopted the Model Standing Orders
11. The community council considered and adopted the Best Practice Agreement.
12. Melissa Stewart highlighted a range of governance issues including timescales for issue of agenda and minutes; the co-option process; forming committees; information on complaints processes and the process sanctions; Data Protection and training opportunities..
13. The date of the next meeting will be on 16 November 2022 at 7pm within the Bute Masonic Hall and thereafter meetings would be held monthly on the third Wednesday of the month (except December and July).