Minutes of Inaugural Meeting of Bute Community Council on 27 October, 2022 in the 292 Club

Welcome by Melissa Stewart (AB Council Community Council Liaison officer), on behalf of the Returning Officer, who will chair the meeting.

1. Attendance: Janice Cochrane, Iain Gillespie, Robert MacIntyre, Finlay Martin, Ronald McAlister, Jean Moffat, Iain Morrison, Theresa Nelson, William Nelson, James Osborne
2. Apologies: Christine Hall
3. Declarations of Interest:
    a. None
    b. **Melissa Stewart** said she would forward Declarations of Interest Protocol to Secretary for circulation to the group
4. Appointment of Convener: R. MacIntyre proposes J. Moffat, R. McAlister seconds, unanimous.
5. Appointment of Vice Convener: W. Nelson proposes F. Martin, (J. Moffat or I. Gillespie?) second, unanimous.
6. Appointment of Secretary: R. MacIntyre proposes T. Nelson, J. Moffat seconds, unanimous.
7. Appointment of Treasurer:
    a. Members were asked but none stepped forward.
    b. M. Stewart explained that we might proceed and eventually co-opt a Treasurer.
    c. **M. Stewart** provided the Secretary with copies of co-option forms and said she would forward the electronic copy of the form at a later date
    d. In the course of conversation on this point, it was noted that the previous Community Council held the AGM without Examined Accounts: the accounts need to be examined as quickly as possible
8. Appointments of other specialist administrators:
    a. Planning: J. Moffat proposes W. Nelson, F. Martin seconds, unanimous.
    b. Licensing: W. Nelson proposes J. Cochrane, J. Moffat seconds, unanimous.
    c. Caucus: W. Nelson asked M. Stewart for clarification of the role, no members stepped forward, T. Nelson said that as Secretary she would receive much f the associated correspondence so would undertake the role.
9. Adoption of Model Constitution: unanimous agreement. M. Stewart asked J. Moffat, F. Martin and T. Nelson to sign the Constitution.
10. Adoption of Standing Orders:
    a. Meetings will continue to take place the third Wednesday of the month
    b. No meetings will be held in July or December
    c. A possible change of venue from the 292 will be considered in the future
    d. All members agreed to the adoption of Standing Orders
11. Best Practice Agreement: there was unanimous agreement to act in accordance with the Best Practice Agreement, particularly the Code of Conduct
12. Governance Issues/Training:
    a. Administration/Registration Grant: the Community Council requires to have AGM Minutes and Examined Accounts (see 7.d. above) in order to apply.
    b. Photocopying: Eaglesham Houses is the point of contact for any photocopying requirements.
    c. Liability Insurance: AB Council maintains a block policy that covers all AB Community Councils. For anything out with normal activities/events, there is a form to be completed that will be reviewed by the insurance company.

d. Applying for funds: a Community Council may apply for funds (from any funding organisations that allow such application – e.g. SSE, Lottery, etc).
e. Agendas: must be issued 7 days prior to the meeting.
f. Minutes: must be issued within 14 days of the meeting.
g. Co-opted members: may serve for 2 years.
h. Complaints/Sanctions: M. Stewart led members' attention to the fact that Section 13 of AB Scheme of Community Councils 2022 V1 lays out the process to be followed should a complaint be made against a member/members of the Community Council.
i. Data Protection Regulations: the Community Council must register/re-register with the ICO (Information Commissioner's Office).
j. Training: there are various modules available to Community Council members through the Open University, as well as training sessions that may be offered in the future through the Council.

13. Date of Next Meeting:
a. The next Community Council Meeting will be held on Wednesday, 16 November at 1900.
b. An informal meeting of Community Council members will take place online on Thursday, 3 November at 1900. **W. Nelson** to send out a Teams invite.