

Ellon Community Council	Minutes of Meeting	Monday 2nd October 2017
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Subject: Ellon Community Council Meeting	Page:	Page 1 of 5
	Issue date:	
	Requested by:	Aberdeenshire Council Officers Ellon Community Council Members
	Prepared by:	Carla Zambonini (Bruce)
	Approved by:	Gus Al-Hassani
Date and time of meeting: 02.10.2017, 7pm.	Place of meeting: Room G70, Ellon Community Campus, Ellon	
Purpose: To select the office bearers for Ellon Community Council		
Attendees: ECC Members: Gus Al-Hassani, George Stewart, Carla Zambonini (Bruce), Mike Morton, Mike Jennings, Julianna Gorska, Carron Boardman, Allan Forrest, Arthur Killicoat, Bruce Robertson, Claire Tawse Councillors: Isobel Davidson, Richard Thomson, Anouk Kahanov-Kloppert, Gillian Owen. Council Officers: Elaine Brown, Claire Young. Press: Ellon Times Rep, Ellon Advertiser Rep.	Distribution: ECC Members Aberdeenshire Council Officers Ellon & District Councillors	
Apologies: Craig Davis		

No	Topic	Action by	Due date	Status	Comment
1	<p>Ellon Community Councillor Office Bearer Election:</p> <p>Nominees for Chair: Carron nominated - Gus Al-Hassani Carla nominated - George Stewart Vote: 5 votes for Gus Al-Hassani, 4 votes for George Stewart. Gus Al-Hassani elected as Chair</p> <p>Nominees for Vice Chair: Julianna nominated - George Stewart George Stewart unanimously elected as Vice Chair</p> <p>Nominees for Treasurer: Allan Forrest nominated - Claire Tawse Claire Tawse unanimously elected as Treasurer</p> <p>Nominees for Secretary: Carron nominated - Carla Zambonini (Bruce) Carla Zambonini unanimously elected as Secretary</p>	Info			
	AOCB				
2	Minute taking: Becca Allan is currently minute taker for				

	<p>various groups / committees, if CC want a minute secretary this has been charged at £25 per session in the past.</p> <p>Admin grant should be adequate to cover this amongst other activities. This could be considered for the actual monthly CC meetings and we could cover any sub meetings ourselves, Carla Zambonini (Bruce) offered to help with Minutes if required.</p> <p>It is expected that 10/11 full ECC regular monthly meetings will be held per year in total.</p> <p>Isobel Davidson can provide contact details. Can ask the school for admin support if we wish. No objections raised as to Becca carrying this out.</p>	CZ - Secretary	31.10.17	Ongoing	1) Attain contact for Becca, 2) Get decision from CC on using her services.
3	<p>ECC unanimously agreed to support the British Legion to order a wreath for Remembrance Day. The legion normally order the wreath and send the invoice for CC to pay.</p> <p>Note: If the ECC bank account is not set up in time for purchasing the wreath then the council can facilitate until this happens.</p> <p>We are involved in the armistice parade, in that we support 2 children from school. Ask for guidance on this.</p> <p>All ECC Members are expected to attend the parade.</p>	CT - Treasurer	07.11.17	Ongoing	Contact the legion to organise
		Info			
		All	10.10.17	Ongoing	Guidance from Council Officers / Norman Fraser.
4	<p>Insurance needs to be arranged ASAP.</p> <p>We require details on what the policy covers, Exclusions, when we would require extra cover. Validity of the policy- term etc.</p>	CZ - Secretary	10.10.17	Ongoing	Carla liaise with Colin Mackenzie, (details provided by Claire Young) Are we due fees? (liaise further with Claire Young)
5	<p>ECC requires to register in the Information Commissioner's Office. The fee is £35 for Data Protection.</p>	CZ - Secretary	10.10.17	Ongoing	Register, liaise with CT – Treasurer regarding £35 fee.

6	<p>Set up a domain and individual email inboxes for the new ECC – including separate emails for chair / vice and secretary.</p> <p>These can be set up two ways; combined email for all members or separate emails-George to contact all individuals and see how they wish to move forward with this. Gus prefers the separate option – Approx cost is £57 total. George to liaise with the secretary first.</p>	GS – Vice Chair	10.10.17	Ongoing	In progress.
7	<p>It was agreed that a Facebook business page should be created / updated. Raise the profile of the ECC by explaining what the ECC is for and what we are working on etc.</p> <p>It was agreed that a few admin should be named so that more than one person is running this.</p> <p>Carla will look at the existing page from Elaine and see if we wish to add to this or create a new one. There also exists a live twitter acc also. Elaine shall look into this.</p>	CZ - Secretary	07.11.17	Ongoing	Attain login information from Elaine Brown, and details of Twitter account for perusal at next full ECC meeting.
8	<p>Transfer of Assets:</p> <p>It was agreed that Claire Tawse shall set up a banking account with Bank of Scotland. No objections to the account being held with BOS. Once the account is opened, the funds will be transferred from council to Claire.</p> <p>Claire asked for a signed declaration from the council stating that she is part of a brand new ECC and nothing to do with previous ECC and as such has no responsibility whatsoever with the activities of the previous CC.</p> <p>Elaine agreed to provide Claire with such a statement.</p> <p>ECC receives a Grant for Admin & Civic Pride. There are other funds that we can access. (further info available from Elaine Brown) The admin grant hasn't been paid for this year but was paid for last year and was not utilised.</p> <p>Previously funds had been controlled having one acc for xmas lights and for admin /</p>	CT – Treasurer	07.11.17	Ongoing	Set up banking account soonest / attain declaration from Elaine Brown.
		Info			

	<p>general etc. New grants will be issued after submitting an audited account statement. We don't have a specific accountant, Claire Tawse Mother In Law is a Chartered Accountant and could audit the accounts.</p> <p>We have a few weeks to discuss how / where we can store the hardware assets. The council have space that we can rent but they would rather that we stored them ourselves.</p> <p>It was decided that we need to go through the items - some stored with the roads department / and some in other areas. Claire / Elaine have the actual list of what we have but may not have as much info as required and it may not be up to date.</p>	GS – Vice Chair and AK	10.10.17	Ongoing	Locate assets / create list of all assets.
9	<p>ECC Constitution must be produced, issued and approved within 3 months. The constitution model appended to the scheme of establishment will be issued and tailored to the requirement of ECC as well as the current and the proposed versions of the Scheme of Establishment.</p>	CZ - Secretary	31.10.17	Ongoing	Carla will prepare first draft. Then put forth to the GAH / GS. Three weeks to complete. Then issue to all for comment. Changes shall be marked up as changes / red / first draft.
10	<p>It was agreed that ECC will meet monthly and the Secretary will liaise with the Community Campus for booking the meeting rooms.</p> <p>It was proposed that the meetings will be held on the first Tuesday of each month @7pm, Ellon Community Campus.</p> <p>If we require smaller sub-committee meetings areas that have been utilised in the past are: The Tolbooth The Police Station The Library * The Community campus generally has very good availability.</p> <p>ECC members were advised to Contact Carla if they wish to add any items to the agenda.</p>	CZ – Secretary Info Info	05.10.17	Ongoing	10.10.17 07.11.17, 05.12.17, 06.02.18, 06.03.18, 03.04.18 @ 7PM – Provisionally booked – Community Room 2.

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	Agenda shall be published to the Community one week prior to the meeting being held.	Info			
	Christmas Lights Event				
11.	Ecc Members discussion regarding Ellon Christmas Lights Event. It has been decided that the Ellon Christmas Light Event shall go ahead this year. Further discussions required.	Info			