

| | | |
|---|---|---|
| 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: | George Stewart |
| Date and time of meeting: 07.11.2017, 7pm. | Place of meeting: Community Room 2, Ellon Community Campus, Ellon | |
| Purpose: General Meeting | | |
| Attendees: ECC Members: Gus Al-Hassani, George Stewart, Carla Zambonini (Bruce), Mike Morton, Mike Jennings, Julianna Gorska, Carron Boardman, Arthur Killocoat, Bruce Robertson, Claire Tawse, Craig Davis. Councillors: Isobel Davidson, Richard Thomson. Press: | Distribution: ECC Members Aberdeenshire Council Officers Ellon & District Councillors | |
| Apologies: Allan Forrest, Gillain Owen | | |

| No | Topic | Action by | Due date | Status | Comment |
|----|---|--|---|--|---------|
| 1 | Welcome / Apologies | Info | | | |
| 2 | <p>Minutes of Meeting 02.10.17 <u>2.1 Approval of last Meeting Minute</u></p> <p>George Stewart suggested adding watermark stating 'DRAFT' on the draft meeting minutes.</p> <p>02.10.17 Meeting Minutes unanimously agreed / approved. To be issued for publishing.</p> <p><u>2.2 Status of Actions from Last Meeting</u></p> <p><u>Item 2 02.10.17</u> It was unanimously agreed to not engage the services of suggested ECC Minute Taker.</p> <p>Julianna Gorska suggested utilising a professional. Decided to research costs of using a professional Minute Taker.</p> <p>It was suggested by Claire Tawse that we could utilise the skills of a pupil from Ellon Academy in the Minute Taking Role. School to be contacted regarding this.</p> <p><u>Item 3 02.10.17</u> The remembrance Day Parade wreath has been purchased. George Stewart has this. He shall attend the Parade and lay the wreath on behalf of</p> | <p>CZ - Secretary</p> <p>CZ - Secretary</p> <p>CZ - Secretary</p> <p>CB</p> <p>Info</p> | <p>05.12.17</p> <p>14.11.17</p> <p>05.12.17</p> <p>05.12.17</p> | <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |

| | | | | |
|--|---|------------------------|-----------------------|--|
| <p>the Community Council. Arthur Killicoat shall also attend. Any other members of the ECC that can attend shall make themselves available on Sunday 11th November from 10am.</p> | | | | |
| <p><u>Item 4 02.10.17</u> ECC are still currently insured under Highland Council. Two quotes have been received by the Secretary from Zurich for Insurance moving forward. The quote costs vary depending on the value of ECC assets.</p> | <p>Info</p> | | | |
| <p>A full inventory to be created to ascertain the value of assets.</p> | <p>GS – Vice Chair</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| <p>Contact other community councils for guidance on insurance policy / asset inclusion.</p> | <p>CZ – Secretary</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| <p>Circulate the Insurance Policy to ECC members for perusal.</p> | <p>CZ – Secretary</p> | <p>14.11.17</p> | <p>Ongoing</p> | |
| <p><u>Item 5 02.10.17</u> Data Protection: Carla Bruce and Claire Tawse to Action</p> | <p>CZ – Secretary / CT – Treasurer</p> | <p>14.11.17</p> | <p>Ongoing</p> | |
| <p><u>Item 6 02.10.17</u> Email addresses for ECC COMPLETE George Stewart shall be paid when ECC can access funds</p> | <p>Info</p> | | | |
| <p><u>Item 7 02.10.17</u> Social Media login details accessed. Shall be published after Christmas Lights Event.</p> | <p>CZ – Secretary</p> | <p>Dec 2017</p> | <p>Ongoing</p> | |
| <p><u>Item 8 02.10.17</u> Bank account has been opened.</p> | <p>Info</p> | | | |
| <p>Claire Tawse still awaiting signed declaration from Elaine Brown.</p> | <p>CT – Treasurer</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| <p>George Stewart has begun locating all assets, most have been located.</p> | <p>GS – Vice Chair</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| <p>Julianna Gorska suggested all assets could be stored in secure location in Cruden Bay owned by Mike Cardno. £1000 p/a</p> | <p>Info</p> | | | |
| <p>Claire Tawse wishes to request that the council continue to store the items.</p> | <p>CT – Treasurer</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| <p>Mike Morton shall speak with the Foodbank</p> | <p>MM</p> | <p>05.12.17</p> | <p>Ongoing</p> | |

| | | | | | |
|---|---|---|-----------------|----------------|--|
| | <p>and see if we can utilise one of the garages they also use.</p> <p>Item 9 02.10.17 Constitution Review – See Agenda item 3</p> <p>Item 10 02.10.17 ECC Meetings have been booked until April 2017.</p> <p>Carla Zambonini (Bruce) shall book all meetings until the end of 2018</p> <p>Item 11 02.10.17 Christmas Lights Event – See Agenda item 4</p> | <p>Info</p> <p>Info</p> <p>CZ – Secretary</p> <p>Info</p> | <p>05.12.17</p> | <p>Ongoing</p> | |
| 3 | <p>Constitution Review</p> <p>Unanimously agreed to request the ECC members of no less than 7 or greater than 16 be adopted imminently.</p> <p>Section 3.1.1 – 9 votes to remove this section.</p> <p>Draft Constitution agreed. To be submitted to Elaine Brown for approval / issuance.</p> <p>Further areas were discussed surrounding finance, special meeting notice and the available chairs for 14 & 15 year olds, however agreed to be revisited at the AGM.</p> | <p>Info</p> <p>Info</p> <p>GS – Vice Chair</p> <p>Info</p> | <p>14.11.17</p> | <p>Ongoing</p> | |
| 4 | <p>Ellon Christmas Lights Event 4.1 Update from the Subcommittee</p> <p>Julianna Gorska updated the ECC on the event actions status. (please visit online tracker for more info)</p> <p>Anyone available to help on the 18th November please make Julianna aware via email.</p> <p>The Chair thanked the Subcommittee for their hard work.</p> <p>4.2 Fund Release Decision Until ECC has a Constitution it cannot receive any funds from the council.</p> <p>It was suggested that as Ellon Events are an approved vendor to the council funds</p> | <p>Info</p> <p>All</p> <p>Info</p> <p>Info</p> <p>Info</p> | <p>14.11.17</p> | | |

| | | | | | |
|---|--|-----------------------|-----------------|-----------------|--|
| | <p>could be transferred to them direct to ensure all suppliers are paid in a timely manner.</p> <p>ECC unanimously agreed that Wayne Baber of Ellon Events be transferred the amount of £3000 from the council to pay invoices associated with the event. The money is to be used for the sole purpose of Ellon Christmas Lights Event and any money left over shall be transferred back to the council. Each payment shall be shown via a detailed invoice provided to the Treasurer of ECC ensuring full traceability of spending.</p> <p>Formartine Office Manager to be notified via an excerpt of Minutes of ECC's decision to transfer funds soonest to ensure payments can be made in a timely manner.</p> | Info | | | |
| | | CZ - Secretary | 08.11.17 | Complete | |
| 5 | Treasurers Report Breakdown of finances from Claire Tawse | Info | | | |
| 6 | <p>Correspondence</p> <p>6.1 Car Parking Surveys If you wish to comment on any issues that have been sent to you via the Secretary in a Community Councillor capacity you should send comments to the secretary to be collated and issued. You can of course comment on items personally however you must declare an interest and send from your personal email account.</p> <p>6.2 Festive Lights and Attachments to Street Lighting Columns Policy</p> <p>Initial Gap Analyses performed by George Stewart and presented to the local Councillors for inclusion in the meeting 07.11.17 @ 10am.</p> <p>ECC has been issued this Policy officially for review / comment. Shall be issued to all ECC members soonest.</p> | Info | | | |
| | | CZ - Secretary | 14.11.17 | Ongoing | |
| 7 | Planning | | | | |
| | No reports submitted for consideration. | Info | | | |
| | Gus Al-Hassani requested registration for Planning applications website. | Info | | | |
| | Isobel Davidson also publishes the most current Planning updates via socail media. | Info | | | |
| 8 | Police Reports | | | | |

| | | | | | |
|----|--|--|---|----------------|--|
| | Secretary to issue Police Report received via email. | CZ - Secretary | 14.11.17 | Ongoing | |
| 9 | <p>AOCB</p> <p>Isobel Davidson was asked to make us aware by the Directors of the Castle Gardens that their are spaces available on the Castle Garden Trust. Contact can be made with them via social media if interested.</p> <p>We require 3 signaturees for the bank account. These are usually the Office positions. Treasurer shall attain the forms required to complete this process.</p> <p>All ECC members to provide George Stewart with a Photo and paragraph about yourself for the ECC Website.</p> <p>Secretary raised wishes to resign from the post due to workload and circumstances outwith the ECC. oNo volunteers to fill the position. Crrent Secretary shall remain with increased workload support from the Chair.</p> | <p>Info</p> <p>CT – Treasurer</p> <p>All</p> <p>Info</p> | <p>05.12.17</p> <p>05.12.17</p> | | |
| 10 | <p>Date of Next Meeting</p> <p>Tuesday 5th December, 2017, Community Room 2, Ellon Community Campus.</p> | Info | | | |