

## **Cumbernauld Village Community Council Minutes 10<sup>th</sup> October 2019**

### **Present**

Jim MacLean, Kirsty Meenagh, Lisa Snedden, Philip Morgan-Klein, Alan Russel, Paula McCrae, Ann McLeish, Brenda Morgan-Klein

### **Apologies**

Elizabeth Snedden, Ann McLeish, Margaret Hunter

### **Roles and Tasks**

This was a meeting for the new community councillors only, in order to discuss how the community council will operate and to allocate tasks. It was agreed that tasks should be spread more evenly amongst community councillors. This would make it easier for people to find the time to take on specific roles with clear responsibilities as opposed to an open-ended commitment. A table of tasks was discussed and roles and tasks allocated. It was agreed that some tasks would be rotated including the minutes. The completed table is attached. We are required to have named Officers of course and these are:

Chair Philip Morgan-Klein  
Vice Chair Lisa Snedden  
Treasurer Paula McCrae  
Secretary Brenda Morgan-Klein

It was agreed that another laptop would be purchased in order to facilitate dispersal of tasks and the rotation of minutes.

### **Getting the community involved**

There was a wide ranging discussion of how to engage with and involve the community with the work of the community council. Social media was discussed. The twitter account has been revived and facebook continues to attract engagement. The twitter account is mainly useful for engaging with other agencies and public bodies. It was agreed that the email distribution list needs to be over hauled and built up. Brenda said that she had started this. It was agreed that names of community councillors be posted on the notice board and that approved minutes are posted on the notice board also. There is a big difference between online or notice board engagement and coming to meetings. It was agreed that meeting people face to face is important and the possibility of a coffee morning in

aid of Strathcarron Hospice in March was discussed. Information materials on the work of the community council and a good attendance of community councillors will be important. This is also the month when planned tree planting takes place. It will be important to plan ahead. There was a short discussion of information on audio equipment to make meetings more accessible. Brenda will look at this.

### **Business Matters**

Philip will go over finance which he has looked after on a caretaker basis and hand over to Paula. It was noted that we had used the Session House and facilities over the year at times because the Hall is no longer accessible at all times of the year. It was agreed that we would pay £10 per meeting/event when we use the Church facilities. Brenda indicated that she no longer wishes to be a signatory for cheques. It was agreed to stick to the current pattern of meetings on the second Thursday of the month.

The next meeting is Thursday 14<sup>th</sup> November

Area	Content	Who and how
Chairing	Chairs meetings	Philip and Lisa with some further rotation
	Asks for reports, items for agenda, sets agenda	Philip
	Calls AGM, general oversight	Philip
Minute taking	Once approved copy on noticeboard	To be rotated.
Planning	Scan weekly planning applications for ward	Lisa
	Respond to planning applications on behalf of VCC	Lisa
Email correspondence, liaison	Council interface, consultations disseminate and respond on behalf of VCC, internal dissemination and contact by email, build email distribution list, secretarial report	Brenda
Communication	Online/social media facebook+	Kirsty, Jim, Lisa, Brenda
	noticeboard	Elizabeth
	Publication of minutes	Brenda, Liz
Treasurer	Expenses and accounts	Needs more than one person working on
	signatories	Jim, Elizabeth, Kirsty, Philip
	Paying invoices	Paula
Compliance	Minutes to be sent to NLC	Brenda?
	Notifications to NLC to comply with rules e.g. membership changes	Kirsty
Booking meeting rooms and equipment	Form is filled in (must be 2 weeks in advance) for CultureNL (Wynd Hall). Session House ask Liz	Kirsty
Representative for Local Area Partnership Meetings	Attend a regular meeting	Rotate

**Assets** Laptop, Printer with photocopying and scanning, can print relatively large quantities **New email address** [villagecommunity14@gmail](mailto:villagecommunity14@gmail.com)