

Minute of inaugural Meeting Findochty and District Community Council

Date: Monday, 02 February 2026

Time: 7pm

Venue: Seaview Room, Findochty Town Hall

Chair: Debra Duke Community Council Liaison officer (CCLO)

Attendees: Paul Steel, Anne Bolton Braidwood, Ron Dawson, Paul Kerrison

Apologies: None received

1. Welcome, and Introductions

Debra Duke CCLO welcomed all to the meeting and congratulated members on being elected as Community Councillors to serve their communities.

2. Apologies for Absence

None received

3. Declaration of Interests

None

4. Induction Presentation

The CCLO gave a training/induction presentation to all members. This incorporated, Community Councils in Moray, Scheme and Constitutional documents, Community Councillors Handbook, Core Community Council Business, Members and Office Bearers duties, highlighting key areas that Community Councils and its members should be aware of.

All Members have been emailed a copy of the Scheme of Establishment, Model Constitution and the Code of Conduct. Members were advised the Community Council handbook is available online at http://www.moray.gov.uk/moray_standard/page_105319.html, if members require printed copies, costs can be paid from the Community Council administration grant.

5. Election of Office Bearers

Role	Proposer	Seconder
Chairperson Anne Bolton-Braidwood	Paul Kerrison	Ron Dawson
Vice Chairperson Not appointed		

Secretary Paul Steel	Anne Bolton-Braidwood	Paul Kerrison
Treasurer Paul Kerrison	Ron Dawson	Anne Bolton-Braidwood
Planning Contact Use generic email address		

Role descriptions for office holders would be sent. Parts of the secretary role would be delegated to other community councillors to ensure manageable workloads.

6. Adoption of Constitution

Members were advised that the Community Council constitution should be signed and mailed to the Deputy Returning Officer as soon as possible at Deputy Returning Officer, Moray Council Headquarters, High Street, Elgin, IV30 1BX.

The CCLO advised members to bring their copy of Constitutional documents to meetings for reference, particularly the Standing Orders.

The constitution was signed.

7. Agreement of Meeting Schedule

It was agreed to continue meeting on the first Monday of the month. Time was confirmed as 7pm, in Findochty Town Hall.

8. Banking Arrangements

No changes to signatories required.

9. Confirmation of Annual Grant

The CCLO informed members that the annual grant for Findochty and District is £571.49 for the period April 2025/2026.

The grant is calculated at £500 plus 0.0725 pence per head of population, the population for the area is 986 .

The annual grant paid is distributed in two parts, April and October; the second grant payment for the period 20225/26 will be paid on receipt of examined annual accounts. These should be submitted as soon as possible.

The annual accounts for 2024/25 were with the independent examiner.

10. Communication and Engagement

A leaflet drop was proposed. The CC would check what FAB Development Trust also had planned for community engagement. Now the CC had formed the website would be reinstated. A suggestion box for the shop and post office was recommended.

11. Business from previous meetings

The CCLO closed the inaugural meeting and handed the meeting over to the new chair to start Community Council business.

12. Date of next meeting

Monday 2 March 2026