

Agenda Notes for Chairperson

Inaugural Meeting of

Duneaton Community Council

Date: 6th November 2018
Time: 7.30pm
Venue: Roberton Hall, Roberton

Independent Interim Chairperson: Roderick McMillan

- 1 **Present:** Robin Craig, Anne Jefferies, Malcolm Muir, John McLatchie, Clare Symonds, Cllr Eric Holford, Interim Chair Rod McMillan
- 2 **Apologies –** Received from Alex Allison and Ian McCallum
- 3 **Appointment of Chair:** Robin proposed Malcom, Anne seconded and the appointment was passed.

Appointment of Secretary/Treasurer/Other Office Bearers: Malcolm proposed Anne as Treasurer, Robin seconded and the appointment was passed. Anne proposed Robin as Secretary, John seconded and the appointment was passed.

- 4 **Casual Vacancies**
None

Previous Office Bearer Reports

See separate Chair & Treasurer Statement document

- 5 **Preparation of Constitution/Adoption of Standing Orders/Code of Conduct**
A copy of the Constitution/Standing Orders and Code of Conduct should be circulated to the elected members of the Community Council. These documents were adopted by the full Community Council. The signed Constitution will be submitted to the Community Council Liaison Officer, who will then confirm its validity in writing to the Community Council Secretary Robin Craig.

All elected members of the Community Council have, by signing the Nomination Form, agreed to abide by the Code of Conduct. The members were reminded of this.

- 6 **Bank Account**
Treasurer Anne Jefferies prepared paperwork to remove Jo Talbot as a signatory and add Malcolm Muir.

8 Arrangements for future meetings

- ◆ Meetings will take place at Roberton Hall on the first Tuesday of each month, unless cancelled for some reason. Anne Jefferies will book the rooms with SLC.
- ◆ Date of next AGM will be November 2019, date TBC nearer the time
- ◆ Email addresses for all members:
 - malcolm_muir@btinternet.com
 - missannejefferies@gmail.com

- robincraig2@outlook.com
- John.McLatchie@eastrenfrewshire.gov.uk
- ◆ Meeting details are displayed on the DCC website
<https://duneatoncc.weebly.com/contact.html>

9 Closure of meeting

The Chair called the meeting to a close at 8:10pm.

END