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| **MINUTES**  **Room 1, Dalrymple Hall**  **Tuesday 15th November 2022**  **at 7.00pm** | |  |
| **Present**:  Dionne Whyte  Helena Gibson  Fiona May  John Anderson  Arthur Bowie  Ken Harper  Ken Watt  Sylvia Harper  Steven Rollo  Angela Keith, Area Manager  **Councillors**:  Doreen Mair  Seamus Logan      **Members of the Public**  **Academy Pupils**  Donnie Watson Kirsty Clark Ryan Broadley | | |
| **1.** | **Apologies & Declaration(s) of interest** | |
|  | Cllr Ann Bell Michael McDonald James Grieve Ashley Mackie Cllr James Adams Alison Weymes Mary Regan | |
| **2.** | **Minute of last meeting – Tuesday 18th October 2022** | |
|  | Not completed  A.K - For transparency minutes should be circulated before meetings to give everyone a chance for amendments. Reminder of good practice around minute taking; it is beneficial for the draft note to go out seven days following the meeting, that means everyone still has fresh memory of the discussion and allows you to validate and check the content of that draft with an opportunity to return to the secretary to make those amendments and then the minutes should go out five days before the meeting with the agenda and all the other supplementary documents. | |
| **3.** | **Matters Arising & Action Sheet** | |
|  | Up-to-date Action Sheet not available | |
| **4.** | **Police Scotland Report/Community Wardens’ Report** | |
|  | Not received. Jennifer Cordiner said she would send out quarterly reports. | |
| **5.** | **Items of Business** | |
|  | **DW - Denmark street - MM is not present - ongoing**  **DM - It was in regards to litterpickers never go down that way which affects the thoroughfare to attractions. Needs more attention.**  **AB - Bins beside lighthouse museum are unsuitable.**  **AK - Waste management will review the type bins in that area, they might need to be emptied more regularly. Which area is it?** **AB - On the path near the shore near the kids play area in Broadsea.**  **AK - I’ll take an action.** **\_\_\_\_\_\_\_\_**  **DW - Ken had railway lines on the agenda** **KW - The railway line is supported by multiple parties and the people of Peterhead. If we want a railway to Fraserburgh, we need to link in with them. We should write a supporting letter to let them know our community wants to be included.**  **DM - I was subbing at NESTRANS (North East Scotland Transport). It is very much their intention to push for railway lines to both Peterhead and Fraserburgh.** **KW - I appreciate that, I think a letter of support is a good idea to official note our interest.**  **DW - I will deal with the letter.**  **\_\_\_\_\_\_\_\_**  **SR - I’ve been in touch to confirm we wish to proceed with the phone boxes and asked for an update. We are awaiting a reply.**  **\_\_\_\_\_\_\_\_**  **JA - The issue of Resilience Group insurance has cropped up a few times and I’ve always been told we are insured. A couple of years ago I was asked to write down all the equipment and put a price against it so the insurance company could have that info. I’ve done that and it was left in the hands of the treasurer. I’ve always been under the impression we are insured but it turns out we are not. I am asking again, regarding insurance for public liability, volunteers working, kit, building and everything so that we can be assured we’re covered and we can get it paid.**  **KH - I phoned insurance, John is correct, the equipment is not insured. It would be under a different policy, it’s not public liability it is Fire Theft etc. They are querying liability, if it run by CC his liability would be covered, if not he would set up his own insurance policies. He would need public liability even though they are volunteers, they are classed as employment liability. It needs to be clarified by the council as to what his situation is.**  **KW - Is the Food Larder part of the resilience group? We’ve separated the accounts but are unsure if the food larder and resilience group are the same thing? I back John up, he has asked multiple times about insurance status.** | |
|  | **JA - Larder is under the banner of resilience group which I was asked to form by the community council so as far as I am concerned it is.**  **AK - That is correct in terms of the history around it. In terms of the functionality of the resilience group, it’s grown since the early conception so in fairness to the officers and community council previously there had been a reassurance that you were insured because the community council was insured for their purposes and you were operating as a sub-group of that. That continues to be the case, you operate under the constitution of the community council and there’s benefits to that, however KH is right that now the functionality of the resilience group is more than the snow wardens and defibrillators principally. Arguably, the activities that the resilience groups now co-ordinate has changed significantly over the past of years, particularly in your response to Covid when the food larder was developed.**  **The topic of insurance is now very relevant and there needs to be a discussion about whether the resilience group remains as a sub-group of the community council or becomes a more constitutional group in its own right.**  **I would suggest that in terms of PVG and the like, there’s probably a job for us to sit down and work our way through everything that you need to keep you safe in operating as a food larder.**  **I will take an action to work with yourself and Ken just to flesh out exactly the remits under each of the resilience groups activities.**  **KH - Zurich insurance are offering a reduced fee if you get in touch and also enquired about a risk assessment.**  **JA - Risk assessment is completed.**  **KH - GDPR fall different for John. Will every sub have to register?**  **AK - Each sub will have different requirements. Resilience group was initially reactive but functionality now differs greatly across the three separate elements.**  **The community council can be assured that we are willing to take that action off the table and make sure we fulfil all the actions that are required by the insurance. We will take that info back to the community council in January. It is important to note for the minute that there would be a requirement for the resilience funds to pay for the additional costs.**  **There is also Aldo training available for the volunteers.**  **Ken, what was the ask for the larder from insurance?** | |
|  | **KH - They asked for everything to be submitted for them to look over.**  **AK - What did they want in terms of the description? To help us get started would you send me and John an email, highlighting what the insurance was keen to understand and that will give us a good place to start.**  **Likewise John, if you’ve provided info before and you can collate the details around the number of volunteers, the frequency, your opening hours, just the general info around it we can go back to the insurance and let them know that we’re working actively on it.**  **KH - The other one he’ll have to do is for his kit cost will have to be on separate premium for his fire, theft, storm damage etc**  **AK - The landlord should cover the buildings, you’ll only have to consider the contents. Make sure that is all tied up in your lease. JA to seek clarity on this from the landlord**  **JA - We have two council garages.**  **AK - Theywere offered free but content insurance is required. The Council pays for buildings insurance.**  **JA - So you’ll have the building and we’ll have the contents?**  **AK - correct.**  **\_\_\_\_\_\_\_**  **DW - I’ve been speaking with Angela and we are looking how to tighten things up with our expenditure protocols. It is suggested that we vote to set a budget before we start a project and to try to source money externally so as to not use our grant money.**  **KW - Could you clarify what the admin grant is for please? As I understand it, we can use any excess of our admin grant for projects, is that correct?**  **AK - yes, you will have received an email from me about that.**  **DW - We can use the admin grant for that but if we have other means of finding money, it would be preferable.**  **AK - You get an annual grant of £1,234. That is paid out instantly after you provide audited accounts. Good practice across CCs is that once you have received your admin grant and you are particularly well supported by subgroups, part of that activity is that you set a vision or project plan for what subgroups want to deliver for the upcoming year. It’s within the CCs gift to allocate an amount of money to support the delivery of that project.** | |
|  | **AK (continued) - There should be a continual update from subgroups which should include how they intend to use that money. If you have excess money left, it will be paid back to the pot for redistribution. It all needs to be done officially and noted.**  **It is good practice for subcommittees to provide a written paragraph on expenditure to allow for easy book keeping. It must all come back to the CC for validation before any funds move.**  **KW - I appreciate what KH has done, I think it’s great. Accountability is always good.**  **What is the protocol for when a budget cannot be set?**  **AK - You should plan with good communication to collectively agree structure, format and indicative costs. So you could take a measured guessing it is the job of the subgroup to get estimates for each element to deliver the project. That would be reported back to the CC well in advance. Estimates should be fairly binding in terms of actual costs.**  **KW - What about unexpected costs?**  **AK - Any extra costs need to be brought to the group. It all needs to be agreed, especially big extra costs.**  **KW - Could we have an overdraft?  AK - Be generous with your estimates with the aim to come under budget, rather than over budget.**  **This will have been an issue with the awards. For a number of reasons there wasn’t certainty about the true cost of the awards. By way of an update, the area committee very graciously approved all the funding requested for the cost of the awards, including the food. The full cost will be paid to the CC so that whoever paid can be reimbursed. However, nobody should be paying out of their own pocket in advance, all cost should be met by the CC via the treasurer.**  **KW - When we booked with the Faithlie Centre, we thought that when you make a booking the public liability is normally covered by that.**  **AK - Because its a council building, that does differ slightly but you still have, or any event, an obligation to inform you insurance of any event you’re inviting the public to attend.**  **KH - A risk assessment needs done beforehand. There may be an additional premium for coverage.**  **KW - We should merge together before the next one to merge skills.** | |
|  | **AK - Moving forward there should be a subgroup that has representatives of the CC in each of the planned groups. You will be responsible for bringing that report back, getting the additional permissions that you need and keeping the CC fully up to speed with plans and costs. It needs collective representation going forward to keep it all safe. Lessons need to be learned but it was the first awards ceremony so we’re here to help you. I’m here tonight to offer you that additional structure so we don’t fall fowl of these issues again.**  **KH - If I can bring you back to the minutes of May last year, the event group brought up the costings; it was £50 for a sponsor, £30 for the trophy and £20 left to fund anything else with anything left being sent to charity.**  **AK - Yes, there was a discussion around indicative costs at that point but that’s not what materialised at the end. The lesson that needs to be learned is that even though that might have been the early indicative costs, the communication back to the CC that the true cost is likely to be higher was missing and needs to be done in the future.**  **KH - At last month’s meeting we took a vote on a bill without ever seeing it and with no knowledge of it which was ridiculous(?).**  **KW - We’ve taken votes like this before.**  **AK - This is about moving forward and being clear on the process. And although the area committee have approved that application today, it will only be paid out once we receive all the invoices or receipts for everything in the event.**  **DM - In regard to reports in your subcommittees and your costs it would be helpful if the monthly updates were in an electronic format so they can be forwarded to the minute secretary in advance.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **6.** | **Treasurer’s Report** | |
|  | **Treasurer’s Statement:**  **KH acknowledges that the discussion regarding the payment requested by AM for the Award Ceremony was not conducted in line with Community Council policy. However, as treasurer, Ken was concerned that protocol regarding funding and insurance had not been followed for this event and was fearful for the situation in which the Community council had been placed.**  **Treasurer’s Report:**  **Admin grant : £1234 was paid into the bank on the 3rd**  **Included in the grant was £40 for the GDPR**  **Spoke to Heather McKay, we had never been registered for GDPR so we have filled up a direct debit, its £35 if it’s continuously paid so we’ll never miss it. Waiting on that to go through. Its been deducted from the total.**  **Slight adjustment to be made to the amount of money we initially reported on the split of the accounts. First figure was £1026. Rachel made a final adjustment to £1225.77.**  **We discovered a £20 donation made by David Grey Taxi service to the flower fairies was accidentally included and explains the discrepancy.**  **On the PayPal account we have £13.35. I have no access to this account but councillor Adams does.**  **AK - I have a simple suggestion, I think treasurer if you could write to Councillor Adams to notify him of the situation and just ask that he closes the account and provides evidence of that and pays the community council back.**  **AK - Once its settled, close the PayPal account.**  **DW - Is the paypal still listed on the website? It needs removed.**  **KH - I dont know, I don’t check the website.**  **DW - I have no access to the website despite multiple requests for access.**  **AK - Who is managing the website?**  **DW - AM**  **AK - and it’s only Councillor Adams and Ashley in charge of the PayPal?**  **SH - Yes, AM says she isn’t but it’s her phone number listed on the account.**  **AK - Does the PayPal account link back the FCC bank account?** **KH - No, it’s totally independent.**  **AK - That needs shut down because it’s no transparent, especially because its not linked to the FCC account.**  **SH - We don’t have access**  **AK - In terms of an action, it needs shut down immediately. KH, if you can seek proof that it has been shut down and set a deadline for that.**  **AK - Dionne, your action is to remove PayPal from the website. Formally request info to be provided for access and set a deadline.**  **AK - going forward, there should be more than one CC member with access. For transparency, under each of your subgroups and under your office bearers (ie social secretary) these additional tasks that they are noted in the minutes as being approved for having access.** | |
|  | **KH - Zurich insurance have no issues with litter pick and flower fairies as long as the litter pick have children in groups, wear PPE and have a protocol for finding needles / glass etc. Flower fairies need to check for tripping hazard from hosepipes etc and will need a sign to warn the public when its in operation. PPE for soil.**  **SH - good practice to have a template risk assessment**  **HG - We normally ask the other groups (ie Tesco) that are involved in litter picks if they have their own risk assessment. If they do, should we still do our own?**  **AK - You could file the other groups assessment if you’re content that it fulfils requirements.**  **SH - Do we need an orange sign for tripping hazard?**  **AK - This is a good example of what to include in your budget. AK will check were a sign can be sourced.**  **KH - Zurich asked for the food preparation, handling certification and risk assessment. When told we don’t have any they said they wont cover any liability for that event.** **Going forward, they will provide cover for up to 500 people no additional charge but they would need the risk assessment and certification before the event.**  **AK - Does anyone have food certification?**  **HG - I do**  **JA - I have level two**  **AK - You have to be careful in terms of the venue. For example, at the awards you formally had access to the committee room and at no point was the council advised that there was any plans to have refreshments. There was no permission to access the kitchen on the night, our facilities team should have been made aware of that. Alcohol is not allowed due to licensing etc.**  **KW - If you don’t have prepared food but you supply crisps etc does that still require certification?**  **AK - Yes but food handling is different from food preparation.**  **KH - There was food preparation done at the awards!**  **SH - At Broch in bloom we used the caterers from the venue.**  **AK – That’s good for setting the costs.**  **KW - Does non-alcoholic drinks count as food?**  **AK – I’m not sure what that falls under. Always ask.**  **SH - Food certificates only last three years.**  **AK - They are free to do online. Environmental health provide them.**  **JA - It cost £12 for get food larder certificates.**  **KH - Approval request to remove old members from the cheque account.** | |
|  | **AK - The cost of the accountant (£660) should be split between CC and Food Larder to be fair and equitable.**  **KH - Deduct the £20 off the amount and that means you owe £319.77**  **AK - Resilience group will contribute half the cost of the accountants bill and John will take an action to transfer £319.77 to CC account**  **HG - £30.84 paid over from a cash donation from the anchor boys after a litter pick in September last year.**  **DM - £1000 paid as a cheque donation from the first Fraserburgh Girls Brigade, amalgamated with second Fraserburgh Girls Brigade to make things equitable we had surplus funds so we match funded what the second Fraserburgh had and we have distributed them around the town.**  **AK - Accountant has set out the suggested sheets to keep track of transfers between accounts. Who is undertaking the financial data input?**  **JA - I am.**  **DW - Each subgroup send an email to secretary a week before the meeting to be included in the agenda.** | |
| **7.** | **Sub-Committees** | |
|  | JA, Resilience - We’ll be 70 doing hampers at Christmas Time for the members.  Playbarn nursery came last week with a donation.  Christmas Lights meeting last week with Sea Cadets and saw how much equipment they have so they directed me where to get laptop and printer for the larder to make it easier for members to do paperwork. Lady who runs play barn nursery said to go get one from Argos at their expense.  Emergency planing, we did a training session a week ago. No problems.  AK - Trussel trust food bank are really keen to work together with the larder.  JA – I’ve had a meeting with them and I’ve supplied extra food to them on 3 occasions and I’ve never had a return call or meeting.  AK - There will be a height in demand during this crisis and winter as donations start to dwindle. We want to strengthen the partnership between the trusses food bank ad resilience group. Hopefully we can remove the stigma as food banks start to disappear and take on the food larder model as it becomes a more viable option like a shop. Funding will then go to support the larders and not the food banks.  JA - We already work with the salvation army and the care home who can sometimes use some of the things we don’t use.  DW - We have a food driven 23rd December. We can donate half to Trussel Trust and half to food larder.  HG - We are looking for volunteers at the Trussel Trust on Mon/Wed/Friday  DW - We volunteer during our study periods, we are looking to recruit more students. PVG restricts a lot of students due to needing a supervisor/ guardian due to age.  KW - Charities get their PVG done for free, same as churches.  \_\_\_\_\_\_\_\_  HG ( Flower Fairies) - nothing to report due to winter.  DW - We’ll prioritise FFs volunteering at the next meeting.  \_\_\_\_\_\_\_\_ DW (litterpicking) - nothing to report during winter  \_\_\_\_\_\_\_  FM (fundraising group) - In the early stages. Looking at potential ideas but we need to have specific targets to raise money for so currently focussing on food larder. JA has set up a new easy pay option which allows for a few campaign ideas :  Sell gift Vouchers “do you know someone who has everything? Give them the gift of giving”,  Pub QR Scan posters “stan yer han”, add the price of a pint onto your bill to give it to the larder, | |
|  | Bards Bairns - ticketed burns night for kids - food sampling, traditional dancing, Scottish disco (runrig, proclaimers etc), mini highland games, wear something tartan and get your photo taken.  Permanent indoor jumble sales, perfect for winter clear outs.  Ticketed event “Halloween Halls” at Academy(?) where we get people to “sponsor” a room and kids can knock on each door to trick or treat  AK - Clarify who is in the group, it needs a minimum of three people and appoint a lead who informs the group of plans and activities so that you allocate indicative funding for upcoming events at the January meeting.  Instead of Awards group, we should have an Events group. I suggest a minimum of 4 people. A proposal sheet for each events: how much people, how the money is going to, a project plan, was your organising, who is involved, time scale, costs. | |
| **8.** | **Questions for Aberdeenshire Councillors** | |
|  | FM - On comments of photos from remembrance Sunday, a member of the public said “The war memorial and the names on it wants a good clean.”  AK - Jan is already doing that for the west end of B&B, she’s made a bid to the memorial fund, it s formal channel. Opportunity to apply. I will ask Jan. If you send me the correspondence, I’ll get I touch with Jan about it.  DM - The process has just been done in Peterhead, it’s through the British Legion and Memorial Fund.  SL - Please include Invercairn and Rathen in that.  \_\_\_\_\_\_\_\_  FM - Jodie at the CC Forum meeting said that over 90% of local wildflowers have disappeared from Aberdeenshire. She said there are fund available so maybe we could apply to set up a wildlife sanctuary.  AK - Aberdeenshire Council have a biodiversity policy and as part of that the B&B area committee approve allocated areas as primary sites. JRP is one of those areas identified.  SR - Wildflowers behind the new houses beside Boothby Road is doing well and has more land attached to it that can be used the same way.  SL - Farmers union would interested in this presentation if I could get a copy to pass along please.  AK - I will send that along soon.  \_\_\_\_\_\_\_\_\_  FM – shop owner was asking about the motivation of the original factory shop car park as it’s making parking in town more difficult.  DM - it’s a private car park and it’s outwit our remit. The first 90 minutes are free and the biggest problem is workers parking in the spaces needed by the public. \_\_\_\_\_\_\_\_  AB - Compulsory purchase back in action? AK - No compulsory purchase order in place that I know about. | |
| **9.** | **Questions from Members of the Public** | |
|  | x | |
| **10.** | **Correspondence** | |
|  | **Liz (greenspace projects manager) - will be at the next meeting. Could coincide with Jodie.** | |
| **11.** | **Planning Applications** | |
|  | AK - All planning applications should be tabled and minuted. Add them to the agenda to discuss. You should always acknowledge the receipt of planning permission even if you have no comment.  HG - We no longer get licensing applications.  AK - I’ll take a note of that and check they have the correct address.  JA - Planning is always the other areas with hardly any in Fraserburgh.  SR - I noticed that as well, the different is striking.  AK - Planning regulations have changed that dictate permitted development. | |
| **12.** | **AOB** | |
|  | DW - Wreath was more expensive than expected because we had to pay a courier charge due to Royal Mail strikes. It will be £40 plus and I wanted verification that we are ok with the new cost?  Everyone - yes. \_\_\_\_\_\_\_\_  DW - There is a link online that I’ve shared for people to give their views on licensing. \_\_\_\_\_\_\_\_  FM - Looking for anyone who might be able to help me with recorders for recording the meetings. I have found a two system omnidirectional microphone set up that would cost around £260 based on my research of best value. I’ll send out the info to everyone and would appreciate any help on selection. \_\_\_\_\_\_\_\_  DW - Will we get access to Faithlie for next meeting?  AK - Still book Dalrymple for next meeting as tiger buildings might still be in use and we still don’t have janitorial support in the evenings. \_\_\_\_\_\_\_\_  AK - AIF have agreed a 4th trench of funding by the end of march. If there is anything the CC wants to apply for, it will be available to apply online very soon. Microphones are a perfect example of the type of thing to apply for. | |
| **13.** | **Date and time of Next Meeting** | |
|  | **Tuesday 17th January 2023 at 7pm – Venue to be confirmed** | |

**November 2022 Action Sheet**

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|  | **Item** | **Action** | **Responsible** |
| **3.** | **Outstanding Actions** | 1. Waste management review of bins on Denmark Street, Broadsea 2. Letter of support for railway to Fraserburgh 3. Resilience Group insurance status 4. Seek proof that PayPal is shut down. Set deadline. 5. Formally request info for access to website. Set deadline. 6. Look into providing yellow trip hazard sign for Flower Faries 7. Transfer £319.77 from resilience group to the FCC account to cover half of insurance premium costs 8. Send the correspondence about the war memorial so we can apply for funding. 9. Recording devices for minutes of meeting to be sent out for review by members | 1. **AK** 2. **DW** 3. **AK, KH & JA** 4. **KH** 5. **DW** 6. **AK** 7. **JA** 8. **FM** 9. **FM** |
| **4.** | **Police & Community Wardens Reports** |  |  |
| **5.** | **Items of Business** |  |  |
| **6.** | **Treasurer’s Report** |  |  |
| **7.** | **Sub-Committees** |  |  |
| **8.** | **Questions for Aberdeenshire Councillors** |  |  |
| **9.** | **Questions from Members of the Public** |  |  |
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