

MINUTES OF THE MEETING HELD ON THURSDAY, 16 APRIL 2020 (VIA ZOOM)

Community Council		
Name	Position	Present
Mervyn Barr	Interim Chair	✓
Hilary Benson	Member	✓
Malcolm Collie	Member	✓
Heather Cook	Member	✓
Donald Davidson	Member	✓
Mandy Duggan	Member	✓
Chika Edeh	Member	✓
Becky Ferguson	Interim Secretary	✓
Daniel Hay	Member	✓
Kate Lumsden	Member	✓
Alan McCue	Member	✓
William Munro	Interim Vice-Chair	✓
Gordon Prentice	Member	✓
Diane Priestley	Member	✓
David Ritchie	Interim Treasurer	✓
Ken Stewart	Member	✓
Raymond Swaffield	Member	✓
Cllr David Aitchison	Ward 13 Councillor	x
Cllr Iris Walker	Ward 13 Councillor	✓
Cllr Ron McKail	Ward 13 Councillor	✓
Cllr Alistair McKelvie	Ward 13 Councillor	✓

In Attendance	

	Item
1	<p><u>Welcome and opening remarks</u> Mervyn Barr opened the meeting, welcoming all and expressing thanks for taking the time amidst the current circumstances we all find ourselves in. It was also noted that we would take a break at 8pm to join in with the wider community in the “clap for the NHS”.</p>
2	<p><u>Apologies and Declarations of Interest</u> Apologies received from Cllr Aitchison. No declarations of interest made.</p>
3	<p><u>Approval of Minutes of AGM (12/03/20)</u> Following the change of one typo the minutes were approved by the meeting. Proposed: Raymond Swaffield Seconded: Ken Stewart</p>
4	<p><u>Matters Arising (including update on assigned actions)</u> Cheque signatories – have been updated to match new Office Bearers. Review of the Constitution – ongoing, led by Mervyn Barr & David Ritchie. It is planned to include an explanation of the workings of honoraria within this.</p>

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	<p>Transfer of Treasurer responsibilities and clarification of responsibilities for management of the Westhill Bulletin – the Treasurer role will be handed over from David Ritchie to Gordon Prentice by June. Role descriptions will be clearly outlined for all positions, using the current descriptions outlined on Aldo and tweaked where we see necessary. We will additionally create descriptions for the Bulletin Manager and Minutes Secretary.</p> <p>Sub groups – it was agreed at the AGM that nothing should be continued as a matter of course since we are a new Community Council. Due to this, each sub group that previously existed will outline their previous roles and purposes for the whole CC to decide which groups to continue with, or what new groups to begin.</p> <p>Planting of Heathers at sculpture – postponed due to lock down.</p> <p>Current planning applications –Currently any of us can comment as individuals however we plan to receive training shortly prior to commenting as a Community Council.</p>
<p>5</p>	<p><u>Policy on public submissions during CV crises</u></p> <p>As we are currently unable to hold our meetings in public we will continue to communicate via our website and Facebook page to encourage any public participation. We must emphasise that anyone can submit items, comments or questions up to 4 days prior to the meeting where the topics are to be discussed. This 4 day rule is to allow for the WECC to develop an informed answer , and this protocol will also be maintained in the future since our meetings are “meetings held in public” rather than “open” public meetings as such.</p> <p>On this occasion we did have one message through Facebook regarding an increase of dog fouling. Other readers have offered advice to the enquirer, and as this is a perpetual problem, we will be returning to it in future.</p>
<p>6</p>	<p><u>Update of impact & response to COVID-19 in Westhill</u></p> <p>Willie Munro explained his awareness of multiple Facebook groups created for community purposes reaching out to help one another during this time. The local churches are also coordinating help to vulnerable people within our community. In addition to these local resources, the Grampian Coronavirus Assistance Hub (GCAH - https://www.gcah.org.uk) has been established by local councils, and is working to connect those in need with groups and individuals available to help. This is a great resource which we will continue to advertise and recommend. While all local community groups are doing great work, this group will also be recording how many have been helped and in what areas, which will contribute towards community resilience planning in the future. Aberdeenshire Council’s website also has a lot of information available for those who need help in numerous different ways.</p> <p>If WECC had been further established we may have worked towards a community resilience plan, which may be something we wish to work on in the future.</p> <p>Heather Cook noted that one of her neighbours is making visors requested by local care companies, as are the Mens Shed and Westhill Academy through their 3D printers. In addition to this individuals have also been making bags for nurses to take</p>

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	<p>their clothes home to wash safely in. It seems that the community Facebook groups are full of people helping each other organically, which is really encouraging to see.</p>
7	<p><u>Financial update</u> The Financial Report was circulated prior to the meeting. Treasurer David Ritchie explained the Report and noted that next month we will discuss the donation scheme that previously existed. Mervyn Barr asked how much profit was made each year by the Bulletin, which David clarified as around £8-9000 each year. It was asked if any community groups had made requests for donations during the time of supported status? David clarified that yes there have been requests, but obviously no donations could be made under the circumstances.</p>
8	<p><u>Bulletin update</u> The next Bulletin would have been due for publication prior to the Westhill Gala in early June. Under the current circumstances, the Gala has been cancelled, and we would be unable to circulate a bulletin under lockdown, so it may have to be delayed or cancelled. David Ritchie will contact all advertisers to make them aware of the potential delay or cancellation. It is unknown when lockdown will be over, so decisions cannot be made until things become clearer. Gordon Prentice asked if it was worth asking all advertisers what they would prefer in terms of delay or cancellation, especially as many may be looking for work once the lockdown is over. David agreed to do this. Chika asked how many bulletins were printed each time, which was clarified as 5500.</p>
	<p>At 7.55pm the meeting was adjourned for 15 minutes to allow our “online” attendees to go outside to take part in the 8pm applause, to acknowledge the professionalism and courage of those who carry on doing their jobs in sometimes arduous and hazardous circumstances, to help keep the community of Westhill functioning as smoothly as can be - namely:</p> <ul style="list-style-type: none"> Nurses, doctors and NHS Ambulance personnel Police and prison personnel Pharmacies District nurses and social carers Community Support Workers NHS Volunteers Postal workers, waste disposal teams Shop workers Deliverymen Utilities repairmen Farm workers and farmers
9	<p><u>Secretary succession</u> As our Secretary Becky is expecting a baby in June, we will have to cover the role. David Ritchie who has extensive experience as a previous Secretary offered to take up this position. In addition to this, Daniel Hay offered to take on the role of Minutes Secretary. These positions were agreed by the meeting.</p>

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	<p>The role descriptions (including details of honoraria) will be produced prior to the next meeting to clarify positions before hand over takes place.</p>
10	<p><u>Training proposal update</u> Previously, it was planned that we would have physical training sessions run by Aberdeenshire Council on April 23rd & May 21st, to cover Governance and Planning. Due to the current lockdown circumstances these will be held virtually, with the Planning training to be delivered via Skype on April 23rd by Bruce Strachan. The May session will then cover the Governance training. In addition to these training sessions, everyone will be set up with a log in to the Council's "Aldo" system where there are a number of resources, including Community Council Induction training. It was discussed that all members will aim to complete this Induction Training by our monthly May meeting.</p>
11	<p><u>Ward 13 Councillors updates</u> Cllr Alistair McKelvie – A number of Council staff have been relocated under the current circumstances, now working to assist the fight against COVID-19 in supporting communities. Aberdeenshire Council have continued with refuse collection, unlike some other areas. There may be delays due to staff shortages but the system is still ongoing. A number of people have also questioned if recycling centres will reopen, however this will not be happening under lockdown. Cllr Iris Walker – There have been increased reports of dog fouling in Carnie Woods. The Rangers are working from home under these circumstances, however discussion followed with Ken regarding providing posters to encourage all dog walkers to be responsible with their dog waste. Communication will also be shared online to highlight this issue. Dunecht Estates have been inundated with people travelling for their daily exercise. The local Police are monitoring this, trying to discourage it. Aberdeenshire has 17 childcare hubs with 65 staff looking after keyworkers children at this time. Business Gateway is a great resource for any business related queries that may be received. Cllr Ron McKail – There are regular Council meetings now being held digitally which seems to be going well. Prior to lockdown, Ron attended the Foundation Apprentice award where a girl from Westhill received a reward. Five young people were registered for the Pass Plus course, with three completed and two postponed under the current circumstances.</p>
12	<p><u>Profile of Communications group</u> The documented profile compiled by Chika Edeh was circulated to all prior to the meeting. With regards to the WECC website, it has the potential to be a 'one stop shop' for information on many different aspects of Westhill. This would take some work but could be achieved, although would take a lot of work to maintain. Willie proposed that the Communications group be renamed 'Community Engagement', and should have a clear engagement strategy about how to consult our community and relay comments as required etc. It was suggested that we run an online survey of some</p>

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	<p>sort to try and understand the demographic of our area and what people are thinking with regards to communication. Malcolm and Daniel offered to help with this. The names of all Community Councillors will be updated on the website. It was also noted that we are able to have two youth members on WECC in addition to the current members. This was discussed and should be prioritised as soon as possible.</p> <p>Mervyn proposed that this group be continued in the new WECC, as it is clear there is still a lot to be achieved in this area. This was agreed by the meeting. Proposed – Gordon Prentice Seconded – Ken Stewart</p> <p>In addition to this, Mervyn asked for a volunteer to note the important issues for this group and a proposal of how best to take the group forward. Daniel offered to do this.</p>
13	<p><u>AOB</u> It was noted that Stagecoach are understandably running a significantly reduced Bus service at the moment, however this is not advertised on the bus shelters as Council staff cannot come out to do so. A number of CC members offered to print the reduced time table and stick it up on bus shelters while on their daily walk. Action completed by 19th April</p>
	<p><u>Date of Next Meeting</u> The next meeting will take place on Thursday, 14th May 2020 via Zoom</p>

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WECC TREASURER REPORT FOR MEETING 16th APRIL 2020

EXPENDITURE FROM 12th MARCH TO 16th APRIL

PAYEE	DESCRIPTION	AMOUNT
XIC	Spring Bulletin printing	6980.00
D. Ritchie	Spring Bulletin honorarium	450.00
CW Property Leasing	Prepaid advertiser part refund for spring advert (didn't like colour added)	60.00
D. Ritchie	Reimburse Spring Bulletin postages & sundries	114.80
D. Ritchie	Reimburse meeting room hire & expenses	32.50
D. Ritchie	Reimburse for Wordpress WECC website renewal	100.00
D. Ritchie	Reimburse extra keys for new noticeboard at Coop	8.92
ICO	Annual Direct debit for Information Commissioner Office	35.00

AVAILABLE FUNDS

BANK BALANCES AT 16th APRIL	34684
LESS PREPAID ADVERTS INCOME FOR 3 ISSUES	-15599
BALANCE AVAILABLE	19085

NOTES

Admin grant of £1277.76 for year to 31/3/20 has been received from Aberdeenshire Council

SPRING BULLETIN SUMMARY

INCOME

Spring share of prepaid advertising	5308
Spring issue only adverts income	4030
Total income	<u>9338</u>

EXPENDITURE

Bulletin printing	6980
Bulletin honorarium	450
Bulletin postages & sundries	115
Total expenditure	<u>7545</u>

Bulletin surplus **1793**