

## **Broughty Ferry Community Council**

Minutes of the Annual General Meeting held at Broughty Ferry Library on 1st May, 2018

**1. Community Councillors Present:** Adele McGrath (Chair);  
David A Easson (Treasurer); Joan Chalmers (Minute Secretary);  
Neil Cooney (Communications Secretary); John Watson (Planning Secretary);  
Stan Nutt (Licensing Secretary); Hugh M Begg; Isobel McLean;  
Fiona M Potton; Carolyn Forrester; Sean Moore, Charlie Delaney

**In Attendance:**

Natalie Mackland (DCC Communities Officer);  
Gordon Donald and Darren Bannister (Police Scotland);  
Sarah Williamson (Evening Telegraph)

**Ex Officio:** Bailie Derek Scott; Councillor Craig Duncan

**Members of the Public Present:** J C Forrester;

**Apologies:** Cllr Kevin Cordell; Cllr Philip Scott; Pat Moore;

### **2. Minutes of the last Annual General Meeting of the Community Council held on 2<sup>nd</sup> May 2017**

These were agreed to be a true record  
Proposed by: Carolyn Forrester  
Seconded by: David Easson

### **3. Matters arising from the approved Minutes:**

There were no matters arising

### **4. Chair's Report**

Good evening everyone. It has been another quick and successful year for the Community Council.

I have worked closely with Joan Chalmers, who has acted as our Minute Secretary and Secretary for the past year. A whole year has gone by since we last asked for nominations, but the post for Secretary still lies vacant. It would be greatly appreciated if someone would consider offering up a little more time to the Community Council by taking on this role. Last year, Hugh Begg decided that he did not wish to remain as Vice Chair, but due to my own health and personal reasons, Hugh has very kindly offered to once again step into this role, when required. I would like to personally thank Hugh for this very kind offer. A special thank you goes to the Office Bearers for their hard work over the past year. To John Watson, David Easson, Stan Nutt and Neil Cooney, a sincere thank you. We could not do this without you.

I would also like to thank Natalie Mackland for all her time, help and assistance over the past few months. Natalie quickly settled into her role with us in the Ferry and we look forward to working more with her over the following year.

I will continue to try and make our relationship with Grove Academy a meaningful one, and as the 6th years leave this week, I will seek to involve the current 5ths years as they move into 6<sup>th</sup> year. I look forward to once again working with Graham Hutton and Grove pupils.

The FB page seems to be working well, with differing numbers of people viewing posts. The announcement about our AGM reached 50 people, whilst the BERA AGM reached 94, so people are seeing the posts. We have the page in the Spotlight, which should be used to advertise and promote the CC. I personally feel that we could make much better use of the free page that we have been given, so I think we should consider maximising this.

I will continue to attend LCPP and Barnhill Primary School Parents Association meetings, hoping to find out information which I can pass on to you. Thank you all and I will endeavour to do the best for Broughty Ferry as Chair of the Community Council.

## **5. Secretary's Report**

As we still do not have a Secretary, Joan confirmed she is preparing the Agenda as well as compiling the Minutes. The Secretary's job should also involve taking care of correspondence but the Chair and Communications Secretary were also helping with this. In the long run, it would be better if someone could think about taking on this role.

## **6. Treasurer's Report**

David has previously circulated his Report which has been checked by an independent examiner. A copy was given to Carole Jenkins to pass to Dundee CC in order that the Annual Grant could be approved. A copy was also given to the Minute Secretary.  
A copy of the Report is appended.

The Community Councillors thanked David for his work throughout the year.

## **7. Election of Office Bearers**

Natalie Mackland took the Chair:

One valid nomination has been received for Chair;  
Adele McGrath.

Proposed by John Watson and seconded by Stan Nutt.

There being no other nominations, Adele McGrath is duly elected to be Chair for the ensuing year.

One nomination was received for the post of Vice Chair;  
Hugh M Begg.  
Proposed by Adele McGrath and seconded by David Easson.  
There being no other nominations, Hugh M Begg is duly elected to be Vice  
Chair for the ensuing year.

No nomination was received for the post of Secretary

One valid nomination has been received for the post of Treasurer;  
David Easson.  
Proposed by John Watson and seconded by Hugh M Begg.  
There being no other nominations, David Easson is duly elected to be  
Treasurer for the ensuing year.

One valid nomination has been received for the post of Planning Secretary;  
John Watson.  
Proposed by Adele McGrath and seconded by Charlie Delaney.  
There being no other nominations, John Watson is duly elected to be Planning  
Secretary for the ensuing year.

One valid nomination has been received for the post of Licensing Secretary;  
Stan Nutt.  
Proposed by Joan Chalmers and seconded by Adele McGrath.  
There being no other nominations, Stan Nutt is duly elected to be Licensing  
Secretary for the ensuing year.

One valid nomination has been received for the post of Communications  
Secretary;  
Neil Cooney.  
Proposed by Adele McGrath and seconded by David Easson.  
There being no other nominations, Neil Cooney is duly elected to be  
Communications Secretary for the ensuing year.

One valid nomination has been received for Minute Secretary;  
Joan Chalmers.  
Proposed by Adele McGrath and seconded by John Watson.  
There being no other nominations, Joan Chalmers is duly elected to be Minute  
Secretary for the ensuing year.

## **8. Appointment of Auditor**

The Independent Examiner will be confirmed before the next AGM by David  
Easson.

## **9. The date of the next AGM: 7th May 2019**

The meeting closed at 7.15pm

Broughty Ferry Community Council

Annual Statement for year : 6/4/2017 to 5/4/2018

| Section | Date       | Description   | Cat | Pay-outs | Pay-ins | Balance |
|---------|------------|---|-----|----------|---------|---------|
| (i)     | 06/04/2017 | Balance brought forward : Admin / DCC   |     |          |         | £254.31 |
|         | 01/06/2017 | DD Living Streets   | 3   | £15.00   |         |         |
|         | 03/07/2017 | SO Scotways   | 3   | £20.00   |         |         |
|         | 31/07/2017 | DD Marine Conservation  | 3   | £60.00   |         |         |
|         | 16/08/2017 | Annual Grant from Dundee City Council   | 1   |          | £551.00 |         |
|         | 05/09/2017 | chq 10214 Minutes Sec - purchase of ink   | 1   | £35.84   |         |         |
|         | 05/12/2017 | chq 10215 Minutes Sec - postage / ink   | 1   | £43.16   |         |         |
|         | 31/03/2018 | chq 10216 Lesley Duncan (Thistle Software)                                      | 1   | £311.67  |         |         |
|         |            | (this was not deducted by the Bank until 11/4/18)                               |     |          |         |         |
|         |            | Changes : Admin / DCC   |     | £485.67  | £551.00 |         |
|         | 05/04/2018 | Balance carried forward : Admin / DCC   |     |          |         | £319.64 |
|         | 06/04/2017 | Balance brought forward : BFCC own funds according to figures in Bank Statement |     |          |         | £583.73 |
| (ii)    |            | chq 010212 Broughty Ferry in Bloom (King Street)                                | 6   | £100.00  |         |         |
|         |            | written and issued on 4/4/17 but not presented until 19/04/2017                 |     |          |         |         |
|         | 06/04/2017 | Balance brought forward : BFCC own funds according to Treasurer's accounts      |     |          |         | £483.73 |
|         | 25/07/2017 | chq 010213 Minutes Sec - purchase of Farewell card                              | 6   | £2.50    |         |         |
|         |            | Changes : BFCC own funds  |     | £2.50    | £0.00   |         |
|         | 05/04/2018 | Balance carried forward : BFCC own funds  |     |          |         | £481.23 |
| (iii)   | 06/04/2017 | Balance brought forward : BFCC Beach funds                                      |     |          |         | £54.16  |
|         |            | no actions this year  |     |          |         |         |
|         | 05/04/2018 | Balance carried forward : BFCC Beach funds                                      |     |          |         | £54.16  |
| (iv)    | 06/04/2017 | Balance brought forward : CC's Special Project                                  |     |          |         | £79.02  |
|         |            | no actions this year  |     |          |         |         |
|         | 05/04/2018 | Balance carried forward : CC's Special Project                                  |     |          |         | £79.02  |
| (v)     | 06/04/2017 | Total Balance brought forward (Treasurer's accounts)                            |     |          |         | £871.22 |
|         |            | Total Changes (Treasurer's accounts)  |     | £488.17  | £551.00 |         |
|         | 05/04/2018 | Total Balance carried forward   |     |          |         | £934.05 |

Notes :

- The first four sections deal with the four different aspects of the accounts and the fifth is the summary.
- The six categories currently in use but not necessarily required every year are
  - Admin matters including grants from Dundee City Council and running costs
  - Bank interest (which is currently not paid to Bank of Scotland Treasurer's Accounts)
  - Subscriptions to other organisations
  - Members' travel costs
  - Surveys
  - Any other, including special projects
- Cheque 010212 was written and handed over on 4/4/17 but only presented in the 17-18 tax year.
- Cheque 010216 was written and handed over on 4/4/18 but only deducted in the 18-19 tax year  
Even if it were not included in this year's accounts the balance in the Admin section is still well below the figure above which the City Council would not award the annual grant, which is twice the grant ie  $2 \times £551 = £1102$ .
- The Bank statements have an opening balance of £971.22 and a closing balance of £1245.72  
The Treasurer's accounts have an opening balance of £871.22 and a closing balance of £934.05

David A Easson

Prepared by David A Easson, Treasurer BFCC

R Duguid

Checked and found correct

26<sup>th</sup> April 2018