Minutes

Portlethen & District Community Council

Date | time | location 18/05/23 | 7pm | Larch Room Portlethen Academy

# In Attendance

**Community Council Members:**

Roy Findlay, Stewart Lees, John Burgess, Eoin McManus, Michelle Aitken, Stuart Law, Elliott Davis

**Councillors:**

Catherine Victor, Mel Sullivan

**Aberdeenshire Council:**

Emma Storey

**Apologies:**

Mandy Ross, Paul McLean

# Agenda

1. Welcome and Introductions
2. The election of officers
3. Communications
4. Finances
5. Constitution
6. Cycle of PDCC meetings
7. Date of next meeting

# Minutes

Welcome and Introductions:

Agreement to not open meeting to Teams (virtual meeting) on this occasion.

The Election of Officers:

* Chair
  + Two candidates, Paul McLean (nominated by Stuart Law, seconded by Elliott Davis) and John Burgess (nominated by John Burgess, seconded by Eoin McManus)
  + Election by show of hands selected John Burgess (vote of 4 to 2)
* Vice Chair
  + Paul McLean (nominated by Michelle Aitken, seconded by Stewart Lees)
* Treasurer
  + Amanda Ross (nominated by Michelle Aitken, seconded by Stewart Lees)
* Secretary
  + Eoin McManus (nominated by John Burgess, seconded by Stewart Lees)

Communications:

* Facebook page
  + Amanda to organise; progressing with assistance of Ken Watson
* E-mail address
  + Details to be forwarded to Eoin McManus by Emma Storey
* Communications charter to be presented as agenda item at next meeting
  + Charter will detail; who the PDCC is, what we do, and how to get in contact
* Noticeboard
  + ASDA foyer PDCC noticeboard to be utilised in short term

Financials:

Emma Storey to facilitate handover between treasurers.

Constitution:

Previous constitution to be adopted (last revision on 29th Sept 2020).

Date of monthly PDCC meeting to be updated from Tuesday to Thursday (nominated by Michelle Aitken, seconded by Stewart Lees).

Cycle of PDCC meetings:

Meetings to be held on 4th Thursday of every month.

Date of next meeting:

22nd June 7pm, use of Larch room to be confirmed.