

## Portlethen and District Community Council Communications Charter

This document defines how the PDCC uses communication platforms to help streamline interactions and reduce communication overload.

Item	Audience	Frequency	Channel	Definition of done	Responsible
Agenda	PDCC members, Aberdeenshire Council and Elected Councillors Members of the Public	Monthly	PDCC Facebook page  ASDA Notice Board	Available online and at ASDA (once key retrieved by Aberdeenshire Council) 3 days prior to meeting.	Chair and Secretary
Minutes	PDCC members, Aberdeenshire Council and Elected Councillors Members of the Public	Monthly	PDCC Facebook page  ASDA Notice Board  Portlethen Library  Optional: Other relevant noticeboards	Available online and at ASDA (once key retrieved by Aberdeenshire Council) and Portlethen Library within 1 week of approval by the PDCC.	Chair and Secretary
Who we are and what we do	Members of the Public	One-off action.	PDCC Facebook page  Our Portlethen page  ASDA Notice Board  Portlethen Library  Clochandighter	Available on PDCC Facebook page within 1 week of approval by the PDCC.  Submitted to <u>Our Portlethen</u> page and Clochandighter.  ASDA Notice Board once key retrieved by Aberdeenshire Council.	M. Aitken
Consultations	Members of the Public	As required	PDCC Facebook page  ASDA Notice Board  Optional: Other relevant noticeboards	Available on PDCC Facebook page within 1 week of receipt, including deadlines, explanation of material planning considerations and response options such as Google Forms to receive constituent comments.	Appointed PDCC member for the relevant consultation.

## **Portlethen and District Community Council – Who we are and what we do**

The Portlethen & District Community Council (PDCC) dissolved in 2021 and reformed in May 2023, with a clear aim to ensure the PDCC remains operational. To that end, the PDCC has compiled information to help explain to the community what the PDCC does, how it will work and how it differs from the Elected Councillors who represent their Portlethen and District constituents on the Aberdeenshire Council.

Your current PDCC appointed members are:

### **John Burgess (Chair)**

Resident in Portlethen since: 1981

Background: 25 years in offshore oil & gas. 4 years owned Hotel. Owner operator of Leathan Taxis till 2014.

Present Owner of The Paddock Bar Portlethen.

Relevant experience: Served on committee as house convener at Portlethen Golf Club.

Why I joined the PDCC: To let Portlethen have a voice that will be heard by Aberdeenshire Council so the views of the community can be put forward.

### **Paul McLean (Vice Chair)**

Resident in Portlethen since: 2011

Background: 15 years Oil & Gas

Relevant experience: football coach at Portlethen Sports Club 2016s. Club Development Coordinator at Portlethen Sports Club

Why I joined the PDCC: To help improve the community's facilities.

### **Amanda Ross (Treasurer)**

Resident in Portlethen since: 2014

Background: Former dance teacher, over a decade in finance

Relevant experience: accountant by day, committee member of other local groups, small business owner.

Why I joined the PDCC: to improve community facilities in Portlethen

### **Eoin McManus (Secretary)**

Resident in Portlethen since: 2014

Background: Oil & gas, earth sciences

Relevant experience: Volunteer with 1st Portlethen Scout Group since 2018.

Why I joined the PDCC: My wife made me.

### **Ron Findlay**

Resident in Portlethen since: 2005

Background: 5 years Regular Army Service Clerical, 12 years Army Reserve RSM for ACF,

Relevant experience: Member of Institute of Professional Salesman International and UK, Cosmetic Industry Self Employed since 1970, Confectionery, International and UK Holiday Coach Driving.

Why I joined the PDCC: Joined approx 15 years ago, sat and listened, participated, learned, shorttime Chair, continually conversationally involved with public. Always trying to improve and perhaps have different ideas.

Why am I here now – Goodness only knows !! Wait and see.

### **Dinara Thorne**

### **Elliott Davis**

## Michelle Aitken

Resident in Portlethen since: 2014.

Background: 20 years in oil & gas, now working in renewables

Relevant experience: Volunteer with 1st Portlethen Scout Group since 2018. Prior volunteering experience with the Norwegian Air Sports Federation – Powered Flying Section (10 years), Sola Aero Club Board (5 years) and Sola Airshow Organising Committee (2004 and 2006-2007).

Why I joined the PDCC: I joined the PDCC to help improve community facilities and ensure the community is represented by a statutory consultee for planning applications.

## Stewart Lees

Resident in Portlethen since: 2012

Background: Software Engineering, various industries, electronics, finance, O&G, Shipping.

Relevant experience: None.

Why I joined the PDCC: With the absence of a community council for several years, there is a pressing need to address the community's concerns and improve essential services. I am committed to bringing fresh ideas, fostering collaboration, and working diligently to create a thriving environment for everyone in our community.

The PDCC can primarily be reached via [PDCC - Portlethen & District Community Council | Facebook](#) or [portlethencommunitycouncil@gmail.com](mailto:portlethencommunitycouncil@gmail.com). The minimum quorum is 4, the maximum number of members is 15, which means it is possible to co-opt 4 more members onto the PDCC at present<sup>1</sup>.



**PDCC role<sup>2</sup>:** The role is to represent the views of the community in matters concerning our local area (Portlethen and District, see boundary map included at the end of this document). These matters can include responding to planning application consultations, conducting local surveys on local community issues to help create/drive community action plans and finally to help organise local events.

To ensure the PDCC workload is manageable, the PDCC will focus on the core areas that drove the members to volunteer, namely updating and driving the [community action plan](#) (e.g. lack of facilities) forward and planning (ensuring the community's concerns regarding material planning considerations are raised).



The PDCC should not be confused with your **Elected Councillors<sup>3</sup>** who have a slightly different role:

- role in challenging and scrutinising the work of the council
- role as representative on local community groups
- role on area forums and committees, where they exist
- constituency case work (problems and issues local people raise)
- membership of a political group, if elected on a political platform
- role with other councillors on policy or scrutiny committees

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<sup>1</sup> [Scheme of Establishment for Community Councils \(aberdeenshire.gov.uk\)](#)

<sup>2</sup> [What is a community council - Aberdeenshire Council](#)

<sup>3</sup> [What do councillors do? | Local Councillor](#)

Your elected councillors and contact information may be found here: [Your councillors North Kincardine - Aberdeenshire Council](#)



A guide to their role may be found here: [A Guide to the Role and Duties of an Aberdeenshire Councillor \(aberdeenshire.gov.uk\)](#)



### Meeting frequency

The PDCC will meet from 19:00 to 20:00 every 4th Thursday of the month at the community rooms at Portlethen Academy. No meeting in December. Longer duration meetings will be by exception only.

### Agenda

The PDCC agenda is to be made available for public access within the PDCC area at least 3 working days prior to the meeting in question<sup>4</sup>. An example agenda is included below:

1. Welcome
2. Apologies
3. Police Report
4. Minutes of the Previous Meeting
5. Planning (any planning applications in the local area or matters brought to the PDCC by the council planning office)
6. Matters Arising (These are topics the PDCC members want to discuss – notices of motions as submitted by a PDCC member 5 days prior to the meeting and accepted as admissible by the Chair<sup>5</sup>. It is important that, as far as possible, all items discussed by the Community Council appear on the agenda so that the community can see what is being discussed in advance and attend to hear the discussion if they wish.<sup>6</sup>)
7. Finance
8. Correspondence & Licensing Applications
9. Urgent Community Council items of business (There may be items of Community Council business that have come to light since the agenda was published. This item allows for these to be highlighted by a Community Council member and for the Community Council to determine whether action or discussion is required now, or whether the item can be deferred until the next meeting when it will appear on the formal agenda. Only items that cannot wait until the next meeting should be discussed at this time.<sup>7</sup>)
10. Date of Next Meeting

### Minutes:

The PDCC will record actions and decisions. Attendees to be recorded are the PDCC members, elected councillors and persons invited to speak prior to the meeting (e.g. persons on the agenda). Members of the public are from this point forward recorded by number, e.g.: *There were 6 members of the public in attendance*. This is based on practice by other community councils<sup>89</sup> within the Aberdeenshire Council area.

### Public participation:

It is worthwhile to understand that PDCC meetings are ‘meetings in public’. A meeting in public is where members of the public can attend to observe a formal meeting of a governing body or committee. Observers are not permitted to join in with the discussion, or participate in the meeting in other ways. This is different from a

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<sup>4</sup> PDCC Constitution

<sup>5</sup> PDCC Constitution

<sup>6</sup> [Community Council Handbook \(aberdeenshire.gov.uk\)](#)

<sup>7</sup> [Community Council Handbook \(aberdeenshire.gov.uk\)](#)

<sup>8</sup> [Newtonhill, Muchalls and Cammachmore Community Council - Minutes of previous meetings \(nmccc.org.uk\)](#)

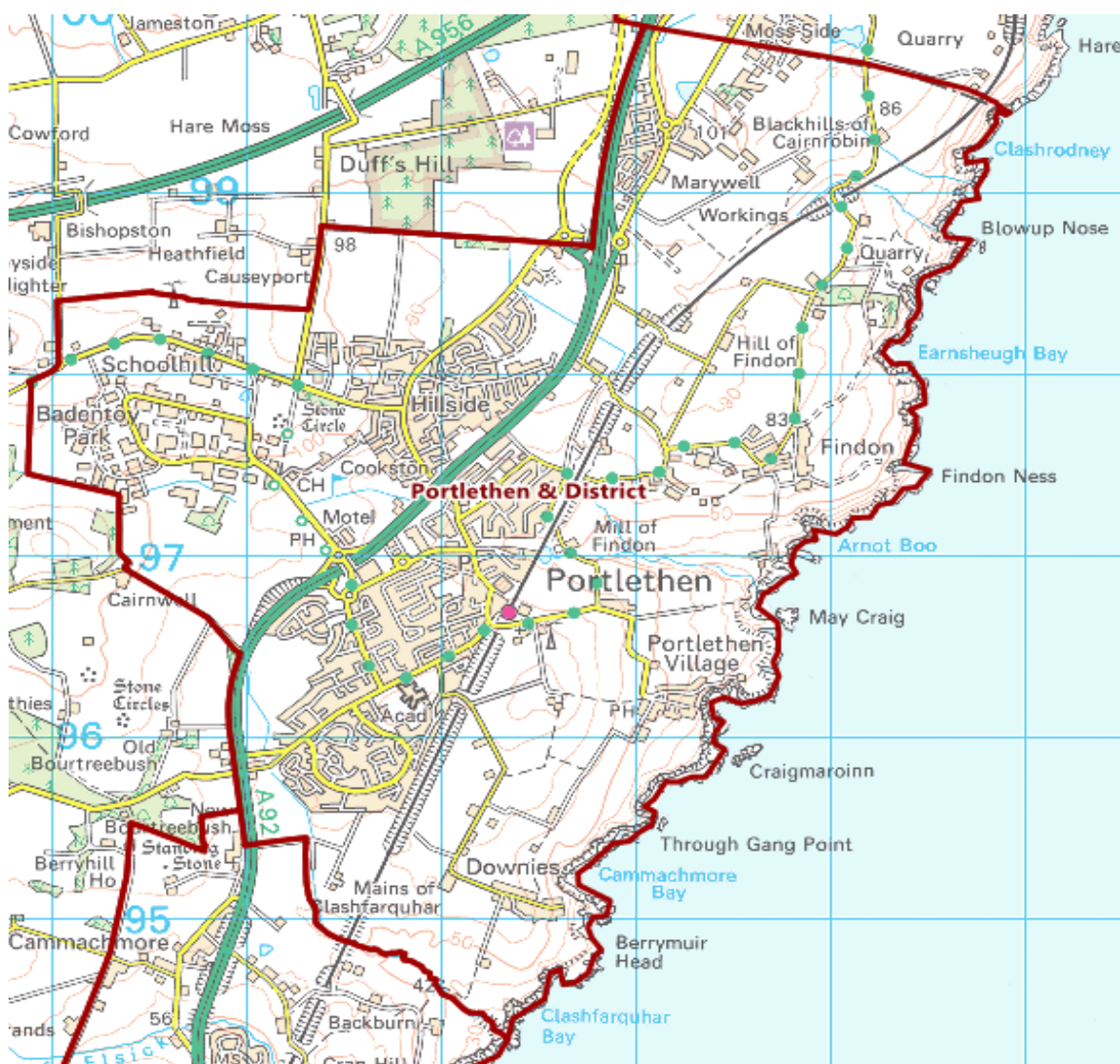
<sup>9</sup> [Meetings & Minutes – NKRCC](#)

public meeting, which is an open forum to allow members of the public to ask questions and discuss issues with members of the governing body or of a committee, usually on a specific topic.

Members of the public may submit a petition or request to speak for items on an agenda (and not on an agenda) to the Community Council as soon as practicable before the meeting at which they wish to attend and/or speak at. This may primarily be done by contacting the PDCC through [PDCC - Portlethen & District Community Council | Facebook](#) or [portlethencommunitycouncil@gmail.com](mailto:portlethencommunitycouncil@gmail.com). If, in the opinion of the Chairperson, the subject matter of the petition and/or the request to speak is a matter in which the Community Council has a general interest and it is competent and relevant for them to consider, the member of the public shall address the meeting. If a member of the public is attending a meeting, it is at the discretion of the Chairperson to allow the person to speak to the meeting.<sup>10</sup>

### Constituency boundary:<sup>11</sup>

The constituency covered by the PDCC is outlined in the below map, and indicates the area of interest for the PDCC in terms of actions and consultations. Topics that are of interest to a wider audience and thus likely to have an impact beyond this boundary are generally for our Elected Councillors, MSPs and MPs to address.



<sup>10</sup> PDCC Constitution

<sup>11</sup> [Aberdeenshire Map Layers - Aberdeenshire](#)

## Useful links and QR codes:

The PDCC are keen to support the Portlethen and District community and recognise there are frequently asked questions that may arise. The below links aim to assist the members of the public in finding the information they seek without the need to contact the PDCC.

[Report potholes and road faults](#)



[What is a community council?](#)



[Report fly-tipping](#)



[What do elected councillors do?](#)



[Report missed bin collection](#)



[Scheme of Establishment for Community Councils](#)



[Report environmental health concerns](#)



[Community council handbook](#)

