

CRAILING, ECKFORD & NISBET COMMUNITY COUNCIL (CEN CC)

Minutes of General Meeting

3 July 2023, Lothian Hall, Crailing

1	<p><u>Welcome</u></p> <p>In attendance</p> <table border="0"><tr><td>Dinah Faulds (DF)</td><td>Chair</td></tr><tr><td>Keith Bader (KB)</td><td>Councillor</td></tr><tr><td>Myra Hope (MH)</td><td>Councillor</td></tr><tr><td>Katherine Pery (KP)</td><td>Treasurer</td></tr><tr><td>Carol Spalton (CS)</td><td>Councillor</td></tr><tr><td>Hugh Wilson (HW)</td><td>Councillor</td></tr><tr><td colspan="2"> </td></tr><tr><td>Sandy Scott (SS)</td><td>Scottish Borders Council (SBC) Councillor</td></tr><tr><td colspan="2"> </td></tr><tr><td>Godfrey Spalton (GS)</td><td>Acting Minute Secretary</td></tr></table> <p>Apologies</p> <table border="0"><tr><td>Pam Brown</td><td>Scottish Borders Council (SBC) Councillors</td></tr><tr><td>Scott Hamilton</td><td></td></tr><tr><td>Charlie Robertson</td><td>Councillor</td></tr></table>	Dinah Faulds (DF)	Chair	Keith Bader (KB)	Councillor	Myra Hope (MH)	Councillor	Katherine Pery (KP)	Treasurer	Carol Spalton (CS)	Councillor	Hugh Wilson (HW)	Councillor			Sandy Scott (SS)	Scottish Borders Council (SBC) Councillor			Godfrey Spalton (GS)	Acting Minute Secretary	Pam Brown	Scottish Borders Council (SBC) Councillors	Scott Hamilton		Charlie Robertson	Councillor	DF
Dinah Faulds (DF)	Chair																											
Keith Bader (KB)	Councillor																											
Myra Hope (MH)	Councillor																											
Katherine Pery (KP)	Treasurer																											
Carol Spalton (CS)	Councillor																											
Hugh Wilson (HW)	Councillor																											
Sandy Scott (SS)	Scottish Borders Council (SBC) Councillor																											
Godfrey Spalton (GS)	Acting Minute Secretary																											
Pam Brown	Scottish Borders Council (SBC) Councillors																											
Scott Hamilton																												
Charlie Robertson	Councillor																											
2	<p><u>Approval of Minutes of Previous Meeting (8 May 2023)</u></p> <p>The minutes of this meeting were approved unanimously.</p>																											
3	<p><u>Matters Arising from previous meetings</u></p> <p>3.1 Defibrillators progress (previous item 3.1 in last 3 meetings)</p> <p>DF presented a table of forecast future costs from 2022-23 to 2026-2027 compiled with data from Malcolm MacGregor which indicated a need to make an annual financial provision of between some £470 and £1130 (Appendix 1). This provision would cover the cost of routine pad replacement for all four machines and pad replacement following usage twice over the 4 years. The lower figure would be required if only the batteries had to be replaced in 2026-27, the higher figure assumed the purchase of four new machines costing £1000 each in 2026-27.</p> <p>DF asked the approval of the meeting to write to SBC, the Cheviot Area Partnership, the local MSP's and MP requesting they consider how these machines can be funded as the necessary provision exceeds the Administration Grant from SBC. This was agreed unanimously, DF to draft a letter lobbying for funding.</p> <p>DF asked if the meeting had any ideas as to how the machines could be financed. SS indicated that the Jedburgh machines may all be funded by the larger businesses based there. Options discussed included a levy on orders via the Oil Scheme, asking for donations, running a restricted lottery, approaching the charities promoting the machines and applying to SBC. As there was no obvious solution, the meeting agreed that KB should</p>	DF																										

	<p>review the funding history of the CEN CC defibrillators and potential future sources of funds as part of the existing Short Term Project.</p> <p>3.2 Glossary (previously item 5.3)</p> <p>The meeting agreed this would be updated at least annually after the AGM.</p> <p>3.3 CEN Boundary Changes (prev. item 5.3, Calderwood Wood only)</p> <p>CS reported that she had discussed the potential boundary change with 2 of the 3 households affected (the third could not be contacted in person). They had no objections. SS noted that, as changing Community Council may have other implications, it was important to be clear and open about all that would be changed. The meeting agreed CS should deliver a letter to all three households outlining the proposal in general terms, noting that the details had to be fully defined and requesting that any concerns be expressed in writing to CEN CC by a suitable deadline.</p> <p>3.4 Funding Rules (previously item 8.1)</p> <p>DF explained the recent revision to SBC's funding rules which restrict each Community Council to one application per year. However, this single application may include several projects and in this way multiple requests for funds might be approved, as and when the funds are required.</p>	<p>KB</p> <p>CS</p> <p>CS</p>
4	<p><u>Treasurer's Report</u></p> <p>4.1 Financial Position at 3 July 2023</p> <p>KP indicated that the balance at the bank is £488.92. The meeting noted that these funds were required for existing commitments.</p> <p>KP reported that the transfer to internet banking had been defined and might be complete by end July 2023 (cheques will still be available). She proposed that there be four signatories from the Council.</p> <p>DF requested, and the meeting approved, this transfer to internet banking with DF, KP, KB and HW acting as signatories.</p> <p>DF/KP noted that funding reports for the King's Coronation events and Nisbet Churchyard renovation had been completed and accepted by SBC.</p> <p>4.2 Forecast for income and Expenditure in 2023-24</p> <p>Deferred to General Meeting called for 11 September 2023.</p>	<p>KP</p>
5	<p><u>CEN CC Activity Programme</u></p> <p>5.1 Status of Short-Term Projects for Immediate Action</p> <p>The meeting reviewed the position of all the Short Term Projects for Immediate Action. An updated copy of the tabulation will be prepared.</p>	<p>GS</p>

	<p>The meeting noted that the actions on Deteriorating Roads, Fibre or other Superfast Broadband and Ulston Passing Places were completed. Funding options will be added to the scope of Defibrillator Project and led by KB.</p> <p>The meeting discussed two projects in more detail:</p> <p>5.1.1 CEN CC Area Change – Wester Ulston The meeting agreed CS should prepare a draft, for Council review, of a letter to the Clerk of SBC outlining the case for amending the CEN CC boundary at Wester Ulston. 6 of the existing 7 households expressed a desire to be in the same CC as the rest of Ulston (one remains to be contacted in person), 4 wished to remain in CEN CC and 2 had no preference. It was noted that the implications need to be fully understood and reviewed with residents once the principle is accepted by SBC.</p> <p>5.1.2 Kalemouth Bridge Repair DF reviewed the recent communication from SBC explaining that the engineering studies indicated that the existing bridge could not be repaired to the current standards for vehicular traffic. The next step will be for SBC to review the cost of other options.</p> <p>SS indicated that he and SH were very concerned about the length of time taken to reach this position. They would be discussing the position with SBC officers at the bridge on 5 July 2023 to review the way forward.</p> <p>The meeting urged SS to ensure there was adequate consultation with the households affected.</p> <p><i>Post Meeting Note: Stuart Moir from SBC Highways will give a report on the Kalemouth Bridge to the next meeting (11 September 2023)</i></p>	CS
6	<p><u>Feedback to the Community</u></p> <p>DF indicated she will prepare a Chair’s eNews for July 2023.</p> <p>DF advised she would like to hold an event, potentially in October, to report to, and engage with, residents. This might include longer term options and could require external help.</p> <p>DF proposed that the CEN CC Leaflet be updated and distributed to all households. Funding might be available from the Cheviot Area Partnership. CS noted Footeprint had quoted circa £50 for 300 updated leaflets.</p> <p>CS agreed to start work on the revisions necessary to make the leaflet up to date.</p>	DF CS
7	<p><u>Planning Applications</u></p> <p>7.1 23/00839/PPP & 23/00341/PPP Wester Wooden Plot 1 & Plot 2 south of 2 Wester Wooden Farm Cottages</p> <p>KB outlined residents’ concerns with the applicant’s proposal. The meeting noted a letter of objection had been submitted by CEN CC reflecting these.</p>	

	<p>7.2 23/00657/FUL Formation of a Storage Yard and Access Mount Hooley (Previous application 23/00531/FUL withdrawn)</p> <p>DF outlined the proposal and residents' concerns. The meeting agreed that CEN CC should write a letter of objection reflecting Residents' concerns.</p>	DF
8	<p><u>Community Updates from Councillors</u></p> <p>8.1 SBC Councillor(s)</p> <p>SS noted the visit of the King and Queen to the Tapestry in Galashiels, the appointments by SBC of Suzy Douglas as Director of Finance & Procurement and Nuala McKinlay as Director of Corporate Governance, and the instigation of a process in which every formal SBC meeting will allocate time to respond to questions from residents. He highlighted SBC's desire to encourage local requests to finance activities and projects involving revenue and capital expenditure, and their updated Anti-Bullying Policy for schools. He also noted that the South of Scotland Enterprise were holding public meetings in the Borders during July.</p> <p>SS reviewed the current Callant's Festival activities and noted that SBC was reviewing the grant scheme for future festivals given the overall cost was significant and there were questions about equity between areas with different traditions.</p> <p>8.2 Crailing MH reviewed the Festival Ride-out activities with refreshments at Crailing and visit to Nisbet</p> <p>8.3 Eckford KB intimated that demolition had started at Grahamslaw for the distillery project.</p> <p>8.4 Nisbet HW noted a leaflet drop to promote activities at the Lothian Hall and the donation of circa £200 for future plant purchases raised by one resident's own plant sale</p> <p>8.5 Ulston Nothing to report.</p>	
9	<p><u>IT Support Review - How to ensure 'Fit for Purpose' & 'Value for Money'</u></p> <p>DF introduced the first of four 'annual reviews' to be conducted in the year and reiterated the need for in-depth discussion based on the notes circulated previously. GS led the meeting through these. The meeting reached the conclusions and requests summarised below.</p> <p>At the end of the discussion it was agreed that the next step was for DF/GS to meet with Sheila Campbell (Website Administrator) to resolve several outstanding questions and to discuss how to meet the requests from the meeting.</p> <p>9.1 Over-riding considerations The meeting agreed that the IT Support must:</p> <ul style="list-style-type: none"> - Allow the CEN CC to function without a secretary and work collaboratively - Be simple to use, secure, compliant with legislation and not incur liability. - Be usable by smartphone, tablet and desktop. - Be understood by many Councillors and transferable between suppliers. 	DF/GS

- Have a clear and active Archive Policy.
- Fit with current use of other formal and social media.

9.2 Email Functionality

To enhance resilience, and extend competence and understanding for the longer term, day to day management of emails should not rely on just the Chair (DF) and Sheila Campbell. It would be better to have a minimum of three individuals fully able to manage emails on a routine basis (delete junk, place emails into folders, forward emails to councillors and residents).

The structure of email folders (names, usage, etc.) should be shared and agreed with the Council so all understand it. Where relevant the emails should be automatically forwarded to a member of the Council (e.g., Finance to the Treasurer).

Emails sent on the behalf Council from and to a councillors' personal email accounts should be copied to the Council account and placed automatically into the relevant folders.

There should be a documented and implemented email retention policy

9.3 Document Management Functionality

The meeting agreed that the Council should move to storing documents electronically and, if suitable, use the website for this purpose.

Whatever system is used, the meeting desired that CEN CC councillors, and potentially other people working closely with the Council, should be able to be able to place, read and amend files in a system of document folders. Copies for public access should be duplicated in separate folders.

The folders just for 'Council' access should include ones for:

- o Each minuted meeting with agenda, draft minutes (as circulated) and final (as signed) minutes and any other material used.
- o 'Current Status' documents
- o Each current and past Project or Activity
- o Other activities as required.

There should be a documented and implemented document retention policy.

9.4 Website Functionality

The meeting agreed that all CEN councillors should have access to the whole of the website apart from the administration functions and there should be a full review of website functions/pages.

An overview diagram should be completed for the website functions/pages along with a documented and implemented retention policy for website data.

A number of areas were thought to need review or change in the light of changing circumstances. In particular, the ownership of historical images and data, the value of the 'Businesses' section, avoiding overlap with the

	<p>websites for the two halls and the use of the ‘Resilient Communities’ section merit review.</p> <p>9.5 Consider any constraints on change</p> <p>The meeting noted there were a number of constraints on change, not least the lack of funds for altering software.</p> <p>9.6 Forecast costs for 2023-4 with no change</p> <p>The meeting noted that the costs of IT Support had varied between £150 and £935 over the last three financial years. The larger cost reflects software improvements. A ‘clean’ figure for running costs at current prices and supplier is probably £275-£290 per year. The meeting felt spending up to 50% of the Administration Grant on the website would be acceptable.</p> <p>9.7 Decide whether to obtain a market cost for the desired functionality</p> <p>The meeting agreed to first confirm how the desired functionality can be achieved before deciding when and how to establish a market cost for the IT Support.</p>																			
<p>10</p>	<p><u>Any Other Business</u></p> <p>10.1 DF noted that the Crailing Orchard had received funding from the Lottery Community Fund to continue the work of their animateur and make a number of physical improvements.</p> <p>10.2 DF noted that the CEN CC meetings at the Lothian Hall would be more effective if there was a facility to project material on a screen (as at Eckford). HW agreed to raise this with the Lothian Hall Committee.</p>	<p>HW</p>																		
<p>11</p>	<p><u>Calendar</u></p> <table border="0"> <tr> <td>11/09/23</td> <td>General Meeting</td> <td>Eckford Village Hall</td> </tr> <tr> <td>13/11/23</td> <td>General Meeting</td> <td>Lothian Hall, Crailing</td> </tr> <tr> <td>15/01/24</td> <td>General Meeting</td> <td>Eckford Village Hall</td> </tr> <tr> <td>11/03/24</td> <td>General Meeting</td> <td>Lothian Hall, Crailing</td> </tr> <tr> <td>13/05/24</td> <td>General Meeting</td> <td>Eckford Village Hall</td> </tr> <tr> <td>13/05/24</td> <td>AGM</td> <td>Lothian Hall, Crailing</td> </tr> </table>	11/09/23	General Meeting	Eckford Village Hall	13/11/23	General Meeting	Lothian Hall, Crailing	15/01/24	General Meeting	Eckford Village Hall	11/03/24	General Meeting	Lothian Hall, Crailing	13/05/24	General Meeting	Eckford Village Hall	13/05/24	AGM	Lothian Hall, Crailing	
11/09/23	General Meeting	Eckford Village Hall																		
13/11/23	General Meeting	Lothian Hall, Crailing																		
15/01/24	General Meeting	Eckford Village Hall																		
11/03/24	General Meeting	Lothian Hall, Crailing																		
13/05/24	General Meeting	Eckford Village Hall																		
13/05/24	AGM	Lothian Hall, Crailing																		

Appendix 1

Crailing, Eckford and Nisbet Community Council Defibrillators at Four Locations

Forecast Expenditure - Machines good well beyond 2026-2027

All costs as at June 2023, no inflation

Year	23-24	24-25	25-26	26-27	Total
Pads (routine maintenance)					
Crailing , Nisbet, Ulston Order by	£170 (9/23)		£170 (1/26)		£340
Eckford		£57 (1/25)		£57 (5/27)	£114
Pads replaced after use Forecast as once every 2 yrs	£57		£57		£114
Batteries (£323 each in 2023)				£1,292 (7/26)	£1,292
Total expenditure	£227	£57	£227	£1,349	£1,860
Annual provision required	£465	£465	£465	£465	£1,860

Forecast Expenditure - New machines in 2026-27

All costs as at June 2023, no inflation

Year	23-24	24-25	25-26	26-27	Total
Pads (routine maintenance)					
Crailing , Nisbet, Ulston Order by	£170 (9/23)		£170 (1/26)		£340
Eckford		£57 (1/25)			£57
Pads replaced after use Forecast as once every 2 yrs	£57		£57		£114
New Machines (Notional £1000 each)				£4,000 (7/26)	£4,000
Total expenditure	£227	£57	£227	£4,000	£4,511
Annual provision required	£1,128	£1,128	£1,128	£1,128	£4,511