

# **Planning Meeting**

## **Rigside and Douglas Water Community Council**

**Date:** 23<sup>rd</sup> January 2025  
**Time:** 7pm  
**Venue:** JB

- 1 Vice-Chair/Secretary/Treasurer (any other office bearers):**  
Confirmation of office bearer role descriptions.  
Non-office bearer roles: Communications, Better Village, Active Travel & Environment
- 2 Casual Vacancies/Co-options**  
Invitation to other local incorporated groups to provide input.  
Better Village Group: Dog fouling, Litter, Bad tenants, Motorbikes, ASB
- 3 Preparation of Constitution/Adoption of Standing Orders - Code of Conduct**  
Acceptance of constitution and Standing Orders  
Signed acceptance of Code of Conduct for all members  
All members Contact Details
- 4 Bank Account**  
Bank mandate to open new account  
Confirmation of signatories of signatories and Online Banking users  
Banking processes, handover on change of Treasurer  
Mini Grant accounting and processes  
Development Group bank account
- 5 Arrangements for future meetings**
  - ◆ Venues, dates and times.
  - ◆ Locations of public notices, Douglas Water
  - ◆ Distribution of minutes
  - ◆ Public requests to raise agenda items
  - ◆ Newsletter
- 6 Any Immediate actions?**  
Clydesdale Way – letter to Local Councillors  
Development Group, title to property and IT equipment  
Relationship with CDLR, DVAG; who represents Rigside and Douglas Water?  
Domain name, Web Site, Email server and clients, backups & housekeeping  
Data files, confidentiality, security, backup processes and document retention.  
Community Action Plan detailed actions  
How do DVAG & CDLR work for Rigside? Projects compete for funding?  
Development Group funds and income, is it Project based?  
Development Group constitution  
Coalburn 1 and 2, BESS community benefit.