

**Minutes of the Garve & District Community Council Annual General Meeting  
held on Tuesday 7 June 2022 in Garve Public Hall and on webcam**

**Community Council members present in the Hall:** Kenny Maclean (Chairman), Jennifer Haslam (Secretary) and Caroline Gamble (Treasurer).

**Community Council members present on webcam:** Sadie-Michaela Harris.

**Also present in the Hall:** Cllr Liz Kraft and three members of the public.

**Also present on webcam:** Tina Hartley (Principal Community Engagement and Development Officer, TG&DDC) and four members of the public.

**Apologies:** Community Council members Bob Moir & Joe Stewart and co-opted member Hamish Leslie Melville.

**The Chairman opened the meeting at 7.00pm** and welcomed everyone to our Annual General Meeting and our first hybrid meeting of the Garve & District Community Council. It's been over two years since we last met in person and four years since Garve Public Hall hosted our AGM. Hand sanitiser and spaced-out seating in the Hall was noted! Our Chairman reminded members of the public that although our meetings are not public meetings, they were still very welcome to attend Community Council meetings and take part in the discussions under his guidance (see section 12 of the Constitution). Those who can't attend our meetings can, as always, write to the Secretary by post or email with any issues they wish raised.

**Declarations of Interest** – we note it is almost a year since the Secretary moved house. Although she now lives out with our area, Jennifer can remain a member of the Community Council until the next election as per 6.1.2 of the scheme. The Treasurer is a member of the Garve Litter Busters Group and declared an interest in the Scottish Water project. Community Council members confirmed that they had read all documents to be discussed tonight before the start of the meeting.

**Approval of minutes** of the last Annual General Meeting held on Tuesday 1 June 2021 via webcam were proposed without amendment by Caroline Gamble and seconded by Sadie-Michaela Harris. Approved minutes were then signed by our Chairman and Secretary.

**Matters arising** – none.

**Chairman annual report** - This along with the independently audited financial statement and proposed dates of future meetings have been sent to The Highland Council under 13.1 of constitution. These documents were also sent out via our emailing list, by email to Community Council members and were available in Garve Post Office and on the Community Council website. Copies were also available on request from the Secretary and hard copies were available at this meeting.

*This is my fourteenth annual Chairman's report for the Garve & District Community Council and as ever, there has been plenty going on covering a wide range of issues since my last report twelve months ago.*

*Infinergy - we have been grateful for their regular attendance at our meetings and their updates.*

*A joint online meeting of all the Community Council's in ward five took place on 1 November 2021 to discuss housing needs which was attended by the local MSP.*

*Remembrance Sunday – a service took place at the Garve War Memorial on Sunday 14 November 2021. It was a fresh mild dry day, our Chairman was joined by the Secretary who had travelled especially from Alness to join us, Community Council members Joe Stewart & Bob Moir, co-opted member Hamish Leslie Melville and around thirty-five members of the community. Tea was served afterward in Garve Public Hall where the tables were well spaced out to allow for social distancing.*

*We were honoured to meet the Lord-Lieutenant for Ross & Cromarty on Thursday 17 March 2022 who came to meet the Community Council members and see some of our projects for herself.*

*Our website - [www.community-council.org.uk/garveanddistrict](http://www.community-council.org.uk/garveanddistrict) continues to be well used since it was first launched in March 2013, receiving around 150-200 "hits" per month. All minutes from April 1994 are available to view or download from our website along with other Community Council documents. Our emailing list continues to grow, just email us at [garveanddistrictcc@yahoo.com](mailto:garveanddistrictcc@yahoo.com) to be added to the list.*

*We have addressed or looked into a number of issues since our last Annual General Meeting such as proposed Battery Storage Facilities, EVC's and community energy needs/projects, Seasonal Access Officer's, recycle bins and fly tipping, various railway related issues, the Achnasheen Post Office Outreach Service, dead Deer beside the roads, food waste, blue bins, mains water issues, flood/fire prevention measures, benches, flower tubs, old Cemetery walls,*

*cold weather payments and the future of the energy grant, future of Achnasheen Hall, community car scheme, Platinum Jubilee trees, bus timetables, UK Government onshore wind guidance update, training funds, Garve Hotel and land purchase, Personal Assistant needs, copper landline future, Defibrillators, Data Protection policy update, newsletter funds and old barbed fences.*

*Another topic that is a regular one not just over the last twelve months but over many years has been the road network. The various road issues have included potholes, "The Trench", grass cutting, white lining, signage, surface dressing works, Stromeferry Bypass and other local road closures, traffic/speed surveys, speed/roadside cameras, crash barriers and fences, overnight parking, overhanging tree branches and fallen trees, winter gritting and grit bins, Level Crossings and SORN vehicles. With having a trunk road as well as Highland Council roads in our area, we have a lot of liaising to do with different people and organizations. I'm sure roads will continue to be a regular topic of our discussions.*

*The various issues have been discussed at ten ordinary meetings held since the last Annual General Meeting lasting around fourteen hours. The Community Council has also considered one screening report, eight consultation documents, four building warrants and fifteen planning applications since the last Annual General Meeting.*

*Coronavirus restrictions continued to affect our work with the first virtual meeting of the Community Council being held in June 2020 however, virtual meetings do save you having to travel on a cold winter's night!*

*I would like to thank all the Community Council members for the continuing support they give me and may I thank them on behalf of the community for all the hard work they do as Community Council members. It should always be remembered that Community Council members VOLUNTEER their time to represent their community.*

*We must thank Jennifer Haslam, who oversees the Secretarial duties. We must also thank Caroline Gamble who, as Madam Treasurer oversees our accounts.*

*A thank you must also go to (Cllr) Dr Ian Cockburn who regularly attended our meetings until he retired recently and kept in regular contact via email. I must also thank the various local groups who keep in touch with their updates, it's all very much appreciated and helpful.*

*Finally, but by no means least, a thank you must go to the people of this community for their continued support of their Community Council.*

Those present had no questions on the Chairman's report.

**Treasurer's audited report** – This audited report for 2021/2022 has, as usual, been available in Garve Post Office and on the Community Council website over the last few weeks. Copies were also available from the Secretary or at this meeting. Those on our email list have received a copy. The Treasurer noted expenses for 2021/2022 were similar to the previous year, little to no Hall hire costs compared to other years has helped to keep overall expenses down. Those present had no questions on the audited accounts. The audited accounts for 2021/2022 were then formally proposed for adoption by Caroline Gamble and seconded by Kenny Maclean, unanimously agreed. Thanks to auditor and Treasurer. Accounts will be attached to the minutes of this meeting as usual. The auditor still needs to be paid (£80.00), the Treasurer and Secretary will attend to this when they are next both in the bank, apologies to our auditor! It was agreed we transfer £137.30 from the reserve to the treasurer's account to clear the end of year debt.

Our Chairman was concerned to read that there has been another case of fraud against the LCT bank account. They have now had two or three incidents, all of which the bank's fraud department are aware of. The bank refunded the money immediately. The Treasurer, like our Chairman felt this was all very concerning and notes Carol Smith (LCT Company Secretary) suggestion that we keep a close eye on our own Community Council bank account. Community Council member Bob Moir suggested (via email) that perhaps digital banking would help in this regard. The Treasurer and Secretary will look into this when they are next both in the bank.

**Election of Office Bearers** – all office bearers stand down at each AGM but can stand again if they wish. Jennifer Haslam proposed Caroline Gamble continue as Treasurer. Sadie-Michaela Harris seconded and all agreed. Sadie-Michaela Harris proposed Jennifer Haslam continue as Secretary. Caroline Gamble seconded and all agreed. Jennifer Haslam proposed that Kenny Maclean continue as our Chairman. Sadie-Michaela Harris seconded and all agreed. Community Council members also unanimously agreed that our Chairman continue to deal with any press enquiries and Community Council website administrator.

**Dates of future meetings** – it should be noted 1.2 of standing orders (ordinary meetings are held on the first Tuesday of each month except January and July when no meeting shall take place).

July 2022 – no meeting

Tuesday 2 August 2022, 7.00pm, webcam

Tuesday 6 September 2022, 7.00pm, webcam

Tuesday 4 October 2022, 7.00pm, webcam

Tuesday 1 November 2022, 7.00pm, webcam

Tuesday 6 December 2022, 7.00pm, webcam

January 2023 – no meeting

Tuesday 7 February 2023, 7.00pm, venue/webcam tbc

Tuesday 7 March 2023, 7.00pm, venue/webcam tbc

Tuesday 4 April 2023, 7.00pm, venue/webcam tbc

Tuesday 2 May 2023, 7.00pm, venue/webcam tbc

Tuesday 6 June 2023, **AGM** followed by an ordinary meeting, 7.00pm, venue/webcam tbc

The dates of future meetings were proposed by Kenny Maclean and seconded by Jennifer Haslam, unanimously agreed.

**Any other Annual General Meeting business** – following a couple of instances over the years of proposed amendments being sent via email less than 24-hours before our next meeting which could easily have been missed, the Secretary wished to propose the following text be added to our list of additional standing orders ... *“Proposed amendments to the published draft minutes must be received in writing by the Community Council Secretary either by post or email within 14 days of the draft minutes having been published. For the avoidance of doubt, the draft minutes will be dated when they have been published. Proposed amendments received after 14 days will be noted but not considered”*. Everyone in the community was informed either online or offline on Sunday 22 May 2022 of this proposal to ensure everyone was aware and we asked for feedback on this proposal at this AGM or in writing if anyone in the community was unable to attend. Dot Ferguson, Senior Ward Manager wrote to us on the evening of Sunday 22 May 2022 making sure we aren't allowing members of the public to amend or approve our draft minutes. Our Chairman replied ... *“We wouldn't let a member of the public propose an amendment to the main body of the draft minute or approve the draft minute but I don't mind a member of the public asking for an amendment if they attended that particular meeting and we've accidentally misrepresented what they said in the draft minute. We are proposing a time limit of 14 days as some people do leave it until the last minute. Is that ok?”* Dot confirmed that was fine and thanked our Chairman for his clarification. Sue Tarr in attendance at this meeting felt the proposal wasn't necessary. Mike Franklin in attendance at this meeting wondered if 14 days to produce draft minutes plus 14 days to make any proposed amendments made much difference. Our Chairman felt a total of 28 days was better than receiving proposed amendments less than 24-hours before our next meeting. Our Chairman noted a verbal comment made to him last week that they were surprised such a rule wasn't already in place and our Chairman also noted that a 14-day consultation period was standard in planning applications. It was proposed by Jennifer Haslam and seconded by Kenny Maclean that the rule be introduced from tonight for six months and reviewed at our December 2022 ordinary meeting, unanimously agreed.

**Date of the next Annual General Meeting** - Tuesday 6 June 2023, 7.00pm, venue/webcam tbc

The Chairman thanked everyone for attending and closed the Annual General Meeting at 7.30pm.

Signed .....

Signed .....

Date .....

[www.community-council.org.uk/garveanddistrict](http://www.community-council.org.uk/garveanddistrict)  
[garveanddistrictcc@yahoo.com](mailto:garveanddistrictcc@yahoo.com)

This set of minutes were first published (in draft form) at 4.00pm on Friday 10 June 2022.

GARVE & DISTRICT COMMUNITY COUNCIL

ACCOUNTS FOR YEAR ENDED 31 MARCH, 2022

GARVE & DISTRICT COMMUNITY COUNCIL

ACCOUNTS FOR YEAR ENDED 31 MARCH, 2022

In accordance with your instructions I have compiled the Accounts for Garve and District Community Council from the accounting records and information submitted to me

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Mrs C Ann MacRae

The Cottage

Gorstan

Garve

IV23 2PX

11 May, 2022

Garve & District Community Council  
 Receipts & Payments for Year ended 31 March 2022

	2022	2021
<b>INCOME</b>		
Highland Council Grant	445.20	445.20
Donations		
	<u>445.20</u>	<u>445.20</u>
<b>EXPENDITURE</b>		
Zurich Insurance 2021/22	86.00	86.00
Secretary's Fees & Travel Expenses	373.40	400.00
Miscellaneous - Flowers, Gifts	54.73	
Admin Costs, Postages, Inks, Data Protection	60.95	131.46
Accountancy Fees	60.00	120.00
Chairmans Expenses - Refunds for Ink	65.00	
Total Expenditure	<u>700.08</u>	<u>737.46</u>
Surplus/Deficit for Year	- 254.88	- 292.26
Balance b/fwd 2021	<u>2,400.53</u>	<u>2,692.79</u>
Balance at Bank at 31/03/22	<u>2,145.65</u>	<u>2,400.53</u>



**Garve & District Community Council**  
**Year ended 31 March 2022**

**Bank Reconciliation as at 31 March 2022**

Balance as per Bank Statement at 31/03/21	2400.53
Surplus/ Deficit for year	-254.88
Balance as per Accounts	<u>2145.65</u>
Balance as per Bank Statement at 31 March 2022	<u>2145.65</u>

Garve & District Community Council  
Year ended 31 March 2022

Breakdown of Sub- Accounts for 2021/2022 for Communities Information

Community Ceilidh Fund b/fwd

Raffle/Tombola at Ceilidh

Community Ceilidh - Grant from LCT

Less Expenses - Band

Fliers, Crisps, Sweets

Catering

Hire of Hall

Transfer Raffle to Treasurers Account

Refund to LCT

Total Expenses

Balance of Community Ceilidh Fund at 31/03/22

Treasurers Account/Admin Fund b/fwd 01/04/21

Add Income - Highland Council Grant

Less Expenses - Public Liability Insurance

Secretary's Fees

Administration, Chairman Expenses

Data Protection

Miscellaneous Expenses - Flowers, Cards, Gift

Accountancy Fees

Balance of Treasurers Account at 31/03/22

Community Fund

Balance of Community Fund b/fwd

Add Income

Donations

Raffle at Ceilidh transferred

Less Expenses

117.58

445.20

562.78

86.00

373.40

90.95

35.00

54.73

60.00

700.08

- 137.30

1,538.45

1,538.45

1,538.45



**Garve & District Community Council**  
**Year ended 31 March 2022**

**Breakdown of Sub- Accounts for 2021/2022**

**Community Ceilidh Fund at 31/03/22**

-

**Treasurers Account/Admin Fund at 31/03/22**

- 137.30

**Community Fund at 31/03/22**

1,538.45

**Community Newsletter Account at 31/03/22**

744.50

**Balance at Bank as Accounts at 31/03/22**

2,145.65