**LIVINGSTON VILLAGE COMMUNITY COUNCIL**

**MINUTE of MEETING No 3-01 2nd NOVEMBER 2017**

**This was the inaugural meeting of the “new” Livingston Village Community Council chaired by Lorraine McGrorty, the West Lothian Council Liaison Officer acting as the Returning Officer for the CC elections for all community councils in West Lothian.**

1. **RECORD OF THOSE PRESENT & MINUTE OF MEETING** Those present were:- Lorraine McGrorty (Chair), Brian Johnstone, Margaret McQueen, Dean Swift, Violet McGregor, Catherine Brown, Councillor Moira Shemilt, Member of Scottish Parliament Neil Findlay, Shona MacKenzie, Carole Robertson, Jodi Conner (nee MacGregor), Vera Turnbull, PC John McLean, Alan Strachan, Richard Lever, Georgie Hume, Annette Logan. Lorraine called for a volunteer to make a minute of the meeting, Brian Johnstone volunteered. Apologies had been received from Angela Moohan, Nelu Balaj and Councillors Allison Adamson, Peter Heggie and Lawrence Fitzpatrick.
2. **REPORT BY THE RETURNING OFFICER ON THE OUTCOME OF THE COMMUNITY COUNCIL ELECTIONS.** Lorraine reported that 8 nominations as listed below had been submitted for the Livingston Village Community Council and since the minimum for LVCC is 4 and the maximum is 18 all 8 nominees were duly elected. In full Sunday best names they are:-

Brian Donald Johnstone

Carole Ann Robertson

Catherine Ferguson Brown

Margaret McQueen

Jodi Joan MacGregor

Shona Elaine Mackenzie

Angela Moohan

Dean Swift

1. **APPOINTMENT OF OFFICE BEARERS**

Lorraine called for nominations to be proposed for each role

**Chair** – Brian Johnstone nominated by Dean Swift and seconded by Carole Robertson

**Vice Chair** – no nominations, so role to be filled at a subsequent normal meeting

**Treasurer** – Carole Robertson nominated by Brian Johnstone and seconded by Jodi Conner

**Secretary** – Dean Swift nominated as **Minute Secretary and Planning Secretary** by Brian Johnstone and seconded by Vera Turnbull

Each Nominee accepted their nomination and was duly appointed to their roles.

1. **FILLING OF VACANCIES including Youth and Associate Members** Lorraine explained the procedures for this aspect. In addition we are allowed to co-opt up to 4 Co-opted members
2. **COMMUNITY COUNCIL SCHEME, CONSTITUTION & STANDING ORDERS** Lorraine explained these were 2 of the standard documents governing the running of community councils and are available via the WLC web site under the CC section. Brian stated that hard copies had recently been issued to all the new additions to the team and all re-elected persons had previously had hard copies when they were originally elected. All West Lothian CCs now adopt the same Model Constitution as issued from WLC for commonality in the region.
3. **CODE OF CONDUCT FOR COMMUNITY COUNCILLORS.** This is the 3rd of the standard documents. Lorraine explained the importance of the key 9 principles that each member must strive to abide by.
4. **TRAINING & SUPPORT, FUNDING, INSURANCE.** The 4th Standard Document namely the Guidance provides support for most of a CC’s work**. A** new training document is due in about 3 weeks. Standard grants to all CCs will be available once audited accounts are submitted. Special grants will be available from 1st April 2018 on a first come first served basis. We will continue to get allowance in the grant for insurance.
5. **DATA PROTECTION ACT 1998 AND GENERAL DATA PROTECTION REGULATIONS (GDPR)** The GDPR will replace the DPA - but are in draft form at present so Lorraine will advise in due course.
6. **COMMUNITY COUNCIL JOINT FORUM AND KNOWLEDGE HUB.** The forum proposed by Linlithgow CC will replace the disbanded Association of CCs as a twice yearly workshop probably in March and September. Lorraine will forward details later. The Hub is a new platform for CCs and Lorraine will advise registration details in due course.
7. **QUESTION TIME.** Lorraine asked for questions

Brian sought and was given approval to run LVCC with tonight’s office bearers through our February 2018 AGM until the February 2019 AGM.

As per our guidelines LVCC will restart the meeting numbers at 1 for this minute but since this is the 3rd re-incarnation of LVCC the prefix 3 will be added so this minute is 3.01

*Brian D Johnstone 12/11/17*