

Minutes of the Broxburn Community Council

Annual General Meeting

held in the Broxburn Old Town Centre
on 28th May 2018 at 7pm

Present	Graeme Barrie (GB), Ellen Glass (EG), Robert Morrison (RM), Steven Salvini (SS), Tom Stirling (TS), Angela Wallace (AW),
In Attendance	Cllr. Diane Calder (DC), Cllr. Janet Campbell (JC), Kirsty Morgan (KM), Gillian Percie (GP), Lorna Salvini (clerk)
Apologies	Anila Mirza (AM), Cllr. Angela Doran (AD), Cllr. Chris Horne (CH)

Actions

1.0	Welcome & Apologies	Graeme Barrie (GB) welcomed everyone to the 2017-18 AGM of Broxburn Community Council (BCC). Apologies were noted as above.	
2.0	Minutes of Previous AGM	The minutes of the previous meeting were unavailable. Robert Morrison (RM) intimated that these may be included in a file of papers and on the BCC laptop which are in the possession of Sylvia Roy, a previous secretary. SS was actioned to arrange collection of these.	SS to arrange collection of papers & laptop
3.0	Matters arising	(See item 2.0 above)	
4.0	Chair's Report	GB reported that the main focus of the community council in 2017-18 had be on the issue of airport noise. It was noted that Angela Wallace (AW) was now attending the Airport Noise Board on behalf of BCC. She gave a report on her impressions so far and agreed to give regular updates at future meetings. This was welcomed warmly by the meeting as Broxburn had not been represented at such groups in the past despite being the area most affected. GB said that he had also been investigating the cost of purchasing Automatic Electronic Defibrillators (AEDs) for installation at readily accessible sites within the town. He will report on pricing, installation, and maintenance costs at a future meeting.	AW to continue to attend ANB GB to report on pricing for AEDs
5.0	Secretary's Report	Unavailable as there was no secretary for 2017-18.	

GB has dealt with all correspondence in the interim. Lorna Salvini (LS) has acted as clerk starting at the meeting of 27th November 2017. She donates her fees in full to Broxburn Academy's "Project Romania".

6.0 Treasurer's Report

SS reported that the Bank of Scotland has now given full access to our accounts. This has allowed him to identify the £70 discrepancy noted previously as being direct debits taken by the Information Commissioner's Office (ICO) in payment of registration under the Data Protection Act. GB queried why we are paying this. Diane Calder (DC) suggested that this may be recoverable from West Lothian Council although it may form part of the annual block grant. SS agreed to confirm the details with Lorraine McGrorty.

SS to ask Lorraine McGrorty re. ICO charge

The annual accounts for the period April 1st 2017 to March 31st 2018 had been prepared based on the draft accounts presented at the previous meeting, amended in light of the ICO charges and change of account year dates as per West Lothian Council requirements.

It was noted that the annual accounts had been verified by an independent party and the meeting agreed these could now be sent to West Lothian Council by SS. They are attached as an appendix to these minutes.

SS to file annual accounts

At the end of 2017-18 there was £2,056.65 in our main account, £121.40 in our special projects account, and no cash in hand for a total of £2,178.05.

Suggestions for possible uses of these funds were invited.

7.0 Election of Office Bearers

Janet Campbell (JC) agreed to chair this item as a neutral party.

Before the main part of this item was considered, there was a motion, proposed by SS and seconded by GB, to co-opt Gillian Percie (GP) and Kirsty Morgan (KM) to the council. This was carried unanimously.

The following office bearers were elected to serve for 2018-19:

<u>Position</u>	<u>Elected</u>	<u>Proposer</u>	<u>Seconder</u>
Chair	Steven Salvini	Angela Wallace	Robert Morrison
Vice Chair	Robert Morrison	Gillian Percie	Steven Salvini
Secretary	Gillian Percie	Kirsty Morgan	Steven Salvini
Treasurer	Anila Mirza	Steven Salvini	Graeme Barrie
Planning	Angela Wallace	Steven Salvini	Gillian Percie

SS to inform Lorraine McGrorty of the new office bearers and co-opted members

Anila Mirza (AM) was not in attendance at the meeting but, by correspondence, had expressed an interest in becoming an officer

bearer. She was elected as Treasurer, but this will require to be formally accepted by her when she attends our next meeting. SS will continue to act as Treasurer in the interim.

8.0 Date of AGM
2018 – 19

The next AGM will be held on 27th May 2019.

9.0 Close

GB thanked JC for running the election of office bearers and closed the AGM.