



**Torphins Community Council**  
Serving the Electoral Districts of Torphins, Glassel and Tornaveen

<b>The 41<sup>st</sup> Annual General Meeting</b> <b>DRAFT Minutes</b> <b>Thursday 6<sup>th</sup> June 2019 at 07.30 pm</b> <b>Small Learney Hall, Torphins</b>		
Item No.	Description	Owner
1.	<p><b>Attendance and Apologies:</b>  <b>Present:</b> Hamish Booth (HB), Eric Day (ED), Campbell Gillies (CG), John Lucas (JL) (Chair), Will Maclean (WM), Andrew Macpherson (AM), Liz Moore (LM), Carol Reid (CRd), Colin Rouse (CRe)  <b>In Attendance:</b> Cllr. Peter Argyle, Janelle Clark (Marr Area Manager), George Reid  <b>Apologies:</b> Cllr. Geva Blackett (GB), Cllr. P Gibb (PG)</p>	
2.	<p><b>Minutes of the Annual General Meeting on Thursday 1<sup>st</sup> February 2018:</b>  The minutes were adopted.  Proposed: Liz Moore, Seconded: Eric Day</p>	WM
3.	<p><b>Chairman's Report:</b>  The Chairman, John Lucas, thanked members and Councillors for their support and presented his report for 2018-19 per pages 4 to 5.</p>	JL
4.	<p><b>Treasurer's Report:</b>  The Treasurer, Eric Day, presented the Statement of Accounts for the 15 Months to 31 March 2019, reflecting the change of accounting reference date to 31 March, following the introduction in 2018 of the new Scheme of Establishment and Constitution. See pages 6 to 8.  The bank balance is £863.12, with £293.31 being free funds and £569.81 being reserved for TERP. The full Accounts and Treasurer's Report are attached. The Vice Chair LM moved to approve the Accounts and the Chair JL seconded the proposal to adopt the Accounts for the Period to 31 March 2019. The Treasurer will send the approved Accounts to Marr Area Office to release the balance of payment of the annual grant.</p>	ED
5.	<p><b>Report on Elections:</b>  In accordance with the Constitution the Chair of the meeting passed to Janelle Clark, Marr Area Manager. Janelle gave thanks to John Lucas for serving as Chair of TCC, other officers for their service, and all members for their service.  Janelle Clark then announced the results of the TCC election at which the seven nominations were duly elected on 17<sup>th</sup> May 2019 with no ballot required, as the number of nominations was less than the number of ten seats available. The open seats arose due to completion of 3 years term and co-opted members to stand for election.  The newly elected members are:  1. Andrew Macpherson  2. Carol Reid  3. Colin Rouse</p>	JC

Item No.	Description	Owner
	4. Eric Day 5. Hamish Booth 6. John Lucas 7. Will Maclean The continuing members are Campbell Gillies and Liz Moore.	
6.	<b>Election of Officers:</b> Janelle Clark requested nominations for Chair. Will Maclean proposed John Lucas, seconded by Liz Moore. JL accepted the nomination unopposed. Janelle Clark handed the Chair to the new TCC Chair, John. John requested nominations for Vice Chair. Liz Moore proposed Carol Reid, seconded by John Lucas. CR accepted the nomination unopposed. John requested nominations for Treasurer. John Lucas proposed Eric Day, seconded by Liz Moore. ED accepted the nomination unopposed. John requested nominations for Secretary. Carol Reid proposed Will Maclean seconded by Eric Day. Will accepted the nomination unopposed.	JC
7.	<b>Annual Review of TCC Constitution:</b> JL asked if members had any concerns or recommendations at this time regarding the TCC constitution, which had been adopted last year under the new CC Scheme of Establishment. No issues were reported.	JL
8.	<b>Close Meeting:</b> The Chair, John Lucas, thanked the members for their attendance and support, and Janelle for her assistance, and closed the meeting at 7:50 pm.	JL

## Torphins Community Council AGM - 6<sup>th</sup> June 2019

### Chairman's Report

TCC normally holds its AGM in the month of February but, in order to comply with Aberdeenshire Council's new "Scheme for the Establishment of Community Councils", our AGM is now required to be held in June. This 4 months delay created a number of difficulties for us including the time shift in release of Aberdeenshire Council's Community Council Grant and the need to extend the serving term of a number of our members. However, having overcome the various initial difficulties presented, future AGMs will revert to the normality of a steady 12 monthly interval.

- The new TCC Constitution, in compliance with the new "Scheme for the Establishment for Community Councils", has been approved by Aberdeenshire Council and includes the number of TCC committee members being 5 minimum and 12 maximum. Two members stood down during the 2018/19 period with the current membership sitting at 8. Taking into consideration those elected members who are retiring due to expiry of their 3 years term, plus current co-opted members who require to have their co-option status ratified, and the current vacancies, there are a total of 10 seats open at the forthcoming 2019 AGM.
- The "Torphins Emergency Response Plan" document has been approved by Aberdeenshire Council and we have more or less all of the hardware we foresee as being required for implementation of any speculative emergency response action. Disappointingly, despite having advertised our need for local volunteer support a number of times, we have had no offers of help whatsoever. As local volunteer support is vital for success of the Plan, it is therefore currently on the back burner and will be revisited at a later date.
- Road Safety improvement matters continue to be pursued with both Aberdeenshire Council and Police Scotland and this is an agenda item at each TCC monthly meeting. We are still pushing for an extension to the 30 limit north of the village (past the church) but progress is frustratingly slow – unlike the speed of the traffic!  
We have also asked that the new 40 limit at Campfield be extended west to capture the Glassel junction. Progress on this is also frustratingly slow. Also being pursued is some kind of safety measure(s) to be introduced at the dangerous tee junction between the A993 and the "Torphins by-pass" at Mid Beltie to the south of the village.  
The problematic lay-by to the east of Campfield Filling Station has now been closed off thereby giving a very much improved line of sight for traffic emerging from the side road and the filling station itself. Current financial constraints placed on both Aberdeenshire Council and Police Scotland are making our safety requests subject to strict prioritisation applicable throughout the area.

- We have, at long last, procured and erected the new notice board allowing the previous one to slip gracefully into a well deserved retirement. Financial assistance for the purchase was kindly given by The Bread of Life, Marr Area Partnership and Tesco, with additional thanks to Robert Addison Transport for collecting the new sign from the manufacturer in Cheshire and bringing it up to Torphins at no charge & to Aberdeenshire Council for erecting the board for us - again at no charge.
- New Festive Lighting regulations introduced by Aberdeenshire Council have had a direct impact on our annual Christmas Lights and will, in the longer term, render many of the current decorations unacceptable for use. There will, obviously, be financial implications which will require to be addressed should the Christmas Lights (and the Christmas Tree) display continue in the years to come.
- The 2019 Local Development Plan - Main Issues Report process started in May 2018 and TCC held a public meeting in order give members of the community the opportunity to examine, and discuss, the proposals bidders had submitted to Aberdeenshire Council for consideration when preparing its LDP – MIR. Also to be taken into consideration by Aberdeenshire Council were any representations made by local organisations. TCC duly made such representations by e-mail and also at a meeting held in Alford at which AC officers were present. The representations made seem, sadly, to have been disregarded. Subsequently, when the draft LDP – MIR was publicised, TCC prepared a questionnaire for community members to complete which formed the content of TCC's response to Aberdeenshire Council on the draft.
- With the objective of improving communications, and raising community awareness of what TCC does, our first Newsletter was published in the summer and delivered to virtually every household in the TCC area. The publication was well received and a second Newsletter, around Christmas time, was published and distributed. The cost involved consumes a sizeable chunk of TCC finances but is, currently, thought to be a worthwhile exercise.
- TCC has been pushing for some time for drainage work in the park to be carried out to bring the area into a useable state. This work has now been partially completed but the current financial constraints placed on Aberdeenshire Council have slowed things up somewhat leaving work at the east end of the park outstanding. We have, however, been successful in Aberdeenshire Council adding a climbing frame to the children's existing play equipment and we understand that wind operated "musical instruments" (?) are to be installed shortly.
- The TCC booth at the Gala raised much amusement with the excellently engineered "Hooman Fruit Machine" - but not much cash!

- Work has commenced on both an updated “Community Action Plan” and “Welcome Pack” for new residents.  
The previously mentioned Questionnaire included a number of questions that will prove very helpful in the preparation of the former.
- Our “Carols around the Christmas Tree” event was well supported by members of the community and, thanks to the young assistants who ‘extorted’ donations, the event more than paid for itself rather than being subsidised from TCC funds.  
Grateful thanks also go to Learney Estate for continued provision of the annual tree, Nick Edgar and Alistair Arbuthnot for their invaluable assistance in erecting the lighting decorations and to Ian Garrett of the Mid Deeside Church for officiating.
- Heartstart, once again, ran a well attended course in the Learney Hall and TCC offers its grateful thanks. You just never know.....
- Dog fouling of public places, including pavements and the school grounds, has again become a problem. Young Thomas Truby has organised poo bag dispensers, and notices, throughout the village in the hope that this will encourage the minority of irresponsible dog owners to pick up after their charges.  
Thomas is also very active in overall litter collection and he must be congratulated on his dedication to this cause. Well done Thomas.
- Finally, I would offer my thanks to our Aberdeenshire Council elected Councillors for their ongoing support and guidance throughout the period and, of course, my fellow Torphins Community Councillors for all their work to help improve Torphins – and area – for the benefit of the members of our community. This, sadly, often goes unnoticed.....

Note: Minutes of TCC’s monthly meetings are published on our website thereby allowing members of the community to keep up to date with TCC’s activities.  
[www.torphins.net](http://www.torphins.net)

John Lucas  
Chairman – Torphins Community Council

6<sup>th</sup> June 2019.

## Financial Report 2018-19

Please see Accounts for the year ending 31<sup>st</sup> March 2019 - A 15 month period to bring Community Councils into line with Aberdeenshire Council's Financial Year End. It should be noted that the Admin Grant provided by Aberdeenshire Council does not reflect a 15 month period.

Income this year was £3980.17

.	Donation from Tesco towards Village Notice Board	£1000.00
.	Donation c/fwd from previous year from Bread of Life towards Village Notice Board	£ 500.00
.	ACC 50% funding towards Village Notice Board	£1850.00
.	Aberdeenshire Council's administrative grant for 15 Months	£542.67
.	Whisky Board & Hooman Fruit Machine - Torphins Gala	£144.00
.	Donations from Carols Round the Tree	£276.38
.	Donation of £100 worth of Vouchers from Scotmid towards Mulled Wine and Mincemeat Pies for Carols Round the Tree.	
.	Donation from closed Badminton Club	£167.12

The previous two years show Income received, compared to 2017, as follows:

<u>2016</u>	<u>2017</u>	<u>2018/9</u>
<b>£2663</b>	<b>£3857</b>	<b>£3980</b>

Expenditure through the year amounted to ££6701.12

Compared with previous years

<u>2016</u>	<u>2017</u>	<u>2018/9</u>
<b>£3787</b>	<b>£984</b>	<b>£6701</b>

Expenditure in 2018/9 was quite high compared to last year. This was due mainly to the purchase of the Notice Board from Cheshire signs. This was a high value project which required assistance funding from Marr Area, Tesco, and Bread of life.

Otherwise we would have struggled to achieve our objective. Addisons Transport kindly transferred the unit from Cheshire to Torphins at no extra cost to ourselves.

This generous gesture was very much appreciated.

We invested in 'new technology' by purchasing a Projector which has already proved

its worth at the recent public LDP /MIR gatherings last month. We just need WiFi to bring us a step closer to the modern age. New age technology was further increased through purchase of a clock for this hall.

Christmas lights and fittings as usual claimed a fair bit of cash and this was mainly due to Aberdeenshire Council's policy on the erection of Features to lamp posts, which required a change of practice to the previous method of attachment.

This Financial Year we had an additional source of funding to keep tabs on. This was the donation of £2335.00 from SSEN , intended for purchase of equipment in connection with the Torphins Emergency Response Plan (TERP). Current underspend on this project is £569.76 but with some equipment still to be procured, it is calculated that the expected underspend will be £384.64. SSEN is aware of the underspend and supports us in spending the balance as and when we see fit., with the underspend continuing to be ring-fenced for TERP.

The Carols around the Christmas Tree event in 2018 was one of the best attended events that I can remember, and thanks to a few young boys, the Public were coaxed into parting with their pennies resulting in a sum of £276.38 being donated to our coffer. Once again Scotmid donated vouchers for the event , enabling us to purchase wine and mince pies. The plan nearly went 'out of the window' due to a misunderstanding with Scotmid staff, but the situation was resolved in time and we are very thankful for their assistance.

Last month we were pleased to accept a donation of £167.12 , the remaining monies held in the account of the now defunct Torphins Badminton Club. This donation is greatly appreciated.

As always there is great generosity from within the TCC membership , with general purchases and donations being made here and there. Again my thanks to all.

With general banking having 'moved on' in recent years, and with cheque books being used less and less, I have asked the Marr Area Manager if we can embark on setting up internet banking which will hopefully dispense with the need for 'Signatures', especially at inconvenient times. At least two 'signatures' will be required, but the bank assures me that this can be achieved for clubs / groups etc.

With the advent of Elections on the horizon in June, it is perhaps better to delay this new arrangement until the TCC is back on level keel with elected members in place.

**TORPHINS COMMUNITY COUNCIL ACCOUNTS****1<sup>st</sup> JANUARY 2018 TO 31ST MARCH 2019 (15 MONTH PERIOD)****INCOME**

Balance C/fwd		£3,584.07	
Donation from Tesco – towards Notice Board via Groundwork UK		£1,000.00	
Aberdeenshire Council – 50% funding towards Notice Board		£1,850.00	
Aberdeenshire Council Admin Grant (15 Months)		£542.67	
Money Raised at Torphins Gala		£144.00	
Donation from Scotmid for mulled wine, mincemeat pies etc.	Vouchers £100		
Donations from Carols Round the Tree		£276.38	
Donation from closed Badminton Club		£167.12	
	<b>Total Income</b>	<b>£7,564.24</b>	
	<b>Vouchers £100.00</b>		

Less Total Expenditure **£6,701.12**  
**£863.12**

Bank Balance at 31/3/19		<b>£1,010.11</b>	
Minus Cheques not cleared			
Printing Costs	£125.00		
Linseed Oil	£21.99	£146.99	
Actual Balance at 31.3.19			<b>£863.12</b>

**DONATIONS:**

Robert Reid – Preparation and Planting of Summer Flower Tubs		£150.00	
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**TORPHINS GALA**

Guess the Whisky Tickets	£100.00		
Hooman Fruit Machine	£44.00	£144.00	
Costs:			
Bottle of Whisky			
Donated by E..Day	£0.00		
Fruit Machine Costs			
Donated by C Rouse	£0.00		
Costs of double pitch	£40.00	£40.00	
	<b>Profit</b>		<b>£104.00</b>

**CAROLS ROUND THE TREE**

Donations on Nights		£276.38	
Scotmid Vouchers		£100.00	
		<b>£376.38</b>	
Less Costs:			
Mulled Wine; Mincemeat Pies; Juice;			
Biscuits Etc.	£106.85		
200 Insulated Cups for Mulled Wine	£12.33	£119.18	
	<b>Profit</b>		<b>£257.20</b>
Bank Balance at 31/3/19		£863.12	
	<b>Remaining TERPs funds</b>	<b>£569.81</b>	
	<b>Remaining TCC funds</b>	<b>£293.31</b>	

**EXPENDITURE**

Donation to Robert Reid – (Preparation and Planting of Summer Flower Tubs)		£150.00	
Blachere – Repair of Lamppost Feature		£40.79	
Signs of Cheshire – Notice Board		£3,768.00	
Compass Print – Printing of News Letter (1)		£185.00	
Torphins Gala – Hire of Booth Space		£40.00	
Blachere – Star Flash Bulbs		£39.24	
Amazon – Xmas Lighting Equipment		£45.09	
Poppy Wreath		£16.00	
Western Towing – Xmas Decorations Equipment		£117.44	
Scotmid – Mulled Wine; Mincemeat Pies etc.	Vouchers £100		
Scotmid & Amazon – Paper Cups, Juice, Biscuits		£19.18	
Reprographics – Questionnaire Printing		£125.00	
Amazon – Projector and Clock		£368.15	
Amazon – Linseed Oil for Flower Tubs		£21.99	
	<b>Sub Total Expenditure</b>	<b>£4,935.88</b>	
	<b>Vouchers £100.00</b>		

**TERPS EXPENDITURE**

See attached details **£1,765.24**

**Total Expenditure** **£6,701.12**  
**Vouchers £100.00**

**TORPHINS VILLAGE XMAS LIGHTS**

Repair of Lamppost Feature	£40.79	
Star Flash Bulbs	£39.24	
Safety Street & Road Works – Code of Practice	£9.99	
Neoprene Rubber Self Adhesive Strips	£35.10	
Jubilee Clips, Rigging Wire etc.	£177.44	
	<b>Total Costs</b>	<b>£302.56</b>

**VILLAGE NOTICE BOARD**

		£3,768.00
Funded by:-		
Donation from Bread of Life	£500.00	
Donation f Tesco	£1,000.00	
ACC 50% Funding Grant	£1,850.00	
TCC Funds	£418.00	£3,768.00

**RING FENCED MONIES****TERPS**

Donation from SSE c/fwd		£2,335.00
Equipment purchased so far (See detailed list)		£1,765.24
Current Underspend		£569.76
Less Outstanding Equipment	£221.12	
Expected Underspend		£348.64