



RECORD OF MEETING

Meeting No: 001

Title: JORDANHILL COMMUNITY COUNCIL: RECORD OF MEETING **Status:** APPROVED

Location: JORDANHILL PARISH CHURCH, 28 WOODEND DRIVE, JORDANHILL, G131QT

Date & Time: MONDAY 07 MARCH 2016. 19:15 – 21:00hrs

Purpose: REINSTATEMENT OF JORDANHILL COMMUNITY COUNCIL (JCC)

Present: Cllr. Feargal DALTON (FD) Partick West (Ward 12) Councillor

Chairperson
(Agenda Items 1 to 3)

Mrs. Evelyn O'DONNELL (EO'D) Glasgow City Council, Corporate Services

Mr. David BEATON (DB) Community Councillor

Mr. John GRIERSON (JG) Community Councillor

Mrs. Kate STILL (KS) Community Councillor

Chairperson
(Agenda Items 4 to 9)

Mr. David CAMPBELL (DC) Candidate Nominee

Mrs. Phyllis FISHER (PF) Candidate Nominee

Mr. Douglas FOTHERINGHAM (DF) Candidate Nominee

Mrs. Charlie KAUR, (CK) Candidate Nominee

Mrs. Beryl ROEBUCK (BR) Candidate Nominee

No Members of the Public were present.

Apologies: Cllr. Martin BARTOS Partick West (Ward 12) Councillor

Prof. John WINFIELD Candidate Nominee

Agenda:

- 1.0 GOVERNANCE
- 2.0 FINANCE
- 3.0 SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS (2013)
- 4.0 CHAIRPERSON'S REMARKS
- 5.0 DRAFT MINUTES DATED 11 JANUARY 2016
- 6.0 EXCHANGE OF INFORMATION
- 7.0 COMMUNICATION PLAN
- 8.0 AOCB
- 9.0 LOCATION, DATE & TIME OF NEXT MEETING

Distribution: GLASGOW CITY COUNCIL, Corporate Services: Evelyn O'Donnell Community Engagement Officer.
(PDF) PARTICK WEST (Ward 12) Cllrs: Martin BARTOS; Aileen COLLERAN, Feargal DALTON & Kenny McLEAN
MSP for GLASGOW ANNIESLAND: Bill KIDD MP for GLASGOW NORTH WEST: Carol MONAGHAN
JORDANHILL COMMUNITY COUNCIL MEMBERS. MASTERFILE / RECORD LOG

1.0 GOVERNANCE**1.1 Interim Elections**

Evelyn O'DONNELL (EO'D) made reference to Corporate Services email dated 04 March 2016 (13:15) entitled: Jordanhill Community Council – Result of Call for Nominations by reporting that by the closure date of noon on Friday 04 March 2016 a total of six (6) valid nominations were received for seven (7) vacancies. The candidate nominations were received from compliant Jordanhill residents:

○	Mr.	David CAMPBELL	1 Skaterigg Drive	G13 1SR
○	Mrs.	Phyllis FISHER	74 Victoria Park Drive North	G14 9PJ
○	Mr.	Douglas FOTHERINGHAM	83 Victoria Park Drive North	G14 9PJ
○	Mrs.	Charanjit (Charlie) KAUR	187 Southbrae Drive	G14 1TT
○	Mrs.	Beryl ROEBUCK	30 Cluny Gardens	G14 9JU
○	Prof.	John WINFIELD	133 Essex Drive	G14 9PD

1.2 Community Council Status

EO'D reported that in accordance with the Scheme for the Establishment of Community Councils (2013) Jordanhill Community Council is now reinstated to a fully functioning Community Council. Steering Group interim governance as introduced at the previous meeting dated 01 February 2016 is hereby annulled. The meeting was advised that the constitutional quorum is four (4) with nine (9) Members appointed out of a total available complement of ten (10) memberships. The meeting was advised that Glasgow City Council is required every four (4) years to administer general elections across community council boundaries. The present period expires in October 2016.

All

1.3 Welcoming new Community Councillors

EO'D welcomed all new Community Councillors, subsequently endorsed by Cllr. DALTON. Those present were invited to introduce themselves along with their skills and objectives.

1.4 Election of Office Bearers and Configuration Support

The election of Office Bearers was recorded as:

Chairperson:	Mr.	David CAMPBELL
Vice-Chairperson:	Prof.	John WINFIELD
Treasurer:	Mrs.	Charlie KAUR
Secretary:	Mr.	John GRIERSON
Vice-Secretary:	Mrs.	Phyllis FISHER

The election of Configuration Librarian Support was recorded as:

Licensing Librarian:	Mrs.	Phyllis FISHER
Planning Librarian:	Mr.	Douglas FOTHERINGHAM
Web-Master	Mr.	David BEATON

1.5 Area Partnership Representation

The election of Area Partnership Representation was recorded as:

Representative:	Mr.	John GRIERSON
Vice-Representative	Mr.	Douglas FOTHERINGHAM

REF:	MINUTE:	ACTION:
1.0	GOVERNANCE	Continued
1.6	Associate Membership	
	EO'D advised Community Councillors to consider the use of Associate Membership to strengthen experience and participation at meetings.	
2.0	FINANCE	
2.1	EO'D reported that Jordanhill Community Council has capital funding of One Thousand Five Hundred and One Pound Sterling (£1,501) lodged in their current account with the Bank of Scotland. Members were advised that an early meeting should be set-up with the Bank to mandate new authorised signatures as supported by actions confirmed in the Record of Meeting [Draft].	ALL
2.2	Financial Statement certified for the year ending 31 August 2015 confirms cash in the account of One Thousand and Twelve Pounds (£1,012) and is attached to the Record of Meeting under Appendix A.	ALL
2.3	Glasgow City Council in December 2015 made payable the annual grant of £489 with Insurances amounting to £70 being deducted at source. (£489 + £1,012 = £1,501)	
2.4	It was reported that Jordanhill Community Council has no recorded or available assets for transfer.	
2.5	The meeting was advised that Glasgow City Council can provide discretionary grants of up to £450 per year and the Community Council can apply for Area Partnership Funding.	ALL
3.0	SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS (2013)	
3.1	EO'D supported by Cllr. DALTON provided a brief overview of The Scheme for the Establishment of Community Councils (2013) that describes how community councils in Glasgow are formed, the conditions under which they operate, and the minimum standards to be met for recognition as a community council. 'The Scheme' and Appendices should be read in conjunction with the document 'Supplementary Guidance for Community Councils' which provides further detailed operational guidance, which is provided to assist community councils with interpretation of the Scheme; the Guidance is subject to ongoing review by Glasgow City Council Corporate Services.	
	Glasgow City Council adopts a Red, Amber, and Green (RAG) audit assessment and scoring tool providing a traffic-light system that confirms adherence to standards and guidelines set by The Scheme for Establishment of Community Councils (2013).	
	EO'D proposed that to benefit Membership understanding of 'The Scheme', RAG audit assessment along with standards and relationships associated with Community Planning Partnership Structure Information, a series of 30 minute induction seminars be bolted-on prior to commencement of 'Council' meetings. This was welcomed for commencement at the meeting on 09 May 2016.	ALL
3.2	Adoption of Constitution	
	On behalf of Jordanhill Community Council David CAMPBELL, Chairperson, Douglas FOTHERINGHAM, Member and Kate STILL, Member adopted the Constitution by signatures dated 07 March 2016. Confirmed by Evelyn O'DONNELL, Community Engagement Officer on behalf of Glasgow City Council. PDF copy to be issued to all Members.	SEC

REF:	MINUTE:	ACTION:
4.0	CHAIRPERSON'S OPENING REMARKS	
4.1	DC thanked those present, for having confirmed the privilege and honour of the Chairmanship of Jordanhill Community Council for this short year. Transparency of communication and networking are going to be fundamental to our success in determining our objectives to establish a community focused delivery in accordance with our mandate. DC extended a warm welcome to our new elected Office Bearers and Configuration Librarian Support Members by congratulating them in their appointments. DC gave thanks to Evelyn O'DONNELL for her continued commitment and support in navigating the reinstatement processes and by offering a series of induction meetings on 'The Scheme' to the Membership. DC finally offered thanks to the previous members for their lengthy and important community service. DC proposed that the next meeting be scheduled as a Workshop in developing a consensus for developing a Mission Statement and an Action Plan on issues facing our community.	
5.0	RECORD OF MEETING DRAFT: DATED 11 JANUARY 2016	
5.1	JG tabled a motion to strike from the records the Jordanhill Community Council Record of Meeting Draft dated 11 January 2016. This motion was seconded by KS.	ALL
6.0	EXCHANGE OF INFORMATION	
6.1	Master File It was reported that no master file records have been made available by the previous Secretary.	
6.2	Matters Arising To be subject to separate discussion and action plan.	ALL
6.3	Domain-name: jordanhillcc.org It was reported that the domain-name appears to be owned by the former Secretary and is not available for transfer or use.	
6.4	Finance and Accounts It was reported that the previous Treasurer had provided all the required documentation.	
7.0	COMMUNICATION PLAN	
7.1	Objectives and Timescales A communication plan will help ensure the success of our Community Council's organisational and planning effort by engaging stakeholders in the process and shaping the way the effort is perceived by everyone invested in or affected by this issue. The Plan shall help raise public awareness of our needs, challenges, and successes, and obtain needed funding and support. It can also help develop or enhance our knowledge base and increase enrolment. A communication plan requires to be published in draft within 12 weeks of this meeting and will be informed by the Community Workshop on 4 April 2016.	SEC
	An interim Directory of Contacts along with a Schedule of Meetings is attached to the Record of Meeting under APPENDIX B.	ALL

REF:	MINUTE:	ACTION:
7.0	COMMUNICATION PLAN	Continued
7.2	Digital Media – Document Control and Management	
	A single point of contact for all communications requires agreeing between Chairperson and Secretary that be notified to all relevant Parties.	CHAIR/SEC
	DB reported that on behalf of JCC he had purchased the domain-name at a cost of £10.55 for a period of two (2) years. This includes Twitter online social networking service (Jordanhill CC) that enables users to send and read short 140-character messages called "tweets". The website cost for one year is estimated at £120. The Meeting confirmed their agreement to cover the Member's financial outlay on both these items.	ALL
	Jordanhill Community Council's Website: jordanhillcommunitycouncil.org.uk shall incorporate a quality control data-stream management providing both password protected user and public access. All correspondence shall be issued in Portable Document Format (PDF) with the controlled use of digital signatures.	
	Record of Meetings shall be published on the website only after they have been formally approved by Members and signed by the Chairperson at the following meeting. A Record Log of all original minutes as signed by the Chairperson shall be kept in both digital and hard copy. The minutes and any supporting documentation should be numbered for audit purposes.	
7.3	Notice Board Display Strategy	
	It was agreed that the 'approved' Record of Meeting should be displayed on the public notice board.	SEC
8.0	AOCB	
8.1	Community Council Friday Briefing Email Messages	
	To be issued to all JCC Members.	GCC
8.2	Police Scotland: Crime Reports	
	It was agreed that Police Scotland should be invited to provide continuity in attending 'Council' meetings to present crime trend reports for Jordanhill. Secretary to contact Area Inspector Robert PARK, Glasgow West End Police Office, Partick G11 6HY.	SEC
8.3	Corporate Design & Product Competition Brief to Schools	
	It was agreed to develop a Corporate Design & Product Competition Brief to be issued to Schools within the Jordanhill regulatory boundary. The objective is to raise the profile of JCC to engage with the community.	SEC
8.4	Agenda for Next Meeting	
	The Chairperson's motion for a community workshop was agreed by the meeting. KS proposed that Governance and Structure along with agreeing a strategy for community council networking be included in the agenda.	
8.5	Holiday Arrangements	
	DC and EO'D advised that they were not available during the school term holiday period 02 – 09 April and 11 – 18 April 2016 and would not be attending the next meeting.	ALL

REF:	MINUTE:	ACTION:
9.0	LOCATION DATE & TIME OF NEXT MEETING	
9.1	EOD reported that with reference to Facility Hire, Jordanhill Parish Church confirmed that they charge £35 per meeting but may need to increase this to £45 per meeting as they need a member of the Church Committee to attend.	
9.2	Reference was made to a non-binding Facility Hire Agreement between Jordanhill School and JCC confirming an hourly rate of £12.50.	
9.3	It was agreed to accept the Agreement confirming that future JCC meetings would be held in Jordanhill School's Refectory. This would also provide opportunities for closer alignment with the School. The Agreement is attached to the Record of Meeting under Appendix C.	
9.4	Jordanhill Parish Church to be formally advised that on this occasion JCC have decided not to continue with the Facility Hire.	GCC
9.5	Monday 04 April 2016 starting promptly at 19:00 and finishing at 20:45hrs.	

VERIFICATION

I hereby agree that the Record of Meeting dated 07 March 2016 represents an accurate account of proceedings and can be entered in the Quality Control Record Log and be published in the public domain.

Name: Professor John WINFIELD

Position: Vice-Chairperson: Jordanhill Community Council

Signed:

Dated: 04 April 2016.

APPENDIX A

FINANCIAL STATEMENT YEAR ENDING 31 AUGUST 2015

JORDANHILL COMMUNITY COUNCIL

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2015

	<u>2015</u>	<u>2014</u>
	£	£
Balance brought forward	<u>1,012</u>	<u>950</u>
INCOME		
Annual Glasgow City Council Grant	<u>555</u>	<u>554</u>
EXPENDITURE		
Public meetings	300	300
Minute secretary	-	-
Donation - Victoria Park	-	-
Secretarial expenses	86	128
Insurance	65	64
	<u>451</u>	<u>492</u>
Surplus / (deficit) for the year	104	62
Balance carried forward	<u><u>1,116</u></u>	<u><u>1,012</u></u>
Represented by:-		
Cash in current account	<u><u>1,116</u></u>	<u><u>1,012</u></u>

Signed on behalf of Jordanhill Community Council

David S. Brown

David S Brown C.A.
Treasurer

12 October 2015

The above accounts are in accordance with the books, vouchers and information supplied.

Alexander Johnston

Alexander Johnston CA
Glasgow

12 October 2015

APPENDIX B

DIRECTORY & SCHEDULE OF MEETINGS

Elected Members

NAME	EMAIL	CONTACT
KIDD Bill MSP for GLASGOW ANNIESLAND	bill.kidd.msp@scottish.parliament.uk	0141 339 3277
MONAGHAN Carol MP for GLASGOW NORTH WEST	carol.monaghan.mp@parliament.uk	020 7219 6396
BARTOS Martin Cllr. PARTICK WEST (12) Scottish Green Party	martin.bartos@glasgow.gov.uk	0141 287 4352
COLLERAN Aileen Cllr. PARTICK WEST (12) Scottish Labour Party	aileen.colleran@glasgow.gov.uk	0141 287 5616
DALTON Feargal Cllr. PARTICK WEST (12) Scottish National Party	feargal.dalton@glasgow.gov.uk	0141 287 4448
McLEAN Kenny Cllr. PARTICK WEST (12) Scottish National Party	kenny.mclean@glasgow.gov.uk	0141 287 5968 07825 503 859

Glasgow City Council, Corporate Services

NAME	EMAIL	CONTACT
O'DONNELL Evelyn Community Engagement Officer	evelyn.o'donnell@glasgow.gov.uk ;	0141 276 9901 07912 408085
CHAUHDRY Najmah Partnership & Development Officer	najmah.chauhdry@glasgow.gov.uk ;	0141 276 9877
HANDLIN Lee Community Engagement, Partnership and Development Business Support	lee.handlin@glasgow.gov.uk	0141 287 4723

Community Council Members

NAME		EMAIL	CONTACT
BEATON	David	davbeaton@gmail.com ;	0141 434 0540
CAMPBELL	David	skaterigg@gmail.com ;	0777 542 4453
FISHER	Phyllis	phyllisfisher4@gmail.com ;	0141 434 0540
FOTHERINGHAM	Douglas	d.fotheringham@honeymanjack.co.uk ;	0141 959 5756
GRIERSON	John	johngriersonvpdn@btinternet.com ;	07731 556 231
KAUR	Charlie	c-kaur@sky.com ;	0141 959 1534
ROEBUCK	Beryl	<u>No email contact</u>	0141 959 5595
STILL	Kate	katetstill@aol.com ;	0141 959 6579
WINFIELD	John	john.winfield20@ntlworld.com ;	0141 563 7281

Community Council Meeting Dates

Location: Jordanhill School Refectory, 45 Chamberlain Road JORDANHILL G13 1SP.

Contact: May McKENZIE;

Telephone: 0141 576 2500

Email: jo_mackenziem@jordanhill.glasgow.sch.uk

MONTH - 2016	DATE	TIME
APRIL	Monday 04	19:00 – 20:45 hrs
MAY	09	
JUNE	06	
SEPTEMBER	05	
OCTOBER (AGM)	03	
NOVEMBER	07	
DECEMBER	05	

Area Partnership Meeting Dates

The meetings are normally held in the City Chambers on a Thursday at 14.00pm in a Room on the Councillors Corridor, 2nd Floor. The actual Room Number is not known in advance as it is usually assigned on the day and is displayed on TV Screens at Main Reception and on the Councillors Corridor.

The Community Councillors have a Pre-meeting to the Area Partnership meeting before the start of the area partnership meeting. Papers for the meetings will be issued One Week before the meeting. This allows members of the area partnership the time to read the Papers and ask any questions before the meeting itself.

MONTH - 2016	DATE	TIME: PRE MEETING	TIME: MEETING
APRIL	Thursday 07	10:00 – 10:45	11:00
MAY	26	13:00 – 13:45	14:00
AUGUST	11		
NOVEMBER	10		

MONTH - 2017	DATE	TIME: PRE MEETING	TIME: MEETING
JANUARY	Thursday 19	13:00 – 13:45	14:00
MARCH	02		

Victoria Park Residents' Association Meeting Dates

All meetings are held in St. Thomas Aquinas Secondary School, 112 Mitre Road, JORDANHILL G14 9PP on Monday evenings, starting promptly at 19:30 and closing at 20:30hrs.

MONTH - 2016	DATE	TIME
APRIL	Monday 25	} 19:30 – 20:30
JUNE	06	
SEPTEMBER	12	
OCTOBER	24	
DECEMBER	05	

MONTH - 2017	DATE	TIME
JANUARY AGM	Monday 23	19:30 – 20:30

APPENDIX C

FACILITY HIRE AGREEMENT



Jordanhill School



Customer: Mr John Grierson, Jordanhill Community Council

Customer Number: 1617/09

Contract Number: JORDCOMM1

Jordanhill School
45 Chamberlain Road
Glasgow
G13 1SP

Telephone No: 0141 576 2500
Fax No: 0141 576 2555
Email: info@jordanhill.glasgow.sch.uk
Contact: Mrs May MacKenzie

Purpose of Let: Community Council Meetings

From: 7.00pm

To: 9.00pm

Facility: Refectory, Monday Evening

Dates	Cost
4 th April 2016	£25.00
9 th May 2016	£25.00
6 th June 2016	£25.00
5 th September 2016	£25.00
3 rd October 2016	£25.00
7 th November 2016	£25.00
5 th December 2016	£25.00

Cost: £12.50 per hour x 2 hours - £25.00

Total Amount: £175.00

Should you find it necessary to cancel or amend this booking, the Bursar or School contact named above, should be advised at least 7 days prior to the date of let, otherwise the agreed charge will be due.

Your contact telephone number will be added to our database to allow the Facilities Team to telephone you if we require to cancel your let at short notice.

If you require to cancel your let at short notice out of school hours then please telephone the duty Janitor on mobile 07503 690858.

Signed on behalf of the School

M MacKenzie

Date: *10/3/16*

Signed on behalf of the Lessee

[Signature]

Date: *7 March 2016*

[Signature]
7th March 2016

Note: Payments are made in blocks (in months) and in arrears. Payment terms are strictly 10 days from invoice. Full details will appear on invoices issued.