

Minutes of a Meeting of the North Kelvin Community Council on 15 Apr 2014

Attendees	
Cameron McFarlane (CM)	Chair
Kenny Graham (KG)	Minutes
Douglas Peacock (DP)	Treasurer
Peter Blackshaw (PB)	Secretary
PC Brian Rodgers	Police Scotland
PC Karen Gibney	Police Scotland
Merle Read (MR)	Webmaster
Rona Wilkinson (RW)	
Helen Stephen (HS)	GCC
Apologies	
Kate Wooding	
Christine Alison (CA)	GCC
Chris Kelly	GCC

Item	Discussion	Action
1. Introduction	The Chairman convened the meeting. The minutes from the previous meeting agreed as a true and accurate record of the previous meeting.	
2. Police Report	<p>a. Representatives from Police Scotland provided a crime report.</p> <p>b. The report indicated the following reported crimes, with detection figures (if available) listed in brackets: overall 111 (62); common assault 4; road traffic 13; house breaking 2; attempted theft 2; drugs offences 10; drunk and disorderly 11; and motor vehicle theft 7. Off licence issues within local shops had been a recent targeted area by Police Scotland, as had numerous arrests for anti-social behaviour made by plain clothes officers. The occurrence of anti-social behaviour around the front-door area of Council for Homeless Young People (CHYP) supported housing facility, run by Queen's Cross Housing Association (QCHA), was discussed. Whilst the police had been made aware of specific instances of this type previously, it was not felt by the committee that to formally report such instances through the police, at this time, would be constructive or inclusive. The subject of dangerous parking at the foot of the fire-path on the western end of Wilton St was also raised, with numerous recent instances of parking witnessed that would completely block access to emergency vehicles.</p> <p>c. It was agreed that:</p> <p>i) Police Scotland would instigate shift checks on illegal and dangerous parking at the fire-path in Wilton St.; and</p> <p>ii) CM would write to CHYP/QCHA, at 171 Wilton St, to invite their attendance and participation at future NKCC meetings.</p>	<p>Police Scotland</p> <p>CM</p>
3. Councillor's Reports	<p>a. The schedule for cleaning gulleys was discussed previously.</p> <p>b. It had been indicated by Land and Environmental Services (LES) that gulleys had been cleaned on 6 Mar although some issues had been apparent due to inability to access the gulleys. As a result some gulleys on Wilton St and Fergus Drive remained blocked.</p>	

Item	Discussion	Action
	<p>c. Additional meetings were also planned with The Mackintosh Church, CHYP and the Police Scotland Chief Inspector.</p> <p>d. The possibility of the council adopting private land held on a shared basis by tenement residents was queried. Given numerous traffic difficulties associated with the west-end cul-de-sac on Wilton St, it was viewed that such a measure may provide the opportunity for a solution to this matter. The method of achieving such an adoption was requested.</p> <p>e. It was agreed that HS would brief the next NKCC meeting on the method of achieving council adoption of privately held land.</p>	HS
4. Foodbank Report	<p>a. PB had been nominated as the NKCC Rep for the Greater Maryhill Foodbank.</p> <p>b. PB had met with the Rep from Ruchill CC and had also visited with some donations. Donations were possible via the facility at 89 Chapel St, although a new unit was being planned to allow expansion of the foodbank. In addition, donations could be made through Maryhill Parish Church. Further info would be available from sheilaramsay.maryhill@gmail.com or greatermaryhillfoodbank@gmail.com.</p>	
5. Future Venue	<p>a. Given previous difficulties with St Charles Primary School, a new venue was required for future NKCC meetings.</p> <p>b. Three venues were proposed: QCHA; Kelvin Stevenson Memorial Church; Dunard Primary School and the St Charles' Church Hall (SCCH). A suggestion of testing the venues was made although this was believed to be unnecessary. Access routes, accessibility, conflict of interest issues, ward boundaries and out-of-term complications were all discussed in relation to the four options. Upon final consideration, there was a tie in the voting between the adoption of QCHA and SCCH, both of which received two votes.</p> <p>c. It was agreed, by the casting vote of the Chairman, that SCCH would be adopted for future NKCC meetings.</p>	CM
6. Role of Members	<p>a. As no Terms of Reference (TORs) existed for NKCC members, some suggested TORs had been drafted.</p> <p>b. The new TORs had been based on guidance from the GCC resource centre. One key change introduced the role of Minutes Secretary, and to achieve this spread of responsibilities, some reorganisation of previous roles had been necessary.</p> <p>c. It was agreed that:</p> <ul style="list-style-type: none"> i) NKCC would adopt the new TORs in full; and ii) KG would attach the new TORs for circulation with the next minutes. iii) DP would ensure that PB and CM were introduced as signatories to the NKCC bank account. 	<p>All</p> <p>KG</p> <p>DP</p>
7. Planning Officer's Report	No Planning Officer's Report was available.	
8.	a. The next annual grant of £522.70 had been received from	

Item	Discussion	Action
Treasurer's Report	<p>GCC.</p> <p>b. This grant had been dependent upon accurate and timely production of both minutes and an annual financial report; both of these items were now addressed, given the actions at item six. Overall, the balance of NKCC now stood at £2,170.</p>	
9. Webmaster's Report	<p>a. Gordon Barnes (GB), the previous Webmaster, had provided a proposal to CM that would assist NKCC in maintaining its website.</p> <p>b. GB had been emailed requesting passwords and the addition of new members to the NKCC web account; no response had been received. It was now viewed that the website was significantly out-of-date. CM stated concern that an over-reliance upon GB may now exist.</p> <p>c. It was agreed that CM would:</p> <p>i) Re-attempt to contact GB about access to the NKCC website; and</p> <p>ii) Contact KW to discuss the same.</p>	CM
10. Secretary's Report/ Correspondence	<p>a. A recent trawl for past-0minutes of the NKCC had been successful.</p> <p>b. The Secretary thanked those who had managed to locate previous minutes, which had allowed the provision of this year's grant from GCC. Various additional letters had been received: one relating to a recent rejection of a public house licence; an annual performance statement from First Bus; information from Sandra White MSP regarding future disruption to Queen Street Station during planned refurbishment – which was viewed as likely to be significant; and one requesting volunteers for the 'Lost City Project' (lostcityvolunteers@glasgowlife.org).</p>	
11. AOB	<p>a. A funding request had been received from North Kelvin Meadow. This was rejected as NKCC are not authorised to distribute funds to third-party organisations.</p> <p>b. It was observed that future agenda should have the review of previous actions as item two, so that future meetings could commence with a catch-up of progress over the intervening month. It was agreed that CM would add 'Actions from Previous Meeting' as agenda item two for all future agenda.</p> <p>c. Payment for the rental of the hall within KSMC had been made by JG, in cash, as no signatories were available to pay for this let. It was agreed that DP would ensure that monies to cover this let were refunded to KG at the earliest juncture.</p>	<p>CM</p> <p>DP</p>
12. Date of next meeting	It was agreed that the next meeting would be on 20 May.	KG

Annex A to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Chair

Host, direct and manage meetings in an impartial and orderly manner and permitting all present to contribute in a controlled and fair way.

Set, write and circulate the agenda for all meetings, ensuring that it is received by all council members at least 7 days prior to the meeting.

Introduce agenda items.

Ensure that all meetings follow the published agenda and are kept to the planned timings.

Arrange, in advance of a meeting, for individual committee members to own specific agenda items, where required.

Ensure that the council meet any and all stated goals that fall, either wholly or partly, within their elected term.

Set the date and time for subsequent council meetings.

Appoint individual-topic 'champions' as necessary.

Annex B to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Minutes Secretary

Take minutes for all formal council meetings.

Book the meeting room for all formal council meetings.

Write the minutes of all formal council meetings and forward these to:

- The CC Resource Centre
- The Secretary
- The Chair

and copy these minutes to all other council members, within 21 days of any meeting.

Annex C to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Webmaster

Manage the web content on the NKCC website.

Ensure that the NKCC website is adequately hosted, in the first instance utilising the assistance of Gordon Barnes to achieve this.

Administer all email accounts and passwords for all council members.

Manage the updating of the NKCC Facebook page.

Manage the updating of the NKCC Twitter feed.

Acknowledge any contact emails sent through the NKCC website and then forward these on to the Secretary, and other council office bearers as appropriate, for subsequent action/reply.

Annex D to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Treasurer

Manage the NKCC bank account.

Formally account for all NKCC funds

Make sure that all NKCC funds is spent in accordance with all applicable operating rules issued by GCC.

Make sure that all NKCC funds is spent in accordance with all applicable legal requirements.

Ensure that all NKCC funds are managed in accordance with the stated constitution.

Ensure that no NKCC funds are spent without the approval of a counter-signing NKCC member.

Provide a monthly financial statement to all formal council meetings.

Provide a full financial return to the Chair at least 21 days prior to each council AGM.

Annex E to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Secretary

Reply formally, if necessary, to all correspondence received by NKCC.

Circulating any information received to all council members.

Manage PR, Press, TV and Radio liaison for the council.

Look after all visitors to council meetings.

Liaise with GCC on behalf of the council.

Support the Chair as required.

Annex F to the Apr 2014 Minutes of a Meeting of the North Kelvin Community Council

Potential Single-Topic 'Champions'

Transport & Parking

Communication and PR

Recycling

Growing Spaces

Planning