

Minutes of the Leith Harbour and Newhaven Community Council extraordinary meeting, held at 46a Constitution St on Thursday 16 October 2014 at 7 pm

1 Introductions

The meeting was chaired by Yvonne Murray.

1.1 Attendance

Sandra Burns	LHNCC treasurer	Robert Weir	LHNCC
George Johnston	LHNCC	Bruce Ryan	Minutes secretary
Yvonne Murray	LHNCC		

1.2 Apologies

Heather Ford LHNCC |

1.3 Original agenda

Y Murray had set out an agenda:

- Continuation of Leith Harbour & Newhaven Community Council
- Elect Office Bearers
- Roles and Responsibilities
- Disbanding LHNCC
- Merging with LLCC

However, the meeting did not follow this agenda. Hence this document is a summary of the discussion points, grouping relevant points that were made at different times during the meeting. It also includes the minute-taker's extra notes.

2 Discussion

2.1 Original agenda

The meeting was not quorate, so no elections or decisions could be made. Hence any actions for LHNCCC below are suggestions that may or may not be ratified by the full CC.

2.2 Disband, merger or continuation of LHNCC?

The meeting strongly felt that LHNCC should continue if at all possible, even if this meant drastically reducing its activity to essential issues until more members were obtained to take on a fuller range of duties. Merger was seen as a last resort, while it was recognised that merger required agreement of the other CC(s) in the merger – this could not be guaranteed – and from Edinburgh Council. Further, merger would take time, and would impair the merged CCs' localism, so it was desirable to continue LHNCC for now, even if merger was the final solution.

The activities seen as essential were the Water of Leith, planning, licensing and any matters of significance disseminated by Edinburgh Council.

2.3 Difficulty of obtaining office-bearers

2.3.1 Secretary

Much discussion centred on the role of the secretary. It was felt that this role demands more than the average employed person can do – Edinburgh Council's advice to CC secretaries describes almost a full-time job. Communications arrive, mostly by email, every day. Some can be ignored or filed for later action, while others need to be forwarded to CC members who can act on them. That is, incoming communications need to be triaged, which of itself takes time. The meeting felt that this was too large a demand for most people, and looked for ways to reduce the flow of emails to the CC's official email address.

MINUTE-TAKER'S NOTE. No-one can prevent anyone sending emails to an email address. Once sent, they **will** arrive. Hence the only options are to ignore, delete, reply to or forward received emails, or to simply not look at the email addresses in-box. It is possible to ask people not to send emails. There is no guarantee that they will do so.

Suggestions for reducing the flow of incoming emails included

- Asking for regular planning lists to be sent directly to NTBCC's planning convener, assuming he is willing to take on this duty
- Asking the Edinburgh CCLO (currently Julie Dickson) for advice on reducing the secretarial duties, training and other support.
- Asking other working CC secretaries how they manage.

- Using the services and expertise of relevant organisations, e.g. FOWLB for Water of Leith matters, Crops in Pots and similar for environmental matters.

MINUTE-TAKER'S NOTE. This is more about ensuring LHNCC's work is achieved but is kept here

- Taking full advantage of Edinburgh councilors attending LHNCC meetings: informing and being informed by them, obtaining Edinburgh Council action on actions brought to its attention via LHNCC meetings

ACTION: Y MURRAY TO CONTACT JULIE DICKSON

ACTION: B RYAN TO ASK ANOTHER CC SECRETARY HE KNOWS, AND REPORT BACK TO LHNCC

It was suggested that non-digital duties, e.g. attending meetings, could be spread out to other members. The chair of any meeting (or the full-time chair, if one is found) could allocate such duties or seek volunteers.

The meeting noted that a key secretarial duty – taking minutes – was no longer a problem because LHNCC has a dedicated minute taker.

2.3.2 Chair

It was felt that obtaining a chair was far less of a problem – and far less urgent. Chairs need to run monthly meetings and occasionally act as CC figureheads. In fact, individual meetings can be chaired by different people. This gives them a taste of office-bearing roles, in case they wish to step up to a full office-bearing role. However, only elected or co-opted CC members can be *the* Chair, and it is desirable that only CC members chair individual meetings.

2.4 **If further losses occur?**

LHNCC currently has 7 voting members (S Burns, H Ford, R Weir, Y Murray, G Johnston, J Langton, N Wilson) and therefore is just above the number needed for continuation. The meeting noted that H Ford is a representative for Newhaven Church and N Wilson is a representative for FOWLB. Therefore if either was lost to LHNCC, replacements could be found after the usual accreditation process.

The meeting also noted that, in common with many other CCs, new members were needed to increase the amount of work LHNCC could take on, and to reduce the likelihood of numbers falling drastically again.

2.5 **CC website**

The minutes taker indicated he is willing to run it until no later than mid-November, and to train a CC member to run it afterwards