

# Royal Burgh of St Andrews Community Council

## Inaugural Agenda – March 2011

The inaugural meeting of the new community council session will be at 7pm Monday 7th March in the Burgh Chambers of the Town Hall, Queen's Gardens. The start of this meeting will be chaired by one of the Fife Councillors for St Andrews.

### 1. Appointment of Chair

### 2. Appointment of Vice-Chair(s)

Two Vice-Chairs are usually appointed

### 3. Appointment of Convenor

### 4. Appointment of Secretary

### 5. Appointment of Treasurer

*On completion of election of office-bearers the newly-appointed Chair will take over the chair for the remainder of the meeting. The meeting may wish to defer the following items until after the monthly agenda's item 3. Presentations or deal with some and leave less urgent items to the next meeting*

### 6. Any Other Competent Business

#### 6.1. Co-options etc

##### 6.1.1. Vacancies

Members will be well aware that no election was necessary because community council is two members short of complement. Community council may wish to decide whether and how to fill these places.

A number of potential applicants have put themselves forward for consideration. Details of some were circulated by email prior to the meeting. A separate list will be circulated of those who confirm an interest in their names being put forward to the meeting.

##### 6.1.2. Other co-options

Community Council may choose, or not, at any time to co-opt or ask an external body to nominate, members in an advisory, *non-voting* capacity for technical expertise in some field or merely to represent some specific group's interests.

- **Merchants' Association**

Ms Judith Innes is the current Merchants Association representative

- **Madras College Whole School Board**

Madras College has an entitlement to two student representatives.

- **University Representative**

Mr Niall Scott is the current University representative

## 6.2. Committees

Sheets will be passed around during the meeting for members to express an interest in the existing working committees of community council. Not signing up now does not exclude anyone; committees are not exclusive and will welcome anyone.

The main committees include those listed below under 5.3. Other sub committees can be set up, to deal with specific areas not covered by other committees and which may be beneficial to the community.

Committees meet with varying frequency, the Planning Committee being the most regular at fortnightly intervals, while the General Purposes Committee will meet as required.

## 6.3. Delegated Powers

Some committees have been granted delegated powers to act on behalf of community council in particular areas to meet external deadlines or conduct minor administration, without detailed permission from full community council, providing they report back to community council each month.

For the smooth continuation of work in progress, Community Council may wish to renew the mandate of:

Planning Committee

Recreation Committee

Common Good Fund representatives

General Purposes Committee

Health, Education and Welfare Committee

Standen Committee

## 6.4. Representatives

A number of representatives to external bodies are appointed to speak on behalf of, and report back when necessary, to community council. These do not have to be considered tonight, but anyone interested should approach the secretary personally or in writing to indicate their desire to represent the Community Council. The secretary apologises if anything or anyone has been omitted from the list below. Representatives listed below can be changed:

200 Club Convenor – Judith Harding

Common Good Fund –

Community Safety Panel - vacant

Cosmos Management Committee - vacant

East Sands Leisure Centre Advisory Group – vacant

Fairtrade Town Campaign – Patrick Marks

Golfing Liaison –vacant

Greenbelt Forum –

Harbour Trust – Chair (ex Officio)

Ohtawara Trust – vacant

RAF Leuchars Liaison group –Kenneth Fraser

St Andrews in Bloom committee – vacant

St Andrews Week committee –

St Andrews Partnership – Carole Ashworth

Martyr's Monument Committee – Izzy Corbin

## **Agenda – March 2011**

There will be a meeting of the community council immediately following the inaugural meeting, in the Burgh Chambers of the Town Hall, Queen's Gardens. There will be a short break at about 8pm.

The meeting is audio-recorded to assist the secretary in producing the minutes.

### **1. Apologies**

### **2. Minutes of February 2011**

### **3. Presentations**

### **4. Fife Councillors**

#### **4.1. Frances Melville**

#### **4.2. Bill Sangster**

#### **4.3. Robin Waterston**

#### **4.4. Dorothea Morrison**

### **5. Planning Committee**

### **6. Matters Arising from Previous Meetings**

#### **6.1. Standen - update**

#### **6.2. St Andrews Community Trust - update**

#### **6.3. Martyrs Monument - update**

#### **6.4. Royal Wedding Celebration – update**

#### **6.5. Reports from Representatives**

### **7. From Committees**

#### **7.1. Recreation**

#### **7.2. General Purposes**

#### **7.3. 200 Club**

### **8. New Business**

#### **8.1. East Fife Sports Council Awards**

Email from Susan McInnes, East Fife Sports Council asking about the possibility of the Community Council purchasing a new trophy for the annual awards at a cost of £50.

## 9. Reports from Office Bearers

### 9.1. Chair

#### 9.1.1. Report from retiring Chairman

### 9.2. Treasurer

### 9.3. Secretary

#### 9.3.1. Correspondence

Please note that the secretary receives a lot more correspondence than is listed, but internal correspondence is not listed and I've not listed the numerous emails regarding the vacancies !

## 10. Any Other Competent Business

*Please notify Chair of AOCB items before the start of the meeting or at the break. Hint: Given that the end of the meeting is often taken in something of a rush, unless items are urgent it might be better to submit them for next meeting's New Business*

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### Appendix A

Date	from	Subject
25/02/2011	Linda Purdie, Team Leader, Democratic Services (Fife Council)	Just About Managing Seminar organised by Fife Rural Partnerships on 31 <sup>st</sup> March at Rothes Halls
20/02/2011	Susan McInnes, East Fife Sports Council	Email re East Fife Sports Council Awards
24/02/2011	Jayne Macleod Mactv	Email about Royal Wedding Street party
22/02/2011	St Andrews News	Email about Royal Wedding Street Party
02/03/2011	Sarah Hill, ITN	Email about Royal Wedding Street Party
02/03/2011	Linda Purdie, Team Leader, Democratic Services (Fife Council)	Email about Local Community Planning Consultation Document
Feb 2011	Entrust	Letter for annual return for environmental project funding if receiving funding from Landfill tax funds