

HUTTON AND PAXTON COMMUNITY COUNCIL (H&PCC)

DRAFT MINUTES OF AGM MEETING

Venue: Paxton Village Hall

Date and time: Thursday 15th May 2025 at 19:30

Attendees: Sharon King – Chair
Angela MacLean - Secretary
Diana Beard - Treasurer
Becca Hall

In Attendance: 3 Members of our Community

1. Welcome

The Chair opened the meeting and welcomed everyone who had taken time to attend.

2. Apologies for Absence

Apologies were received from Cllr Anderson, Cllr Hamilton, Dan Norris, Tony Power and Cllr Aileen Orr.

3. Minutes of Previous Meeting – 2nd May 2024

The minutes from the meeting held on 2nd May 2024 were approved.

4. Office Bearers Combined Report

The Chair thanked her fellow office bearers and council members for all their support, attendance at meetings and work on behalf of the Community Council over the past year.

The Chair gave an overview of the role of the CC and the activities carried out over the past year. It was agreed that as everyone in the room had attended the majority of the meetings and that all meeting minutes are readily available on the website that there was no need to document the detail in these minutes, please refer to previous minutes available on our website <https://hpcommunityhub.uk/hutton-and-paxton-community-hub/community-council-2/community-council-meetings/>

The Chair handed over to fellow office bearers to provide an update on finance and administration.

Diana Beard outlined the financial position for the year from 01.04.24 to 31.03.25 and also talked through the 2024/25 Community Council Annual Support Grant Evaluation form. The CC is required to provide an annual report of activities and financial accounts to the Scottish Borders Council. The annual grant is dependent on the CC demonstrating its compliance with due process and accountability. Both documents will be available on our website after submission to, and approval by, Scottish Borders Council. In summary:

HPCC had carry-forward of £4,908.65 from 2023/24 year and this, along with the annual grant and hall hire reimbursement, provided a total income of £5,667.65.

A total of £2,152.99 was spent during 2024/25 with the most significant expenditure being allocated to the renovation of the Paxton War Memorial Garden (£1,895.00). We ended the financial year with a balance of £3,114.66. It should be noted that £1,400.00 remains ring-fenced for environmental projects.

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It was noted that both the Treasurer and Secretary have chosen not to claim expenses for administrative items such as paper, printing, etc. Reference to this is included in the minutes so that future office bearers are aware that this is a personal choice, and previous post-holders submitted claims for reimbursement (as is their right to do so).

The CC noted and agreed the contents. The accounts will be reviewed by a designated member of our community and it was agreed that the files will then be submitted to SBC.

5. Election of Officers

Current members were all happy to continue in their roles for the year ahead.

All members of HPCC agreed to abide by the Code of Conduct for Community Councillors and will sign to this effect.

6 Any Other Business

The consultation process on the amended Constitution for Community Councils was discussed. It was agreed that this would be adopted in full, once ratified by Scottish Borders Council. In particular, it was agreed that Hutton and Paxton Community Council meetings would reduce to 4 per year, as there is the ability to call an extraordinary meeting as required. We hope that the less frequent meetings will allow us to have more substantial actions/plans/proposals discussed when the CC meets on a quarterly basis.

As per current practices, key documents such as Police Reports, planned road closures, SBC Councillors reports, etc will be uploaded to our website and Facebook page when they are published and shared with the CC.

No other items were discussed under AOB.

7 Date and Time of Next Meeting

To be agreed.