



AGREED Minutes of the 38th AGM of Portobello Community Council held on 12th October 2020

Present: Lee Kindness, Mike Leeman, Craig McIntyre, Laurie Berrie, Geoff Lynn, Stephen Hawkins, Catherine Etoe, Frazer McNaughton, Esther Clayton, Elaine Murray.

Apologies: Cllr. Mary Campbell, Ruth Wallace

In Attendance: Cllr Kate Campbell and 6 members of the public.

38.1 Chair's Welcome & apologies

Lee welcomed everyone to the meeting.

38.2 Chair's report

The annual report was summarised, see Appendix 1.

38.3 Treasurer's report

The report was summarised, see Appendix 2 & 3.

38.4 Secretary's Report

The report was summarised, see Appendix 4.

38.5 Engagement Officer's Report

The report was summarised, see Appendix 5.

As part of the discussion it was noted that there was less engagement from 18-24 and 65+. The discussion turned to how we can involve the local secondary schools (Portobello High School and Holyrood High School). The secretary will reach out to both.

38.6 Election of office bearers

After all office bearers stood down Cllr. Kate Campbell took the chair.

Co-Chair: Lee Kindness.

Co-Chair: Craig McIntyre.

Treasurer: Stephen Hawkins.

Secretary: Mike Leeman.

Engagement Officer: Laurie Berrie.

Note that for the Co-Chair Miranda Hurst and Frazer McNaughton were also nominated. Frazer did not want to accept the nomination and Miranda was not at the meeting to accept the nomination.

The 38th AGM was closed at 20.14



Appendix 1: Annual report



Portobello Community Council

Annual Report

2020



Appendix 2: Treasurer's Report (Accounts)



Portobello Community Council

Accounts for year ending 31st March 2020

Income and Expenditure Account

Income	2020 £	2019 £
CEC Grant	756.74	906.74
Other income	0.00	726.00
Total	756.74	1632.74
Expenditure		
Insurance	254.83	250.39
Room hire	300.00	400.00
Information Commissioner	80.00	
Action Party	15.00	
Webhosting and IT design	356.68	593.36
	1006.51	1243.75
Surplus of income over expenditure	-249.77	388.99
Surplus brought forward	817.86	428.87
Surplus carried forward	568.09	817.86



Appendix 3: Treasurer's Report (Narrative)

Portobello Community Council Financial Report 2019/20

This statement of account for the year 2019/20 was prepared for the PCC delayed virtual Annual General Meeting held on 12th October 2020. Please note that this report will not make reference to any money held by PCC in the Traders' Account as the funds were collected by local businesspeople for Christmas lights and special events. These funds cannot be used for the standard business of the PCC. Should anyone require information about those funds, please contact the PCC treasurer, email address: treasurer@portobelloc.org

Business Account

The activities of the community council resulted in a negative surplus for the year of £249.77 however, this gives me no concern as will be explained in the Expenditure section of this report.

I will now draw your attention to the main items of income and expenditure for the year.

Income

The only source of income is the grant of £756.74 received from The City of Edinburgh Council which is based on a standard lump sum payment plus an additional per capita contribution related to the population for the area.

Expenditure

The main items of expenditure were £254.83 for insurance, £300.00 for room hire and £356.68 for Information Communication Technology costs. Within the ICT costs, £300.00 was spent on an upgrade of the website which was covered by a grant from CEC received in 2018/19. As clarification, a double charge of £80 is shown for registration with the Information Commissioner's Office for the calendar years of 2019 and 2020. Administrative delays were experienced with communication from the ICO as email contacts were given as the personal address of the previous Secretary. Contact email addresses have been amended to the Treasurer's email address at PCC so delays should not be experienced going forward.

In a similar vein payment for the registration of the domain name for the community council is through the web administrator, Cardoness and



Appendix 4: Secretary's Report

In what has been a challenging year for us all it has helped to focus the role of the secretary and what value the role can add to the community council. I would suggest that I compile a process document of what needs to be done and when so that when there is a new secretary there can be a smooth transition and whilst everyone will bring their own particular style there are some things which will need to be completed the same.

Without staying too much into the Engagement officer report the largest challenge this past year has been how to run meetings in an online environment so that decisions could be made and also that they can be as inclusive as possible. Whilst I do recognise that this will mean some people will miss out on the actual meetings I would hope that detailed minutes allow those that were unable to join to understand what was discussed and why decisions could be made. We shall continue to conduct meetings using MS Teams whilst restrictions on meetings remain in place. It would also be useful to explore if people would find this a useful tool in addition to physical meetings in the future.

A huge thank you to Lee and Miranda for helping me through the initial months (and beyond) in regards answering queries and confirming what I should be doing.

Thank you to all members of the Community Council for your work and expertise in all areas this year, particularly in the planning and place-making areas, both of which are still a foreign land to me.

Thank you to Ruth Wallace who has had to step down from PCC due to her moving away from the area, we all wish you well with the move and your future.

A final thank you to members of the public who have been patient with me whilst I figured out the role and have also helped with suggestions to make meetings, consultations and communication better. Please keep suggestions coming in as constructive feedback is always welcome.



Appendix 5: Engagement Report

Portobello Community Council

Engagement Report 2020

