



**Callander Community Council**  
**Meeting on Monday, 8<sup>th</sup>. November 2021**  
**Secretary's report**

I have dealt with the following correspondence:

- Email from a member of the public, complaining about material which was displayed online on a individual councillor's profile in the October 2021 meeting. An apology was sent to the individual and accepted.

I have also dealt with 4 other email enquiries from members of the public, two of which I referred to SC for clarification, before giving a full answer for each one.

This is in addition to the day-to day work which ensures the smooth running of the community council, such as setting agendas/ notices of meetings in liaison with the Chair and other community councillors, keeping minutes and records and ensuring effective communication between committee members and other individuals.

Since July 2021, I have also been responsible for the taking of minutes of all business meetings, which is in addition to the above mentioned duties. I requested that a Minute Secretary be sought and the post was advertised several times, with no applications received.

Michelle Flynn, Community Development Officer, will now advertise the post of Minute Secretary internally on the SC website.

Olga Watkins

03/11/2021