

AGENDA

**First Meeting of
name Community Council
on **date** at **time**
in **venue****

BUSINESS

The Returning Officer will chair the meeting pending the appointment of the Chair.

1. **Sederunt and Apologies for Absence** (See Note 1)
2. **Appointment of the Chair (or equivalent)** (See Note 2)
3. **Appointment of the Vice-Chair (or equivalent)** (See Note 3)
4. **Appointment of the Secretary** (See Note 4)
5. **Appointment of the Treasurer** (See Note 5)

Items 6 to 17 are optional – they could be agreed at a future meeting

6. **Consider the appointment of the Examiner(s) of Accounts** (See Note 6)
 7. **Consider the appointment of any other office bearer or employees** (See Note 7)
 8. **Consider the co-option of voting & associate members in terms of section 8 of the Scheme for the Establishment of Community Councils in Dumfries & Galloway (“the Scheme”)** (See Note 8)
 9. **Consider the appointment of any committees** (See Note 9)
 10. **Consider the production of certified statement of assets and liabilities of former Community Council** (See Note 10)
 11. **Consider public liability insurance cover** (See Note 11)
 12. **Consider request to Dumfries & Galloway Council for discretionary grant for the current financial year ending 31 March** (See Note 12)
 13. **Consider the arrangements for adopting the Constitution and drawing up Standing Orders in terms of section 3 of the Scheme and set a date for Extraordinary or Annual General Meeting at which to adopt these** (See Note 13)
 14. **Identification of training needs**
 15. **Completion of Data Protection forms**
 16. **ANY OTHER COMPETENT BUSINESS**
 - 16.1 **List of office bearers and Examiner(s) of Accounts to be sent to Dumfries & Galloway Council’s Community Councils mailbox communitycouncils@dumgal.gov.uk within one calendar month of the first meeting**
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17. **FIX DATES, TIMES AND LOCATIONS FOR ORDINARY MEETINGS OF THE COMMUNITY COUNCIL**

These NOTES refer to the Scheme for the Establishment of Community Councils in Dumfries & Galloway, referred to in this document as “the Scheme”.

NOTE 1 (see section 10.1 of the Scheme)

The first meeting after an ordinary or by-election shall be chaired, until a Chair has been elected, by the Returning Officer (RO) or his nominee.

NOTE 2 (see sections 6.1 and 6.3 of the Scheme)

All Community Councils (CCs) must have a Chair and the Community Council (CC) may decide by what title the holder of this office is known subject to the approval of that title by Dumfries & Galloway Council (DGC). Voting may be open or by secret ballot as the majority of members present at the meeting wish. Where the voting produces an equality of votes, the appointment shall be decided by lot. Once the Chair has been appointed they will take the chair and preside for the remainder of the meeting. The RO may be invited to stay until the end of the meeting, particularly if they are taking the minutes. The Chair and Vice Chair shall not be eligible to be elected for other positions on the Community Council.

NOTE 3 (see section 6.1 of the Scheme)

A Vice Chair should be appointed who shall be known by such title as the CC decides, subject to the approval of that title by DGC. The Chair and Vice Chair shall not be eligible to be elected for other positions on the Community Council.

NOTES 4 and 5 (see section 6.1 of the Scheme)

Every CC must appoint a Secretary and a Treasurer who need **not** be members of the CC. Where the Secretary or Treasurer is not a member of the CC they may be salaried or receive an honorarium, shall be entitled to speak only on matters relating to their function as an office bearer and shall have **no voting rights**. After the appointment of the Secretary the RO may be invited to stay until the end of the meeting, particularly if the RO is taking the minutes.

NOTE 6 (see section 12.4 of the Scheme)

The CC is required to appoint a person(s) to be independent examiner(s) of its accounts, who shall not be a member of the CC and the person appointed requires to be approved by DGC.

NOTE 7 (see section 5.7 of the Scheme)

All Community Councillors may be reimbursed from CC funds for reasonable expenses incurred in performing the duties of their posts. Where a CC member is authorised to attend a meeting, they shall be entitled to expenses and subsistence at the current DGC rate for its elected Members. The CC may appoint any other office bearers or employees as it deems appropriate but no member of a CC may hold a paid office under the Community Council.

NOTE 8

Associate members (no voting rights) – section 5.5 of the Scheme: Associate Members do not need to reside within the CC area and may be appointed by a CC at an ordinary meeting, where there is a need for individuals with skills or knowledge which the CC consider would assist in carrying out its functions e.g. for seeking external funding opportunities or any other projects for which the individual has a suitable skills base. Such Associate Members may be under 16 years of age. These individuals do NOT have voting rights and will NOT be counted in terms of meeting a quorum or towards the maximum permitted number of CC members. Associate Members may serve for a fixed period as determined by the CC or for the term of office of the CC that has appointed them. Associate Members may also include representatives from other constituted voluntary organisations.

Co-option of voting members – sections 5.3 and 5.4 of the Scheme: Where their elected membership is less than the maximum permitted number of elected Members specified in

Schedule 1 but is equal to or more than HALF of that number, CCs may co-opt persons who would be eligible for election as full voting Members in order to reach the maximum permitted number. Members so co-opted shall serve until the next election (ordinary or by-election) to that CC, with full voting rights. These co-opted members may be co-opted at an ordinary CC meeting.

NOTE 9 (see section 10.8 of the Scheme)

The CC is entitled, though not obliged, to appoint Committees to carry out specific functions. Many CCs do not have Committees for specific functions and prefer to deal with all business at the full CC.

NOTE 10 (see 14 of the Scheme)

Where a CC has previously existed in the last four years, the outgoing members of the former CC will have been asked to prepare a certified statement of the assets and liabilities of the CC as at dissolution. It may be that this information is not available for the first meeting but in that event the CC is advised to continue consideration of the item and ensure that these statements are received in order that the Treasurer may have accurate records for the preparation of the next set of annual accounts, and any discrepancies investigated and resolved while the matter is still relatively recent. This note does not apply when it is more than four years since a CC last operated.

NOTE 11 (see section 13 of the Scheme)

DGC shall ensure best value for CCs in relation to their public liability insurance cover. If there is a change to this arrangement CCs will be notified as early as possible so they may make alternative arrangements. It should be noted that public liability, professional indemnity, personal accident, employer's liability and trustee indemnity for Community Councillors are covered under the above arrangement. However, the CC must ensure that any other risks are covered by suitable insurance e.g. gala days, fun days, switching on Christmas lights.

Insurance cover for Elections: It should be noted that where a CC election takes place in premises that are **not** owned by DGC, the owner or voluntary management committee responsible for the repairs and maintenance at the venue must ensure they have public liability insurance, as DGC's insurance will **not** cover this situation.

NOTE 12 (see section 12.5 of the Scheme)

A discretionary grant is available from DGC, should CCs choose to claim this. The grant application form will be sent to CCs normally by April each year (further copies can be obtained from www.dumgal.gov.uk/communitycouncils). Grants cover the year from 1 April and application forms must be submitted by the **last day of February** in the grant year to which they relate. Late application forms will not be processed.

NOTE 13 (see section 3 of the Scheme and models at Schedule 3 and Appendix 13)

Constitution: Each CC is required to adopt or amend its Constitution within 3 calendar months of an ordinary or by-election and this must be done at an EGM or AGM, signed/dated at the meeting then approved in writing by DGC. Each CC must use **Schedule 3** as its Constitution but, if it so wishes, may add information within the "fillable" boxes. Any addition must comply with the terms of the Scheme and if the proposal is supported by **two-thirds** of the current voting membership of the CC and approved in writing by DGC, the additions will then come into effect. If DGC does not approve the additions this **may** result in dissolution of the CC; and failure to adopt the Constitution as described above **shall** result in dissolution.

Standing Orders: Community Councils may adopt Standing Orders (model at **Appendix 13**), to be considered at an AGM or EGM. The Standing Orders do not require to be approved by DGC; however they must comply with the Scheme.