

APPENDIX 9



Name of Community Council _____

Date of meeting _____

Venue of meeting _____

Present: List members of the Community Council present including co-opted members, and ex officio

In attendance: Associate members and any visitors to the Community Council

Apologies: List any members who have submitted apologies for this meeting.

Item	Action
<p>1. Welcome and Declaration of Interests</p> <p>You should detail the item number, the community Councillor declaring the interest, the nature of this interest and whether the Community Councillor left the meeting whilst the item was discussed.</p>	<p>For all items - Note initials of Councillors who are responsible for the actions</p>
<p>2. Approve Minute of last meeting</p> <p>Chair to ask whether everyone who attended the meeting is in agreement that the minutes are a true reflection of the meeting concerned. If any members wish to query this is the time to do so. Once all happy they can be approved and seconded.</p>	
<p>3. Matters arising from the minute</p> <p>You should detail any updates and any further actions/decision relating to that item.</p>	

4. Police Report

Note receipt of the report and any highlights. Note any issues raised and any action to be taken.

5. Any presentation/arranged speakers

Short overview of content followed by any decision or action to be taken.

6. Planning Applications

All planning considered should be noted along with any discussion and any representation that will be submitted in the name of the Community Council.

If the Community Council has undertaken any agreement of a consultation response out with the formal meeting. This should be intimated and minuted at the next formal meeting.

7. Reports from Sub-Committees/Working Groups

Where appropriate you should provide detail of updates from any sub-committees or working groups and any views that require to be reported back to these groups.

8. Update from South Ayrshire Councillors

You should give a general overview of this update and note any matters raised for the Councillor to progress.

9. Questions from Members of the Public

You should note in general terms the issues raised (without referring to the residents concerned) and any actions/decision relating to this. If a significant issue (that is not of an urgent nature) is raised, you may wish to defer consideration to the next meeting to ensure the Community is aware that the CC is discussing this item.

10. Correspondence

Items previously circulated should be noted and any further action agreed and noted.

11. Treasurer

You should note the balance and any further expenditure or actions that are agreed.

12. Other agenda items/Urgent Business (if required)

You should provide an overview of the discussion that took place, keeping it general and not using specific Community Councillors names unless necessary.

You should provide details of any decision and actions to be taken.

13. Date of Next Meeting

You should provide the date, time and venue of the next meeting.