Agenda Template

A standard format for your Community Council agenda may be:

|  |
| --- |
| **Heart of Community copy[Name of] Community Council Agenda****Date / Time / venue** |
| **Chair:** | [name of] |
| **Agenda** |
|  | **Police Update***It is good practice to allow the Police to speak at the outset of the meeting.* |
|  | **Guest Presentation** |
|  | **Minutes of Last Meeting***Attach to agenda.* |
|  | **Matters Arising** |
|  | **Correspondence** |
|  | **Treasurers Report** |
|  | **Community Feedback***This is where Community Councillors and Elected Members share matters received either informally or formally by residents or to give any visiting public the floor.* |
|  | **Reports** |
|  | **a) Local Councillor(s)** |
|  | **b) Community Council Sub Group(s)** |
|  | **c) A N Other(s)** |
|  | **Planning Issues** |
|  | **The Joint Community Council of Moray***Use this opportunity to hear updates from your JCC representative and agree any matters to be fed to the next JCC.* |
|  | **AOCB** |
|  | **Date, Time and Venue of Next Meeting** |