Agenda Template

A standard format for your Community Council agenda may be:

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| **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** | |