Meeting Agenda template

A standard format for your Community Council agenda follows:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Council Agenda**

Date:

Time:

Venue:

Chair:

**Agenda**

1. **Police Update***It is good practice to allow the Police to speak at the outset of the meeting.*
2. **Guest Presentation**
3. **Minutes of Last Meeting***Attach to agenda.*
4. **Matters Arising**
5. **Correspondence Received**

*Read or circulate any correspondence received including relevant social media responses.*

1. **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.*
2. **Treasurers Report**
3. **Reports**
   1. Local Councillor(s)
   2. Community Council Sub Group(s)
   3. A N Other(s)
4. **Planning Issues**
5. **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.*
6. **AOCB**
7. **Date, Time and Venue of Next Meeting**