**Meeting of the (name of Community Council)**

**On (day, month, year and time)**

**In (venue)**

**AGENDA**

**Items of Business**

1. Declarations of Interest

2. Record members present and member apologies for absence

3. Minute of the last meeting (date) – include also minute of any sub-committee meeting (as appropriate)

4. Matters Arising from the last meeting (if not already a separate item on the agenda)

5. Other agreed items of business, for example:

An arranged speaker on a specific subject

A presentation (and so on)

6. Correspondence (for example, any items for discussion, emails, letters and so on).

(The Secretary will want to consider producing a list of correspondence to be issued with the agenda).

7. Reports (for example: Treasurer’s report; Elected Members, Police, Planning List, Licensing etc)

8. Any other Competent Business (AOCB)

9. Any questions from members of the public

10. Date, time and place of next meeting

(At the conclusion of the meeting, the Chairperson will declare the meeting closed).

Consider whether items such as Planning Applications , Police Reports, updates from Elected Members and so on would benefit from being listed as separate, regular agenda items.