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 for absence: | List any members who have submitted apologies for this meeting |

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| Item |  | Action  |
| **1.** | **Welcome and Declaration of Interests** |  |
|  | You should detail the item number, the community Councillor declaring the interest, the nature of this interest and whether the CCllr left the meeting whilst the item was discussed (They considered their interest to be significant or financial) | For all items - Note initials of CCllrs who are responsible for the actions |
| **2.**  | **Minute of last meeting** |  |
|  | “The minute was agreed as a correct record of the meeting” or “The minute was considered a correct record of the meeting subject to…..”. You can also note who proposed and seconded the minute. |  |
| **3.** | **Matters arising from the minute of the previous meeting** |  |
|  | You should detail any updates and any further actions/decision relating to that item. |  |
| **4.**  | **Police Report** |  |
|  | Note receipt of the report and any highlights. Note any issues raised by CCllrs 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 outwith the formal meeting. This should be advised and then recorded in the minute of 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 Fife Council Ward Councillors** |  |
|  | You should give a general overview of this update and note any matters raised for the Councillor to progress. |  |
| **9.**  | **Correspondence** |  |
|  | Items previously circulated should be noted and any further action agreed and noted. |  |
| **10.** | **Treasurer** |  |
|  | You should note the balance and any further expenditure or actions that are agreed. |  |
| **11.** | **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 CCllrs names unless necessary.You should provide details of any decision and actions to be taken  |  |
| **12.** | **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. |  |
| **13.** | **Date of Next Meeting** |  |
|  | You should provide the date, time and venue of the next meeting. |  |