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| **AGM MINUTES**  **Learning Room 2, Fraserburgh**  **Community & Sports Centre**  **Tuesday 18th June 2024**  **at 6.00 pm** | |  |
| **Present**:  Helena Gilbert (Chair)  Dionne Whyte (Vice Chair)  Kenny Harper (Treasurer)  Julie Rowe (Secretary)  Steven Rollo (Planning Secretary)  Sylvia Harper  Jodie Summers  Mary Regan  Fiona Duthie (minutes)        **Councillors**: Councillor James Adams  Councillor Doreen Mair | | |
| **1.** | **Apologies** | |
|  | John Anderson, Arthur Bowie, Willie McKenzie, Kelly Thomson, Cllr Seamus Logan, Brian Topping | |
| **2.** | **Minutes of last AGM to be approved – Tuesday 20th June 2023** | |
|  | Proposed – Kenny Harper, Seconded – Dionne Whyte | |
| **3.** | **Chairperson’s Report** | |
|  | The following report was forwarded to all present by Helena Gilbert, Chair:  A very warm welcome to you all, especially our new members, who I hope are looking forward to being active members of Fraserburgh Community Council.  Firstly, I would like to thank Dionne for being our excellent past Chair and for all her hard work and commitment.    Thanks also go to yourselves and the area team for supporting me prior to taking up this post officially.  Throughout the year we attended local events, one being, the Fraserburgh Resilience Group Open Day , to support them and promote the Community Council.  We also attended the Aberdeenshire Public Health Wellbeing Festival to represent the Community Council and raise funds for the Beach Masterplan.  The “ Broch Boards” project is still ongoing and we hope to have more boards situated in the town in the near future.  Since the Flower Fairies “ retired” we initiated a Planter Adoption project which has proved popular and  we hope to continue this in the years ahead.  The Litter Picking Squad have arranged a number of litter picks with schools, groups, businesses and local people to keep the town and beach area tidy whilst promoting community involvement.  We are looking forward to being part of the Beach Masterplan and to engage with  the people of Fraserburgh, major stakeholders and the wider community to move forward with this major project.  Helena. | |
| **4.** | **Treasurer’s Report** | |
|  | **Kenny Harper (Treasurer)**  Accounts are still at accountant. John Anderson Away from home with details of the resilience Bank funds.  Balance as at today:  Beach chair fund £5611.62  Community Council £3973.11  Resilience Group/food larder £24070.40 | |
| **5.** | **Election/Re-election of Office Bearers (in accordance with constitution)** | |
|  | This part of the meeting was chaired by Councillor Doreen Mair.  Chairman asked meeting if there were to be any changes to the office bearers voted for last meeting. None lodged.  Office bearers to remain as follows:  Helena Gilbert – Chairperson  Dionne Whyte – Vice Chairperson  Kenny Harper - Treasurer  Steven Rollo - Planning Secretary  Julie Rowe - Secretary  Fiona Duthie - (co-opted) – Minute Secretary | |
| **6.** | **Review & Agreement of Community Council Constitution** | |
|  | Relating to single election & co options in line with proposed changes to model constitution.  Unanimously agreed.  New constitution attached | |
| **7.** | **Time & Place of Meetings for the next 12 months** | |
|  | Meetings will be held on the 3rd Tuesday of the month at 6.30pm, in Fraserburgh Community & sports Centre. No meetings are held in July or December. | |

FRASERBURGH COMMUNITY COUNCIL CONSTITUTION

NAME

1. The name of the Community Council shall be FRASERBURGH

COMMUNITY COUNCIL (“the Community Council”).

OBJECTS AND FUNCTIONS

2. The objects and function of the Community Council shall be:

2.1 To proactively identify and assess issues of concern to its local community.

Taking into account views expressed by the public and any other relevant

evidence, it should either take such action as it considers to be suitable or

convey its finding and conclusions to the relevant authority for consideration.

2.2 To promote the well-being of the community resident within the Community

Council boundaries (“the Community Council Area”) and comply with equal

opportunities legislation that makes it unlawful to discriminate against persons

or groups on the grounds the nine protected characteristics being age,

disability, gender reassignment, pregnancy and maternity, race, religion or

belief, marriage and civil partnership, sex and sexual orientation.

2.3 To be a means whereby the people of the Community Council Area shall be

able to voice their opinions on any matter affecting their lives, their welfare,

their environment, its development and amenity.

2.4 Provided that the Community Council shall be non-party political and non-

sectarian in their discussions and decision-making and shall comply with data

protection and other relevant legislation.

MEMBERSHIP OF COMMUNITY COUNCIL

3. The Community Council shall consist of not fewer than 7 and not more than

17 persons elected by persons resident within the Community Council Area

(“the Community Councillors”) and such persons shall be eligible in

accordance with Section 3.1 below. In addition to the Community Councillors,

the Community Council may consist of Junior Members and Ex-Officio

Members and the Community Council may appoint Associate Members.

3.1 Community Councillors should:

a. be aged 16 years or over, and

b. reside in the Community Council Area and be on the Electoral Register,

or

c. have had their ordinary or principal residence in the Community

Council Area for at least three months prior to nomination, and

d. not be elected to serve on Aberdeenshire Council, or the Scottish

or UK Parliaments.

3.1.1 Provided that the Community Council has a maximum of two places

available for Community Councillors who do not reside in the Community

Council Area but meet the follow criteria:-

a. are permanently employed in the area of the Community Council;

and/or

b. carry out regular self-employed work in the area of the Community

Council; and/or

c. carry out voluntary work in the area of the Community Council;

and/or

d. own a business in the area of the Community Council; and/or

e. own a second home in the area of the Community Council.

3.1.2 In terms of 3.1.1 above, a Community Councillor who does not reside in the

Community Area cannot be a serving Community Councillor of another

Community Council.

3.1.3 Any Community Councillor who no longer meets the eligibility set out in this

section, in Section 3.7 below and/or has been disqualified in accordance with

Section 9 of the Scheme for the Establishment of Community Councils (“the

Scheme”) is not eligible to be a Community Councillor of the Community

Council.

3.1.4 Any serving Community Councillor who is elected to serve on Aberdeenshire

Council, or the Scottish or UK Parliaments shall be ineligible to remain as a

Community Councillor.

3.2 Co-option of Members

a. The Community Council may, when their elected membership is above the

minimum number of Community Councillors specified in Section 3 above, co-

opt persons who would be eligible for election to the Community Council as

Community Councillors in accordance with Section 3.1. The number of co-

opted Community Councillors may not at any time exceed one quarter of the

maximum number of Community Councillors.

b. The proposed members must be elected on to the Community Council by a

two thirds majority of the Community Councillors present and voting. Such co-

opted members shall have full voting rights, will become Full Members after a

period of 6 months in position and will serve until the next round of elections.

Notice of any proposed co-option procedure is required to be intimated to all

of the Community Council’s members and the Area Manager at least 10

working days prior to the meeting when the matter of co-option will be

decided.

3.3 Junior Members

The Community Council will provide two or more places in addition to its

maximum general membership, for persons aged 14 and 15 who live and/or

are educated within the Community Area. Such persons will have full voting

rights but shall not hold office in the Community Council. Such persons cannot

be counted as part of any quorum or the minimum or maximum number of the

Community Council.

3.4 Associate Members

The Community Council may engage Associate Members with skills,

knowledge and interests which the Community Council consider would be of

assistance to the Community Council in carrying out its functions. Associate

Members shall not have voting rights and shall not hold office within the

Community Council. Associate Members will serve for such time as may be

determined by the Community Council at the time of their engagement or until

the Community Council decide that their services are no longer required.

Associate Members do not form part of the quorum or minimum or maximum

number of Community Councillors.

3.5 Ex-Officio Members

The Aberdeenshire Councillors for the area covered by the Community Area

shall have ex officio membership of the Community Council during their period

of office for the Council but shall not be eligible to vote or hold office in the

Community Council. No Aberdeenshire Councillor may be a member of a

Community Council other than in an ex officio capacity.

3.6 The allocation of Community Councillors between the areas within the

Community Area shall be as follows: N/A

3.7 Membership of the Community Council is disqualified in the following

circumstances:

a. When the Community Councillor’s eligibility qualification within

that Community Council area ceases to exist, their

membership will be automatically terminated.

b. If any Community Councillor of the Community Council fails to attend

three successive Community Council meetings, with or without

submitting apologies, the Community Council may terminate their

membership provided that the termination of the membership must be

an item on a meeting agenda and must be carried with a two thirds

majority vote of those present and voting provided that, at the

discretion of the Community Council, a period of leave of absence of

up to six months for the Community Council member may be granted

and minuted at any meeting of the Community Council. This period

may be reviewed by the Community Council

ELECTIONS

4.1 Vacancies will be advertised in accordance with the Scheme and a ballot will

be held if there are more nominations than vacancies.

4.2 Aberdeenshire Council will administer all elections and will appoint a

Returning Officer at the commencement of the election period.

4.3 Except as otherwise provided by this paragraph, Community Councillors shall

hold office for 3 years and shall be eligible for re-election.

a. Persons seeking election to the Community Council shall be

nominated as prescribed in the Scheme and nominations shall be

lodged with the Returning Officer by a prescribed time and date.

b. In the event of the number of persons remaining validly nominated for

election to the Community Council exceeding the number of vacancies,

the election shall be by a secret ballot paper containing a list of the

persons validly nominated. The said election shall be arranged by the

Council in consultation with the Community Council in terms of the

Scheme.

c. In the event of any casual vacancy or vacancies the Community

Council in consultation with Aberdeenshire Council shall arrange to

hold an election in the prescribed way.

d. The Community Council may, where its elected membership is at or

above the prescribed minimum number and does not comprise the

maximum number of Community Councillors, co-opt persons who

would be eligible for election to the Community Council as members.

The number of members so co-opted may not at any time exceed one

quarter of the maximum number of Community Councillors.

e. Co-opted members must be elected on to the Community Council by a

two-thirds majority of Community Councillors being present and voting.

Notice of any proposed co-option procedure is required to be intimated

to all that Community Council’s members at least 10 working days prior

to the meeting when the matter will be decided.

f. Members so co-opted may serve until the next ordinary election to

that Community Council, with full voting rights.

g. The Community Council may also engage Associate Members to the

Community Council being any person or persons (resident either

within or without the Community Area) and

i. such persons shall be engaged only for such period or

respective periods as shall be agreed by the Community

Council at their time of engagement or until the Community

Council decides that their services are no longer required and

ii. such person or persons shall not be entitled to vote.

MEETINGS

5.1 During the month of June in each year the Community Council shall

convene an Annual General Meeting (AGM), the agenda for which shall

include items for receiving the Community Council’s Annual Report and the

independently verified Statement of Accounts, provision when necessary

for considering and voting on proposals for amendment of the Community

Council’s Constitution all in accordance with Appendix 1 below.

5.2 The Community Council shall meet throughout the year at intervals of one

month with the exception of the months of July and December. The AGM will

be held prior to the June General Meeting. The dates of regular meetings

during the remainder of the year shall be agreed at the AGM.

5.3 The Community Council shall, upon receipt of a requisition signed by twenty

electors within the Community Area, convene a special meeting, to be held

within 15 working days of receipt of that requisition, or such shorter period as

may be specified by the Community Council, to consider the business which

must be specified in the requisition and in the notice calling the meeting.

OFFICERS OF THE COMMUNITY COUNCIL

6.1 a. The Community Council, at its first meeting after the initial and

subsequent elections, shall elect one of its members to be Chairperson

and may elect one of its members to be Vice-Chairperson

b. The office of Chairperson shall not be combined with any other

office, nor shall one person hold more than two positions.

c. The Community Council shall appoint and shall have power to

dismiss a Secretary and a Treasurer whether or not from among its

Community Councillors. The offices of Secretary and Treasurer, but

no other office-bearers may be combined.

d. The Community Councillor(s) serving as Secretary or Treasurer or

Secretary/Treasurer shall not be entitled to remuneration, but the

Community Council may, at its discretion, award honoraria to such

Community Councillors together with expenses actually incurred and

supported by receipts or vouchers. The Community Council may pay

appropriate remuneration to a Secretary and Treasurer or

Secretary/Treasurer appointed outwith its own membership.

e. The Community Council shall appoint a representative(s) to the local

forum or equivalent who shall be entitled to vote in respect of any

matters raised at a meeting of the forum or equivalent. Area based

forums will facilitate engagement on local community planning issues.

STAFF

7. In addition to the offices of Secretary and Treasurer or Secretary/Treasurer

the Community Council shall have power to appoint and dismiss such

other staff as it may from time to time determine, subject to the observance

of employment law.

COMMITTEES AND SUB-COMMITTEES

8. The Community Council shall have powers to appoint such Committees

and/or Sub-Committees or sub-groups as it may from time to time decide and

shall determine their terms of reference, powers, duration and composition.

FINANCE

9. a. All monies raised by or on behalf of the Community Council shall be

applied to further the objects of the Community Council and to maintain

its administrative structure.

b. The Community Council shall have the power to secure resources for

schemes, projects and all other purposes consistent with its functions

and shall be eligible to apply for grants for suitable projects.

c. The Council will provide an administrative grant to the Community

Council to assist with the operating costs of the Community Council.

d. The Treasurer or Secretary/Treasurer shall arrange for a bank

account(s) to be held in the name of the Community Council and

shall have responsibility for:

i. the proper management of the Community Council’s

financial affairs; and

ii. keeping proper books of account showing the finances of the

Community Council.

e. The Community Council shall appoint an independent verifier, acceptable to

Aberdeenshire Council, to independently verify the accounts of the

Community Council annually.

f. Independently verified Statement of Accounts of the Community Council for

the last financial year shall be submitted by the Community Council to the

Annual General Meeting. The Community Council’s financial year shall run

from 1 April.

g. The Title to all and any heritable property which may be acquired by or for the

purpose of the Community Council shall be taken in the name of the

Chairperson, and Secretary of the Community Council and their successors in

their respective offices as trustees for the Community Council.

h. The Community Council must comply with Section 13 of the Scheme and

must have sufficient and adequate insurance to cover the Community Council

in the event of claims being made against the Community Council and must

be able to demonstrate to the Council that this insurance cover is in place.

i. The Community Council must be registered with the Information

Commissioner’s Office for Data Protection and must be able to demonstrate

to the Council that this registration is in place. Following the approval of the

independently verified Statement of Accounts at the AGM, a copy of the

accounts, the draft AGM minute showing approval of accounts, proof of

insurance cover and proof of registration with the Information Commissioner

(Data Protection) must be forwarded as soon as practicable to the Area

Manager in order to release the Community Council Grant.

RETURN OF OFFICE- BEARERS AND OTHERS

10. Following the first meeting after each election the Community Council shall

lodge with the Area Manager for the Area of Aberdeenshire Council in which

located a return specifying the full names, addresses and designations of:

a. office-bearers;

b. elected, co-opted, and associate members; and

c. independent verifier

and shall notify the Area Manager in writing any change to office-bearers,

members and independent verifier/s.

AMENDMENT OF CONSTITUTION

11. a. Any proposal to amend the Constitution must be delivered in writing to

the Secretary of the Community Council at least 20 working days

before the date of the meeting at which the proposal is first to be

considered.

b. Subject to the provisions of paragraph 4 any alterations to the

Constitution will require approval of:

i. a majority of two-thirds of those present and voting in favour

thereof at an Annual General Meeting or a Special Meeting

convened for that purpose, and

ii. the Area Manager on behalf of Aberdeenshire Council

c. Notice of any General Meeting at which a proposal to change the

Constitution of the Community Council is to be considered shall be

given 10 working days prior to the date of the meeting and such notice

shall detail the wording of the proposed alteration.

SUPPORTED STATUS AND DISSOLUTION

12. Supported Status, Dissolution and Voluntary Dissolution of the Community

Council will only take place in accordance with the Scheme for the

Establishment of Community Councils.

SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

13. The Community Council shall not do anything which is inconsistent with

Aberdeenshire Council’s Scheme for the Establishment of Community

Councils and in the event of any inconsistency, the Scheme for the

Establishment of Community Councils shall take precedence.

DISCIPLINARY PROCEDURES

14. In the event of a complaint by a member of the Community Council or a third

party that the Community Council or a member of the Community Council is in

serious breach of the Community Councillors' Code of Conduct or has

otherwise brought the Community Council into disrepute it shall be dealt with

in accordance with the Complaints and Appeals Procedure in Section 17 and

Guidance 8 of the Scheme for the Establishment of Community Councils.

APPENDIX 1

STANDING ORDERS

The Standing Orders contain the rules which regulate the business and proceedings

of the Community Council.

1. Meetings

1.1 First meeting after election

1.1.1 The first Meeting of a Community Council after a full election shall be known

as the inaugural meeting. It shall be arranged by the Area Office and held

within 15 working days of the completion of the election process.

The business of that meeting shall include:

a. Appointment of office bearers (Chairperson, Vice Chairperson,

Secretary, Treasurer)

b. Approval of Constitution and Standing Orders (if appropriate)

c. Confirmation of meeting dates for remainder of current year.

1.1.2 The Returning Officer appointed in respect of the election shall convene

and Chair the first meeting. This meeting shall be chaired by the Returning

Officer, until a Chairperson has been elected by the eligible voting

members of the Community Council.

1.1.3 Following the first meeting after an election, each Community Council shall

lodge with the respective Area Manager a return specifying the full names,

designations and addresses of the Community Council’s office-bearers and

verifier of their accounts and must subsequently advise the Area Manager, in

writing, of all changes.

1.2 Ordinary Meetings

1.2.1 The frequency of meetings will be determined by each Community Council,

subject to a minimum of five ordinary meetings and one Annual General

Meeting being held each year.

1.2.2 All Community Council Meetings shall be held at the times and locations

detailed in accordance with the programme approved by the Community

Council.

1.2.3 Meetings of the Community Council may be face-to-face, hybrid or

online as long as these meetings are accessible to members of the

public interested in attending.

1.3 Annual General Meeting

1.3.1 The Annual General Meeting (AGM) of a Community Council shall be held in

May or June each year. The business shall include:

a. Consideration of the Community Council’s Annual Report

b. Consideration and approval of the independently verified Statement of

Accounts

c. The election / re-election of any Office Bearers

d. The approval of the Community Council’s Annual Budget

e. Voting on any proposals for amendment to the Community Council’s

Constitution.

1.3.2 Following the approval of the independently verified Statement of Accounts at

the AGM, a copy of these accounts, the draft AGM minute showing approval of

accounts, proof of insurance cover and proof of registration with the Information

Commissioner (Data Protection) must be forwarded as soon as practicable to

the Area Manager in order to release the Community Council Grants

1.4 Special Meetings

1.4.1 A Special Meeting may be called:-

a. by the Chairperson; or,

b. by one-fourth or more of the current eligible voting membership of

Community Council; or

c. By requisition signed by twenty electors within the Community Council

area; or

d. By an office bearer, to enable the implementation of the Community

Council Complaints and Review Procedure in Guidance 5.

1.4.2 The Special Meeting requisitioned in accordance with 1.4.1.c above shall be

held within 15 working days of receipt of the requisition by the Community

Council.

1.5 Calling Meetings

1.5.1 For all Meetings (with the exception of a Special Meeting in terms of Section

11 of the constitution) a notice will be published at least 3 working days

before the date of the Meeting, which will:-

a. detail the time and place of the Meeting; and

b. if it is a Special Meeting, name the members who have called the

Meeting, or if a requisition from electors has been received, and the

business which is to be considered.

1.5.2 The notice and agenda of meetings shall be placed in a suitable public place.

1.5.3 In addition to the notice, all members of the Community Council including

associate, junior and ex officio members must be invited to each meeting.

1.5.4 If a meeting is adjourned to a new day, notice and summons will be issued in

accordance with section 1.5.1 above.

1.6 Cancelling Meetings

1.6.1 The Chairperson may cancel or reschedule any meeting because of a lack of

business or in exceptional circumstances. Notice of the cancellation must be

given as soon as practicable. All members (including associate, junior and ex-

officio members) should be advised and a public notice confirming the

cancellation should be displayed at the meeting venue as well as on the

Community Council’s website.

2. Members attendance At Meetings

2.1 Quorum

2.1.1 There must be a minimum number of Community Councillors present at a

Meeting. This is known as the quorum. The quorum for each Meeting shall be

at least one-third of the current eligible voting membership of a Community

Council or three current eligible voting members, whichever is the greater. No

business can be determined at a Meeting unless a quorum is present.

2.1.2 If at any time during a Meeting there is a question about whether or not there

is a quorum, the Chairperson will, after allowing an interval of ten minutes, ask

the Secretary to count the number of members present. If a quorum is not

present, the Meeting will be adjourned.

2.1.3 If, ten minutes after the time set for the start of a Meeting a quorum is not

present, the Meeting will be abandoned, and the Secretary will record that no

business was considered because there was no quorum.

2.2 Substitute Members

Community Council members may not appoint substitutes to attend any

Meetings in their place.

3. The Agenda,

3.1. Agendas of Meetings shall be made available for public access within the

Community Council area at least 3 working days prior to the holding of any

meeting.

3.2 Community Councils shall provide copies of their agendas within the

prescribed timescales to the Council via the Area Manager.

3.3 Community Councils displaying their agendas online should ensure that these

are displayed online at least 3 working days prior to the holding of any

meeting

4. DURING MEETINGS

4.1 Arrangements for Chairing Meetings

4.1.1 At a Meeting the Chairperson, if present, will preside.

4.1.2 If the Chairperson is absent from a Meeting, the Vice Chairperson will preside.

If they are both absent, another member of the Community Council chosen by

the majority of the Community Councillors present, shall preside as

Chairperson.

4.1.3 At all times during a Meeting, members will respect the authority of the

Chairperson. If the Chairperson speaks, any member who is speaking to the

Meeting will stop.

4.1.4 The Chairperson’s duty is to preserve order at the Meeting and ensure that

members are given a fair hearing. If two or more members try to speak at the

same time, the Chairperson will decide who is to speak first.

4.1.5 The Chairperson will decide all matters of order, admissibility and urgency

and that ruling will be final.

4.1.6 The Chairperson will ensure that the decision of the Meeting is clear with

regard to all matters which form the business of the Meeting.

4.1.7 If a member persistently misbehaves by disregarding rulings by the

Chairperson, or behaves improperly or offensively, or willfully obstructs the

business of the Meeting, the Chairperson may take the following courses of

action sequentially:-

a. Warn the member about their behaviour,

b. Tell the member not to speak during the remainder of the debate on

the item being discussed,

c. Move that the member should not speak again during the Meeting. The

motion, if seconded, will be decided without discussion; if the motion is

carried the member will not speak again during that Meeting,

d. Move that the member should be suspended for the remainder of the

Meeting. The motion, if seconded, will be decided without discussion; if

the motion is carried, the member will leave the Meeting immediately,

e. Adjourn the Meeting for a short time as seems reasonable to the

Chairperson in the circumstances.

4.1.8 If there is disorder at any Meeting, the Chairperson will be entitled to adjourn

the Meeting to later that day. If that is not practicable, the Meeting may be

adjourned to another date and time as the Chairperson may decide then or

afterwards.

4.2 Business at Meetings

4.2.1 The business of the Community Council at any meeting shall proceed in the

order of the agenda except that the Chairperson may, at their discretion, alter

the order of business at any stage. Agendas and minutes of the Community

Council shall be made available in advance at an appropriate place.

4.2.2 No item of business shall be transacted at a meeting of the Community

Council unless it is specified in the notice calling the meeting, or any

supplementary notice, unless the Chairperson is of the opinion, by reason of

special circumstances which shall be specified in the Minutes, that an

additional item should be considered at the meeting as a matter of urgency.

4.3 Rules of Debate and how motions and amendments are moved and

decided

4.3.1 Every motion and amendment must be moved and seconded.

4.3.2 Where the Chairperson rules any purported motion or amendment as

irrelevant or incompetent, it shall not be put to the meeting.

4.4 How votes are taken

4.4.1 A vote can be taken by calling the roll or by show of hands, the names will not

be recorded in the Minute.

4.4.2 When there is more than one amendment to the motion, then, unless the

Chairperson decides otherwise in order to avoid inconsistency in voting, the

last amendment shall be put against the amendment immediately preceding.

The amendment which is carried shall be put against the next preceding

amendment. This process will continue until there is only one amendment

remaining. A vote will then be taken between the motion and the remaining

amendment, and whichever is carried will be the decision of the Meeting.

4.4.3 In the case of an equality of votes, the Chairperson will have the right to a

second or casting vote.

5. PUBLIC PARTICIPATION AT MEETINGS

The Community Council welcomes public participation at its Meetings. The following

arrangements are designed to enhance and regulate public participation at Meetings.

5.1 Public Access to Meetings

5.1.1 Every Community Council meeting will be open to the public, except in the

special circumstances set out in 3-5 below.

5.1.2 No person or body shall be permitted, without the permission of the Meeting,

to tape record, photograph, video, film or use any other form of electronic,

digital or computerised sound or visual recording system during any Meeting.

5.1.3 The public must be excluded from a Meeting when an item of business is

being considered if it is likely, because of the business itself or what might be

said at the Meeting, that confidential information (as meant by the relevant

law1) would be given to members of the public.

5.1.4 The Community Council may decide, by passing a resolution at any Meeting,

to exclude the public when it is considering an item of business if it is likely,

because of the business itself or what might be said at the Meeting, that

exempt information (as meant by the relevant law as referred to in 5.1.3

above) would be given to members of the public. The resolution to exclude

the public will make clear the proceedings or which part of the proceedings of

the Meeting it applies to and state the description of the exempt information.

5.1.5 The Community Council, in order to stop or prevent disorderly conduct or other

misbehaviour at a Meeting, may exclude or eject members of the public

whose presence or conduct is impeding or is likely to impede the Meeting. If a

member of the public interrupts any Meeting, the Chairperson may warn the

person. If they continue the interruption the Chairperson may order that they

immediately leave the Meeting.

5.2 Petitions and Requests to Speak at Meetings

5.2.1 Members of the public may submit a Petition or request to speak for items on

an agenda and not on an agenda to the Community Council as soon as

practicable before the meeting at which they wish to attend and/or speak at.

5.2.2 If, in the opinion of the Chairperson, the subject matter of the Petition and/or

the request to speak is a matter in which the Community Council has a

general interest and it is competent and relevant for them to consider, the

member of the public shall address the Meeting.

5.2.3 If a member of the public is attending a Meeting, it is at the discretion of the

Chairperson to allow the person to speak to the Meeting.

6. AFTER THE MEETING

6.1 Minutes of Meetings

6.1.1 Minutes of Community Council meetings must be approved at the next

meeting of the Community Council. Approved minutes of Community

Council’s meetings must be presented to the Council within 10 working days

from the date of the meeting at which the minutes were approved and shall

be made available for public access by the Community Council within the

Community Council area.

1 Section 50A and Schedule 7A of the Local Government (Scotland) Act 1973

6.1.2 No discussion or amendment will be competent on a Minute submitted at any

Meeting for approval other than any amendment or discussion to the effect

that they are not a correct record. Any amendment will include the words of

the alteration which is proposed to the Minute. An objection to the correctness

of a Minute will be dealt with by way of an amendment to a motion to approve

the Minute.

6.1.3 Only Community Councillors who were present at the Meeting to which a

Minute relates may vote on the correctness of the Minute.

6.1.4 Approved minutes should be signed by the Chairperson and retained for

future reference.

6.1.5 Community Councils shall provide copies of their draft minutes and approved

minutes within prescribed timescales to the Council via the Area Manager.

6.1.6 Community Councils displaying minutes online should ensure that the

approved minutes are added to the website and that this is done within 10

working days of the meeting at which the minutes are approved.

7. SUSPENSION OF STANDING ORDERS

7.1 These Standing Orders shall not be suspended except at a meeting at which

three quarters of the total number of elected Community Councillors are

present and only if the mover states the object of the motion and if two thirds

of the Community Councillors present consent to such a suspension.