

## Appendix 5 Agenda items 9, 10 &11

### PROPOSALS FOR R&S CC AGM 13 JUNE 2018

#### Item 9:Decisions by email

It is proposed that the Rhu & Shandon Community Council can conduct business by email. This will include making decisions by email in the following circumstances:

- A. When there is no convenient meeting scheduled and the business does not justify a specially convened meeting of the CC.
- B. When time is short and there is no routine meeting within the time period for a decision, and it is not possible to convene a special meeting.

A request for an email decision can be made by any Member distributing a proposal to all Members at their latest email addresses as advised to the Secretary.

Decisions will be by a simple majority of the whole Community Council (including co-opted Members) replying to the Proposer, with copies to all other Members.

A reasonable time should be allowed for replies, taking into consideration the topic and any timescales. Once replies have been received from a majority in favour for, or against, the Proposal the latter will be deemed to have been approved, or to have failed.

At the first routine meeting of the CC after an email decision the result will be written into the Minutes.

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#### Item 10:Formation of Sub-Committees

In accordance with the Model Constitution paragraph 10 it is proposed that the following sub-committees be formed:

##### Planning Sub-Committee

The Planning sub-Committee will be responsible on behalf of the R&S CC for tracking and reviewing all relevant Planning Applications, and formulating and making submissions about them on behalf of the R&SCC. They will also review any strategic Planning Documents, such as the Local Development Plan, and formulate and make submissions on behalf of R&S CC.

Whenever possible, and if timescales allow, the Planning Sub-Committee will refer proposed submissions to the full CC either by email, or at a meeting, for comment. Any comments will be taken into consideration before a submission is made. If timescales do not allow for this consultation the Planning Sub-Committee can submit comments on behalf of the R&SCC.

Membership of the Planning Sub-Committee will be not less than 3 Members of the Community Council, and may include Co-opted Members.

Significant activities of the Planning Sub-Committee will be reported at the next routine meeting of the full CC.

## **Communications Sub-Committee**

The Communications Sub-Committee will be responsible on behalf of the R&SCC for maintaining and updating the website, and compiling and publishing the associated Newsletter. The Sub-Committee will organise wider communications and surveys as and when required on behalf of the R&S CC.

Membership of the Communications Sub-Committee will be not less than 3 Members of the Community Council, and may include Co-opted Members. One of its Members (normally the Secretary) will be the WebMaster.

Significant activities of the Communications Sub-Committee will be reported at the next routine meeting of the full CC.

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### **Item 11: Appointment of Representatives: Lead Members**

There are a number of areas of interest where it is helpful to have a Member of the R&S CC take a lead in monitoring external activity, guiding the R&S CC on formulating a view, and representing the R&S CC to and at external meetings when relevant.

The areas of interest where it is considered helpful to have a Lead Member, with current nominees (to be confirmed) are suggested to be:

Licensing: Andrew Nicholson

Health Matters: *Vacant*

Beach Cleaning: Peter Knox

Conservation Area Appraisal: Fiona Baker

Knotweed: Jean Cook

Others???