



**SCHEME FOR THE  
ESTABLISHMENT  
OF COMMUNITY COUNCILS  
IN ARGYLL AND BUTE  
2013**

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# **SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS WITHIN ARGYLL AND BUTE**

## **1 Introduction**

- 1.1 Community councils were first established in Scotland in terms of the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994 made provision for the continuation of community councils.
- 1.2 This Scheme for the Establishment of Community Councils in Argyll and Bute (hereinafter referred to as “the Scheme”, which reflects with local modification the Model Scheme for community councils in Scotland produced in 2009, will come into effect on the date it is adopted by Argyll and Bute Council.

## **2. Statutory Purposes**

- 2.1 The statutory purposes of community councils established under the Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

***“In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”***

## **3. The Role and Responsibilities of Community Councils**

- 3.1 The general purpose of community councils is to act as a voice for their local area. This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and making representations to their local authority, other public sector bodies and private agencies on matters within their sphere of interest.
- 3.2 It is essential that these views are demonstrated to be representative of the community. Accordingly, the community council will have in place, in consultation with the local authority, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sections of the community.
- 3.3 Community councils are consulted on planning applications and licensing matters. Liaison on other matters may also be jointly agreed between community councils, the local authority and other public sector and private agencies. There should be positive mutual engagement in the establishment of working relationships with the local authority and other agencies.
- 3.4 Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objectives of their Constitution and the terms of the Scheme.

- 3.5 In carrying out their activities community councils must at all times adhere to the law, the terms of the Scheme and the community councillors' code of conduct. It should be noted that while Data Protection legislation applies to community councils, Freedom of Information legislation does not currently apply.
- 3.6 Each community council is required to adopt a Constitution, based upon the Model Constitution at Appendix I, together with Standing Orders at Appendix 2, in order to encourage and maintain consistency for all community councils and to facilitate the proper conduct of their proceedings. Any proposed deviation from the Model Constitution or Model Standing Orders requires to be supported by two-thirds of the community council members present and thereafter approved by Argyll and Bute Council before it shall have effect.
- 3.7 Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community. In order to fulfil their responsibilities as effective and representative organisations, community councils will: -
- a Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries and notice boards and, subject to the provisions contained within the Data Protection Act 1998, provide contact details of community council members.
  - b Provide agendas, reports and minutes to their members and the public in accordance with the Model Standing Orders and more generally provide minutes to Argyll and Bute Council within 14 days from the date of the meeting.
  - c Seek to broaden expertise by promoting the provision of relevant information at community council meetings from persons who may contribute accordingly.
  - d Make particular efforts to encourage young people and other under-represented groups to attend and participate in community council meetings and to ensure equality of opportunity in the way the community council carries out its functions.
  - e Maintain proper financial records and present financial reports at community council meetings.
  - f Inform Argyll and Bute Council of any change in membership (e.g. resignations) and circumstances, as soon as is practicable.

#### **4. Community Councils and Community Council Areas**

- 4.1 There will be community councils in Argyll and Bute for the areas and by the names set out at Appendix 3 to this Scheme. Argyll and Bute Council has produced maps that define their boundaries. Community councils which existed prior to this Scheme will be disestablished on the day of the first elections to the community council established under this Scheme held after this scheme is adopted.

## **5. Membership of Community Councils**

5.1 A person is entitled to stand for election to, to be elected as, or to be a member of a community council provided that person –

- has achieved 18 years of age on the day of election
- is resident within the community council area
- has their name included in the electoral register for parliamentary or local government elections for the community council area in which they reside.

5.2 A person who is a member of Argyll and Bute Council, or the Scottish, UK or European Parliaments will be ineligible from standing for election to, being elected as, or being or remaining a member of a community council.

5.3 A member of a community council will represent the whole of the community council area and the persons who live there whether they may or may not have voted for that member.

## **6. Community Council Elections**

### **Electors**

6.1 A person is entitled to vote in an election of community councillors provided that person –

- has achieved 18 years of age on the day of election
- has their name included in the electoral register for parliamentary or local government elections for the community council area in which they are voting.

### **Nominations and Elections**

6.2 The first elections to be held under the Scheme shall be held on a date determined by Argyll and Bute Council. Subsequent elections will be held on a four-yearly-cycle, outwith local government election years, on dates to be determined by Argyll and Bute Council.

Argyll and Bute Council will provide for the administration of community council elections which will be held, where there is a requirement for a poll, by postal ballot.

### **Returning Officer**

6.3 The Returning Officer will be the Returning Officer for Parliamentary and Local Government elections in Argyll and Bute, or a person appointed by that Returning Officer.

## Nominations

- 6.4 A candidate for election as a member of a community council will be validly nominated provided the nomination –
- is subscribed on the correct form by a proposer and seconder, both of whom must be included in the electoral register for parliamentary or local government elections for the community council area;
  - the nomination carries the candidate's consent; and
  - the nomination and consent are received by the Returning Officer before the date and time specified in the timetable for the election.

Self-nomination is not permitted.

## Process

- 6.5 At an ordinary election of community councillors, on the expiry of the period for lodging nominations:
- (1) Should the number of candidates validly nominated equal or exceed half of but be less than or equal to the total number of seats on the community council as specified in Appendix 3 to the Scheme, the said candidates will be declared to be elected and no poll will be held.
  - (2) Should the number of candidates validly nominated exceed the total number of seats on the community council, a poll will be held. At the poll, each elector will be entitled to vote for candidates up to the number of seats to be filled.
  - (3) Should the number of candidates elected be less than half of the number of seats on the community council, no community council will be established at that time. In such circumstances a follow up election / by-election will be held within 6 months.
- 6.6 If after that follow up election or by-election there remain vacancies in more than half of the number of total number of seats on the community council, the following courses of action will be open to Argyll and Bute Council:-
- (1) The council may, without disestablishing it, leave the community council dormant and take no further action to hold an election until the council is satisfied that sufficient local interest is in place to support a sustainable community council,
  - (2) the council may, following discussions within the community and with neighbouring community councils, disestablish the community council for which a follow up election has been held, adjust community council boundaries, and hold such fresh elections as may be necessary to ensure the area of the disestablished community council is adequately represented on the community council(s) covering the amalgamated area(s).

### **Method of Election**

- 6.7 In any poll for the election of community councillors those candidates who receive the highest number of votes cast will be elected up to the number of seats to be filled.

### **Casual vacancies between elections**

- 6.8 A vacancy on a community council will arise in the following circumstances:
- when all seats have not been filled through the election process;
  - when a community council member submits her/his resignation to the Chair or Secretary of the community council; or
  - when a community council member ceases to be qualified to be a member in the circumstances set out in paragraph 6.9 below.
- a) The community council may fill the vacancy through co-option with voting rights to a maximum of one third of the total membership of the community council.
- b) Co-opted members must be eligible for membership of the community council as detailed:
- has achieved 18 years of age on the date of co-option
  - is resident within the community council area
  - has their name included in the electoral register for parliamentary or local government elections for the community council area in which they reside.
- c) They must be elected onto the community council at the AGM, by a 2/3rds majority of the community council members present at the meeting
- d) Such co-opted members will have full voting rights.
- e) Co-opted members may serve for a maximum of 6 months or until the next round of by-elections, whichever is sooner, at which point they will require to stand for election or step down from the role.
- f) In the event of non-election or stepping down co-opted members will not be eligible for co-option again until the next review of the Scheme and fresh elections have been undertaken.
- g) Notice of any proposed co-option is required to be intimated to all of that community council's members at least 14 days prior to the AGM.

### **Disqualification of Membership**

- 6.9 a) A member of a community council who ceases to reside within the community council area will cease to be a member of the community council.
- b) A member of a community council who fails throughout a continuous period of 6 months to attend any community council meeting, with or without submitting apologies will cease to be a member of the community council unless the community council is satisfied as to the reason for the absence.

- 6.10 Should a vacancy or vacancies arise in the membership of a community council between elections, the community council will advise Argyll and Bute Council who will hold an annual Autumn by-election and offer each community council opportunity to be included in the by-election.
- 6.11 Argyll and Bute Council will not normally hold more than one by-election to fill casual vacancies in any community council within a 12-month period. Should circumstances arise that lead to the number of community councillors to fall below half of the total number of seats on the community council Argyll and Bute Council will hold a by-election during which time the remaining members (provided a quorum remains) of the community council will continue and may meet as a community council until the process of seeking to fill seats set out in para 6.6 above will have been held and exhausted, and Argyll and Bute Council decides to take the action set out in that paragraph or such other action as it considers appropriate in the circumstances.

## **7 Use of Local Skills / Knowledge**

- 7.1 A community council may seek information or advice from any person who may have particular skills or knowledge relating to an issue which the community council is considering. A summary of the information or advice provided by such person will be recorded in the minutes of the meeting, and the final decision on any such issue will be taken only by the elected members of the community council.
- 7.2 Community councils are encouraged to use this facility to encourage younger people between the ages of 16-18 to engage with community council decisions and also encourage more interaction between community councils, schools and youth groups. Community councils will be required to make an annual return to the council highlighting actions they have taken in this regard, to facilitate on-going support and development.

## **8 Equalities**

- 8.1 Recognition should be given to the contribution of everyone participating in the work of a community council. Community councils will comply with equal opportunities legislation and good practice, and ensure that equality of opportunity is given to people within the community to put forward their views and opinions, and to have their skills and experience taken into account.

## **9. Meetings**

- 9.1 The first meeting of a community council following a community council election, will be called by the Returning Officer and will take place within 21 days of the date of the election, or as soon as practicable thereafter. The business of that meeting will include adoption of a Constitution and Standing Orders, appointment of office bearers and any outstanding business matters from any outgoing community council.
- 9.2 The frequency of meetings will be determined by each community council, subject one annual general meeting held by the end of June each year and a minimum of 6 ordinary meetings being held each year, for community councils where the electorate is above 600, or a minimum of 4 where the electorate is 600 or less.



9.3 The quorum at a meeting of a community council will be one quarter of the current number of elected members, but will never be less than three.

9.4 An outline for the content of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Model Standing Orders.

## **10. Liaison with the Council / Other Agencies / Area Community Planning Groups**

10.1 Liaison with Argyll and Bute Council will adhere to the code of communication guidelines set out in the Best Practice Agreement. Community councils may make representations to Argyll and Bute Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Other organisations will have adopted their own customer charter and community councils should contact them directly in the event of a query.

10.2 Community councils are strongly encouraged to work with and positively participate in the work of Area Community Planning Groups, which are the key local community engagement development forums in local decision making areas.

10.3 Representations should be made, in the case of statutory procedures, such as planning or licensing matters, in terms of that procedure to the appropriate council official. On issues where a council service is consulting with community councils, representations should be made to the appropriate service officer.

10.4 Community councils will provide copies of their agendas 7 days prior to meeting and minutes within 14 days of the meeting having taken place to the council via the local authority's area governance staff.

## **11 Resourcing a Community Council**

11.1 The financial year of each community council will be specified in the constitution of each community council to allow for the proper submission of accounts to the community council's annual general meeting.

11.2 The annual accounts of each community council will be examined by a person of good standing appointed by the community council, who must not be a member of that community council. A copy of the independently examined accounts will be submitted to the annual general meeting for approval and will be forwarded immediately after that meeting to the Customer Services area office.

11.3 Argyll and Bute Council may, at their discretion, require the community council to produce such records, vouchers and account books, as may be required.

11.4 A community council may secure financial or other resources for schemes, projects and other purposes consistent with its functions, and may apply for grants for suitable projects through the local authority or other grant schemes, but it will not accept any donation from any registered political party nor use any resources for purposes designed to affect support for or opposition against any such party.

- 11.5 Argyll and Bute Council, upon production of the approved audited accounts, may provide an administrative grant to community councils to assist with the operating costs of the community council.
- 11.6 Argyll and Bute Council may facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on the duties and responsibilities of community council office bearers, the role of community councils (including community engagement processes), the functions of the local authority and other relevant topics.

## **12. Liability of Community Council Members**

- 12.1 Argyll and Bute Council will meet the costs of public liability insurance in respect of the reasonable and proper activities of community councils.

## **13. Complaints against Community Councils**

- 13.1 Community councils will have in place a procedure for dealing with complaints against them. All complaints and responses should be formally tabled at the next available meeting of the community council for discussion and determination of the matters raised.

## **14. Dissolution of a Community Council**

- 14.1 The provisions which apply relative to the dissolution of a community council are contained in the Model Constitution.
- 14.2 Should a community council fail to hold a meeting for a period of 3 consecutive prescribed meeting dates, or its membership falls below the prescribed minimum as set out in this Scheme for a period of 3 consecutive prescribed meeting dates Argyll and Bute Council may take action to dissolve the community council.

**MODEL CONSTITUTION FOR COMMUNITY COUNCILS IN  
ARGYLL AND BUTE**

**1. Name**

The name of the COMMUNITY COUNCIL shall be .....  
(referred to as “the COMMUNITY COUNCIL” in this document).

**2. Area of the Community Council**

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the local authority’s Scheme for the Establishment of Community Councils (hereinafter referred to as “the Scheme”).

**3. Objectives**

The objectives of the COMMUNITY COUNCIL shall be:

- a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- b) to express the views of the community to the local authority for the area to public authorities and other organisations;
- c) to take such action in the interests of the community as appears to it to be desirable and practicable;
- d) to promote the well-being of the community and to foster community spirit;
- e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

**4. Role and Responsibilities**

In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its members shall have regard to their role and responsibilities as set out in paragraph 3 of the Scheme approved by Argyll and Bute Council, and the Best Practice Agreement.

**5. Membership**

The number of members of the community council and the arrangements for the operation of the community council will be as governed by the Scheme and as determined from time to time by Argyll and Bute Council.

## **6. Method of Election**

The arrangements for electing persons to be community councillors will be as laid down in the Scheme and as determined by the Returning Officer.

## **7. Casual Vacancies on the Community Council**

Where a vacancy arises which does not result in the number of community councillors falling below the minimum number as specified in Appendix 3 of the Scheme, the community council may agree to fill the vacancy through co-option with full voting rights to a maximum of one third of the total membership of the community council.

Co-opted members may serve for a maximum of 6 months, or until the next round of by-elections, at which point they will require to stand for election or step down from the role.

The terms of co-option are as set out in the Scheme at Section 6.8

## **8. Voting Rights of Members of the Community Council**

A community councillor (whether elected or co-opted) has a right to vote at any meeting of the community council or any committee thereof.

With the exception of circumstances which may arise under:

Constitution: paragraph 16 – Alterations to the Constitution; or  
Constitution: paragraph 17 – Dissolution;

In these circumstances all decisions of the community council will be decided by a simple majority of those community councillors present and voting.

In the event of an equality of votes the person presiding at the meeting shall have a second or casting vote (Except that relating to appointment of an officer bearer which, in event of an equality of votes, will be determined by lot).

## **9. Election of Office-Bearers**

- (a) At the first meeting of the community council after elections in the year when elections are held and at the annual general meeting in the year when elections are not held, the community council will appoint a person to be known as Convener who will act as the chair of the community council, a Secretary, a Treasurer, and other such office-bearers as it shall from time to time decide.
- (b) All office-bearers will be elected for one year, but shall be eligible for re-election. However, no office bearer shall serve in that particular office for more than two consecutive terms of the life of the community council (i.e. eight years), but will be eligible to serve in that office after a break of four years. If there is good cause to depart from this requirement and two thirds

of the members are supportive, the council may, upon written application, agree to waive this requirement.

- (c) Without the express approval of Argyll and Bute Council, no one member shall hold more than one of the following offices at any one time: Convener, Secretary or Treasurer.

## **10. Committees of the Community Council**

The community council may appoint a number of their members to committees of the community council for the purpose of advising the community council on any matter and shall determine the composition, terms of reference and duration of the committee.

## **11. Meetings of the Community Council**

- (a) The quorum at a meeting of a community council will be one quarter of the current number of members, but will never be less than three.
- (b) Each year the community council will hold an annual general meeting by the end of June, for the purpose of receiving and considering the Convener's annual report, the submission and approval of the independently examined annual statement of accounts, the appointment of office bearers and to set the annual meeting programme.
- (c) One annual general meeting and a minimum of 6 ordinary meetings of the community council will be held each year where the electorate is above 600 or a minimum of 4 ordinary meetings of the community council where the electorate is 600 or less.
- (d) Dates, times and venues of ordinary meetings of the community council will be fixed at the first meeting of the community council following ordinary elections and thereafter at its annual general meeting. Special meetings will require at least 7 days public notice, either called by the Convener, or on the request of not less than one-half of the total number of community council members. The Executive Director of Customer Services of Argyll and Bute Council or his nominee may, in exceptional circumstances, call a meeting of the community council.
- (e) Copies of all minutes of meetings of the community council and of committees thereof will be approved as a correct record or corrected as need be at the next prescribed meeting of the community council, but the draft minute shall be circulated within 14 days from the date of that meeting, to community council members, other appropriate parties and Argyll and Bute Council's relevant area governance officer.
- (f) The community council will abide by its Standing Orders for the proper conduct of its meetings.

- (g) The community council has a duty to be responsive to the community it represents. Should the community council receive a written request (petition), signed by at least 20 persons resident within the community council area to convene a special meeting for a particular matter or matters to be considered, the Secretary will call such a meeting within 14 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings of the community council.
- (h) The community council may discuss items of business in private where it considers it appropriate to do so. The decision to discuss an item of business in private will be agreed in advance and decided by a majority of those community councillors present and voting. Notice of a meeting will be given to the public in the usual way. However, the notice will record that the meeting, or a part thereof, may be held in private.

## **12. Public Participation in the Work of the Community Council**

- (a) All meetings of the community council and its committees (subject to 10(h), above) shall be open to members of the public. Reasonable provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council, under the guidance of the Convener.
- (b) Notices calling meetings of the community council and its committees shall be posted prominently within the community council area for a minimum period of seven days before the date of any such meeting, and, where possible, be advertised by other suitable means.

## **13. Information to the Local Authority**

An annual calendar of the community council's prescribed meeting dates, times and venues, agreed at the community council's annual general meeting, will be sent to the local authority's area governance office, along with minutes of all meetings, the annual report, the annual financial statement, a youth engagement report and any other such appropriate information, or as may from time to time be required by Argyll and Bute Council. When special meetings of the community council are to be held, the local authority's area governance office should be advised of the date, time venue and item(s) of business of such meetings, at least 7 days in advance of the meeting date.

## **14. Control of Finance**

Community councils must follow the principles of financial control set out in the Best Practice Agreement; in particular:

- (a) All monies provided by the local authority and other sources to, or raised by or on behalf of the community council, shall be applied to

further the objectives of the community council and for no other purpose. The monies provided by the local authority in the annual Administrative Grant for administrative and other approved purposes will be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the community council.

- (b) The treasurer will keep proper accounts of the finances of the community council.
- (c) Any two of three authorised signatories, who will normally be office bearers of the community council, may sign cheques on behalf of the community council. Authorised signatories may not be co-habitees.
- (d) A statement of accounts for the last financial year, independently examined by a person of good standing appointed by the community council, who must not be a member of the community council, will be submitted to the annual general meeting of the community council and will be made available for inspection by members of the public at a convenient location.
- (e) Examined accounts as received and approved by the community council at the annual general meeting will be submitted to Argyll and Bute Council.
- (f) In the event of a community council resolving to dissolve itself or being disestablished then, on a certificate signed by the Executive Director of Customer Services or his nominee, the whole assets and funds of the community council shall revert to Argyll and Bute Council to be held in trust and to be directed by them in support of any future community council identified to represent that community. In setting up bank accounts, it will be incumbent on the community council to put in place banking arrangements that will permit the foregoing to be given effect to.

## **15. Title to Property**

Subject to 14(f) above property and other assets belonging to the community council will be vested in the Convener, Secretary and Treasurer of the community council and their successors in these respective offices.

## **16. Alterations to the Constitution**

Any proposal by the community council to alter this Constitution must be first considered at a meeting of the community council and the terms of the proposal to alter the Constitution shall be stated on the notice calling the meeting, which shall be issued not less than seven days prior to the meeting. Any proposed alteration may not prejudice the terms and

objectives contained within the Scheme for the Establishment of Community Councils.

If the proposal is supported by two-thirds of the current membership of the community council and is approved in writing by Argyll and Bute Council, the alteration shall be deemed to have been duly authorised and can then come into effect.

## **17. Dissolution**

If the community council decides at any time that it is necessary or advisable to dissolve, it shall first agree a date to hold a public meeting of the community council to be held for the specific purpose of discussing the proposed resolution to dissolve. It is a requirement that not less than seven days prior to the date of such meeting public notice of the meeting and the proposal to dissolve is given in a local newspaper. If the resolution is supported by two-thirds of the current membership and is approved by Argyll and Bute Council, the community council shall be deemed to be dissolved and all assets remaining, after the satisfaction of any proper debts or liabilities shall transfer to the Argyll and Bute Council as specified in paragraph 14 (f) above.

In the event that the community council is dissolved under the above procedure, and twenty or more electors subsequently wish the re-establishment of a community council for the area, these electors shall submit a requisition to Argyll and Bute Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

Where for any reason, the number of community council members falls below the minimum specified in the Scheme for the Establishment of Community Councils Argyll and Bute Council may, by suspending the Constitution of the community council, resolve to dissolve the community council.



**18. Approval and adoption of the Constitution**

This Constitution was adopted by .....  
COMMUNITY COUNCIL, on

.....

Signed: Convener

.....

Member

.....

Member

.....

Date

.....

and was approved on behalf of Argyll and Bute Council

on ..... Date

..... Signed (Executive Director of  
Customer Services or nominee)

.....

## APPENDIX 2

### MODEL STANDING ORDERS

#### 1. Meetings (all held in public)

(a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of ..... [to be entered]. Special Meetings may be called at any time on the instructions of the Convener of the COMMUNITY COUNCIL on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually by the end of June.

(b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and Argyll and Bute Council's Customer Services local area office by the Secretary of the COMMUNITY COUNCIL, and will be displayed prominently within the COMMUNITY COUNCIL area, at least 7 days before the date fixed for the meeting.

#### 2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drawn up within fourteen days from the date of that meeting, displayed in public places, such as libraries and notice boards, provided to Argyll and Bute Council and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

#### 3. Quorum

A quorum shall be one quarter of the current number of elected members, but will never be less than three.

#### 4. Order of Business

##### (i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Establish whether there are any declarations of interest.

- (c) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (d) Any other item of business, which the Convener has directed, should be considered.
- (e) Any other competent business.
- (f) Public questions.
- (g) Convener to declare date of next meeting and close meeting.

**(ii) Annual General Meeting**

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting, to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Establish whether there are any declarations of interest.
- (c) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (d) Convener's Annual Report (and questions from the floor).
- (e) Secretary's Annual Report (and questions from the floor).
- (f) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (g) Election of office bearers.
- (h) Agree annual programme of meetings
- (i) Chairperson to declare date of next annual general meeting and close meeting.

**(iii) Special Meeting**

The order of business at a special meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.

- (b) Establish whether there are any declarations of interest.
- (c) Business for debate, as described in the calling notice for the special meeting.
- (d) Convener to close meeting.

## **5. Order of Debate**

- (a) The Convener shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and her/his ruling shall be final and shall not be open to discussion. In particular, the Convener shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4, above. The Convener in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the COMMUNITY COUNCIL and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Convener shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then, or afterwards, fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Convener to reply, no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which seeks to revoke or alter a previous decision of the COMMUNITY COUNCIL, or has that effect, shall not be competent within six months of that decision.

## **6. Voting**

- (a) Voting shall be taken by a show of hands.
- (b) In the event of an equality of votes the person presiding at the meeting will have a second or casting vote, except in the case of an appointment of a person to any office within the COMMUNITY COUNCIL when the decision will be determined by lot.

## **7. Alteration of Standing Orders**

A proposal to alter these Standing Orders may be proposed to Argyll and Bute Council by the COMMUNITY COUNCIL, provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous

to that at which the motion is discussed. Argyll and Bute Council shall make the final decision on any proposed change.

**8. Committees**

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide for the purpose of advising the COMMUNITY COUNCIL on any matter and shall determine their composition, terms of reference, duration, duties and powers.

**9. Suspension of Standing Orders**

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

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## **APPENDIX 3**

### **ARGYLL AND BUTE COUNCIL SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS**

#### **BOUNDARIES FOR COMMUNITY COUNCIL AREAS MEMBERSHIP OF COMMUNITY COUNCILS**

Membership will be based on the electorate of the Community Council area according to the following:

<b>Electorate</b>	<b>Number of Core Members</b>
Up to 600	8
601 - 1000	10
1001 – 5000	16
Over 5000	20

	Community Councils	Polling Districts	Polling District Name	Electorate 03.06.13	Membership	Council Ward
1	Southend	AA03	Southend	345	8	1
2	The Laggan	AA02	Drumlemble	329	8	1
3	Campbeltown	AA01	Campbeltown South	1337	16	1
		AA04	Campbeltown Central	1745		1
		AA06	Campbeltown North	<u>1264</u>		1
				4346		
4	West Kintyre	AA07	Bellochantuy/ Kilkenzie	136	10	1
		AA12	Chleit	292		2
		AA13	Clachan	<u>271</u> 699		2
5	East Kintyre	AA05 AA08	Peninver Carradale	187 <u>410</u> 597	8	1 2
6	Tarbert & Skipness	AA09 AA10	Skipness Tarbert	99 <u>1075</u> 1174	16	2 2
7	Gigha	AA11	Gigha	122	8	2
8	Islay	AA15 AA16 AA17 AA18 AA19	Port Charlotte Portnahaven Kilmeny Port Ellen Bowmore	437 168 418 877 <u>682</u> 2582	16	2 2 2 2 2
9	Jura	AA20	Jura	169	8	2
10	Colonsay	AA21	Colonsay	124	8	2
11	South Knapdale	AA14 AA24	Dunmore Achahoish	96 <u>115</u> 211	8	2 3
12	North Knapdale	AA25 AA26	Crinan Tayvallich	206 <u>210</u> 416	8	3 3
13	Ardrihaig	AA23	Ardrihaig	1139	16	3

	<b>Community Councils</b>	<b>Polling Districts</b>	<b>Polling District Name</b>	<b>Electorate 03.06.13</b>	<b>Membership</b>	<b>Council Ward</b>
14	Lochgilphead	AA27	Lochgilphead	2207	16	3
15	West Lochfyne	AA34	Minard	299	8	3
16	Furnace	AA29	Furnace	209	8	3
17	Inveraray	AA28	Inveraray	549	8	3
18	Dunadd	AA30 AA31 AA33	Kilmartin Ford Kilmichael Glassary	268 149 <u>353</u> 770	10	3 3 3
19	Craignish	AA32	Craignish	323	8	3



	Community Councils	Polling Districts	Polling District Name	Electorate 03.06.13	Membership	Council Ward
20	Mull	AA42 AA43 AA44 AA45 AA46 AA47 AA48 AA49 AA50	Tobermory Dervaig Ulva Ferry Salen Lochdonhead Lochbuie Pennyghael/ Tiroran Bunessan Fionnphort	878 303 114 360 238 34 70 246 <u>162</u> 2405	16	4 4 4 4 4 4 4 4 4
21	Iona	AA51	Iona	118	8	4
22	Coll	AA52	Coll	165	8	4
23	Tiree	AA53	Tiree	533	8	4
24	Oban	AA36 AA37 AA38 AA39 AA64	Oban Central Oban West Oban Glencruitten Oban Soroba Oban North	447 1742 1425 1143 <u>1892</u> 6649	20	4 4 4 4 5
25	Glenorchy & Innishail	AA55 AA56 AA57 AA61	Lochawe Dalmally Bridge of Orchy Portsonachan	122 348 32 <u>84</u> 586	8	5 5 5 5
26	Taynuilt	AA58	Taynuilt	821	10	5
27	Avich & Kilchrenan	AA59 AA60	Kilchrenan Dalavich	109 <u>106</u> 215	8	5 5
28	Luing	AA62	Luing	153	8	5
29	Kilninver & Kilmelford	AA63 AA68	Kilmelford Kilninver	220 <u>123</u> 343	8	5 5

	<b>Community Councils</b>	<b>Polling Districts</b>	<b>Polling District Name</b>	<b>Electorate 03.06.13</b>	<b>Membership</b>	<b>Council Ward</b>
30	Seil & Easdale	AA65	Easdale	528	8	5
31	Kilmore	AA66	Kilmore	279	8	5
32	Dunbeg	AA67	Dunbeg	488	8	5
33	Lismore	AA69	Lismore	168	8	5
34	Appin	AA70	Appin	405	8	5
35	Connel	AA71	Connel	454	8	5
36	Ardchattan	AA72 AA73 AA74	Barcaldine Lochnell Ardchattan	176 1067 <u>93</u> 1336	16	5 5 5

	Community Councils	Polling Districts	Polling District Name	Electorate 03.06.13	Membership	Council Ward
37	Colintraive & Glendaruel	AA75 AA76 AA84 (Prt)	Glendaruel Colintraive Rashfield	140 125 <u>18</u> 283	8	6 6
38	Cairndow	AA77	Cairndow	121	8	6
39	Lochgoil	AA78	Lochgoilhead	381	8	6
40	Strachur	AA79 AA80	Strachur Strathlachlan	487 <u>160</u> 647	10	6 6
41	Kilfinan	AA81 AA82	Kilfinan Tighnabruaich	84 <u>551</u> 635	10	6 6
42	Hunter's Quay	AA83A	Hunter's Quay	830	10	6
43	Kilmun	AA84 (Prt) AA86	Rashfield Strone	255 <u>574</u> 829	10	6 6
44	Ardentinny	AA85	Ardentinny	153	8	6
45	Sandbank	AA87	Sandbank	1020	16	6
46	Dunoon	AA83 AA89 AA90 AA91 AA93	Kirn Hafton Dunoon Arden slate Dunoon South	974 1832 233 1779 <u>653</u> 5471	20	7 7 7 7
47	South Cowal	AA92	Innellan	1303	16	7
48	Bute	AA94 AA95 AA96  AA97 AA98 AA99	Rothesay North Port Bannatyne Rothesay Central Bute West Bute East Kingarth	1186 549 456  1370 1396 <u>238</u> 5195	20	8 8 8  8 8 8

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	Community Councils	Polling Districts	Polling District Name	Electorate 03.06.13	Membership	Council Ward
49	Rhu & Shandon	AD01 AD07	Rhu South North Rhu & Shandon	898 <u>697</u> 1595	16	9 9
50	Garelochhead	AD02	Garelochhead	1231	16	9
51	Cove & Kilcreggan	AD03 AD08	Cove Kilcreggan	411 <u>816</u> 1227	16	9 9
52	Arrochar & Tarbet	AD10 AD04 AD06	Glencroe Arrochar Tarbet & Ardlui	151 337 <u>186</u> 674	10	9 9 9
53	Rosneath & Clynder	AD09	Rosneath	1215	16	9
54	Luss and Arden	AD05 AD24	Luss Arden	185 <u>121</u> 306	8	9 11
55	Helensburgh	AD12 AD13 AD14 AD15 AD16 AD17 AD18 AD20 AD21 AD22	Kirkmichael Helensburgh Lower East Helensburgh Upper West Helensburgh West Helensburgh Central Helensburgh East Helensburgh Lower West Colgrain Helensburgh North East Helensburgh Upper East	648 1582  531  1229 1151 992 1237  1494 1138  <u>823</u> 10825	20	10 10  10  10 10 10 10  11 11  11
56	Cardross	AD23	Cardross	2036	16	11