

ANGUS COUNCIL

SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

October 2003

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SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

TITLE AND DEFINITIONS

1. This scheme is made by Angus Council under Part I of the Local Government etc. (Scotland) Act 1994 and may be referred to as "The Angus Community Council Scheme".

2. In this Scheme:-

"Act of 1973" means the Local Government (Scotland) Act 1973:

"Act of 1994" means the Local Government etc. (Scotland) Act 1994:

"Area" means the area of a community council:

"Burghal area" means the area of the former burgh:

"Constitution" means the constitution set out in the Third Schedule to this Scheme:

"Council area" means the area of the council as described in Schedule 1 of the Act of 1994:

"Council" means Angus Council except in the Third and Fourth Schedules where it shall mean a Community Council:

"Community Council" means a community council listed in the first column of Schedule 1 to this scheme, the general area of which is described in the second column of the said Schedule:

"Division" means a part of an Area:

"Landward area" means the former landward area:

"Map" means the map of the Council area entitled "The Angus Community Council Scheme Map" being the map annexed and signed as relative hereto:

"Member" means a member of a community council:

"Returning Officer" means the officer appointed by the Council under section 6 of the Act of 1973 and includes any person appointed by the Returning Officer to discharge all or any of that officer's functions:

"Schedule" means schedule appended to this Scheme:

"Scheme" means "The Angus Community Council Scheme":

"Standing Orders and Financial Regulations" means the standing orders and financial regulations set out in the Fourth Schedule to this scheme.

PURPOSES

3. The general purpose of a Community Council shall be to ascertain, co-ordinate and express to the local authority for its area, and to the public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible.
4. A Community Council may also take such action in the interests of that community as appears to it to be expedient and practicable.

AREAS

5. (a) There may be established in accordance with section 22 of the Act of 1994 and this Scheme, a community council for each of the areas comprising the whole of the Council area.
6. (a) The Community Council areas shall be as named and briefly described in the First Schedule to this Scheme. The names, boundaries and populations of the community councils are as shown on the Map.

(b) The Council may divide a Community Council area into divisions for purposes of representation of a specific part or parts of a Community Council Area.

ELECTORS

7. The persons entitled to vote as electors at a Community Council election (hereinafter called voters) shall be those in the area or, if the Area has been divided, the division for which the election is being held, entitled to vote as electors at a local government election.

ELECTIONS

8. Members for each Area (or Division) shall be elected in accordance with the Second Schedule to this Scheme provided that in the case of the first election of a Community Council such date or dates as the Returning Officer may decide shall apply.
9. Elections shall be conducted by the Returning Officer.
 - (a) If the total number of valid nominations for election to any Community Council received by the Returning Officer is such that less than one quarter of the number of elected members of that Community Council as specified in the First Schedule could be declared elected, no Community Council shall be deemed to have been established. In such an event, the Council shall take such action as it may deem appropriate having regard to all the circumstances.
 - (b) (i) A Community Council shall, as soon as convenient, co-opt members to fill any vacancies in the elected membership of the community council so that the number of members attains the number prescribed in the First Schedule.

- (ii) For the purposes of this Scheme such co-opted members shall be regarded as elected members.
 - (iii) A person shall only be capable of being co-opted if that person has been resident within the area of the Community Council for a period of not less than 12 months preceding the date of the co-option, whether that person otherwise qualifies to vote in a Community Council election.
 - (iv) If a Community Council has been divided, then a person may only be co-opted for a division if that person has been resident within the area of the division for a period of not less than 12 months preceding the date of the co-option.
 - (v) For the avoidance of doubt, the date of co-option shall be deemed to be the date on which an invitation to serve on the Community Council has been issued.
- (c) For the avoidance of doubt, no elected member of a local authority, or person appointed to a committee of a local authority in terms of Section 57 of the Act of 1973, Member of Parliament, Member of the Scottish Parliament, Member of the European Parliament and no politically restricted person in terms of the Local Government & Housing Act 1989, shall be entitled to stand for election to a Community Council under this scheme, nor become a co-opted nor appointed member of any such Community Council.

COMPOSITION

10. Each Community Council shall be composed of elected members to the number specified for the area in the First Schedule. The area may be divided and members and voters allocated to divisions as provided in the Constitution.
11. (a) In the event of a casual vacancy occurring in the number of elected members the Community Council shall fill the vacancy by co-option as soon as convenient, as provided in the Constitution.
- (b) The proceedings of a Community Council shall not be invalidated by any vacancy in their number or by any defect in the election or qualifications of any member.
12. The appointment of:-
- (a) members from local associations, groups or bodies;
 - (b) members of 14 to 16 years of age; and
 - (c) members (with specialised knowledge or expertise) appointed for a temporary period;

shall be in accordance with the provisions laid down in the Constitution, provided that the total number of such appointed members shall not exceed one half of the total number of elected members of the Community Council specified in the First Schedule.

Persons appointed under this sub-section shall be known as Appointed Members and shall be entitled to participate fully in the deliberations of the Community Council, but shall not be entitled to a vote.

MEMBERS

13. (a) A person shall be qualified to be an elected member if he or she has attained the age of 16 years and has resided within the Area of the Community Council for a period of not less than 12 months prior to the election. In the event of the Area being divided, the person shall have resided within the area of the division for a period of not less than 12 months prior to the election.
- (b) Sections 30 (re-election), 33 (validity of acts), 34 (resignation) and 35 (vacation of office) of the Act of 1973 shall apply in the case of a Community Council and the members as they apply to a local authority and the members thereof.
- (c) The term of office of the members shall expire and they shall all retire together on the first Monday of October every third year commencing with 2003.

MEETINGS

14. All meetings of a Community Council shall be open to the public and public notice of each meeting shall be given at least three days before the meeting.
15. (a) The first meeting of a Community Council shall be held within four weeks of its election on such date and at such time and in such place within the Area as the Returning Officer shall appoint. The Returning Officer shall send written notice of the first meeting to the members elected or the nominees for election not less than three days before the date of the meeting.
- (b) The Returning Officer shall take the chair at the first meeting. The first business, after the declaration of the members elected, shall be the appointment from among such members of a chairperson (who may also be known as Convener) of the Community Council. The chairperson shall thereafter preside at the meeting.
16. The quorum for the first meeting of a Community Council after its election, shall be one fourth of the total number of members specified in the First Schedule of this Scheme or, for meetings other than the first meeting after its election, such other proportion as the Community Council may decide.
17. The Chairperson at the first meeting shall, within three days of the election, write to the Chief Executive of Angus Council, advising the Chief Executive of the names, official position and addresses of the Secretary, Treasurer and Auditor.

OFFICE BEARERS

18. The Chairperson shall hold office until his or her term of office as a member expires, or he or she resigns, and shall be eligible for re-election as Chairperson.
19. Any casual vacancy in the office of Chairperson shall be filled as soon as convenient by the Community Council at a meeting called for the purpose.

20. (a) Immediately after the election of a Chairperson (except where a casual vacancy in the office has been filled) a community council shall appoint a Secretary, a Treasurer and an Auditor.
 - (b) The Secretary and the Treasurer need not be members and one person may be appointed to both offices.
 - (c) The Auditor shall not be a member nor hold any other office of the Community Council.
 - (d) The Secretary, the Treasurer and the Auditor shall hold office until the appointment is terminated by the community council or shall have resigned, on one month's notice.
21. A Community Council may make such payments to the Secretary, Treasurer and Auditor as they may from time to time decide and arrange for the provision of clerical services.

CONSTITUTIONS, STANDING ORDERS AND FINANCE

22. The Constitution of each Community Council shall be in accordance with Part I of the Third Schedule (Constitution) of this Scheme. A community Council may adopt so much of Part 11 (Optional Provisions) of the Third Schedule, as it deems appropriate for its circumstances. A Community Council may also make such additions or amendments to Part II of the Third Schedule, as it considers appropriate to its circumstances.
23. The Standing Orders of each Community Council shall be in accordance with the provisions of Part 1 of the Fourth Schedule (Standing Orders etc.) to this Scheme. A Community Council may adopt so much of Part II (Optional Provisions) of the Fourth Schedule as it deems appropriate to its proceedings. A Community Council may also make such additions or amendments to Part 11 of the Fourth Schedule, as it considers appropriate to its circumstances.
24. Where a Community Council makes additions or amendments to Part II of the Third Schedule or Part II of the Fourth Schedule, it shall send a copy of such Part II as amended to each member of the Community Council within one month of the adoption of the amendment or addition. At the same time it shall send a copy of such additions or amendments to the Chief Executive of Angus Council. Any amendment to Part II of the Third or Fourth Schedule, adopted by a Community Council to the extent to which it is inconsistent with this Scheme shall be invalid and of no effect.
25. A Community Council shall meet to approve or otherwise a statement of its accounts for the previous financial year within three months of the end of such year.
26. The Council shall pay in October (or such other month as it may determine) of each year to each Community Council towards its running expenses such annual sum, inclusive of the cost of any assistance provided in kind or in services, as the Council may decide. Such payment shall be subject to submission of a satisfactory Statement of Accounts to the Council in terms of the Fourth Schedule.
27. The Council may require a community council to submit estimates of its revenue and funds from all sources and of its expenditure, in relation to any financial year or to any project involving expenditure of a capital nature.

INFORMATION AND COMMUNICATION

28. Each Community Council shall keep the Council informed of the name and addresses of its Chairperson, Secretary, Treasurer and Auditor, and shall inform the Council as soon as practicable on a change in any such appointment.
29. The Council shall communicate with Community Councils and the Community Councils shall communicate with the Council in accordance with "The Code of Guidance on Writing to the Council" as may be approved by the Council from time to time in consultation with the Community Councils. All communications shall normally be in writing, but may be sent by Fax or electronically.
30. The officials at the head of each service of the Council shall be directly responsible to the Council through the appropriate committees for the execution of the Council's functions. Such officials shall be responsible for the engagement and definition of the duties of and the issue of instructions to all the staff employed by the Council. In the general discharge of these responsibilities in any area they shall, where appropriate, consult the appropriate Community Council or Community Councils.
31. (a) The Council shall:-
 - (i) consult Community Councils on questions of concern relating to their areas;
 - (ii) provide Community Councils with general information and copies of reports, minutes and other relevant papers or make such reports etc. available for inspection; and
 - (iii) answer requests for information.
- (b) On matters relating to education Community Councils shall, in the first instance, seek information and make representations to the appropriate school board but may pursue matters relating to informal further education, social and recreational facilities etc. with the Council direct.
32. Each Community Council shall provide information and report its proceedings to the Council on a regular basis. Copies of minutes must be supplied as soon as practicable after approval to the Chief Executive of Angus Council. In making recommendations, a Community Council may advance reasons and indicate alternatives.
33. Each Community Council shall, in accordance with its Constitution, prepare an annual report and send copies to the Council.
34. The Council shall encourage public authorities and undertakings and all Community Councils to keep each other informed on matters of mutual interest.
 - (a) The Council shall also encourage such public authorities and undertakings to adhere to any code of practice or arrangement for the establishment of communications, the exchange of information and consultation where appropriate. To this end the Council shall initiate discussions with said bodies in order to develop such a code of practice.

- (b) In accordance with its Constitution, each Community Council shall inform any Area Forum of which the Community Council Area forms part, of relevant developments or matters of concern to the Community Council.
 - (c) Each Community Council shall be entitled to send representatives to any Area Forum considering a matter relevant to the Community Council. Information shall normally be communicated to the Clerk to the Area Forum prior to any meeting of the appropriate Area Forum.
35. (a) The Council shall encourage community councils to establish within their area places where information on Council affairs is readily available to the public.
- (b) The Council shall provide, where practical, means of communication (other than the normal postal service) with the Council, so that community councils may be kept fully aware on a regular basis of Council proposals or developments.

REVIEW AND AMENDMENT

36. A Community Council may at any time recommend to the Council a name, a description, boundaries, and a number of elected members or any of them different from those specified for their area in the First Schedule or on the Map and the Council may amend this Scheme and the Map accordingly. A Community Council may also recommend that its area be divided into Divisions.
37. Having regard to changing circumstances and to any representations made to them, the Council shall from time to time review this Scheme and where they consider that it ought to be amended, shall proceed in accordance Section 53 of the Act of 1973 (as amended).

EFFECT

38. This scheme shall have effect as from the first Monday in October 2000, or such other date as the Council may determine, and shall thereafter apply to the Angus Council area. Any existing scheme shall be deemed to have ceased to apply as of the day preceding the date of this scheme coming into effect.

INTERPRETATION

39. The Interpretation Act 1978 shall apply to the interpretation of this Scheme as to an Act of Parliament.

FIRST SCHEDULE			
NO.	COMMUNITY COUNCIL NAME	NO OF ELECTED MEMBERS	GENERAL DESCRIPTION OF AREA
1	The Royal Burgh of Arbroath & District	21	Council Ward 23 (Arbirlot and Hospitalfield):- Polling Districts ABE and ABF and that part of Polling District ABG lying to the north of the A92 Arbroath-Dundee road. Council Wards 24 (Keptie), 25 (Arbroath North), 26 (Brothock), 27 (Hayshead & Lunan), 28 (Harbour), and 29 (Cliffburn) (3 members from each Ward).
2	Aberlemno	10	Council Ward 9 (Brechin South Esk) - That part of Polling District AAB around North Mains of Turin, bounded on the west by a line running from East Mains of Turin to East Brae; Polling Districts AAC and AAD together with that part of Polling District AAB lying generally to the north of the A932 Forfar-Friockheim road and bounded on the west by the Balgavies-Turin road; and that part of Polling District NBK lying to the west of a line southward from the junction of the A90 Aberdeen-Dundee road and the side road to Brechin to where that line meets the intersection of the western boundary of Polling District AAD and the southern boundary of Polling District NBK.
3	Auchterhouse	9	Council Ward 16 (Sidlaw West), Polling District AAS.
4	The City of Brechin and District	13	Council Ward 3 (Brechin West) - That part of Polling District NAN lying south and east of the A90 Aberdeen-Dundee road. Council Ward 4 (Brechin Northesk) - Polling Districts NAS and NAT and that part of Polling District AAA lying generally to the south-east of the A90 Aberdeen-Dundee road; Council Ward 9 (Brechin Southesk) - Polling District NBJ and that part of Polling District NBK lying to the east of a line southward from the junction of the A90 Aberdeen-Dundee road and the side road to Brechin where that line meets the intersection of the western boundary of Polling District AAD and the southern boundary of Polling District NBK.
5	Carnoustie	12	Council Ward 17 (Sidlaw & Ashludie) -Those parts of Polling District AAW lying to the south of the A92 Arbroath-Dundee road. Council Ward 20 (Carnoustie West), Ward 21 (Carnoustie Central), Ward 22, Carnoustie East excluding Travebank and Crookhill. Council Ward 23 (Arbirlot & Hospitalfield) - Part of Polling District ABG lying to the south of the A92 Arbroath-Dundee road.

NO.	COMMUNITY COUNCIL NAME	NO OF ELECTED MEMBERS	GENERAL DESCRIPTION OF AREA
6	Ferryden and Craig	12	Council Ward 10 (Montrose Ferryden) excluding Polling District AAE.
7	The Royal Burgh of Forfar	16	Council Ward 5 (Westfield & Dean) - Polling District NAV. Council Ward 6 (Forfar West). Council Ward 7 (Forfar Central) - Part of Polling District NBD lying to the south of a line drawn from the intersection of the northern boundary of Polling District NBC with the Forfar -Brechin road, B9128, and running generally eastwards until it meets the intersection of the Polling District boundary NBH with the north-western boundary of Ward 8 (Forfar East) near Benzil. Council Ward 8 (Forfar East) Poling Districts NBH and NBI. Council Ward 14 (Forfar South) - Part of Polling District NBM lying to the north of the Ladenford-Lochlands road.
8	Fowlis, Liff & Balruddery	9	Council Ward 16 (Sidlaw West) Part of Polling District AAQ, lying generally to the south and roughly parallel to the line of the Coupar Angus-Dundee road, all within the area of the former Fowlis, Liff and Balruddery Community Council area excluding the Piper Dam area.
9	Friockheim	12	Council Ward 15 (Letham and Friockheim) Polling District AAO.
10	Glamis	10	Council Ward 5 (Westfield & Dean) Polling Districts NAW and NAY.
11	Hillside, Dun & Logie Pert	9	Council Ward 12 (Montrose West) - That part of the ward in and around Kinnaber and Charleton lying to the north of the former Montrose Community Council area; Polling District AA1. Council Ward 13 (Montrose Hillside) - Polling Districts AAK & AAL.
12	Inverarity	8	Council Ward 5 (Westfield and Dean) - Polling District NAU. Council Ward 14 (Forfar South) - Part of Polling District NBM lying generally to the south of the Ladenford-Lochlands road and excluding the area around Cotton of Lownie and including an area around Kirkbuddo House.
13	Inveresk	21	Council Ward 3 (Brechin West) Polling District NAK; part of polling district NAN lying generally to the north and west of the A90 Aberdeen-Dundee road. Council Ward 4 (Brechin North Esk) Polling Districts NAO, NAP, NAQ and NAR and part of Polling District AAA lying generally to the north and west of the A90 Aberdeen-Dundee road.
14	Kirriemuir	10	Council Ward 1 (Kirriemuir West) - Polling District NAA; part of Polling District NAB within the former Kirriemuir Burgh boundary. Council Ward 2 (Kirriemuir East) Polling District NAH; part of Polling District NAI lying generally to the south and west of the A926 Kirriemuir-Forfar road.

NO.	COMMUNITY COUNCIL NAME	NO OF ELECTED MEMBERS	GENERAL DESCRIPTION OF AREA
15	Kirriemuir Landward East	9	Council Ward 2 (Kirriemuir East) - excluding Polling District NAH and that part of Polling District NAI lying generally to the south and west of the A926 Kirriemuir-Forfar road. Council Ward 7 (Forfar Central) -Polling Districts NBF and NAL. The southern boundary is generally along the A90 from Nether Bow to Parkford and south to include the area around Hill of Finavon.
16	Kirriemuir Landward West	14	Council Ward 1 (Kirriemuir West) excluding Polling District NAA and that part of Polling District NAB within the former Kirriemuir Burgh boundary. Ward 5 (Westfield & Dean)- Polling Districts NBA.
17	Letham & District	10	Council Ward 9 (Brechtin South Esk) - Part of Polling District AAB lying generally to the south of the A 932 Forfar-Friockheim road and to the east of a line running generally north from a point on the southern boundary of Ward 9 where that boundary meets the junction of the Letham-Balgavies road and the Dunnichen-Balgavies road to where that line meets the A 932 Forfar-Friockheim road Council Ward 15 (Letham and Friockheim) - Polling District AAN and AAM excluding the Crombie Country Park area and an area around Kirkbuddo House. The area around Cotton of Lownie is also included as is the area around Dunnichen Hill.
18	Lunanhead and District	9	Council Ward 7 (Forfar Central) - Part of Polling District NBD lying to the north of a line drawn from the intersection of the northern boundary of Polling District NBC (Ward 6-Forfar West) with the Forfar-Brechtin road, B9128, and running generally eastwards until it meets the intersection of the polling district boundary NBH with the north western boundary of Ward 8 (Forfar East) near Benzil; Council Ward 8 (Forfar East) Polling District NBG Council Ward 9 (Brechtin South Esk) - Polling District AAB excluding that part lying to the east of a line running generally north from a point on the southern boundary of Ward 9 where that boundary meets the junction of the Letham-Balgavie road and the Dunnichen-Balgavies road to where that line meets with the southernmost point of the boundary of Polling District AAC (Brechtin South Esk) immediately to the west of Balgavies Loch and excluding the area of North Mains of Turin Farm. The area around Dunnichen Hill is also excluded. The northern boundary is generally along the A90 from Bogside to Parkford and south excluding the area around Hill of Finavon.
19	Lundie, Muirhead and Birkhill	9	Council Ward 16 (Sidlaw West) Polling District AAP and that party of Polling District AAQ within the former Lundie, Muirhead and Birkhill Community Council area including the Piper Dam area.

NO.	COMMUNITY COUNCIL NAME	NO OF ELECTED MEMBERS	GENERAL DESCRIPTION OF AREA
20	Monifieth	13	Council Ward 17 (Sidlaw East and Ashludie)- Polling District AAX Council Ward 18 (Monifieth West); Council Ward 19 (Monifieth Central).
21	Monikie & Newbigging	10	Council Ward 17 (Sidlaw East & Ashludie) - Polling District AAW, excluding those parts south of the A92 Arbroath-Dundee road and those parts south of a line running generally eastwards from a point south of Dodd Hill on the boundary with Polling District AAU to a point north of Smithfield; the area of Crombie Country Park is also included as is Travebank and Crookhill; and excluding that part east of a line drawn from the point north of Smithfield to where that line meets the eastern boundary of Polling District AAV, and thence south following the line of Polling District boundary AAV; and including that part of Polling District AAV lying generally to the east of an extension of the boundary line of Polling District AAW running generally southwards till it meets the A92 Arbroath-Dundee road near Ardownie.
22	The Royal Burgh of Montrose	15	Council Ward 10 (Montrose Ferryden) - Polling District AAE. Council Ward 11 (Montrose Central). Council Ward 12 (Montrose West) - Polling District AAH (but excluding that part lying generally to the north of Montrose and not within the former Montrose Community Council area around Kinnaber and Charleton Council Ward 13 (Montrose Hillside) – Polling District AAJ
23	Murroes and Wellbank	9	Council Ward 17 (Sidlaw East and Ashludie)- Polling District AAU; Polling District AAV (excluding that part lying generally to the east of an extension of the boundary line of Polling District AAW running generally southwards till it meets the A92 Arbroath-Dundee road near Ardownie); and part of Polling District AAW lying to the south of a line running generally eastwards from a point south of Dodd Hill on the boundary with Polling District AAU to a point north of Smithfield and bounded on the east by a line running generally southward from the point north of Smithfield to where the line meets the eastern boundary of polling district AAV.
24	Newtyle and Eassie	16	Council Ward 5 (Westfield and Dean)- Polling Districts NAX & NAZ.
25	Strathmartine	9	Council Ward 16 (Sidlaw West)- Polling District AAR within the former Strathmartine Community Council boundary.
26	Tealing	9	Council Ward 16 (Sidlaw West) - Part of Polling District AAR within the former Tealing Community Council area. Council Ward 17 (Sidlaw East & Ashludie) Polling District AAT.

SECOND SCHEDULE

ELECTIONS

1. Every third year, commencing with 2000, not later than the first Monday of September, the Returning Officer shall give notice by advertisement in at least one newspaper circulating in the area, and by display at public offices in the area, that:-
 - (i) the terms of office of all members of Community Councils in the Council area will expire on the first Monday of October following, giving the number of vacancies for the area and any divisions of it;
 - (ii) nominations for election proposed and seconded by voters for the area or division should be lodged with the Returning Officer not later than the last Monday of September; and
 - (iii) where there are more nominees than places for members a poll will be held.
2. The arrangements for the poll (which may be carried out by postal ballot) and the counting of votes shall be decided by the Returning Officer.
3. The hours of the poll (where it is not carried out by postal ballot) will include the period from 5 p.m. to 8 p.m.
4. The polling shall be done by secret ballot.
5. Notice of the time and place of the counting of the votes will be given by the Returning Officer to the nominees.
6. The Returning Officer shall conduct the election and proceedings deciding summarily all questions which may arise.

THIRD SCHEDULE

PART I

CONSTITUTIONAL PROVISIONS FOR COMMUNITY COUNCILS IN THE ANGUS COUNCIL AREA

Preamble: Where the word Council appears in this Schedule, it shall be taken to mean the Community Council for the particular area. Part I of this Schedule applies to all Councils in the area. Part II shall only apply insofar as any Council shall decide.

1. **NAME**

The Council shall be known as "The Community Council" with the addition of the name of the particular area as stated in the First Schedule I.

2. **AREA**

- (a) The Area of the Council shall be the relevant area shown in the plan annexed to the Scheme.
- (b) Angus Council, so as to ensure appropriate representation of all the parts or any part of an Area may divide the area into divisions.
- (c) Where Angus Council proposes such division, it shall consult with the Council and any division proposed shall not come into operation, unless with the agreement of the Council.

3. **PURPOSE**

The general purpose of the Council shall be to ascertain, co-ordinate and express to Angus Council and to other bodies the views of the community which it represents in relation to matters for which Angus Council or those bodies are responsible and to take such action in the interests of that community as appears to it to be expedient and practicable.

4. **COMPOSITION**

- (a) The Council shall be composed of elected members to the number specified for the Area as shown in the First Schedule to the Scheme.
- (b) The Council may fill casual vacancies or appoint temporary members as provided in this Constitution.
- (c) The Council may appoint persons (otherwise qualified as residents in the area) for specific purposes where such persons may have specific knowledge or expertise which could be of benefit to the Council in considering any subject. Such appointment shall be for a period of not more than six months, but may be renewed by the Council.

- (d) The Council may also appoint (i) persons aged from 14 to 16 years and (ii) persons representing local associations, groups or bodies (being persons otherwise qualified as residents in the area) to represent the views of young people or of such associations, groups or bodies to the Council.
- (e) Persons appointed under sub-sections (c) and (d) shall be known as Appointed Members and their number shall not exceed one half of the total number of the elected members as laid down in the Scheme.
- (f) Persons appointed under sub-paras (c) or (d) shall be entitled to participate fully in the deliberations and activities of the Council, but shall not be entitled to vote.
- (g) The terms of office of persons appointed under sub-paras (c) or (d) shall expire on the same date as elected members.

5. **ELECTIONS**

The procedure for elections to the Council shall be as set down in the Second Schedule of the Scheme.

6. **MEMBERS**

The qualifications for membership, the terms of office and provisions as to re-election, validity of acts, resignation and vacation of office shall be as set down in the Scheme.

7. **OFFICE BEARERS**

The offices bearers, their appointment, and terms of appointment shall be as set down in the Scheme.

8. **MEETINGS**

- (a) All meetings of the Council shall be open to the public and public notice of each meeting shall be given at least three days before the meeting. Such notice may be by newspaper advertisement or by notice displayed in a public place or a place to which the public have general access within the Area.
 - (b) A Council shall hold such number of meetings in any year as it deems appropriate, but should hold not fewer than four meetings in any one calendar year.
9. (a) The Council shall meet to approve or otherwise a statement of its accounts for the previous financial year ending 30th September within three months of the end of such year.
- (b) The Council shall meet to approve, or otherwise, a report (prepared by the Chairperson) on the activities of the Council during the preceding financial year ending 30th September within three months of the end of such year.

- (c) The statement of accounts referred to in Section 9 (a) and the report by the Chairperson referred to in Section 9 (b), shall be submitted to Angus Council not later than 31st January in the year following the end of the appropriate financial year.

10. **STANDING ORDERS, FINANCE AND ACCOUNTS**

The Standing Orders, the procedures for the regulation of finance, property and accounts are contained in the Fourth Schedule to the Scheme.

11. **INFORMATION AND COMMUNICATION**

- (a) The Council shall inform Angus Council of the names and addresses of its office bearers and any changes in the appointments.
- (b) The Council shall communicate with Angus Council in accordance with Angus Council's "Code of Guidance on Writing to the Council".
- (c) Communications normally shall be in writing, but may be sent by fax or electronically.
- (d) The Council shall provide information to Angus Council, report its proceedings regularly to Angus Council and, in making recommendations, advance reasons and indicate alternatives.
- (e) The Council shall receive information on matters of mutual interest from Angus Council and other Community Councils as envisaged in the Scheme.
- (f) The Council shall be entitled to send representatives to meetings of Angus Council Area Forums and to make representation on matters of concern to the Council. Where practical the Council shall give notice, in writing, of any matter it wishes to raise at an Area Forum meeting at least 14 days before the meeting of the Area Forum.

12. **PROPERTY**

The Council may hold title to property in the name of the Chairman and Secretary ex officio.

13. **DISSOLUTION**

- (a) The Council may be dissolved if:-
 - (i) a meeting of the Council has not been held within a period of six months;
 - (ii) the financial affairs of the Council are such that the Council is no longer financially viable; or
 - (iii) at the instance of the Council, for extraordinary reasons to be stated in writing, the Council so requests.

- (b) If the circumstances outlined under Section 13 (a) (i), (ii) or (iii) arise, a letter signed by not less than one fourth of the members may be sent to the Chief Executive of Angus Council requesting that the Council be dissolved.
- (c) The Chief Executive, if satisfied as to the circumstances of the request, shall thereafter give by public notice in the area and by publication in a local newspaper, notice of the proposed dissolution.
- (d) The notice by the Chief Executive shall state the reason for the proposed dissolution and allow at least 30 days for representations to be made by persons resident within the area of the Council.
- (e) In the event that no relevant response is made to the notice, the Chief Executive shall report to Angus Council, recommending an appropriate course of action, which may include dissolution of the Council or the incorporation of the Council area with that of another Council.
- (f) In the event that a relevant response is made to the notice, the Chief Executive shall report to the Council recommending an appropriate course of action.
- (g) The Chief Executive may, where any of the circumstances outlined in Section 12 (a) (i) or (ii) arise, and where there is no request from members of the Council, report the circumstances to Angus Council, with a recommendation on an appropriate course of action, which may include dissolution of the Council or incorporation of the Council area with that of another Council.

14. **PROPERTY HELD**

Any property or other assets held by the Council shall, on dissolution, be transferred to Angus Council, subject to any trust or other provisions affecting it.

THIRD SCHEDULE

PART II

OPTIONAL PROVISIONS

1. DIVISIONS

- (a) The Council may propose that its area should be made up of divisions.
 - (b) In the event of such proposal, the Council shall inform the Chief Executive of Angus Council, who shall report accordingly to that Council.
 - (c) Angus Council on such a report being made may:-
 - (i) approve the proposal as presented;
 - (ii) refuse to approve the proposal for reasons stated;
 - (iii) defer a decision pending further information or consultation.
2. In the event that the area is divided into divisions at the request of the Council, such division shall not apply until the next election of Councillors, unless with the agreement of Angus Council.
 3. The Council may arrange insurance in respect of Councillors, property and equipment and public liability. Such insurance may be arranged through Angus Council or under separate arrangement.
 4. The Council may appoint Committees or Sub-Committees to consider specific matters or areas of interest to the Council. Such Committees or Sub-Committees shall present any report or recommendation to the first available meeting of the Council.
 5. The Council may pay appropriate fees to the Secretary, Treasurer and Auditor. The Council may also ensure appropriate provision for clerical assistance and administration.
 6. The Council may pay or reimburse fees or expenses of members engaged in Council business, including travelling expenses, expenses in attendance at meetings and seminars, purchase of magazines or books, articles published and advice notes or guidance to Community Councils.

FOURTH SCHEDULE

PART I

STANDING ORDERS AND FINANCIAL REGULATIONS

Preamble: Where the word Council appears in this Schedule, it shall be taken to mean the Community Council for the particular area. Part I of this Schedule shall apply to all Councils in the area. Part II shall only apply insofar as any Council shall decide.

1. MEETINGS

- (a) The Council shall hold in every year such meetings as it deems appropriate, but should hold not fewer than four meetings in any one calendar year.
- (b) Meetings shall be held at such hours and on such days as the Council at its first meeting, following 30th September in any year, may decide. Additional meetings may be called as set out in these standing orders.
- (c) Meetings shall be held at such place or places within the Area, as the Council may decide.
- (d) A special meeting may be called at any time by the Chairperson of the Council or on the requisition of at least one-fourth of the whole number of members of the Council, which meeting shall be held within 14 days of the receipt of the requisition by the Secretary of the Council.
- (e) All meetings of the Council shall be held in public.

2. NOTICE OF MEETINGS

- (a) Three clear days at least before a meeting of the Council:-
 - (i) notice of the time and place of the intended meeting shall be published either in a newspaper circulating in the Area or in a notice displayed in a public place or a place to which the public have general access within the Area, and where a meeting is called by members of the Council, the notice shall be signed by those members and shall specify the business proposed to be transacted; and
 - (ii) A notice to attend the meeting, specifying the business to be transacted, and signed by the Secretary of the Council, shall, subject to sub-paragraph (b) below be left at or sent by post to the usual place of residence of every member of the Council.
- (b) If a member of a Council gives notice in writing to the Secretary of the Council that he or she desires notices to attend meetings of the Council to be sent to him at some address specified in the notice other than his place of residence, any notice addressed to him or her and left at or sent by post to that address shall be deemed sufficient service of the notice.

- (c) Want of service of a notice on any member of a Council shall not affect the validity of a meeting of the Council.
- (d) Except in the case of business required under the Scheme to be transacted at a meeting of Council and any other business brought before the meeting as a matter of urgency in accordance with the Council's Standing Orders, no business shall be transacted at a meeting of the Council other than that specified in the notice of the meeting.
- (e) A matter may be raised as an urgent matter at any meeting provided:-
 - (i) there are special circumstances relating to urgency and the Chairperson so signifies; and
 - (ii) the reasons for urgency are stated in the minute of the meeting.

3. **CHAIR**

- (a) At a meeting of a Council the Chairperson, if present, shall preside.
- (b) If the Chairperson is absent from a meeting of the Council, the Vice-Chairperson shall preside.
- (c) If the Chairperson and Vice-Chairperson are absent from a meeting of the Council, another member of the Council chosen by the members present shall preside.

4. **QUORUM**

- (a) Subject to sub-paragraph (b) below no business shall be transacted at a meeting of a Council unless at least one-fourth, or such other fraction as the Council may determine, (other than at the first meetings following an election) of the whole number of members of the Council, are present.
- (b) Where there are at the same time vacancies in the case of more than one-third of the members of a Council, then until the number of the members in offices is increased to not less than two-thirds of the whole number of members of the Council, the quorum of the Council shall be determined by reference to the number of members of the Council remaining instead of by reference to the whole number of members of the Council, so however that the quorum shall never be less than one-eighth of the whole number of members of the Council or three members, whichever is the greater number.
- (c) If, after 15 minutes of the advertised time for commencement of a meeting, a quorum is not present, the meeting shall stand adjourned until such date and time as the Chairperson may decide.

5. **SUSPENSION AND CASTING VOTES**

- (a) Subject to the provisions of the Scheme and to any provisions of Standing Orders relating to the suspension of such Orders, all questions coming or arising before a Council shall be decided by a majority of the members of the Council present and voting at the meeting of the Council.
- (b) In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote except where the matter which is the subject of a vote relates to the appointment of a member of the Council to any particular office or Committee in which case the decision shall be by lot.

6. **MINUTES**

- (a) Minutes of the proceedings of a meeting of a Council shall be drawn up by the Secretary and shall be signed at the same or next suitable meeting of the Council by the person presiding at that meeting.
- (b) Until the contrary is proved, a meeting of a Council, a minute of whose proceedings has been made and signed in accordance with this paragraph, shall be deemed to have been duly convened and held, and all the members present at a meeting shall be deemed to have been duly qualified.
- (c) Copies of the minutes, as approved, shall be sent to the Chief Executive, Angus Council, for record purposes.

7. The proceedings of a Council shall not be invalidated by any vacancy among their number or by any defect in the election or qualification of any members.

8. The names of the members present at a meeting of a Council shall be recorded.

9. **POWERS OF CHAIR**

- (a) The Chairperson shall have power to decide on all matters within his or her competency and his decision shall not be open to question. Deference shall be paid to his or her authority and his or her word shall be heard without interruption.
- (b) The Chairperson may warn any members of the public who interrupts the proceedings of a meeting and may order the removal of that person should such interruption be continued and, in the event of any disorder arising at any meeting, the Chairperson shall be entitled to adjourn the meeting until a date and time as he or she shall decide.
- (c) If any member of the Council disregards the authority of the chairperson, obstructs the meeting, or, in the opinion of the chairperson, or otherwise acts in an offensive manner at a meeting, the chairperson may move that such member be suspended for the remainder of the meeting. If seconded, such a motion shall be put to the vote immediately without discussion.

- (d) If such a motion is carried, the suspended member shall leave the meeting room immediately. If the member fails to comply, the chairperson may order the suspended member to be removed from the meeting by a specified person or persons.
- (e) A member who has been suspended in terms of this Standing Order shall not re-enter the meeting room during the course of that meeting except with the consent of the meeting.
- (f) In the event of a motion for the suspension of a member being defeated, the chairperson may, if he or she thinks it appropriate to do so, adjourn the meeting as if a state of disorder had arisen.

10. **DEPUTATIONS**

Deputation, which shall not exceed five persons in number, may be received by the Council. Not more than two persons shall be heard and neither of them shall speak for more than five minutes except with the consent of the Council.

11. **SECRETARY'S DUTIES**

- (a) The Secretary shall be responsible for taking minutes of meetings, posting and displaying and advertising of notices of meetings and shall be the official correspondent of the Council.
- (b) The Secretary shall forward minutes (after approval) as soon as practicable to the Chief Executive of Angus Council.
- (c) The Secretary shall keep members of Angus Council, whose electoral ward or part of whose electoral ward lies within any part of the Council area, informed with regard to any relevant matter arising at a meeting of the Council in accordance with Angus Council's "Code of Guidance on Writing to the Council".
- (d) The Secretary shall keep the Chief Executive of Angus Council, Chief Officers of appropriate Departments of Angus Council informed (as appropriate) with regard to any relevant matter arising at a meeting of the Council in accordance with Angus Council's "Code of Guidance on Writing to the Council".
- (e) The Secretary shall keep the Chief Executive of Angus Council informed of the names and addresses of the persons appointed by the Council as Chairperson, Vice-Chairperson, Treasurer, Auditor and Planning Representative.
- (f) The Secretary shall be responsible for all correspondence in respect of matters relevant to an Area Forum of Angus Council and shall inform the Area Forum of matters which the Council may wish to raise at meetings of an Area Forum.

12. **FINANCE, PROPERTY AND ACCOUNTS**

- (a) The financial year of the Council shall be the year commencing on 1st October and ending on 30th September in the year immediately following. The Council Treasurer shall prepare a statement of income and expenditure for the period of the financial year immediately preceding which shall be submitted to the Council not later than 31st December immediately following, duly audited.
 - (b) A copy of the audited accounts as approved by the Council shall be sent as soon as practicable thereafter to the Chief Executive of Angus Council. Such submission of audited accounts shall be made not later than 31st January in the immediately following year.
 - (c) Angus Council shall not require to make any payment of grant to a Council until a statement of income and expenditure has been submitted in accordance with the foregoing procedure.
13. (a) The Treasurer shall keep complete records of the income and expenditure of the Council and shall report on a regular basis as to the income and expenditure to the Council.
- (b) Copies of the accounts as approved by the Council and any report by the Auditor shall, by 31st January in the immediately following year, be made available for inspection by the public and public notice shall be given of the availability of the accounts for inspection.
14. The Council shall have power to raise money and obtain funds by means of contributions, donations, subscriptions, deeds of covenant, legacies, grants or any other lawful means for which a receipt signed by the Treasurer on behalf of the Council shall be a good and sufficient discharge and to accept and receive gifts of property of any description.
15. The Treasurer shall pay into a bank account in the name of the Council all monies received by him or her on behalf of the Council and shall pay out of that bank account all the expenses of the Council provided that the Council may specify from time to time a sum not exceeding £50 as an impress for petty cash payments, and may open such deposits or investment accounts as it may deem necessary.
16. All cheques drawn on the bank account shall be signed by the Treasurer and countersigned by the Chairperson, whom failing, one other member.
17. The Treasurer shall submit to each meeting of the Community Council for approval a list of all payments made by him or her as a matter of urgency since the last meeting and any accounts due and payable by the Council.
18. The Treasurer shall keep records of all heritable and moveable property acquired by the Council, by gift, purchase or otherwise.
19. The Council shall have power to hold heritable property acquired by gift, purchase, or otherwise and take on lease and to let heritable property in the name of the Chairperson, the Secretary and the Treasurer, and their successors in office as Trustees on behalf of the Council.

20. The income and property of the Council shall be applied solely to the promotion of its purposes and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Council, provided that nothing herein shall prevent the payment of fees or expenses incurred on behalf of the Council and reasonable and proper remuneration to any Officer or employee of the Council.

21. **DEEDS**

A deed to which the Council is a party shall be validly executed on its behalf if subscribed by the Chairperson and Secretary or by any one of those parties and one other member of Council and duly attested.

22. **CONDUCT OF MEMBERS**

Members shall at all times act in such a manner as not to bring disrepute on the Council. During meetings they shall act courteously towards other members and members of the public and shall respect the authority of the chairperson. Members shall observe the Code of Conduct for members of Angus Community Councils.

FOURTH SCHEDULE

PART II

OPTIONAL PROVISIONS

Provisions within this Part shall only apply insofar as any Council shall decide.

1. **COMMITTEES OR SUB-COMMITTEES**

- (a) A Council may appoint a Committee or Sub-Committees to consider a specific matter of business or to consider matters which are regularly brought before the Council.
- (b) In appointing a Committee or Sub-Committee, the Council shall specify its membership, remit and duration of the remit.

2. Any such Committee or Sub-Committee shall include the Chairman and Secretary ex officio and up to three other members, or such other number as the Council may determine, together with temporary members.

3. **REPORTS TO COUNCIL**

Such Committees or Sub-Committees as may be appointed shall report regularly to the Council and any report shall be presented in public. Where a Committee or Sub-Committee is considering a matter relating to a particular person, company or other body, it shall ensure that the person, company or body concerned is informed as to the consideration by the Committee or Sub-Committee, prior to any report being made to the Council.

4. **REPORTS TO BE SENT TO PARTIES**

Any person or company or body identified in or readily identifiable from any report submitted by a Committee or Sub-Committee of the Council shall be sent a copy of such a report at the time when such report is circulated to members of the Council.

5. **CONFIDENTIAL INFORMATION**

- (a) A Committee or Sub-Committee shall, where information is provided to them in confidence, refrain from disclosing the source of any such information, and in presenting any report shall ensure that details which are presented do not disclose the identity of any source or the specific persons involved.
- (b) Where a matter of a confidential or personal nature is being considered or is likely to be considered, a Committee or Sub-Committee may meet in private, if they consider that meeting in public would tend to exacerbate relationships between or among parties or be not conducive to resolving any dispute or matter of concern to the community or among parties.

- (c) The chairperson of a Committee or Sub-Committee shall ensure that prior to consideration of a report by such Committee or Sub-Committee, that a copy of such report, in general terms and not containing information as might disclose the identities of any parties involved, is sent on a confidential basis to the parties involved.
 - (d) Following Council consideration of such a report, the Chairman of the Committee or Sub-Committee shall report on the outcome of the Council consideration, on a similar basis, to parties involved.
6. Where expenses or allowances are paid to Councillors in respect of carrying out Council business, the amounts paid shall be determined by the Council but shall not exceed the current rates of payments for like duties by Angus Councillors.

ANGUS COUNCIL

COMMUNITY COUNCILS

CODE OF GUIDANCE ON WRITING TO THE COUNCIL

This is the code of guidance on Writing to the Council referred to in the Angus Council Scheme for the Establishment of Community Councils scheme. When Community councils write to Angus Council the following guidance should be followed:-

1. Copies of Minutes of Community Council meetings should be sent to the Chief Executive, The Cross, Forfar, DD8 1BX for the attention of the Community Council Contact Officer.
2. There is a separate system with regard to Planning Applications. Contact the Planning Department, St James House, St James Road, Forfar regarding these. Persons nominated by the Community Council should advise the Planning Economic Development and Transport Service of the name, address and telephone of the Planning Application Contact.
3. It is important to keep the local Angus Council member informed about Community Council concerns. Angus Councillors should be seen as the main route for major matters of concern, other than where a specific system is laid down e.g. in respect of planning applications etc.
4. Action will not necessarily be taken on the basis of a Community Council sending in minutes to the Chief Executive i.e. The Chief Executive's service will not contact other services, simply because there is a reference in the minutes about any actions or lack of action.

In cases of serious complaint on particular issues the Chief Executive's services may act on a reference in a minute of a Community Council.

However, in the main, if a Community Council requires action on a particular subject then a separate letter should be sent to the Chief Executive's service or to the Council service most directly concerned with the service in respect of which there is either a request, a query or a complaint. A list of Council contact points is contained in the Council's FACTBANK, copies of which are circulated to all Community Councils.

5. In determining which department to raise a matter with, the following points should be borne in mind by Community Councils:-
 - (i) If a matter concerns only one service e.g. a complaint in a particular area about dog fouling, say, then the matter should be taken up with the appropriate local area office of the service.
 - (ii) If a matter concerns only one service, that service should respond in writing to the Community Council Secretary detailing the action to be taken, given that the matter can be dealt with within existing resources or comes within existing policies. No information need be passed on routine matters to the Chief Executive.

- (iii) If the matter cannot be dealt with within existing resources or would cause undue demands on resources and requires, in the view of the Director of the Service, further action to be taken, the Director should write to the Community Council confirming this view. The Director will also at this stage send a copy of any response to the Chief Executive.
- (iv) Equally, if, in the view of the Director, the matter cannot be dealt with by the specific service, either because it is against Council policy, or would, in the Directors view, be impractical, etc., then the Director should write to the Community Council with these views and a copy should be sent to the Chief Executive.
- (v) Where a matter concerns:-
 - (a) Constitution of a Community Council.
 - (b) Election of Community Councils (i.e. the overall electoral system and not the procedure adopted at a specific election).
 - (c) Funding of Community Councils.
 - (d) Amendments to areas of Community Councils or change of existing divisions.
 - (e) Formation of a new Community Council.
 - (f) Complaint re Statutory code e.g. Planning applications.
 - (g) A query or complaint already referred to a particular service, and the service has not responded within a reasonable period or the response is challenged by the Community Council.
 - (h) A query with regard to the application of this advice.
 - (i) Where the service to which a query or complaint relates is uncertain, or where there may be more than one service involved, e.g. a dispute over a right of way,

The Chief Executive's Department should be the service to which any letter should be addressed in the first instance.

Please note that it is advisable to write to individual services about individual issues rather than include a series of items on a variety of topics to one service and ask that service to pass them on to other services.

6. All services, in responding to Community Councils, will bear in mind the interests of local Angus Council members and a copy of any response on service issues should be sent to the local member at the same time as it is sent to the Community Council.

Services will seek to respond within a reasonable time to Community Councils, bearing in mind the overall demands on resource.

If a substantive response to a query or complaint cannot be given within a period of 20 working days, the service should give an interim response indicating the steps being taken and an indication of the time period within which a substantive response may be sent.

ANGUS COUNCIL

CODE OF GUIDANCE FOR COMMUNITY COUNCILLORS

This Code has been drawn up in consultation with the Community Councils in the Angus Council area. Community Councillors are expected to behave according to the highest standards of personal conduct in the performance of their duties. Community Councillors should observe the following principles of conduct.

COMMUNITY LEADERSHIP

You should promote and support these principles by leadership and example, always acting in such a way as to preserve public confidence in the Community Council.

DUTY TO UPHOLD THE LAW

You must uphold the law and act on all occasions in accordance with the public trust placed in you.

COMMUNITY INTEREST

You should act so as to assist the Community Council, as far as possible, in the interests of the whole community that it serves. Where particular interests groups' concerns are in conflict with those of other groups or of areas, you should help to ensure that the Community Council is aware of them and that particular interest groups are able to pursue their concerns, but you are not obliged to put the interests of particular groups above the general interests.

SELFLESSNESS

You should act solely in the public interest. You should never use your position as a Councillor to gain for yourself, your family or your friends any financial benefits, preferential treatment or other advantage, or to confer such benefits, treatment or advantage improperly on others.

INTEGRITY AND PROPRIETY

You should not put yourself in a position where your integrity is called into question by any financial or other obligation. As well as avoiding actual impropriety, you should avoid any appearance of it.

HOSPITALITY

You should record all gifts and hospitality received in connection with membership of the Community Council. You should not accept gifts or hospitality that might reasonably be thought to influence, or be intended to influence, your judgement; or where to do so could bring discredit upon the Community Council.

DECISIONS

Whilst you may very properly be influenced by the views of others, including particular interest groups, it is your responsibility to decide what view to take, and how to vote, on any question which Community Councillors have to decide.

OBJECTIVITY AND DECISION TAKING

In carrying out public business, including any award of grants or decisions regarding planning applications or other matters on which the Community Council is entitled to make recommendations to Angus Council, you should make decisions on merit and on the basis of information which is either publicly known, or where such information has been brought into the public arena.

ACCOUNTABILITY

You are accountable through the community you serve for your actions and your part in reaching decisions, and must submit yourself to whatever scrutiny is appropriate to your office.

OPENNESS

You should be as open as possible about all your actions and your part in reaching decisions. You should seek to ensure that reasons are given for decisions of your Community Council and that information is restricted only where it is in accordance with the Angus Council Administrative Scheme for Community Councils.

CONFIDENTIALITY

You should also ensure that confidential material, including material about individuals, is handled in accordance with the provisions in the Administrative Scheme, and having regard to the public interests, any decisions on such handling taken by the Community Council and is not used for private purposes.

STEWARDSHIP

You have a responsibility to play your part in ensuring that the Community Council uses its resources prudently and in accordance with the law.

PARTICIPATION

You may take part in the consideration of questions which come before the Community Council unless you have a private interest of a kind which would cause your participation to raise questions as to your liability to be influenced by the views of others.

DECLARATIONS

You should declare any private interests relating to your Community Council duties and should take steps to resolve any conflicts arising in a way that protects the public interest. You should make relevant declarations of interest at meetings of the Community Council, any Committees or Working Groups, to which you are appointed, and in all circumstances where you are active in your role as a Community Councillor.

RELATIONS WITH ANGUS COUNCILLORS

You should respect the role of Angus Councillors and treat them in a way that engenders mutual respect at all times.

RELATIONS WITH ANGUS COUNCIL OFFICERS

You should respect the role of Angus Council Officers and employees who are directly responsible to Angus Council and treat them in a way that engenders mutual respect at all times.

POLITICAL AFFILIATIONS

Whilst you are perfectly free to have political affiliations, the Community Council itself is not a political body, but is there to represent the interests of the whole community. Therefore, in participating in the business of the Community Council, your primary concern is to represent the interests of your community and not those of a particular political party or group.

PERSONAL CONDUCT

Your personal conduct should be such as not to bring the Council into disrepute. You should act courteously to fellow Community Councillors, Angus Councillors and officials, members of the public and other bodies. You should not act in such a way as to bring yourself or the Community Council into disrepute through your actions, discussion or communications with them.