

Community Council First Meeting - Nov/Dec 2019

Agenda

The meeting will initially be chaired by a Highland Council representative

1 Introductions

2 Election of Chair

New Chair takes over the Chairing of the meeting

3 Election of office bearers*

4 Adoption of Constitution and Standing Orders

5 Outstanding issues from outgoing Community Council.

6 Agreement of future meeting schedule

7 AOB

8 Date and venue of next meeting

*Office bearers

- Chair
- Treasurer
- Secretary / Minute Secretary (can be non-member)
- Vice Chair (optional, unless Secretary/ Minute Secretary is non-member)

Ideally each office bearer should be a different person and Highland Council approval is required for any one member to hold more than one of the following offices: Chairperson, Secretary, Treasurer.