

RALSTON COMMUNITY COUNCIL

ANNUAL GENERAL MEETING 2019

Thursday, 10 October 2019 at 7.30 pm in Ralston Community Centre

ORDER OF BUSINESS

1. Apologies

2. Welcome and Introductions

3. Election Results – as per Election Results Notice

4. Election of Office Bearers

- (a) Chairperson – nominations will be considered for the position of Chairperson.
- (b) Secretary – nominations will be considered for the position of Secretary
- (c) Treasurer – nominations will be considered for the position of Treasurer

NB: nominees must be willing to take on the relevant duties of the post, be proposed by one member and seconded by one other member. Should there be more than one person nominated for an office-bearer position, a vote will be taken by a show of hands – unless members agreed to hold the vote by secret ballot.

5. Community Council Constitution and Standing Orders

Submit for adoption and signing the Constitution and Standing Orders as approved by Renfrewshire Council. (Copy attached).

6. Annual Accounts 2018/19

Submit for approval the Annual Accounts for the period 1 September 2018 to 30 August 2019 as prepared by the (previous) Treasurer. (To be provided).

7. Paisley East Local Partnership

As part of Renfrewshire Council's Community Planning structure, the Chairperson will automatically become a permanent member of the Paisley East Local Partnership. Should the Chairperson decline this position, the community council can appoint another member as their permanent representative instead of the Chairperson.

The next Local Partnership meeting will be held in November 2019 – more information about Local Partnerships is enclosed.

Consider the appointment of the Chair/other member as the permanent representative to Paisley East Local Partnership.

8. Renfrewshire Community Council Forum

The Community Council can appoint two members as its representatives to attend Renfrewshire Community Council Forum (RCCF) meetings.

The next RCCF meeting will be held on 26 November 2019 – an information leaflet is enclosed.

Consider the appointment of two members as representatives to RCCF.

9. Training – Expressions of Interest

Please completed and return to the Clerk the attached Training - Expressions of Interest form. Training will be provided should there be demand from members.

10. Equalities Monitoring Form

Please complete and return to the Clerk the attached Equalities Monitoring Form if you would like to volunteer to provide this information – all in confidence.

11. Date of the AGM 2020

The next AGM will take place in October 2020 on a date, time and venue to be agreed at the next ordinary meeting

12. Next Ordinary Meeting

It is normal practice for the outgoing Community Council to prepare and issue an agenda for an Ordinary Meeting of the community council to be held immediately following this AGM.

The agenda for this Ordinary Meeting will be provided by the outgoing Community Council.

RALSTON COMMUNITY COUNCIL NOTICE OF ELECTION RESULT 2019

The following candidates were nominated for election as members of Ralston Community Council until 2023. Nominations have been validated by Renfrewshire Council and as the number of candidates was less than the 21 membership places available, the candidates are declared to be elected unopposed with effect from 1 October 2019.

	NAME	Sponsored By:
1	Alison Scott	Colin Brow and Sandra Head
2	May Fernie	Frederick Brown and Elizabeth Brown
3	Bill Whyte	Mary Whyte/Gordon Whyte
4	Simon Hall	Katherine Hall/Alison Scott
5	Sandra Reynolds	Maurice Boyle/Rosemary Boyle
6	William Gray	Margaret Anderson/Anne Gray
7	Catherine Gooding	Alison Scott/Andrew Gooding
8	Fergal McCauley	Elizabeth Boyd/Steven McCormack
9	Robert Elliott	Rosemary Boyle/Donald Smith
10	Allan Thompson	Ian Rae/Fiona Taylor
11	Roderick McLelland	Wendy McLelland/Craig McLelland

The successful candidates are invited to attend Ralston Community Council AGM on:-

Thursday, 10 October 2019 at 7.30pm in Ralston Community Centre

The meeting is open to members of the public.

**KEN GRAHAM
RETURNING OFFICER
16 September 2019**

RALSTON COMMUNITY COUNCIL CONSTITUTION

1. Name

The name of the Community Council shall be Ralston (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 Renfrewshire Council’s Scheme for the Establishment of Community Councils.

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 membership shall have regard to their role and responsibilities as set out in paragraph 3 of the Scheme for the Establishment of Community Councils, approved by Renfrewshire Council, and the Code of Conduct for Members of Community Councils.

5. Membership

The Community Council's membership is as governed by paragraph 5 of the Scheme for the Establishment of Community Councils and as determined from time to time by Renfrewshire Council.

6. Method of Election

Election procedures shall be governed by the method of election laid down in paragraph 7 of the Scheme for the Establishment of Community Councils.

7. Casual Vacancies on the Community Council

Where a vacancy arises which does not result in the number of members falling below the minimum number as specified in paragraph 5 of the Scheme for the Establishment of Community Councils, and at least 6 months has passed since the last election, the Community Council may, if it considers it to be desirable, agree to:-

- (a) fill the vacancy (and any other outstanding vacancies) by holding an Interim Election, administered by the Council, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available.
- (b) fill the vacancy by co-opting a resident in terms of paragraphs 7.7 and 7.8 of the Scheme for the Establishment of Community Councils
- (c) leave the vacancy unfilled until local public interest is expressed or until the next set of regular elections.

8. Voting Rights of Members of the Community Council

The right to vote at any meeting of the Community Council or any committee thereof, shall be held by all members whether elected or co-opted, but not by Associate Members appointed for specific issues on a temporary basis, or *ex-officio* members. Decisions of the Community Council will be decided by a simple majority of those present and eligible to vote, with the exception of circumstances which may arise under Clause 16 – Alterations to the Constitution and its Clause 17 – Dissolution.

In the event of an equality of votes the chairperson shall have a casting vote.

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 OCTOBER in the year when elections are not held, the Community Council shall appoint a Chair, Secretary, Treasurer and other such office-bearers as it shall from time to time decide.

- (b) All office-bearers shall be elected for one year, but shall be eligible for re-election, without limitation of time.
- (c) Without the express approval of Renfrewshire Council, no one member shall hold more than one of the following offices at any one time: Chairperson, Secretary or Treasurer.

10. Committees of the Community Council

The Community Council may set up committees and appoint representatives of the Community Council to committees and shall determine their composition, terms of reference, duration, duties and powers.

11. Meetings of the Community Council

- (a) The quorum for Community Council meetings shall be one-third of the current membership that is eligible to vote, or 3 whichever is the greatest.
- (b) Once in each year in the month of OCTOBER the Community Council shall convene an annual general meeting for the purpose of receiving and considering the Chairperson's annual report on the Community Council, the submission and approval of the independently examined annual statement of accounts and the appointment of office bearers.
- (c) the Community Council shall meet not less than 7 times throughout the year - not less than one AGM and 6 ordinary meetings.
- (d) Dates, times and venues of regular meetings of the Community Council shall be fixed at the first meeting of the Community Council following ordinary elections and thereafter at its annual general meeting. Special meetings, either called by the Chairperson, or on the request of not less than one-half of the total number of community council members, shall require at least 7 days public notice. Renfrewshire Council's Director of Finance & Resources has discretion to call a meeting of the Community Council for a specific purpose.
- (e) Copies of all minutes of meetings of the Community Council and of committees thereof shall be approved at the next ordinary meeting of the Community Council.
- (f) In accordance with Standing Orders, an agenda (listing business to be discussed) together with a minute of the previous meeting shall be produced and distributed to all members at least 7 days before the date of each meeting. A copy of the agenda and minute must also be submitted to Renfrewshire Council.

- (g) The Community Council and its members shall abide by its Standing Orders for the proper conduct of its meetings.
- (h) 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 debated, it shall call such a meeting within 14 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings called by the Community Council.
- (i) The Community Council will meet in public and all items of business shall be taken in public. However, in exceptional cases items of business can be taken in private where the community council considers it appropriate to do so. An example of an exceptional case would be where genuinely personal or confidential matters were being discussed such as where the facts of a complaint against a member of the Community Council require to be substantiated. The agenda will state whether the meeting or a part thereof is to be held in private.
- (j) Outwith regular meetings when urgent responses are required, office bearers can take decisions in the best interests of the Community Council and report on these decisions at the next ordinary meeting.
- (k) The Community Council will be non sectarian and non political.
- (l) The Community Council will comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

12. Public Participation in the Work of the Community Council

- (a) All meetings of the Community Council and its committees (subject to 11(i), above) shall be open to members of the public. Proper 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 Chairperson.
- (b) Notices/Agenda calling meetings of the Community Council and its committees shall be posted prominently within the Community Council area for a minimum period of 7 days before the date of any such meeting, and, where possible, be advertised by other suitable means such as websites and social media.

13. Information to the Local Authority

Renfrewshire Council's Senior Committee Services Officer (Community Council Liaison) shall be sent:

- an annual calendar of the Community Council's ordinary meeting dates, times and venues, which should be agreed at the Community Council's annual general meeting;
- minutes of all meetings;
- the annual report,
- the annual financial statement; and,
- any other such suitable information, as may from time to time be agreed between the Community Council and Renfrewshire Council.

When special meetings of the Community Council are to be held, the above officer should be advised of the date, time venue and subject(s) of debate of such meetings, at least 7 days in advance of the meeting date.

14. Control of Finance

- (a) All monies raised by or on behalf of the Community Council or provided by Renfrewshire Council and other sources shall be applied to further the objectives of the Community Council and for no other purpose. 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 annual Administration Grant will be used to meet the cost of the undernoted expenditures and for no other purpose without the approval of the Director of Finance & Resources:
- advertising/general publicity and promotional activities
 - accommodation/lots
 - auditors' fees
 - bank charges
 - consultation with the community
 - registration as a Data Controller with the Information Commissioner's Office under the provisions of the Data Protection Act;
 - insurance
 - IT software/hardware/website construction and maintenance
 - photocopying/printing
 - postage
 - production and circulation of minutes, agenda and annual reports
 - subscriptions
 - telephone costs/Internet Service Provider costs
 - travel costs

- (c) The Administration Grant (or any portion thereof) shall not be used to provide grant funding to any other body.
- (d) The treasurer shall undertake to keep proper accounts of the finances of the Community Council, and specifically record all items of spend from the Administrative Grant.
- (e) Any two of three authorised signatories, who would normally be office-bearers of the Community Council, may sign cheques on behalf of the Community Council. Authorised signatories shall not be co-habitees.
- (f) A statement of accounts for the last financial year, independently examined by two persons appointed by the Community Council who are not members, relatives of members, or co-habiting with members of the Community Council, shall be submitted to an annual general meeting of the Community Council and shall be available for inspection by members of the public at a convenient location.
- (g) The financial year of the Community Council shall be from 1 September to 31 August the following year. Examined accounts as received and approved by the Community Council at the annual general meeting shall be submitted to Renfrewshire Council following approval at the Community Council's annual general meeting.

15. Title to Property

Property and other assets belonging to the Community Council shall be vested in the Chair, 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 by 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 7 days prior to the meeting. Any proposed alterations 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 total voting membership of the Community Council and is approved in writing by the local authority, the alteration shall be deemed to have been duly authorised and can then come into effect.

17. Dissolution

If the Community Council by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve. It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper. If the resolution is supported by a majority of those persons present and qualified to vote and is approved by the local authority, the Community Council shall be deemed to be dissolved and all assets remaining, subject to the approval of the local authority, after the satisfaction of any proper debts or liabilities shall transfer to the local authority who shall hold same in Trust for a future Community Council representing that area.

Where for any reason, the number of Community Council members falls below the minimum specified in the Scheme for the Establishment of Community Councils, Renfrewshire Council may, by suspending the Constitution of the Community Council, cause the Community Council to be dissolved.

The Council may take action to suspend and then dissolve a community council where it is satisfied and can demonstrate a major single failure or a series of failures by a community council to comply with (i) the Scheme; (ii) the community council Constitution; and (iii) the Code of Conduct for Community Councils where said failure(s) have not been remedied after being brought to the community council's attention.

In the event that a Community Council is dissolved and twenty or more electors subsequently wish the re-establishment of a Community Council for the area, these electors shall submit a requisition to the local authority 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.

18. Approval and adoption of the Constitution

This Constitution was adopted by Ralston Community Council on 10 October 2019

Signed:(Chairperson)

Signed: (Member)

Signed: (Member)

and was approved on behalf of Renfrewshire Council on

.....

Signed

.....

Name

.....

Designation



RALSTON COMMUNITY COUNCIL - 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].
- (b) Special Meetings may be called at any time on the instructions of the Chairperson 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.
- (c) 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 the local authority's named official by the Secretary of the Community Council, 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, distributed in accordance with paragraph 3 of the Scheme of Community Councils, submitted to the next meeting of the Community Council for approval, and retained for future reference.

3. Quorum

A quorum shall be one-third of the current membership eligible to vote (and not less than 3).

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) The minutes of the last meeting of the Community Council shall be submitted for approval.
- (c) Any other item of business, which the Chairperson has directed, should be considered.

- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson 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) The minutes of the last annual general meeting of the Community Council shall be submitted for adoption.
- (c) Chairperson's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Demit of current office bearers/election of office bearers.
- (g) Chairperson to declare date of next annual general meeting and close meeting.

(iii) Special Meeting

The order of business at every special meeting of the Community Council shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

5. Order of Debate

- (a) The Chairperson 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 Chairperson 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 Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson 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 Chairperson 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 is contrary to a previous decision of the Community Council shall not be competent within six months of that decision.

6. Voting

- (a) Decisions shall be reached by majority vote.
- (b) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (c) In the event of an equality of votes, the Chairperson of a meeting of the Community Council shall have a casting vote.

7. Alteration of Standing Orders

A proposal to alter or add to these Standing Orders may be proposed to Renfrewshire Council at any time 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. Renfrewshire Council shall have final discretion on any proposed change.

8. Committees

The Community Council may appoint such committees as it may from time to time decide 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.

COMMUNITY COUNCILS

TRAINING – EXPRESSIONS OF INTEREST

Expressing an interest is not a commitment to attend.

It would be helpful, in terms of arranging and scheduling events, to have an idea of the numbers likely to attend.

Training will be arranged later in the year – and you will be notified of the date, time and venue of each event. You can, at that time, choose whether to attend or not.

Your Name

Community Council

I am interested in attending:
(Please tick all that apply)

**What it means to be a Community Council member/
Code of Conduct**

Organising a Community Council - Secretary's Role

Leading a Community Council - Chairperson's Role

Keeping the Books – Treasurer's Role

I would prefer to attend a:

Morning session

Afternoon session

Evening Session