**Meeting of the (name of Community Council)**

**At (enter venue)**

**On (enter date and time)**

**AGENDA**

|  |  |
| --- | --- |
| Item of Business | Estimated time to be taken |
| 1 Declarations of Interest2 Minutes of Last Meeting3 Matters Arising4. Police Report5. Any arranged speaker/presentation (if appropriate)6. Planning applications7. Reports from Sub-Committees/Working Groups8. Updates from Aberdeenshire Councillors9. Any questions from Members of the public10. Correspondence11 Treasurer’s Report12 Items of Urgent Business (if required)13 Time and Place of Next Meeting |  |