**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 Interest  2 Minutes of Last Meeting  3 Matters Arising  4. Police Report  5. Any arranged speaker/presentation (if appropriate)  6. Planning applications  7. Reports from Sub-Committees/Working Groups  8. Updates from Aberdeenshire Councillors  9. Any questions from Members of the public  10. Correspondence  11 Treasurer’s Report  12 Items of Urgent Business (if required)  13 Time and Place of Next Meeting |  |