

Community Council – Frequently Asked Questions

Q. What is the Scheme for community councils?

A. The Scheme details the rules and regulations governing community councils. The Scheme covers everything from the purpose of community councils to provisions for membership, meetings, finance and elections.

Q. How often are community council elections held?

A. Elections are held in September or October every 3 years.

Q. How many meetings are community councils required to hold?

A. Community councils are required to hold a minimum of 6 ordinary meetings and one AGM each year. In practice, most CCs hold their meetings on a monthly basis with a break in the summer.

Q. What items should be included on the agenda at the AGM?

A. The AGM should cover the appointment of office-bearers, reports from office-bearers of previous year, annual accounts, and annual report (if available).

Q. How are community council meetings advertised?

A. The agenda should be circulated at least 7 days before the date of the meeting. Community newspapers, websites, libraries, shops, notice-boards and public buildings are often used for displaying the agenda and minutes.

Q. Who can vote on a community council?

A. Elected members and nominated members have voting rights.

Q. What is the quorum for general meetings of community councils?

A. The quorum is at least one third of the current voting membership of the CC, or 3 voting members, whichever is the greater.

Q. Are community council boundaries the same ward boundaries?

A. In some areas the boundaries are the same as the ward boundaries but in other areas community council boundaries are based on community identity and natural boundaries.

Q. How is the annual grant calculated?

A. The annual grant is based on based on a lump sum (£522) plus a per capita component of 2p for every person living in the community council area. An accommodation subsidy is also offered to community councils who do not receive free accommodation.

Q. What does the grant cover?

A. The principal purpose of the grant is to cover administrative expenses, postage, stationery, affiliation fees, photocopying, production of leaflets, and newsletters. Community councils may incur minor expenditure on donations to local charitable and community activities but this is not the true purpose of the grant.

Q. Do the annual accounts need to be audited by a qualified accountant?

A. No, the annual accounts should be independently examined by an examiner appointed by the CC. The examiner should be someone with a financial background, not necessarily a qualified accountant and must be independent from the CC.

Q. What rights do community councils have as statutory consultees in planning?

A. A community council can have this status if it requests that the planning authority formally consult it on a planning application within its area. Where this request is made, the application details will be sent to the community council. To request a formal consultation, contact the case officer for the application.