

<b>Proposed General Amendment</b>	<b>Rationale</b>	<b>Scheme Reference</b>
<b>Finance</b>		
Accounting <ul style="list-style-type: none"> <li>○ Additional information to confirm that a copy of the financial templates will be included in an annual support and guidance pack</li> </ul>	To enable regular updating of template	Scheme – 3.2
Accounting <ul style="list-style-type: none"> <li>○ A copy of the financial report is required to release the annual administration grant</li> </ul>	To meet audit requirements. Must be submitted before the end of the financial year or grant can't be paid	Scheme – 9.1
<b>Role of Community Councils</b>		
Support & Guidance - Annual information pack to support <ul style="list-style-type: none"> <li>○ Guidance on do's &amp; don'ts for social media</li> </ul>	To support communication with local community	Scheme – 3.2, 9.7
Support & Guidance - Annual information pack to support <ul style="list-style-type: none"> <li>○ Equality awareness</li> </ul>	To support communication with local community	Scheme – 3.3, 9.7
Support & Guidance - Annual information pack to support <ul style="list-style-type: none"> <li>○ Community Council complaints process</li> </ul>	To support communication with local community	Scheme –3.4, 9.7
Contacts <ul style="list-style-type: none"> <li>○ Generic Community Council and Office Bearer email address</li> </ul>	To ensure that the community council is accessible by the wider community	Scheme – 3.2
Contacts <ul style="list-style-type: none"> <li>○ Inclusion of three Area generic community council support emails</li> </ul>	To support the restructure of the new Community Development Service	Scheme – 8.1, 8.3 Constitution – 11.1e, 13.1, 14.1f Standing Orders – 1.3
Minutes <ul style="list-style-type: none"> <li>○ Requirement to submit approved minutes</li> </ul>	Clarification of process	Constitution – 13.1
Constitution <ul style="list-style-type: none"> <li>○ Inclusion of approval at inaugural meeting</li> </ul>	Clarification of process	Constitution – 18

<b>Membership</b>		
<p>Membership Lists</p> <ul style="list-style-type: none"> <li>○ To be updated following boundary changes</li> <li>○ To be updated with most recent populations</li> </ul>	To update existing listings	Appendix 2
<p>Co-opted Members</p> <ul style="list-style-type: none"> <li>○ To confirm candidate eligibility</li> </ul>	To ensure Community Councils are aware of the requirements for a co-opted member	Scheme – 5.3
<p>Co-opted Members</p> <ul style="list-style-type: none"> <li>○ Promotion of co-opted membership</li> </ul>	To raise public awareness of how many co-opted membership places are available	Scheme – 6.3
<p>Associate Membership</p> <ul style="list-style-type: none"> <li>○ To increase opportunity for associate membership</li> </ul>	To include those who are eligible to stand for the Community Council, who have expressed an interest in becoming a member but there are no membership spaces available. They would be an associate member until the next election, or, for up to a maximum of one year, whichever is the earlier.	Scheme – 5.5
<p>Youth Membership</p> <ul style="list-style-type: none"> <li>○ To increase the maximum number of Youth Members</li> </ul>	To encourage wider community participation	Scheme – 5.7
<p>Membership Vacancies</p> <ul style="list-style-type: none"> <li>○ To confirm number of members required to operate</li> </ul>	To differentiate between the number of members that would require going into abeyance or being dissolved	Scheme – 6.2.6
<p>Disqualification of Membership</p> <ul style="list-style-type: none"> <li>○ Right of appeal</li> </ul>	To provide members who have been automatically disqualified for non-attendance the right of appeal	Scheme – 11.2
<b>Elections</b>		
<p>Elections</p> <ul style="list-style-type: none"> <li>○ To include a brief candidate statement on all nomination forms</li> </ul>	To give a brief outline of why a candidate wants to join the Community Council	Scheme – 6.2.1
<p>Elections</p> <ul style="list-style-type: none"> <li>○ Invitation to Merge Community Councils</li> </ul>	To provide an opportunity for neighbouring Community Councils to merge where one has been dissolved	Scheme – 13.3