

# LONGNIDDRY COMMUNITY COUNCIL

## CONSTITUTION

- 1. Name** The name of the Community Council, hereinafter called ‘the Council’, shall be Longniddry Community Council.
- 2. Purpose** In addition to any other purpose which a Council may pursue, the general purpose of the Council shall be to ascertain, co-ordinate and express to the local authority for its area, and to other public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible and to take such action in the interests of that community as appears to it to be expedient and practicable.
- 3. Area** The area of the Council and its community wards are as shown in the map annexed to Paragraph 9 of the Scheme.
- 4. Membership** The Council shall consist of a maximum of (nine) representatives, elected in accordance with paragraph 6 of the Scheme.
- 5. Qualifications of Candidates for Election** Candidates for election as Community Councillors, who must be aged 16 or over, shall reside, work, own/lease property or be registered as a local government elector, for the whole of the previous twelve months preceding the date of nomination, within the Community Council area for which they are candidates.
- 6. Term of Office** Shall be four years, as defined in Paragraph 10 of the Scheme.
- 7. Casual Vacancies** A casual vacancy shall be deemed to include and shall be declared when:

  - (i) An elected Community Councillor ceases to reside, work, own/lease property or be registered as a local government elector within the Community Council area for which he/she had been elected, or
  - (ii) An elected Community Councillor fails to attend any meetings of the Community Council for a period of six consecutive meetings without good reason, or
  - (iii) An elected Community Councillor resigns from the Community Council.
- 8. Co-option** The Council shall at any time co-opt any person or persons residing, working or having an interest in the Community Council area, to serve on the Council or any Committee or other body formed by the Council, on which the Council is entitled to be represented. Co-opted members shall have no voting powers at meetings of the full Council and may be co-opted either for a specific purpose or for a specific period.
- 9. Meetings** The Council shall meet on the third Monday of each month, unless notice and approval to cancel or change a meeting is given at the previous meeting. A quorum of (four) is necessary for meetings to proceed. All meetings shall be in public, except as referred to in Paragraph 13 of the Scheme.
- 10. Conduct of Business** The Chairman and other office bearers shall be elected annually and this shall be the first business transacted at the Annual general Meeting.

The views of the community take precedence over the personal vies of individual members. In the interests of impartiality, the Council shall be advised of any personal interest by a Community Councillor (e.g. membership of any group which may benefit from financial aid from the Community Council), who then may not take part in any decision making.

Notices of Meetings, agendas and minutes shall be posted in public places, noticeboards, etc. and contact names, addresses and telephone numbers shall be provided.

- 11. Amendments to Constitution** Shall require to be adopted at a Public Meeting, convened by the Council for that purpose and subsequently ratified by East Lothian Council.
- 12. Minutes** Shall be taken and copies issued to all members prior to the start of the next meeting. Copies must also be issued to the Community Council Liaison Officer. All spending decisions will be minuted.
- 13. Audit**

All funds shall be held in the (Royal Bank of Scotland, Court Street, Haddington). Withdrawals shall be made on the signatures of any two of the three following:  
The Chairman  
The Vice Chairman  
The Treasurer

The Treasurer shall keep proper accounts of the finances and all monies raised by and on behalf of the Council, shall be applied to further the objects of the Council and for no other purpose. The audit shall be carried out as defined in Paragraph 18 of the Scheme.
- 14. Title to** The Title of any heritable property shall be held in the names of the Chairman, The Vice Chairman and Treasurer and their successors in Office, for the time being, as Trustees on behalf of the Council.
- 15. Dissolution** If more than 50% casual vacancies arise for a period exceeding three calendar months or, if the Council so resolve after public consultation, that the Council shall be dissolved, East Lothian Council shall be notified and the affairs of the former Council shall be wound up, as far as possible, by East Lothian Council.

Signed ..... Chairman

..... Member

..... Member

Date .....