GUIDANCE FOR
COMMUNITY COUNCILS IN FIFE

FIFE COUNCIL

GUIDANCE FOR COMMUNITY COUNCILS

INDEX

1.0   INTRODUCTION AND BACKGROUND TO COMMUNITY COUNCILS

This Guidance complements Fife Council's Governance for Community Councils, i.e., the Scheme of Establishment for Community Councils in Fife (2021) and provides information that Community Councillors may need in order to operate effectively within their Community Council and will be updated in response to any changing circumstances or requests from Community Councils.

The Local Government (Scotland) Act 1973 when setting up Community Councils, stated their general purpose as:

"To ascertain, co-ordinate and express to the local authorities for its area and to public authorities, the views of the community which it represents....... and to take such action in the interests of the community as appears to it to be expedient and practicable."

All Community Councils are bound by other legislation to promote equality and should have due regard of the need to:

- eliminate discrimination
- promote equality of opportunity
- promote good relations between people of different racial groups.

1.1   LOCAL VISION OR MISSION STATEMENT

Community Councils may consider developing a 'Local Vision' to describe their aims, core values and long-term objectives. A 'Mission Statement' is a useful tool which can describe the Community Council's commitment to serve its community.

1.2   CONSTITUTION AND STANDING ORDERS

All Community Councils are required to have a Constitution - see **Section 2.6 of the Scheme**. Additionally, **Schedule 2 of the Scheme** - 'Model Standing Orders' - a set of written rules for Community Councils.

1.3   RIGHTS AND RESPONSIBILITIES (FIFE COUNCIL/ COMMUNITY COUNCILS)

See **Section 2 of the Scheme** – 'Rights and Responsibilities at a Glance' – for the Council's and its Community Councils' obligations, rights and responsibilities.

Appendix 1 – 'Good Practice Agreement' (attached) provides further details.

1.4   COMMUNITY ENGAGEMENT

Community Councils as elected bodies are closest to local people and can play a major role in decision-making locally. All Community Councillors are expected to engage with the community and contribute to local government decision-making.

Fife Council's website - Community planning | Fife Council – has information on 'the Plan for Fife'; Partnership Groups and their remit; Community Planning Partners and Delivery Leads.

1.5   TRAINING FOR COMMUNITY COUNCILLORS

See **Section 7.5 of the Scheme** – 'Consultation and Representations' for information - a training programme will be responsive and needs led, and include:

- Induction/basic training for newly appointed Community Councillors following an election;

- Basic mediation and/or conflict resolution training for Community Councillors – see **Section 9.0** – 'Effective Engagement and Consultation' (attached);

- **Schedule 4 of the Scheme** - 'Community Council Complaints Procedure';

- Specific, identified training for Office Bearers, e.g., chairing meetings; keeping financial records; writing minutes and reports;

- Consultation on Planning Applications – See **Schedule 5 of the Scheme** – 'Consultation on Planning Applications'.

2.0   MEMBERSHIP OF COMMUNITY COUNCILS

See the following Sections of the Scheme for detailed information:

- **Section 3.0** – 'Establishment and Membership of Community Councils':
- **Section 4.0** – 'Community Council Elections':
- **Section 16.0** – 'Dissolution of a Community Council' – a Community Council may also cease to operate where membership numbers are insufficient (the Council will make this decision).
- **Schedule 1** – 'Membership of Community Council'.
- **Schedule 6** - 'Election Rules'.

2.1   FILLING CASUAL VACANCIES ON COMMUNITY COUNCIL MEMBERSHIP

It is the responsibility of the Chairperson to ensure that Standing Orders and the 'Scheme' are adhered to, although there is some scope for Community Councils to determine their own process when filling casual vacancies.

To ensure a clear and transparent process when filling casual vacancies, advice based on the model Standing Orders, Scheme of Establishment and Best Practice is as follows:-

- New members wishing to join the cc should contact an office bearer, who must advise the Chairperson, Secretary etc. If there are vacancies on the cc membership, the person(s) interested in joining the cc, should be invited to the next cc meeting and the Secretary must place an item on the Agenda titled - CC Membership - so the current cc members are aware of any changes to membership of the cc.
- During the meeting, at the relevant agenda item, those wishing to join the cc may read out a personal statement with their reasons for wishing to join the cc (optional).
- The CC Chair must take a vote from the existing cc members to ensure there is agreement to appoint the new members.
- New members must complete a declaration of acceptance of office form which must be returned to Fife Council by email - community.councils@fife.gov.uk.
- Declaration forms can be downloaded from the Fife Council Community Council page - Community Councils | Fife Council

3.0   OFFICE BEARER ROLES/REMITS

Community Councils will have the following 'official' roles, ie, Office Bearers:

- Chairperson
- Vice-Chairperson (optional)
- Secretary
- Minute Secretary (optional)
- Treasurer

3.1   THE CHAIRPERSON

The Chairperson will ensure that Community Council meetings run smoothly, at times, under challenging circumstances requiring the appropriate respect and support of members and the Chairperson to have appropriate interpersonal and organisational skills.

The Chairperson will ensure that all items on an agenda are considered and action agreed, as appropriate. They will make judgments about the time given to each agenda item, occasionally bringing anyone speaking back to the agenda and encouraging contributions that are brief and to the point and inclusive of all present.

During Community Council meetings all speakers will address any comments through the Chairperson. Where proceedings do not need to be as formal, the Chairperson may simply steer the general direction of the discussion. Whichever approach the Chairperson takes will depend on the circumstances at the time.

The Chairperson is expected to have a neutral point of view. However, if the Chairperson has a personal opinion on an item on the agenda, they should hand over chairing responsibility to the Vice-Chair or other office bearer when contributing their views.

The Chairperson is responsible for running meetings effectively, meaning: starting and finishing on time; keeping participants to the agenda; timetabling and managing the meeting so all agenda items receive the appropriate attention; and summing up at the end of each item, ensuring agreed action points are clear, who will carry out the task and within agreed timescale.

The Chairperson is expected to know the rules by which the Community Council functions and that the Community Council is operating in accordance with 'the Scheme'/its Constitution and Standing Orders. The Chairperson may be asked to act as an arbiter if there is a disagreement about how the Scheme, etc, is interpreted. It is advised that these documents are at hand at meetings of the Community Council and that all members can gain access to them.

The Chairperson's role will also extend outwith meetings - to act on behalf of the Community Council or to represent the Community Council in dealing with outside bodies. This role may also be undertaken by other office bearers or members if agreed. Therefore, the Chairperson will pro-actively share 'courtesy' communication with members if they are asked to act on behalf of the Community Council.

The Chairperson will often be seen as the 'official' spokesperson for the Community Council and must be seen as authoritative and fair in all of their dealings with outside bodies, groups, individuals and the Press.

The Chairperson and other office bearers, have a lead role to play in between meetings in making sure that members, established Sub-Committees (working groups) or third parties are prepared to report on progress on particular action previously agreed by members, within the required timescale, as necessary.

The Chairperson and Secretary will work together, involving other members, as agreed, to set the agenda for each meeting based on the priorities of the Community Council; any ongoing actions that are taking place between scheduled meetings; and any other new and important emerging issues.

3.2 THE VICE-CHAIR

The Vice-chair will stand in for the Chairperson when they are absent from meetings. The Vice-chair might also be considered a preparatory role for a future Chairperson by supporting the Chairperson and taking over some of the Chairperson's workload if asked, e.g., if a Community Council has sub-committees working on specific topics.

3.3 THE SECRETARY

The Secretary will usually be responsible for:

- Arranging the venue for meetings;
- Dealing with correspondence, as agreed by the Community Council;
- Compiling the agenda for meetings (with the Chairperson);
- Distributing the agenda in advance of meetings;
- Copying and distributing minutes in advance of the next meeting;
- Taking minutes of meetings, or delegating this to a dedicated Minute Secretary if there is one;
- Liaising with the local authority and other public bodies;
- Public relations, dealing with the media (or delegating this to the Chairperson, or a dedicated media representative).

The Secretary (as all office bearers) must be prepared to put in the necessary time and effort in their role, although, aspects of the Secretary's role may be delegated to other members as required.

The Secretary will have the necessary skills and capacity to fulfill their role - knowledge of ICT; word-processing skills; and familiar with the use of Internet, email and social media **(see Appendix 7 – 'Using Social Media & Creating Websites').**

3.4 THE TREASURER

The Treasurer is responsible for banking matters relating to receipt of the annual Administration Allowance; Discretionary Grant Funding; third party funding and donations; and issuing cheques and making payments on behalf of the Community Council.

The Treasurer will manage the bank account and account for all funds received and ensure money is only spent in accordance with the Community Council's objectives and with approval of the Community Council.

The Treasurer will maintain the Community Council's financial records so that they can disclose, with reasonable accuracy at any time, the financial position of the Community Council.

See **Section 8.0 of the Scheme – 'Finance and Accounts'** and **Appendix 2** – 'Financial Guidelines for Community Councils' (attached).

4.0   GENERAL DATA PROTECTION REGULATION – GDPR

For information, see the following:

- **Section 15.0 of the Scheme** – 'Data Protection'
- '**Additional Information Resources**' contained within **the Scheme**
- **Appendix 3** - 'the Data Protection Act 1998: Guidance Note for Community Councils' (attached)
- **Appendix 4** – 'GDPR – 'Top 10 Tasks for Community Councils' (attached)
- **Appendix 5** – 'Retention Schedule' of this Booklet (attached)

4.1   FIFE COUNCIL

Fife Council will:

- provide information on what the Council does with the information detailed on formal Community Council Nomination Forms during elections;

- electronically and securely hold information on Community Councillors as necessary under the provisions of the Local Government (Scotland) Act 1973 supporting the establishment of Community Councils;

- make public information on Fife Council's website by consent, e.g., the Community Council Public Contact List and meeting Schedule - as agreed by the Community Council/Councillor;

- require candidates at elections to advise their Proposer and Seconder how their information will be processed and retained by Fife Council to carry out its statutory functions; and

- a privacy statement will be provided alongside the formal Community Council Nomination Form for any prospective Community Council candidates.

4.2   COMMUNITY COUNCIL

Similar to the above, Community Councils must also adhere to the GDPR when handling personal data related to the activities of the Community Council, e.g., when dealing with public enquiries or complaints**.**

5.0   PROMOTING EQUALITY

Community Councils are responsible for ensuring their members comply with equal opportunities legislation. UK laws cover discrimination on the basis of sex, marital status, sexual orientation, age, religion, race, colour, nationality, ethnic or national origins and disability. It is important that all sections of the community are properly represented and have the opportunity to participate in the local democratic process.

It is important that Community Councillors recognise that they are required to play a role in their Community Council, not simply to offer their own views and opinions on local issues or to take decisions that are based only on their own self-interest but inclusive of the entire community.

The community should be encouraged to bring issues to the Community Council's attention for consideration at Community Council meetings as necessary, having checked the facts beforehand. There are often two sides to a 'story' and both views should be represented to avoid misunderstandings or misrepresentations of the facts.

The views of the community should take precedence over the interests of the Community Council where there is conflict between individual views and that of the Community Council, to promote confidence in the Community Council and its work.

An effective Community Council will identify the needs and aspirations of its community and take decisions that will lead to appropriate action in that community taking account of competing or conflicting needs of the community.

5.1   IMPROVING AND ENCOURAGING YOUTH MEMBERSHIP

Lack of youth involvement in Community Councils was addressed in the Scottish Government's National Model Scheme where the minimum age for full members with full voting rights is 16 years of age. Community Councils may also provide associate memberships for persons below 16 years of age if there is local demand for this – see the Scottish Government Good Practice Guidance for Community Councils for details - **Good Practice Guidance - gov.scot (www.gov.scot)**

6.0   **WORKING STRATEGICALLY**

6.1   THE REACTIVE ROLE

The Community Council may think that their primary responsibility is to react efficiently to issues and matters brought to them by members of their community; and to correspondence received from public bodies, e.g., the Council.

A view that could be taken by the Community Council is, if a problem is brought before the Community Council, then something will then be done about it. In which case, the agenda would be loaded with issues such as street lighting needing repair, grass that needs cut, etc. Clearly these are issues of importance to the community, and therefore matters which need to be resolved.

Working in this way is **reactive** in that individuals and organisations outside the Community Council set the Community Council's agenda.

6.2   THE PROACTIVE ROLE

The Community Council may see it as their job, in addition to reacting to issues such as those mentioned above, set out to identify the various issues that it thinks might affect the community, both in the short and longer term. The Community Council would then set out priorities and objectives to address those issues and consider what actions the Community Council might play in making things happen – being **proactive**.

6.3   EXAMINING WHAT IS GOING ON INSIDE AND OUTSIDE THE COMMUNITY

The Community Council will look at the ways in which their community and local environment might be improved, examine the needs that are apparent in the community, gather the evidence which supports the needs, and try to identify any related hopes and ambitions based upon these needs that could be realised.

The Community Council will then look at what is going on in the outside world - what are the major opportunities or threats; what is the likely impact of availability of relevant funding; how the Community Council can take advantage of any opportunities available or take action to minimise the impact of any threats.

6.4 REVIEWING THE OPTIONS

The Community Council may then set out all of the possibilities and opportunities they might get involved in to benefit the community. These are strategic options and they need to be carefully considered before deciding which to pursue. The Community Council will need to be realistic about how much time, effort and resources would have to be put in to the various options, establishing whether or not those are justified for the outcome to be achieved.

6.5 MAKING STRATEGIC DECISIONS

Once satisfied that all of the options open to the Community Council have been examined, it is possible to start taking decisions about which options offer most benefit or make most sense given the circumstances- choosing a direction for the Community Council to pursue, a shared vision.

Once the overall direction has been chosen, consult widely within the community. Find out whether people in general are supportive and identify any particular concerns that they might have. By consulting early there is a greater likelihood that the community as a whole will be supportive of any action that the Community Council subsequently takes. It also helps to limit the risk that the Community Council moves in a direction that alienates the wider community.

6.6 SETTING THE OBJECTIVES

Once an overall vision is clear, it is easier to set an aim and specific objectives.

6.7 DEVELOPING THE STRATEGY

When objectives are clearly set out, consider what needs to be done to achieve them. Think about which actions are likely to be the most effective. A Strategy setting down the steps to be taken to meet the objectives can help to achieve the desired outcome.

7.0 REPORT WRITING

If there is a particular issue about which a Community Councillor feels strongly, they may want to write up a short report so that their fellow Community Councillors can make themselves familiar with it. Some people find the thought of writing a report quite daunting. However, writing a report can be very simple if approached in the right way - suggested stages of report writing are set out below:

7.1 STAGE 1 - PLANNING THE REPORT

What is the aim/what is to be achieved by writing a report - is its purpose to inform fellow Community Councillors about something or is the report trying to influence them to take a particular decision on an issue?

Next, decide what information needs to be included to achieve the objective - include no more information than is absolutely necessary.

7.2   STAGE 2 - PREPARING THE REPORT

Having decided what to include in the report, gather information. This might involve taking statements from people, or doing some research of records. Try to make sure that the information is accurate and unbiased. Remember the following points:

- Avoid too many statistics, they can be hard to follow – put them in an Appendix);
- Keep sentences short and to the point and in plain language;
- Start with an introduction that explains in a nutshell what the report is about;
- Go on to develop the ideas in the main body of the report then do a short summary;
- Finish off with a conclusion setting out any recommendations for consideration.

8.0   MEDIA & PUBLICITY

8.1   DEALING WITH THE PRESS

It may occasionally be necessary to issue a formal press release stating the Community Council's views or clarifying facts, particularly when a controversial issue divides the community or when, in the opinion of the Community Council, their discussions have been incompletely reported or misrepresented in the media.

As a Community Councillor, you may be directly approached by the Press looking for a story. Or, for whatever reason, you decide that you want to take information to the Press. In either case it is important to recognise how the Press operates so that you can gain maximum benefit and avoid some of the common pitfalls.

The Press has two major priorities:

- to get 'copy' - material to fill up newspaper columns;
- to get good 'stories' - articles that have a human-interest value and which sell newspapers.

When dealing with the Press it is likely that they will make a quick assessment as to which category the information presented falls into and this assessment may determine what actually happens to the information given. By giving information with a 'human interest' dimension, it may be possible to get fuller coverage than would otherwise be possible.

For example, instead of simply giving details of a public event to a local paper for publicity, write a short article on the person organising the event and the particular problems encountered along the way. This may result in a lengthier article appearing with a photograph alongside.

Another way to interest the Press is to issue a formal 'Press Release', which at its most effective is probably a half to three-quarters page of A4. It can be issued to both local and regional newspapers and on occasion may interest national papers, possibly local radio and television stations.

Keep in mind, however, that journalists can edit news items. They might put an emphasis on particular words or events resulting in the message getting distorted. Try to ensure that words are chosen carefully; that anything said could end up as a headline.

Local newspapers have tight deadlines to meet so make sure that copy is submitted in plenty of time. They also appreciate information and articles that can be printed without a lot of cutting and reorganising so try to make sure that the information provided is to the point.

8.2   HANDLING PRESS INTERVIEWS

If being interviewed by a journalist it is necessary to be particularly careful about what is said. It is easy to be caught off guard and to say something that is not really meant. Be very wary about off the record comments because these may end up being attributed to the Community Councillor.

Think about what to say before the interview starts. Take a few minutes to prepare. Try to be clear about what sort of message to convey, making sure it does not get lost during the interview. If unclear, ask the journalist to call back later and do some research, e.g., by checking with the Chairperson or Secretary before commenting.

Be aware that spreading inaccurate information or indulging in abusive criticism of other parties, can not only devalue what may have been a reasonable case, but could also result in legal action for defamation.

8.3 KEEPING PEOPLE INFORMED

Remember, a regular information source about the work of the Community Council is what communities read in the Press. For this reason, it is a good idea that Community Councils make every effort to pass good quality information to the local Press. The more informed the community are about local issues, the greater the likelihood that they will want to get involved.

8.4 USING SOCIAL MEDIA & CREATING WEBSITES

See **Appendix 7** – 'Guidance for Community Councils, Use of Social Media by Community Councils' (attached).

Social media is a part of our culture and it is important to take advantage of these mediums which includes the following.

- Facebook Pages
- Gmail email service
- Twitter social networking service
- WordPress to create websites

Digital Fife (Digital Fife v2) and Fife Voluntary Action (www.fva.org) offer free advice to Community Organisations. Digital Fife is run by volunteers and an SCIO and provide free websites to Community Organisations through a self build option.

8.5 SOCIAL MEDIA

Social media such as Twitter, Facebook, Google+, YouTube and blogging represent a growing form of communication, allowing engagement with your community and the public more easily than ever before. However, it is also an area in which rules and boundaries are constantly being tested. Putting a policy in place for the appropriate use of social media to increase engagement, can also protect the Community Council's reputation.

The Community Council may wish to nominate a Communications Officer to co-ordinate and manage social media content on their behalf to oversee social media. Passwords and access should be shared amongst at least 3 members of the Community Council – but remain accessible by all members should this be required.

The reputation of the Community Council is first and foremost, and this involves maintaining a safe and friendly environment for its members. Social media forums can be hijacked by trolls or spammers, or attract people who attack other contributors or the organisation aggressively. In order to maintain a pleasant environment for everybody, posts need to be moderated and/or removed if necessary.

Any complaints made against the Community Council relating to their use of social media should be dealt with following the complaints process outlined in **Schedule 4** of the Scheme – 'Community Council Complaints Procedure'.

9.0   EFFECTIVE ENGAGEMENT AND CONSULTATION

See the following Sections of the Scheme:

- **Section 2.0 of the Scheme** – 'Rights and Responsibilities at a Glance'
- **Schedule 3 of the Scheme** – 'Code of Conduct for Community Councillors'.

9.1   DEALING WITH CONFLICT

Working in a Community Council may not, at first sight, appear to have much to do with 'politics'; indeed, all Community Councils are required to act as non-political bodies at all times. However, it has to be recognised that the work of Community Councils does at times concern the exercise of power, albeit at a very local level. For example, there is the power to:

- get things done in the community;
- take issue with other tiers of government;
- advise on allocating resources within the community.

Wherever power is exercised there is the possibility of conflict developing. This may be because individuals and organisations find themselves competing for access to the same resources in the community or it may simply be that individuals or organisations wish to demonstrate their ability to wield power and influence in the community. Whatever the reason, conflict can arise from time to time even in the most peaceful of communities. When it does it is important to know how to deal with it effectively so that major rifts do not develop.

As community harmony is so important, Community Councils need to ensure that, as far as possible, they exercise their power in a fair and reasonable manner. They should also try to ensure that they work in a tactful and diplomatic manner, liaising and consulting with individuals and other organisations in the community wherever possible.

9.2   CONFLICT WITHIN COMMUNITY COUNCILS

It is also recognised that conflict can break out within Community Councils. It may be that conflicts are brought into the Community Council from outside, or it may be that conflict breaks out because of a particular issue that is on the agenda. In either case it is useful to think about dealing with such conflict before finding oneself in the situation, giving a chance to work out a strategy before getting caught up in the emotion of the event.

9.3   PERSONALITY CLASHES

Conflict relating to clashes of personality can be particularly difficult to deal with because the actual issue over which the clash takes place may simply provide an opportunity for the parties to demonstrate their strongly opposing views. Where this is the case, they may be less concerned with reaching agreement or getting through the Community Council's agenda than with addressing their own personal agenda.

Such personality clashes can make other Community Councillors feel uncomfortable, and can prove damaging in the long term to the work of the Community Council. In this situation, it is not usually possible to change a person's personality. What can be changed, however, is their behaviour, that is, what they actually do.

If there are certain things which someone is doing that cause conflict in the group, e.g., rudely interrupting other people, or monopolising the discussion, it may be possible to find a way of persuading that person to change their behaviour. This can sometimes be achieved by the use of appropriate pointers, aimed at making the person aware of the behaviour that other people find offensive. At other times it may be necessary to try to persuade the Chairperson to intervene more forcefully to prevent such behaviour leading to conflict.

It is generally a good idea for Community Councillors to talk about how they feel about 'difficult' behaviour, otherwise there is a danger that communication will break down and conflict may eventually emerge in an even more damaging form e.g. Community Councillors resigning and/or leading to an established Community Council becoming entirely undermined.

9.4   CONFLICT OVER COMMUNITY ISSUES

Another form of conflict in meetings relates to the particular community issues on the agenda, rather than to more general clashes of personality. From time to time issues will arise that some Community Councillors feel particularly strongly about. This may be because of their personal beliefs or values, or it may be because they are representing the strong views that are held in sections of the community.

If you do find yourself in this sort of conflict it is important to show that, even if you don't see things in the same way as others, you do recognise that they feel strongly about the issue, and you understand what their concern is.

Explain your feelings on the matter, being firm but friendly, trying wherever possible to find concerns that you share with them. Then move on to the areas where you differ and try to use their ideas as a base on which to build a solution that is acceptable to all concerned e.g. *"I understand your concern about X and think that it's something that we ought to do something about. However, I would want to approach the problem from a different angle because I think that Y is important too. Why don't we do Z, which will meet your concerns about X and my concerns about Y?"*

In this way it is possible to demonstrate to other people that you are able to listen to other people's ideas as well as presenting your own. By demonstrating your ability to listen you will also increase the likelihood that other people will listen to you.

In all types of conflict, a Community Councillor arriving at the meeting 'fired up' about a particular issue is unlikely to act constructively or agree compromise. An experienced Chairperson will, as early as possible, allow both sides ample time to state their case and then try to broker a compromise.

Planning issues can often arouse considerable ill-feeling and/or conflict and are potentially divisive. It is important that all sides are given the opportunity to make their views known and the role of the Chairperson can be crucial in managing a difficult situation. Depending on the circumstances, it may be useful to hear representations from prospective developers and from those that are either supporting or objecting to development proposals. It is important that equal opportunity is given to all sides in these circumstances in relation to speaking time; number of questions asked, etc.

10.0   FINANCE

See the following for information:

- **Section 8.0 of the Scheme** – 'Finance and Accounts'
- **Appendix 2** – 'Financial Guidelines for Community Councils' (attached)

10.1   FIFE COUNCIL GRANTS

The Community Council is eligible to apply for appropriate Fife Council grants for qualifying projects.

10.2   OTHER FUNDING SOURCES

Community Councils may generate income from sources other than the Council. This income may also be applied towards expenditure not covered by funding awards made by the Council.

10.3   BANK ACCOUNTS

The Community Council will require to open a bank account, authorising at least 3 of its members as signatories. **See section 8.9 of the Scheme of Establishment**

The Treasurer is responsible for reconciling and maintaining records of any banking.

10.4   EXPENDITURE

The treasurer will be responsible for all expenditure approved by the Community Council, keeping proper accounts of the Community Council's finances.

Petty cash vouchers will be signed by the person requesting cash and countersigned by the Treasurer and one other authorised signatory and will retain all receipts for items of expenditure paid by cash.

Travel expenses may be reimbursed if accompanied by an appropriate receipt and if incurred by a member on official Community Council business. A detailed record of dates, times, destination, reason for travel and mode of transport will require to be provided. Where travel is by car, proof of average miles per gallon could be used to calculate an appropriate rate of claim for mileage covered. All claimants should sign and date any claims for travel allowance and submit this to the Treasurer.

Reimbursement of expenses for telephone calls made relating to Community Council business, can be made at the discretion of the Community Council, in which case, an itemised telephone statement highlighting the calls made will be required to be submitted and any reimbursement authorised by the Community Council.

10.5 ANNUAL ACCOUNTS

An annual statement of accounts must be prepared at the end of the financial year, i.e., from 1 April until 31 March in the following year, for audit and the audited accounts passed to Fife Council by 31 December as part of the Community Council's grant application.

10.6 INVENTORY

The Community Council must maintain an inventory detailing all the assets of the Community Council. The inventory should be updated on an ongoing basis.

11.0   SUMMARY

The main purpose of a Community Council is to represent the views of their community. Given the current broad legislative remit of Community Councils, the scope for their potential future development remains substantial.