

## Scottish Border Community Council Scheme

### Comments/suggestions from Reston and Auchencrow community council

- Doc 1 Community Council Training Handbook- **although the document can be useful, it appears a little repetitive and confusing. Suggestion would be to refresh the existing handbook initially created by the SBCCN.**
- Doc 2 Community Council Election Handbook- **No comment**
- Doc 3 Community Council Constitution (example)-Term of Office **7.1 max of three years- presently we operate on a four-year term and have found this to be most suitable in achieving goals and aspirations for large projects, to reduce the term would mean less chance of achieving long term goals-our preference therefore is to remain on a four-year term.**
- **16.4** The Community Council shall keep an accurate record of its receipts and payments and the Treasurer or other nominated office-bearer shall prepare annually an Abstract of Accounts (on the basis that the financial year runs from 1 April to 31 March of each year). **The books and Abstract of each Community Council shall be scrutinised by an auditor/independent examiner (who shall not be a member of the Community Council), duly appointed from year to year for that purpose by the Community Council following approval by the Scottish Borders Council.** A copy of the approved Abstract for each Community Council shall be submitted to the Director Resilient Communities at Scottish Borders Council following on from their approval at the Annual General Meeting. **Remove the wording auditor as this implies an accountant- community council cannot afford to employ one.**
- Doc 4 Community Council Standing Orders - example. **No Comment.**
- Doc 5 Complaints Procedure example- **STAGE 2 – INVESTIGATION BY ANOTHER COMMUNITY COUNCIL-this we do not support, we feel that dealing with a neighbouring community council is something that should be dealt with by paid SBC officers, not fellow community councillors, we believe this can cause alienation, between neighbouring community councils. Community councillors have sufficient pressure already upon them in carrying out their volunteering work for the communities- we do not support this investigation process. We welcome the policy and procedure for complaints, however only if SBC officers are willing to undertake the investigation process.**
- Doc 6 Community Council Equalities Statement 2023 – example- **No comment**
- Doc 7 Community Council Privacy Notice – example-**No comment**
- Doc 8 GDPR Briefing document for Community Councils-**No comment.**
- Doc 9 Community Council Documentation Retention Schedule-**we welcome this information.**
- Doc 10 Financial Management Best Practice Guidance-**4. Annual Accounts**  
Community Councils are required to produce a set of annual **audited** accounts for approval at the AGM. These should consist of a Balance Sheet and an Income and Expenditure Account. **Audited** accounts are accounts which have been reviewed by an appropriate person and a statement produced. Among the other things an **auditor** will look for are the following: **preference would be to change the wording from Audited to examined, audited implies an accountant has examined the accounts.**
- Doc 11- Following the Public Pound Code of Practice for CCs- 2.1The Code is applied to all grants, donations, subscriptions and payments to any groups or organisations made by a Community Council from public funds where the amount of Community Council funding is £50 or more.- **due to the recent review of the community council admin fund it was proposed to remove this code- we would prefer that this was to**

**remain, as we have donated/supported local people/organisations in start-up's . removing this code would mean we can no longer support small schemes.**

- **Doc 12-Community Councils and the Planning System Guidance May 2018- we welcome this brief although disappointed that this was published in 2018 and this is the first sight of this document.**