


Be at the **heart** of
your community

Community Council Member's Handbook 2017-2021

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Welcome

May I congratulate you on your appointment as a Community Councillor and commend you on your willingness to serve your community.

During my time as a Moray Councillor I have had the pleasure of attending many Community Council meetings in the Forres ward and it soon became clear to me just how beneficial to the community is a well-run and well attended community council.

Your role will have added significance, as we see the effects of the Community Empowerment Act unfold and it is imperative that communities are represented fairly and without self-interest, by people who know their communities and who have the interests of all at heart.

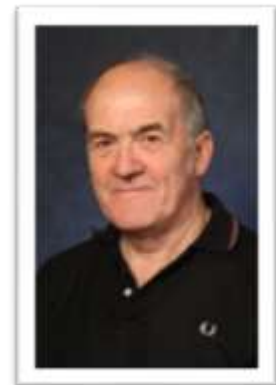
Community Councils play an important role in informing the Moray Council of the needs and views of its communities and this handbook should help you better understand how you can do this, as well as explain to you the responsibilities and duties associated with the role of Community Councillor.

Along with other Moray Councillors I look forward to working with you for the benefit of all the people of Moray and I encourage you to make use of all the help available from the officers of the council. Any further help you may require will be freely provided by Mrs Jane Martin.

Once again may I offer my congratulations and wish you every success in your role as Community Councillor.

George G. Alexander

Leader
Moray Council.



Foreword

As a Community Councillor you are vital to local democracy, providing an important link between your communities and the Moray Council. Community Councillors have frequently contributed their intimate local knowledge to issues being considered by Moray Council, and have made significant impact as a result.

In the course of your duties I am happy to offer you the full support of the council's officers, and their expertise and experience of local government. My staff can help guide you through the processes and procedures you will no doubt encounter, and can assist you in fulfilling your role as representative of your community.

My sincere congratulations to you, and I look forward to meeting you in person in the near future.

Roddy Burns

Chief Executive
Moray Council



Introduction

I would like to take this opportunity to welcome you as a Community Councillor.

There's no doubt this will be an exciting term of office for all our Community Councils in Moray and the Joint Community Councils of Moray.

I am your local Community Council Liaison Officer, I am your first point of contact for all your queries and I will be delighted to assist you with addressing any matters.

I believe in the personal development of each Community Councillor in Moray as well as the collective growth of each Community Council.

This Handbook has been developed as a tool that will help to equip you in fulfilling your role as a Community Councillor and over the term of office I will continue to send you information, updates and training materials. By no means does this Handbook look to cover every aspect of Community Council business and if you have any specific queries or requests please contact me directly to discuss the development of these.

I hope you find this Handbook a useful working document. I know when I was a Community Councillor it was an invaluable source of information for me.

I look forward to working with you and seeing you at Joint Community Councils of Moray meetings.

Jane Martin


Community Council Liaison Officer
Moray Council



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