



Dennistoun Community Council

hello@dennistouncc.org.uk www.DennistounCC.org.uk

INTRODUCTION TO DENNISTOUN COMMUNITY COUNCIL

This document is an introduction to the basic operations of Dennistoun Community Council (DCC) and the roles and responsibilities of its community councillors (CCLRs). All CCLRs should familiarise themselves with the *Scheme for the Establishment of Community Councils* and the *Supplementary Guidance for Community Councils*, available from our website at dennistouncc.org.uk/about.

Dennistoun Community Council Aims

Dennistoun Community Council's role is to ascertain, coordinate and express the views of the wider community. It seeks to:

- promote the Dennistoun area as a positive and inclusive neighbourhood.
- respond to local issues regarding crime and community safety, planning and development, quality and improvement of local services, facilities and amenities.
- work to promote the arts as part of local regeneration.
- hold meetings attended by local elected Councillors, Police Scotland and residents who live in the DCC area.

Locality

The DCC area is bounded by the motorway to the north and the railway to the south; being inclusive of the Glasgow Necropolis, Alexandra Park and Hogarth Park to the west and east. Full details, including a map, are available via dennistouncc.org.uk/locality. Note that Dennistoun Community Council does not fully share the same boundaries as Glasgow City Council ward areas.

Structure of DCC

As the largest community council in Glasgow we can have up to 20 community councillors which includes five office bearers and up to 15 other CCLRs. Membership is currently set at 17 and listed at dennistouncc.org.uk/representatives.

Office bearers step down at each Annual General Meeting (AGM), held every October, and are up for re-election. The whole of the community council steps down every four years and is required to stand for re-election alongside any new candidates.

- **Chairperson** – Ensures that meetings run smoothly and that all agenda items are given time. The Chair will allow comments from participants at the meeting by acknowledging a member with their 'hand up'. Chair is seen as the 'official' spokesperson for DCC when dealing with outside individuals, groups, and the press.
- **Vice Chair** – Supports the chairperson generally, and stands in to run meetings, as required.
- **Secretary** – The main contact for DCC and is responsible for the management of the hello@dennistouncc.org.uk email address and all correspondence.
- **Treasurer** – Responsible for all banking, receiving grants, funding, petty cash requests and making payments on behalf of DCC.
- **Minute Secretary** – A delegated role of the secretary and records all inputs and actions at each meeting.

Meetings

Meetings are on the second Tuesday of the month, from 7pm, for up to two hours. They are run by the chairperson. If you wish to comment you must raise your hand to indicate this and they will call you to speak in turn. This ensures everyone gets a chance to be heard. Any resident living within the DCC area is welcome to attend and contribute to the meeting.

Dates of meetings are listed at dennistouncc.org.uk/dates. Approved copies of minutes are considered to be the formal record of past meetings and can be found at dennistouncc.org.uk/minutes.

Agenda

The agenda for the monthly meeting is circulated by the secretary one week prior to the meeting taking place. The agenda is also added to the website at dennistouncc.org.uk/dates and promoted via social media where possible.

Items on the agenda typically include:

- **Apologies** – These are notes of apology from anyone who has been invited to the meeting but is unable to attend. They should be forwarded to the secretary in advance of the meeting.
- **Minutes from previous meeting** – A draft copy of these will have been sent with the invite to the meeting and it is advisable that Cllrs read them beforehand. The minutes need to be agreed upon and any changes highlighted to the minute secretary. Once agreed the minutes need to be voted on, a Cllr will propose for approval and another will second to confirm, this can be any Cllr member who was at the meeting and will be minuted.
- **Matters Arising** – This is where any actions arising from the previous minutes can be discussed. This can include updates, more information, additional help needed.
- **Elected Members** – Councillors, MSPs, and MPs are invited to offer an update on their work/activity in the last month. Cllrs and members of the public are welcome to ask questions or request more information. Any elected member should supply a written report at least one week in advance of the meeting if they are unable to attend, this will be read out by the secretary at the meeting.
- **Police Report** – When invited (usually in March and September) police officers report on relevant police activity within the local area in the last month. Cllrs and members of the public are welcome to ask questions or ask for further information.
- **Public Input** – Any resident living within the DCC area is welcome to attend and contribute to the meeting or raise or discuss matters that they would like dealt with.
- **Consultations** – A review of current consultations relevant to our area itself or the people in it.
- **Reports** – From office bearers and other committees. We are working on providing these reports for distribution prior to each meeting.
- **Correspondence** – Letters, emails, social media content, planning applications, licensing applications can be introduced and discussed.
- **Any Other Business (AOB)** - Anything that falls outside any of the previous sections and can be raised by anyone at the meeting.

Other items can appear on the agenda, and anyone can suggest items by contacting the chair or secretary at least a week prior to the meeting, via hello@dennistouncc.org.uk or in person.

Certain items need to be voted on. Only CC members are allowed to vote and it will be clearly indicated by the chairperson when this is necessary. Cllrs may vote yes, no, or abstain.

In order for any item to be officially voted on there is a need for the meeting to be quorate (i.e. for a minimum number of Cllrs to be present). With the DCC membership set at 17 Cllrs, the quorum is a minimum of 6 Cllrs present.

Other People Invited to Attend - Ex-Officio Members

Elected members of Glasgow City Council; Scottish Parliament, Westminster Parliament, and constituency members of the Scottish Youth Parliament for areas that are wholly or partly within the DCC boundary become ex-officio members of the community council. There are 3 MPs, 2 MSPs, and 7 Cllrs. DCC area covers part of Dennistoun ward 22 and part of Calton ward 9. Glasgow Necropolis, a part of the City Centre Conservation Area is also included in DCC area. Current elected representatives for these areas are listed at dennistouncc.org.uk/representatives. Ex-officio members do not participate in community council voting.

Associate members are invited to contribute and provide assistance in matters that relate to the community council area. They do not have to live within the community council area. Associate members in the past have represented local housing associations, a local contemporary art space, an architecture studio, community garden. Associate members can also be local individuals not representing an organisation. Associate members do not participate in community council voting.

Note that Dennistoun Community Council activities are non-party political. Being a member of a political party does not invalidate DCC members' ability to take a considered approach to community council activities. DCC is a cohesive and productive group of neutral community volunteers.