

**HIGHLAND COUNCIL – INVERNESS**

**COMMUNITY COUNCILS – MINIMUM STANDARDS**

1. Hold a minimum of 6 public meetings during the year.  
(Please note that it is expected that all Community Council meetings are held in public).
2. Provide as soon as possible a statement of Accounts (not necessarily audited) indicating income and expenditure including income from other sources and money in the bank. (See Financial Advice in Annex 2)
3. Provide, when available, a brief annual statement from the Chairman and/or Secretary on activities undertaken.
4. Provide, as and when known, an indication of projects/events that you intend to undertake during the year.
5. Send copies of any newsletters produced during the year to the City Manager and to Local Councillors.
6. Send copies of minutes and agendas to City Manager, Inverness, FAO – Morven MacLeod (email: [morven.macleod@highland.gov.uk](mailto:morven.macleod@highland.gov.uk)) and to local Councillor(s).