

# MELBOURN PARISH COUNCIL

---

CLERK: PETER HORLEY BA MBA  
MELBOURN COMMUNITY HUB  
30, HIGH STREET  
MELBOURN,  
SG8 6DZ

Opening Hours – Mon – Fri: 9 – 1 & 2 – 4

TELEPHONE 01763 263303

E-MAIL PARISHCLERK@MELBOURNPC.CO.UK

19th May, 2015

Dear Councillor,

**You are hereby summoned to attend the Annual Meeting of the Parish Council and a meeting of Melbourn Parish Council in the upstairs room of Melbourn Community Hub on Tuesday, 26th May, 2015 at 7.15 pm for the purpose of transacting the following business.**

*[Standing Orders will be suspended at 8.00pm or at the Chairman's discretion to allow public participation.]*

## AGENDA

**PC1/15: To receive nominations and to elect the Chairman of the Parish Council;**

**PC2/15: To receive nominations and to elect the Vice-Chairman of the Parish Council;**

**PC3/15: To receive any apologies for absence;**

**PC4/15: To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.**

**PC5/15: To receive nominations for Committee Chairs and Vice-Chairs of the Parish Council: (a) Cemetery Committee; (b) Conservation Committee; (c) Highways & Rural Footpaths Committee; (d) Play Areas and Recreation Committee; (e) Planning Committee; (f) Community Hub Committee; (g) Car Park Sub-Committee; (h) Melbourn Futures Committee.**

**PC6/15: Confirmation of Parish Council Representatives on the following:-**

- (a) Board of Trustees of Francis John Clear Almshouses;**
- (b) One Parish Council representative on the Board of Trustees of Martin's Charity;**
- (c) One Parish Council representative on the Board of Trustees for Triggs Charity Trust;**
- (d) One Parish Council representative on the Melbourn Mobile Warden Scheme;**
- (e) One Parish Council representative on the Melbourn and Meldreth Self Help Scheme.**
- (f) Parish Council representatives on the Management Company of the Community Hub.**

**PC7/15: To receive the Minutes of the meeting held on 27<sup>th</sup> April, 2015**

**PC8/15: To report on the last meeting 27/05/15**

**PC9/15: To receive the Minutes of the Annual Parish Meeting of 11<sup>th</sup> May, 2015**

**PC10/15: To report on the Annual Parish Meeting 11/05/15.**

**PC11/15: To receive a report from C.Cllr S.van de Ven**

**PC12/15: To receive the Annual Return for the year ending 31<sup>st</sup> March, 2015;**

**PC13/15: To appoint an Internal Auditor for the Financial Year 2015-16**

**PC14/15: To receive the Financial Report dated 30<sup>th</sup> April, 2015**

**PC15/15: To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve**

**payment and agree the amount(s) to be transferred from the Business 'No Notice' Account.**

**PC16/15: To receive an update from the Melbourn Futures Committee.**

**PC17/15: To receive a report on Melbourn Community Hub.**

**PC18/15: To consider a quote from Harry Stebbing for a new Parish Noticeboard.**

**PC19/15: To discuss matters relating to staff.**

**PC20/15: To review Standing Orders.**

**PC21/15: To review Risk Assessments.**

**PC22/15: Correspondence:**

- (a) Letter from B.Mitchell**
- (b) Letter from Banks Long & Co re: High Street Car Park**
- (c) Letter from Melbourn Primary School**
- (d) Any correspondence received up to the time of the meeting.**

**PC23/15: To accept notices and matters for the next agenda.**

**Peter Horley**  
Clerk to the Parish Council