

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
Melbourn Parish Council
Melbourn Community Hub
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Parish Office opening hours:

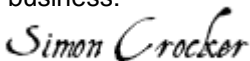
Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00

Alternatively, please call to arrange an appointment.

10 July 2018

To: Councillors / Working Party Members / Staff

You are hereby invited to attend a meeting of the Maintenance Working Party to be held on Friday, 13 July 2018 at 10.00 in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council

AGENDA

- 1 To note apologies for absence**
- 2 Agreement to last meeting notes – 11 June 2018**
- 3 To consider a first draft of Terms of reference for a Maintenance Committee**
- 4 To receive a report from the Parish Clerk on Non-Cllr Committee Members**
- 5 Village Maintenance Contracts: To receive updates and consider effectiveness to date.**
- 6 Melbourn Funfair: To review funfair 2018 and consider strategies going forward.**
- 7 Quotations: To consider any quotations for work received since last meeting.**
 - a) To consider quotations for works to trees in Orchard Road Cemetery
 - b) To consider a quote for remedial work to the Old Recreation Ground
- 8 Cemeteries: To receive updates and consider actions.**
 - a) To consider a recommendation from the internal auditor to review burial fees
- 9 Allotments: To receive updates and consider actions.**
- 10 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet.**
- 11 New Maintenance issues: To consider reports and correspondence on maintenance issues arising since last meeting.**
 - a) To consider correspondence from the Fete Committee regarding Pavilion toilets.
 - b) To consider correspondence from Stockbridge Meadows volunteers
 - c) To receive reports on any new maintenance matters arising – to be added to next agenda if necessary
- 12 AOB**