

# MELBOURN PARISH COUNCIL

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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.

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10 September 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, 14 September 2018 at 10.00 in the small downstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

*Simon Crocker*

Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- 1 **To note apologies for absence**
- 2 **Agreement to last meeting notes – 17 August 2018**
- 3 **Councillor Road Inspections:** to consider allocating areas of responsibility
- 4 **Maintenance Contracts:** To review effectiveness of village maintenance contracts and consider options.
- 5 **War Memorial:** To consider updates.
- 5 **Kohima Stone:** To consider options.
- 6 **Staff pesticide / herbicide training & tools purchases:** To consider viability and need.
- 7 **Hub FRA and advice:** To consider correspondence.
- 8 **83 High St:** To consider updates.
- 9 **Trees:** To consider reports on Tree Maintenance in Melbourn.
- 10 **Cemeteries:** To receive updates and consider actions.
- 11 **Allotments:** To receive updates and consider actions.
- 12 **Outstanding Maintenance Issues:** To consider the status of the jobs spreadsheet.
- 13 **New Maintenance issues:** To consider reports and correspondence on maintenance issues arising since last meeting.
- 14 **AOB**