

# MELBOURN PARISH COUNCIL

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Clerk: Simon Crocker  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn, SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

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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11 January 2019

## Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on Thursday, 17 January 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

## Dear Non-Cllr Committee Member

You are invited to attend a meeting of the Maintenance Committee to be held on Thursday, 17 January 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

## To Members of the Public and Press

You are invited to attend a meeting of the Maintenance Committee to be held on Thursday, 17 January 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council.

## AGENDA

**MA028/18 To receive and approve apologies for absence**

**MA029/18 To receive any Declarations of Interest and Dispensations**

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

**MA030/18 To approve the minutes of the Maintenance Committee Meeting held on 14 November 2018**

**MA031/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

**MA032/18 Finance Matters:** To receive a monthly finance report on expenditure within the Committee's remit.

**MA033/18 Allotment Matters:**

- a) To consider a report on water usage
- b) To consider removal of waste material.
- c) To receive any other updates and consider actions

**MA034/18 Cemetery Matters:**

- a) To consider a quote to remove the dividing hedge in Orchard road cemetery.
- c) To receive any other updates and consider actions

**MA035/18 Pavilion Matters:** To receive updates and consider actions

- a) To consider implementing protective measures for external compressor switches
- b) To receive a progress update on quotations for pavilion drainage work

**MA036/18 Littlehands Matters:**

- a) To receive an update on water usage
- b) To consider a quotation to upgrade roof lights
- c) To receive consider a quotation for a condition report

**MA037/18 Village Maintenance Matters:**

- a) To consider quotations for repairs to the zip wire at The Moor Play Park
- b) To consider quotations for maintenance to hedgerow on Orchard Road
- c) To consider a quote for shrub planting at the village car park

- d) To consider an update on proposals to provide seating on open space behind Melbourn Village College
- e) To consider consolidating utility supplies

**MA038/18 To consider implementing a programme of fixed asset verification**

**MA039/18 To receive progress updates on Cllr Road inspections**

**MA040/18 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

**MA041/18 New Maintenance Issues: To consider Maintenance issues arising since last meetings**

**MA042/18 To consider dates of future meetings**