

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
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Melbourn Community Hub
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20 November 2019

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 25 November 2019 at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a Meeting of the Parish Council to be held on Monday, 25 November 2019 at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk:



Simon Crocker, Parish Clerk to the Parish Council

AGENDA

PC096/19 To receive and approve apologies for absence

PC097/19 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- 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

PC098/19 Chair's Announcements – For information only.

PC099/19 To approve the minutes of the Parish Council Meeting held on 28 October 2019

PC100/19 To report back on the minutes of the Parish Council Meeting 28 October 2019

PC101/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

PC102/19 Community Grant Awards: To consider applications

- a) Chiltern Music Therapy
- b) Community Support for Dementia
- c) Groundwork East
- d) Melbourn Amateur Dramatics Society
- e) Melbourn Community Library
- f) Melbourn Dynamos
- g) Melbourn Playgroup & Out of Hours School Club CIO

- h) Melbourn Squash Club
- i) Royston & District Community Transport
- j) Relate

PC103/19 To consider a combined report from District and County Councillors for Melbourn

PC104/19 To receive the Clerk's Report.

PC105/19 Melbourn Timebank: To receive a progress update and any requests for expenditure of Timebank Income

PC106/19 Finance Matters:

- a) To receive and consider the monthly finance report
- b) To receive and consider the approvals list for November 2019
- c) To consider producing an approved signatory list for financial matters
- d) To consider approving payment for Celebrating Ages 2019
- e) To consider an amended Community Grant Policy

PC107/19 Governance Matters:

- a) To consider the internal auditors' interim report
- b) To consider budgeting for a speed survey
- c) To consider a report from the Planning Committee on land in Back Lane
- d) To consider adopting a pre-paid debit card policy
- e) To consider adopting a new petty cash regime
- f) To consider an amendment to financial regulations and reserves policy
- g) To consider an amended records management policy

PC108/19 Correspondence: Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

PC109/19 Risk Assessments: To consider any new or updated risk assessments

PC110/19 Health & Safety: To consider any updates

PC111/19 HR Matters: To receive and consider any updates from the HR panel

PC112/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

PC113/19 To note date of next meeting: 13 January 2020