

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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28 April 2021

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Tuesday, 4 May 2021 at 7.30pm via Zoom link <https://zoom.us/j/94914640440> for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend the Annual Meeting of the Parish Council to be held on Tuesday, 4 May 2021 at 7.30pm via Zoom link <https://zoom.us/j/94914640440> for the purpose of transacting the following business: Members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:

Claire Littlewood, Parish Clerk

AGENDA : ANNUAL PARISH COUNCIL MEETING

- PC001/21 To receive nominations and to elect the Chair of the Parish Council;**
- PC002/21 To receive nominations and to elect the Vice-Chair of the Parish Council;**
- PC003/21 To receive and approve apologies for absence**
- PC004/21 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
- PC005/21 Chairs' Announcements – For information only**
- PC006/21 To approve the minutes of the Parish Council Meeting 26 April 2021**
- PC007/21 To report back on the minutes of the Parish Council Meeting 26 April 2021**
- PC008/21 Appointment of Standing Committees**
 - a) Planning Committee (max eight Cllrs)
 - b) Finance & Good Governance Committee (max nine Cllrs)
 - c) Maintenance Committee (max six Cllrs)
 - d) MAYD Joint Committee (max three Melbourn Cllrs)
- PC009/21 Appointment of Standing Working Parties**
 - a) Melbourn Futures Working Party
 - b) Melbourn Play Parks Working Party
 - c) Website Working Party
 - d) HR Panel
- PC010/21 To note Parish Council Liaisons on the following:-**
 - a) Board of Trustees of Francis John Clear Almshouses
 - b) Board of Trustees of Martin's Charity
 - c) Board of Trustees of Triggs Charity Trust
 - d) Melbourn Mobile Warden Scheme
 - e) Melbourn Community Hub Lunch Club

PC011/21 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

PC012/21 Futures Working Party

- a) To consider approving the village flyer
- b) To consider approving printing and delivery costs for the Village Flyer

PC013/21 To note the date of next meeting: Monday, 24 May 2021