

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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22 September 2021

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 27 September 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend a Meeting of the Parish Council to be held on Monday, 27 September 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Claire Littlewood

Claire Littlewood, Parish Clerk

AGENDA : PARISH COUNCIL MEETING

- PC068/21 To receive and approve apologies for absence**
- PC069/21 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
- PC070/21 To consider an application to be co-opted to the Parish Council**
- PC071/21 Chairs' Announcements – For information only**
- PC072/21 To approve the minutes of the Parish Council Meeting held on 2 August 2021**
- PC073/21 To report back on the minutes of the Parish Council Meeting held on 2 August 2021**
- PC074/21 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.
- PC075/21 To receive reports from the District and County Cllrs for Melbourn**
- PC076/21 Governance:**
 - a) To receive and consider the external auditor's report
 - b) To note updated building reinstatement valuations
 - c) To consider quotations for the Parish Council's insurance provision for 2022/2023
 - d) To note email decisions taken since the last full Council meeting
 - e) To discuss and consider live streaming Parish meetings
 - f) To receive any updates and consider actions

PC077/21 Finance Matters:

- a) To consider the approvals list for August 2021
- b) To receive and consider finance reports for July and August 2021
- c) To receive any updates and consider actions

PC078/21 To note the bank reconciliations for July and August 2021

PC079/21 Community Hub Extension Project

- a) To receive any updates and consider actions

PC080/21 Planning Matters:

- a) To consider formal offer to transfer open space at 36 New Road
- b) To consider approving revised Deed of Easement for drainage works on the Old Rec
- c) To receive any updates and consider actions

PC081/21 Maintenance Matters:

- a) To consider quotations for fencing at The Cross
- b) To consider approving a quotation for repainting the metal grill at the pavilion
- c) To consider approving a quotation for repairs to the heating system at the pavilion
- d) To receive any updates and consider actions.

PC082/21 To receive the Timebank Coordinator's report

PC083/21 HR Matters:

- a) To receive a report from the HR Panel
- b) To receive any updates and consider actions

PC084/21 Policies and Terms of Reference:

- a) To consider approving the revised Litterpicking Risk Assessment for Staff and Service Providers
- b) To consider approving the revised Financial Risk Register
- c) To consider adopting a Modern Slavery Statement

PC085/21 To note the date of the next meeting : 25 October 2021