

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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23 February 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 28 February 2022 at 7.30pm in the Atrium of the 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, 28 February 2022 at 7.30pm in the Atrium of the 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

PC148/21 To receive and approve apologies for absence

PC149/21 To consider applications for co-option

PC150/21 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

PC151/21 Chairs' Announcements – For information only

PC152/21 To approve the minutes of the Parish Council Meeting held on 17 January 2022

PC153/21 To report back on the minutes of the Parish Council Meeting held on 17 January 2022

PC154/21 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.

PC155/21 To receive reports from the District and County Cllrs for Melbourn

PC156/21 Governance:

- a) To note the Review of Effectiveness of Internal Controls
- b) To note the Review of Effectiveness of the Internal Audit
- c) To consider appointing Canalbs to carry out the internal audit at year end
- d) To consider reimbursing the Hub for library related expenditure from s106 monies
- e) To note an email decision for repairs to the parish clock
- f) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC
- g) To receive any updates and consider actions

PC157/21 Finance Matters:

- a) To consider retrospectively approving the approvals list for January 2022
- b) To consider approving the approvals list for February 2022
- c) To receive and consider the finance report for December 2021 and January 2022

- d) To receive any updates and consider actions
- PC158/21 To note the bank reconciliations for January 2022**
- PC159/21 Community Hub**
- a) To consider approving quotations for Hub signage
- PC160/21 The Queen's Platinum Jubilee**
- a) To discuss and consider options for marking the Queen's Platinum Jubilee
- PC161/21 Planning Matters:**
- a) To receive an update with regard to transfer of the SGB on the Hopkins Homes development
 - b) To receive any updates and consider actions
- PC162/21 Maintenance Matters:**
- a) To receive an update with regard to trees bordering the Hub
 - b) To receive any updates and consider actions.
- PC163/21 HR Matters:**
- a) To consider approving advert for an Independent Service Provider to cover planned absence by the village wardens
 - b) To consider approving an Independent Service Provider Agreement
 - c) To receive any updates and consider actions
- PC164/21 Melbourn Timebank**
- a) To receive the Timebank's monthly reports for January and February and consider approving expenditure on current Timebank activities
- PC165/21 Policies and Terms of Reference:**
- a) To consider approving the updated Policy for Complaints : Councillors
 - b) To consider approving the updated Policy for Complaints : Staff and Service Providers
 - c) To consider approving the updated Community Grant Policy
 - d) To consider approving the updated Reserves Policy
 - e) To consider approving the updated Allotment Bee Keeping Policy
 - f) To consider approving the updated Risk Management Document for Play Parks
 - g) To consider approving the updated Risk Management Document for Cemeteries
 - h) To consider approving the updated Risk Management Document for Allotments
 - i) To consider approving the updated Risk Assessment for the Pavilion
 - j) To consider approving a Risk Assessment for Hedge Planting
 - k) To consider approving updated Terms of Reference for the Maintenance Committee
 - l) To consider approving updated Terms of Reference for the Planning Committee
 - m) To consider any other updates and consider actions
- PC166/21 To note the date of the next meeting : 28 March 2022**