

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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23 March 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 28 March 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 March 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 note the resignation of Cllr Baker

PC150/21 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

PC151/21 Chairs' Announcements – For information only

PC152/21 To approve the minutes of the Parish Council Meeting held on 28 February 2022

PC153/21 To report back on the minutes of the Parish Council Meeting held on 28 February 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 a report from the County Cllr for Melbourn

PC156/21 Governance:

- a) To consider approving changes to the scheduled calendar of meetings for May 2022
- b) To note an email decision in respect of commemorative bench
- c) To receive any updates and consider actions

PC157/21 Finance Matters:

- a) To consider approving the approvals list for March 2022
- b) To receive and consider the finance report for February 2022
- c) To consider approving a quotation for gravel boards at The Cross to be funded from s106 monies
- d) To consider approving a quotation for an additional MVAS unit
- e) To receive any updates and consider actions

PC158/21 To note the bank reconciliations for January and February 2022

PC159/21 Community Hub

- a) To consider reimbursing balance of the cost of electrical works to the Hub

PC160/21 The Queen's Platinum Jubilee

- a) To receive an update on arrangements for Jubilee celebrations
- b) To receive an update and consider actions

PC161/21 To consider a request to place an electrical appliance bin on the car park

PC162/21 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

PC163/21 Maintenance Matters:

- a) To receive any updates and consider actions.

PC164/21 HR Matters:

- a) To consider the NJC Local Government Pay Scales for 2021/22
- b) To receive an update with regard to additional warden cover
- c) To receive any updates and consider actions

PC165/21 Melbourn Timebank

- a) To receive the Timebank's monthly reports for March and consider approving expenditure on current Timebank activities
- b) To consider a quotation to purchase a gazebo for the Timebank

PC166/21 Policies and Terms of Reference:

- a) To consider approving updated Allotment Rental Agreement
- b) To consider approving updated Terms of Reference for the HR Panel
- c) To consider approving updated Cemetery Rules and Regulations
- d) To consider approving updated Salary Review Policy
- e) To consider approving updated Safeguarding Policy and Procedure
- f) To consider approving Income and Receipts Procedure
- g) To consider approving Procurement Policy
- h) To consider approving Investment Strategy for 2022/23
- i) To consider any other updates and consider actions

PC167/21 To note the date of the next meeting : 25 April 2022