

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

20 April 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 25 April 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, 25 April 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

PC187/21 To receive and approve apologies for absence

PC188/21 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

PC189/21 Chairs' Announcements – For information only

PC190/21 To approve the minutes of the Parish Council Meeting held on 28 March 2022

PC191/21 To report back on the minutes of the Parish Council Meeting held on 28 March 2022

PC192/21 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.

PC193/21 To receive a report from the County Cllr for Melbourn

PC194/21 Governance:

- a) To consider approving draft calendar of meetings for the forthcoming civic year
- b) To nominate a councillor to carry out verification of bank reconciliations
- c) To note an email decision for insurance for the parish van
- d) To note expenditure on monitors for the parish office
- e) To receive any updates and consider actions

PC195/21 Finance Matters:

- a) To consider approving the approvals list for April 2022
- b) To receive any updates and consider actions

PC196/21 To note the bank reconciliations for March 2022

PC197/21 Community Hub

- a) To note expenditure on replacement kitchen equipment

- b) To consider approving re-allocation of unused s106 monies from kitchen upgrade
- c) To consider approving expenditure on additional kitchen equipment

PC198/21 The Queen's Platinum Jubilee

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

PC199/21 To consider the following grant applications

- a) Melbourn Playgroup and MOOS
- b) Melbourn Bowls Club
- c) Melbourn Dynamos
- d) Melbourn Library
- e) CAMSAR
- f) Melbourn Community Hub
- g) Melbourn Primary School PTFA
- h) All Saints Community Hall
- i) Community Support for Dementia
- j) St Georges Allotment Association
- k) It Takes A Village
- l) River Mel Restoration Group
- m) To consider approving the annual payment to RDCT from s106 monies
- n) To note refund of unused grant monies awarded to Celebrating Ages for 2021

PC200/21 Maintenance Matters:

- a) To consider approving a quotation for servicing of air-conditioning units
- b) To receive any updates and consider actions.

PC201/21 Melbourn Play Park Working Party

- a) To consider approving expenditure on the play park refit from s106 monies
- b) To consider approving contingency to be funded from reserves
- c) To consider awarding the tender for the play park refit at The Moor

PC202/21 MAYD

- a) To receive an update and consider actions

PC203/21 HR Matters:

- a) To receive any updates and consider actions

PC204/21 Melbourn Timebank

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

PC205/21 Policies and Terms of Reference:

- a) To consider approving a Risk Assessment for MVAS unit
- b) To consider any other updates and consider actions

PC206/21 To note the date of the next meetings :

- Annual Parish Council Meeting : Tuesday, 10 May 2022
- Annual Parish Meeting : Monday, 16 May 2022
- Full Council Meeting : Monday, 23 May 2022