

# MELBOURN PARISH COUNCIL

---

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

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

5 May 2022

## Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Tuesday, 10 May 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 the Annual Meeting of the Parish Council to be held on Tuesday, 10 May 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, Parish Clerk

## AGENDA : ANNUAL PARISH COUNCIL MEETING

- PC001/22 To receive nominations and to elect the Chair of the Parish Council and signature of Declaration of Office**
- PC002/22 To receive nominations and to elect the Vice Chair of the Parish Council and signature of Declaration of Office**
- PC003/22 To receive and approve apologies for absence**
- PC004/22 All Councillors to sign Declarations of Acceptance of Office**
- PC005/22 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
- PC006/22 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.
- PC007/22 To approve the minutes of the Parish Council meeting on 25 April 2022**
- PC008/22 To report back on the minutes of the Parish Council meeting on 25 April 2022**
- PC009/22 Chair's Announcements**
- PC010/22 To consider filling vacant seats by co-option**
- PC011/22 Appointment of Standing Committees**
  - a) Planning Committee (max eight cllrs)
  - b) Finance & Good Governance Committee (max seven cllrs)
  - c) Maintenance Committee (max six cllrs)
  - d) MAYD Joint Committee (max three Melbourn cllrs)

- PC012/22 Appointment of Standing Working Parties**
- a) Melbourn Futures Working Party (max three cllrs)
  - b) Melbourn Play Parks Working Party (max five cllrs)
  - c) Skate Park Working Party (max five cllrs)
  - d) Website Working Party (max four cllrs)
  - e) HR Panel (max five cllrs)
- PC013/22 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
- PC014/22 To note the calendar of meetings for the new civic year**
- PC015/22 To review the schedule of policies and procedures**
- PC016/22 To consider adopting the General of Power of Competence (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)**
- PC017/22 To note the date of next meeting: Monday, 23 May 2022**