

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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22 June 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 27 June 2022 at 7.30pm in the Austen Room 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, 27 June 2022 at 7.30pm in the Austen Room 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

PC040/22 To receive and approve apologies for absence

PC041/22 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

PC042/22 Chairs' Announcements – For information only

PC043/22 To approve the minutes of the Annual Parish Council Meeting held on 23 May 2022

PC044/22 To report back on the minutes of the Annual Parish Council Meeting held on 23 May 2022

PC045/22 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.

PC046/22 To receive reports from the District and County Cllrs for Melbourn

PC047/22 Governance:

- a) To approve nominations for Chair and Vice Chair of Planning and Finance & Good Governance Committees and HR Panel (s4.d.v of SO)
- b) To invite nominations for members of the Finance and Good Governance Committee
- c) To consider a recommendation from F&GG Committee with regard to allotment rentals
- d) To consider a recommendation from F&GG Committee with regard to Pavilion hire charges and match fees
- e) To consider approving a credit card for use by the parish office
- f) To receive and consider the Internal Auditor's year-end report
- g) To receive any updates and consider actions

PC048/22 Finance Matters:

- a) To receive and consider the finance reports for May 2022.
- b) To consider approving the approvals list for June 2022

- c) To approve transfer of funds to from current to deposit account
 - d) To consider approving quotes for a water heater for the pavilion from s106 monies
 - e) To consider approving payment of a support grant to the Community Hub
 - f) To consider retrospectively approving expenditure on clearance of area to the rear of Worcester Way
 - g) To receive any updates and consider actions
- PC049/22 To note the bank reconciliations for May 2022**
- PC050/22 Maintenance Matters:**
- a) To consider awarding the tender for Stockbridge Meadows boardwalk
 - b) To receive any updates and consider actions.
- PC051/22 Planning Matters:**
- a) To receive an update with regard to transfer of the open spaces at Orchard Gardens
 - b) To receive an update with regard to transfer of the SGB at Kingley Grove
- PC052/22 To consider a response to the Combined Authority Transport Strategy Survey**
- PC053/22 To consider and discuss installing gateways at village entrances**
- PC054/22 To consider appointing a consultant to carry out a review of parish assets**
- PC055/22 To consider and discuss signage for village amenities**
- PC056/22 Community Hub**
- a) To receive any updates and consider actions
- PC057/22 HR Matters:**
- a) To consider and discuss arrangements for securing the gate at The Moor car park and identify resources to do this
 - b) To receive any updates and consider actions
- PC058/22 Melbourn Timebank**
- a) To receive the Timebank's monthly report for June
- PC059/22 To receive an update from the Melbourn Play Park Working Party**
- PC060/22 To receive an update from the MAYD Joint Committee**
- PC061/22 Policies and Terms of Reference:**
- a) To consider approving the Credit Card Policy and Procedure
 - b) To consider approving the CONFIDENTIAL Authorised Signatory List
 - c) To consider approving the Gifts and Hospitality Policy
 - d) To consider approving the revised Model Publication Scheme
 - e) To consider the Terms of Reference for the MCCR
 - f) To consider approving the revised Strategic Vision
 - g) To consider approving the Skills Audit
 - h) To consider approving the Co-option Procedure
 - i) To consider approving the Dispensation Procedure
 - j) To consider approving the updated Register of Interests
 - k) To consider any other updates and consider actions
- PC062/22 To note the date of the next meeting : 25 July 2022**

