

# MELBOURN PARISH COUNCIL

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20 July 2022

## Dear Councillor

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

**PC063/22 To receive and approve apologies for absence**

**PC064/22 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

**PC065/22 Chairs' Announcements – For information only**

**PC066/22 To approve the minutes of the Parish Council Meeting held on 27 June 2022**

**PC067/22 To report back on the minutes of the Parish Council Meeting held on 27 June 2022**

**PC068/22 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.

**PC069/22 To receive reports from the District and County Cllrs for Melbourn**

**PC070/22 Governance:**

- a) To approve nominations for Chair of the MAYD Joint Committee (s4.d.v of SO)
- b) To discuss substitute committee members to cover absence
- c) To receive any updates and consider actions

**PC071/22 Finance Matters:**

- a) To receive and consider the finance reports for June 2022.
- b) To consider approving the approvals list for July 2022
- c) To consider multi factor authentication for Edge
- d) To receive any updates and consider actions

**PC072/22 To note the bank reconciliations for May and June 2022**

**PC073/22 Maintenance Matters:**

- a) To receive an update on the boardwalk replacement project

- b) To consider quotations for tree work adjacent to the Hub
- c) To consider quotations for PAT testing (Hub, pavilion, workshop)
- d) To consider approving quotation for replacement windows at Littlehands
- e) To receive any updates and consider actions.

**PC074/22 Planning Matters:**

- a) To receive any updates and consider actions

**PC075/22 To discuss and consider signage for village amenities**

**PC076/22 Community Hub**

- a) To approve arrangements for reimbursing s106 monies for healthcare provision at the Hub
- b) To consider quotations for electrical circuit inspections
- c) To receive any updates and consider actions

**PC077/22 HR Matters:**

- a) To consider approving the Independent Service Provider Agreement for key holder post
- b) To receive any updates and consider actions

**PC078/22 Melbourn Timebank**

- a) To receive the Timebank's monthly report for July

**PC079/22 To receive an update from the Melbourn Play Park Working Party**

**PC080/22 To receive an update from the MAYD Joint Committee**

**PC081/22 Policies and Terms of Reference:**

- a) To consider approving the revised Strategic Plan
- b) To consider approving the revised Disciplinary Policy and Procedure
- c) To consider approving the Employee Personal Information Policy
- d) To consider withdrawing the Timebank Steering Group Terms of Reference
- e) To consider approving the Policy and Procedure for Appointment of Contractors
- f) To consider approving the Policy and Procedure for Parish Safety Inspections
- g) To consider approving the Terms of Reference for the Skate Park Working Party
- h) To consider approving the Weedkiller Spraying (Village Wardens) Risk Assessment
- i) To consider any other updates and consider actions

**PC082/22 To note the date of the next meeting : 26 September 2022**