

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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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 receive an update on healthcare provision at the Hub
- b) To consider approving payment of invoices relating to healthcare provision
- c) To consider quotations for electrical circuit inspections
- d) 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