

MELBOURN PARISH COUNCIL

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22 March 2023

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 27 March 2023 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 March 2023 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:

Sophie Marriage

Sophie Marriage, Parish Clerk

AGENDA : PARISH COUNCIL MEETING

PC204/22 To receive and approve apologies for absence

PC205/22 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

PC206/22 Chairs' Announcements – For information only

PC207/22 To approve the minutes of the Parish Council Meeting held on 27 February 2023

PC208/22 To report back on the minutes of the Parish Council Meeting held on 27 February 2023

PC209/22 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.

PC210/22 To receive reports from the District and County Cllrs for Melbourn

PC211/22 Finance Matters:

- a) To receive and consider the finance reports for February 2023
- b) To consider approving the approvals list for approvals list for March 2023
- c) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
- d) To note change to the payroll software

PC212/22 Governance:

- a) To note the internal Auditor's report
- b) To receive and consider the updated fixed asset register
- c) To note that the position as Chair of the Finance and Good Governance Committee is currently vacant
- d) To receive nominations for the Finance and Good Governance Committee
- e) To consider signing up to the civility and respect pledge
- f) To note the date of the meeting to award the Community Benefit Grants
- g) To receive any updates and consider actions

PC213/22 Bank reconciliations

- a) To note bank reconciliation for February 2023

PC214/22 Email Decisions

- a) To note an email decision regarding transfer of funds from Celebrating Ages to fund the coronation event at the Hub
- b) To note an email decision regarding remedial legionella work.

PC215/22 Coronation

- a) To receive an update regarding the coronation event at the Hub
- b) To consider how the budget for the coronation should be spent
- c) To receive any updates and consider actions

PC216/22 Maintenance Matters:

- a) To consider approval of the installation of highway chevrons to the parish van to be funded from the conservation budget

PC217/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the LAP at Rosemary Place.
- b) To receive any updates and consider actions

PC218/22 Community Hub

- a) To receive any updates and consider actions

PC219/22 To note the plans for the Melbourn Fete

PC220/22 To consider correspondence from the primary school regarding road safety

PC221/22 To receive an update about the “Wonderpass” project

PC222/22 To receive an update about Melbourn science park

PC223/22 Melbourn Timebank

- a) To receive the Timebank’s monthly report for February
- b) To consider the approval of Timebank expenses
- c) To receive any updates and consider actions

PC224/22 To receive an update from the MAYD Joint Committee

PC225/22 To receive an update from the Futures Working Party

PC226/22 HR Matters:

- a) To consider approving the appointment of a new full time (35 hours) Assistant to the Parish Clerk
- b) To consider approving the appointment of a new part time (12 hours) Assistant to the Parish Clerk
- c) To receive any updates and consider actions

PC227/22 Policies and Terms of Reference:

- a) To consider approving the draft Financial Regulations
- b) To consider approving the draft Investment Strategy for 2023/24
- c) To consider approving the draft Subject Access Request Register
- d) To consider approving the Term of Reference for the internal auditor
- e) To consider approving the draft General Risk Register
- f) To consider approving the draft Disciplinary policy
- g) To consider approving the draft Grievance policy
- h) To consider approving the draft Health, Safety, Accessibility and Wellbeing policy

PC228/22 To note the date of the next meeting : 24 April 2023