

# MELBOURN PARISH COUNCIL

---

Clerk: Sophie Marriage  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournparishcouncil.go.uk](mailto:parishclerk@melbournparishcouncil.go.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

21 June 2023

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday, 26 June 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 the Parish Council Meeting to be held on Monday, 26 June 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

**PC033/23 To receive and approve apologies for absence**

**PC034/23 To consider applications for co-option**

**PC035/23 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

**PC036/23 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.

**PC037/23 To approve the minutes of the Annual Parish Council meeting on 22 May 2023**

**PC038/23 To report back on the minutes of the Annual Parish Council meeting on 22 May 2023**

**PC039/23 Chair's Announcements**

**PC040/23 To receive reports from the District and County Cllrs for Melbourn**

**PC041/23 Finance Matters:**

- a) To receive and consider the finance reports for May 2023
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
- c) To consider quotations for the work to concrete areas of Littlehands car park following the drainage work
- d) To consider approving payment for work relating to the hub doors
- e) To consider approving training expenditure for council employees
- f) To consider approving an invoice for library books from s106
- g) To consider approving an invoice relating to PCN at the Hub
- h) To consider approving the approvals list for June 2023

**PC042/23 Governance:**

- a) To receive the internal auditors report
- b) To receive updates and consider actions

**PC043/23 Bank reconciliations**

- a) To note bank reconciliation for March, April and May 2023

**PC044/23 Email Decisions**

- a) To receive updates and consider actions

**PC045/23 Maintenance Matters:**

- a) To consider a request to install a plaque in the millennium copse.
- b) To receive updates and consider actions
- PC046/23 Planning Matters:**
- a) To receive updates and consider actions
- PC047/23 Community Hub**
- a) To consider quotations to repair tiles on the roof
- b) To consider a quotation for the servicing of the air conditioning units
- c) To consider quotations for works to the front and back doors
- d) To receive updates and consider actions
- PC048/23 Health, Safety, accessibility, and Wellbeing**
- a) To receive updates and consider actions
- PC049/23 Melbourn Timebank**
- a) To receive the Timebank's monthly report for May and June
- b) To consider the approval of Timebank expenses
- c) To receive any updates and consider actions
- PC050/23 To receive an update from the MAYD Joint Committee**
- a) To receive updates and consider actions
- PC051/23 To receive an update from the Futures Working Party**
- PC052/22 HR Matters:**
- a) To note the resignation of the Parish Clerk
- b) To receive updates and consider actions
- PC053/23 Policies**
- a) To consider updates to the Community Facilities and Services Equal Opportunities for Access policy
- b) To consider approving the Petty Cash policy
- c) To consider approving the Effectiveness of Internal Audit policy
- d) To consider approving the Effectiveness of Internal Controls policy
- e) To consider approving the Record of Processing Activities
- f) To consider approving the allotment Agreement
- PC054/23 To note the date of the next meeting: 24 July 2023**