

# MELBOURN PARISH COUNCIL

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19 July 2023

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday, 24 July 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, 24 July 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

**PC055/23 To receive and approve apologies for absence**

**PC056/23 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

**PC057/23 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.

**PC058/23 To approve the minutes of the Parish Council meeting on 26 June 2023**

**PC059/23 To report back on the minutes of the Parish Council meeting on 26 June 2023**

**PC060/23 Chair's Announcements**

**PC061/23 To receive reports from the District and County Cllrs for Melbourn**

**PC062/23 Finance Matters:**

- a) To receive and consider the finance reports for June 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 an invoice relating to PCN at the Hub
- e) To consider approving expenditure for benches in the Moor play park from s106 funds
- f) To consider approving the approvals list for July 2023

**PC063/23 Governance:**

- a) To receive updates and consider actions

**PC064/23 Bank reconciliations**

- a) To note bank reconciliation for June 2023

**PC065/23 Email Decisions**

- a) To note decisions regarding allotment fees and pavilion hire fees
- b) To note decision to recruit a part-time Parish Clerk
- c) To receive updates and consider actions

**PC066/23 Maintenance Matters:**

- a) To receive updates and consider actions
- b) To consider quotations to cut back the hedge at Thatcher Stanfords

- PC067/23 Planning Matters:**  
a) To receive updates and consider actions
- PC068/23 Community Hub**  
a) To receive an update on the repair to tiles on the roof  
b) To consider quotations for works to the front and back doors  
c) To consider quotations for fire panel work in relation to the doors  
d) To receive updates and consider actions
- PC069/23 Health, Safety, accessibility, and Wellbeing**  
a) To receive updates and consider actions
- PC070/23 Melbourn Timebank**  
a) To receive the Timebank's monthly report for July  
b) To consider the approval of Timebank expenses  
c) To receive any updates and consider actions
- PC071/23 To receive an update from the MAYD Joint Committee**  
a) To receive updates and consider actions
- PC072/23 To receive an update from the Futures Working Party**
- PC073/23 HR Matters:**  
a) To discuss and consider an increase in hours for the timebank coordinator  
b) To consider appointing the financial officer as Responsible financial officer  
c) To receive an update of the recruitment of a Part-time Parish clerk  
d) To receive an update on the recruitment of a green open spaces warden  
e) To receive updates and consider actions
- PC074/23 Policies**  
a) To consider updates to the financial regulations  
b) To consider updates to the Risk management policy
- PC075/23 To note the date of the next meeting: 25 September 2023**