

# MELBOURN PARISH COUNCIL

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3 August 2023

## Dear Councillor

You are hereby summoned to attend an **Extraordinary Meeting of the Parish Council** to be held on Wednesday, 9 August 2023 at 7.30pm in the Austen Room of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend an **Extraordinary Meeting of the Parish Council** to be held on Wednesday, 9 August 2023 at 7.30pm in the Austen Room of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ for the purpose of transacting the following business

*Mr Graham Clark*

Cllr Graham Clark - Chair, Melbourn Parish Council

## **AGENDA : EXTRAORDINARY MEETING OF MELBOURN PARISH COUNCIL**

- 1 To receive and approve apologies for absence**
- 2 To receive any Declarations of Interest and Dispensations.**
  - 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
- 3 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)
- 4 Email Decisions:**
  - a) To note an email decision to the appoint the open spaces warden
  - b) To note an email decision to recruit a village warden
- 5 To consider changing the date of the September Parish Council meeting from 25<sup>th</sup> September to 27<sup>th</sup> September**
- 6 To discuss and consider the production of leaflets to publicise the speed limit change**
- 7 To receive an update on the drainage works at little hands and to consider updated quotations**
- 8 To consider the terms for Dynamos football pitch access against their background proposal of an FA PitchPower grant offer**
- 9 HR Matters:**
  - a) To receive an update on the recruitment of a clerk
  - b) To consider approving expenditure to recruit an Independent Service Provider to provide consultancy support to the parish office
  - c) To consider the appointment of a clerk/co-clerks to take position after 18 August 2023
  - d) To receive an update on the appointment of the open spaces warden
  - e) To note the resignation of a village warden following their appointment as open spaces warden

f) To receive an update on the recruitment of a village warden

g) To consider appointing a village warden

**10 Policies:**

a) To discuss and consider the Melbourn Hub Financial Controls policy and procedure

**11 Finance:**

a) To consider approving invoices relating to PCN at the Hub

**12 To note the date of the next meeting: 25 September 2023**