

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

15 May 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Wednesday 20 May 2024 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 20 December 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:

Alex Coxall & Abi Williams

Clerks to the Parish Council

ANNUAL PARISH COUNCIL MEETING: AGENDA

- PC001/24 To receive nominations and to elect the Chair of the Parish Council**
- PC002/24 To receive nominations and to elect the Vice Chair of the Parish Council**
- PC003/24 To receive and approve apologies for absence**
- PC004/24 To consider application for co-option**
- PC005/24 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
- PC006/24 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.
- PC007/24 To approve the minutes of the Parish Council meeting on 8 May 2024 (Community Benefit Grants)**
- PC008/24 To report back on the minutes of the Parish Council meeting on 8 May 2024**
- PC009/24 Chair's Announcements**
- PC010/24 Appointment of Standing Committees**
 - a) Planning Committee (max eight cllrs)
 - b) Finance & Good Governance Committee (max seven cllrs)
 - c) Maintenance Committee (max six cllrs)
 - d) MAYD Joint Committee (max three Melbourn cllrs)
- PC011/24 Appointment of Standing Working Parties**
 - a) Melbourn Futures Working Party (min three cllrs)
 - b) Skate Park Working Party (max five cllrs)
 - c) HR Panel (max five cllrs)
 - d) Website Working Party (max four cllrs)
- PC012/24 To note Parish Council Liaisons on the following:-**
 - a) Board of Trustees of Francis John Clear Almshouses
 - b) Board of Trustees of Martin's Charity
 - c) Board of Trustees of Triggs Charity Trust
 - d) Melbourn Mobile Warden Scheme

- e) Melbourn Community Hub Lunch Club
Note all reports are available in the Annual Report.

PC013/24 To make note the approved calendar of meetings for the new civic year (PC235/24c).

PC014/24 Policy Review

- a) To review, approve and adopt updated Standing Orders
- b) To review, approve and adopt the updated Terms of Reference for Planning Committee
- c) To review, approve and adopt the updated Terms of Reference for HR Panel
- d) To review, approve and adopt the updated Terms of Reference for Maintenance Committee
- e) To review, approve and adopt the updated Terms of Reference for Skate Park Working Party as recommended by the Skate Park Working Party.

PC015/24 Annual Governance and Accountability Return (AGAR) 2023/2024

- a) To consider Annual Governance Statements 1-9 in turn
- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration
- c) To consider signing the Accounting Statements 2023/24

PC016/24 Finance Matters:

- a) To receive and consider the finance reports for April 2024
- b) To note 4.5% increase to 3 Business Services provision (Timebank mobile and wifi in the pavilion)
- c) To consider approving the Parish Clerk AW SLCC membership at a cost of £229.00
- d) To consider approving a invoices relating to PCN at the Hub
- e) To note adjusted Community Benefit Award 2024 amount from Melbourn Solar.
- f) To consider approving the approvals list for May 2024

PC017/24 Governance:

- a) To note updated Model Financial Regulations from NALC – to be reviewed at next Finance & Good Governance Meeting in June.
- b) To receive updates and consider actions

PC018/24 Bank reconciliations

- a) To note bank reconciliation for April 2024

PC019/24 Maintenance Matters:

- a) To consider approving the recommendation of the Maintenance Committee to award the village maintenance tender.
- b) To receive updates and consider actions

PC020/24 Planning Matters:

- a) To receive updates and consider actions

PC021/24 Community Hub

- a) To consider approving costs for café furniture.
- b) To consider quotations for repair work to kitchen floor.
- c) To receive updates and consider actions.

PC022/24 To discuss Melbourn Sports Centre Closure and actions taken by Melbourn Parish Council.

PC023/24 To discuss representation at Melbourn Village Fete, 15 June 2024

PC024/24 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions

PC025/24 Melbourn Timebank

- a) To receive the Timebank's Annual report and monthly report for May.
- b) To consider the approval of Timebank expenses
- c) To receive any updates and consider actions

PC026/24 To receive an update from the MAYD Joint Committee

- a) To receive any updates and consider actions

PC027/24 To receive an update from the Futures Working Party

PC028/24 HR Matters:

- a) To receive updates and consider actions

PC029/24 To note the date of the next meeting as Monday 24 June 2024