



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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14 May 2025

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting to be held on Monday 19 May 2025 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 Annual Parish Council Meeting to be held on Monday 19 May 2025 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:

Abi Williams

Clerk to the Parish Council

ANNUAL PARISH COUNCIL MEETING: AGENDA

- PC001/2526 To receive nominations and to elect the Chair of the Parish Council and to sign Declaration of Office.**
- PC002/2526 To receive nominations and to elect the Vice Chair of the Parish Council and to sign Declaration of Office.**
- PC003/2526 To receive and approve apologies for absence**
- PC004/2526 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
- PC005/2526 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.
- PC006/2526 To approve the minutes of the Parish Council meeting on 28 April 2025**
- PC007/2526 To report back on the minutes of the Parish Council meeting on 28 April 2025**
- PC008/2526 Chair's Announcements**
- PC009/2526 To consider changing days of the week for Full Council / Committee meetings to ensure maximum attendance.**
- PC010/2526 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)
e) HR Panel (max five cllrs)
- PC011/2526 Appointment of Standing Working Parties**
- a) Melbourn Futures Working Party (min three cllrs)
b) To note Skate Park Working Party is DORMANT
c) To note Website Working Party is DORMANT
- PC012/2526 To note Parish Council Liaisons on the following:-**
- a) Board of Trustees of Francis John Clear Almshouses (*Annual Report page 15*)
b) Board of Trustees of Martin's Charity (*Annual Report page 15*)
c) Board of Trustees of Triggs Charity Trust (*Annual Report page 14*)
d) Melbourn and District Warden Scheme (*Annual Report page 17*)
e) Melbourn Community Hub Lunch Club (*Annual Report page 26*)
- PC013/2526 To make note the approved calendar of meetings for the new civic year (PC229/25a).**

PC014/2526 Policy Review

- a) To review, approve and adopt the updated Standing Orders v10 as recommended by Finance & Good Governance FG056/25o).
- 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 receive the schedule of policies and procedures.

PC015/2526 Finance Matters:

- a) To receive and consider the finance reports for April 2025.
- b) To note confirmed amount for Community Benefit Grant money for distribution received from Quintas as £57,563.66 (received 30 April 2025) meeting to be held on Monday 2 June 2025.
- c) To consider approving invoices relating to PCN at the Hub.
- d) To consider approving invoice from Harts Books to be taken from the library s106 monies.
- e) To note the Annual Governance and Accountability Return 2024/2025 (AGAR) will be considered at the June meeting to allow for the internal audit to be completed and signed.
- f) To note the deposit payment made to Shelford Heating for works to oil tank at Little Hand at value of £2,187.09, authorised via Unity (PC231/25a).
- g) To note deposit payment to Trulight for works to doors at Little Hands at a value of £2,892.00 on approvals list (PC231/25b).
- h) To consider approving the approvals list for May 2025.

PC016/2526 Governance:

- a) To note updated Model Financial Regulations from NALC – to be reviewed at next Finance & Good Governance Meeting in July.
- b) To note the Fixed Asset Register as approved by Finance & Good Governance Committee (FG053/25).
- c) To note item numbering as previously suggested (meeting type ref)/(item number)/(civic year period).
- d) To receive updates and consider actions

PC017/2526 Bank reconciliations

- a) To note bank reconciliation for April 2025.

PC018/2526 Maintenance Matters:

- a) To receive updates and consider actions.

PC019/2526 Planning Matters:

- a) To receive and consider response to offer to purchase land on Beechwood Avenue.
- b) To receive updates and consider actions

PC020/2526 Community Hub

- a) To receive updates and consider actions.

PC021/2526 To discuss representation at Melbourn Village Fete, 14 June 2025

PC022/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC023/2526 Melbourn Timebank

- a) To receive the Timebank's annual report.
- b) To receive any updates and consider actions.

PC024/2526 To receive an update from the MAYD Joint Committee

- a) To receive any updates and consider actions.

PC025/2526 To receive an update from the Futures Working Party

PC026/2526 To receive an update from the HR Panel

PC027/2526 Code of Conduct to be signed by all Councillors (If Cllr is not in attendance this will be signed at the first possible opportunity).

PC028/2526 To note the dates of the upcoming meetings as:

- a) Community Benefit Grants Meeting, **Monday 2 June 2025** at 7.30pm.
- b) Planning Committee Meeting, **Monday 9 June 2025** at 8pm.
- c) Maintenance Committee Meeting, **Thursday 19 June 2025** at 9.30am.
- d) Full Council Meeting, **Monday 23 June 2025** at 7.30pm.