

PC173 2526d) Annual Parish Meeting Proposal

Purpose: The primary purpose of the **Annual Parish Meeting (APM)** is to provide a platform for residents to engage with their local council and other community groups, to be informed about their activities, and to have a say in matters affecting the parish. The annual parish meeting is a legacy from the Middle Ages, when all local decision-making was carried out by meetings of the whole community. This is not a decision-making body.

Who attends: The meeting is open to all registered electors of the parish.

Date: The APM must be held between March 1st and June 1st.
Melbourn Annual Parish Meeting is to be held on **Wednesday 18 March 2026**.

Proposed agenda:

- The Parish Council introduces Cllrs present and reports on its activities over the past year.
- Annual report is received encompassing Parish Council committees and local organisations, such as community groups / charities and community grant awardees.
- Reports received from District and County Cllrs.
- Open forum.
- Short presentation / video celebrating the work of the many volunteers that make our community projects possible.
- Presentation of Melbourn Parish Council Community Awards.
- Followed by informal networking with refreshments.

Suggestions for 2026

- All Community Grant Awardees will be invited to attend to promote their group / organisation to any attendees during the informal networking.
- Parish Council to produce posters – to be dotted around the room as topics of discussion that could include:
 - How and Why become a Councillor
 - What the Parish Council do...
 - Report it – where to report what and how!
 - How to volunteer.
- It is proposed that refreshments (to include wine, soft drinks and cake) are made available during the informal networking. These will be provided by The Hub.
- Surplus would be returned where appropriate or donated to the Food Bank.

A budget of up to **£250+VAT** is requested to spend on refreshments and materials – this would be taken from the agreed precepted funds for community events (costs from 2025 totalled £132).

Approx costs:

| Product | Amount | Unit cost | Total | Sale or return |
|---------------------------|---------------|-----------|--------|----------------|
| White Wine (single serve) | 20 | £3.60 | £72.00 | Yes |
| Red Wine (single serve) | 20 | £3.60 | £72.00 | Yes |
| Orange juice jug | 2 | £2.20 | £4.40 | No |
| Cans | 40 | £0.85 | £34.00 | Yes |
| Brownie tray | 1 (serves 24) | £26.40 | £26.40 | No |
| Lemon drizzle tray | 1 (serves 24) | £26.40 | £26.40 | No |
| Napkins | 1 pack | £2.40 | £2.40 | No |

approx total **£237.60+VAT**



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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☎ 01763 263303, ext 3
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27 February 2026

**Melbourn Residents are invited to gather at the
ANNUAL PARISH MEETING**

**On Wednesday 18 March 2026 at 7.30pm, The Melbourn Community Hub,
30 High Street, Melbourn, SG8 6DZ**

AGENDA

1. Parish Council welcome to Melbourn Residents – introducing attending Councillors.
2. To receive apologies for absence.
3. To receive and approve the Minutes of the Annual Parish Meeting held on 12 May 2025.
4. To receive the Annual Report
To include reports from Committees and Working Parties of the Parish Council along with reports from Parish Council representatives from Village Charities and other organisations as well as reports from Community Grant awardees.
5. To receive reports from District Councillors Hart and Hales and Cambridgeshire County Councillor Bostanci.
6. Open forum – ask questions on matters that affect you and your local community.
7. Melbourn Parish Council Community Awards 2026.
8. Celebration of Volunteers.
9. Close formal meeting – refreshments and informal networking.

Graham Clark
Chair, Melbourn Parish Council

Come and meet your local Parish Councillors, find out about how you can join the Council and celebrate your community.