

# MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
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Please note: New Parish Office opening hours:

**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**

Alternatively, please call to arrange an appointment.

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21<sup>st</sup> June 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday 26<sup>th</sup> June 2017 at 7.30pm in The Atrium Melbourn Community Hub for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a meeting of the Parish Council to be held on Monday 26<sup>th</sup> June 2017 at 7.30pm in The Atrium of Melbourn Community Hub for the purpose of transacting the following business:

***Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC54/17 C***

## AGENDA

PC38/17: To receive any apologies for absence.

PC39/17: 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

PC40/17: To approve the minutes of the Parish Council Meeting 5<sup>th</sup> June 2017

PC41/17: To report back on the minutes of the Parish Council Meeting 5<sup>th</sup> June 2017

PC42/17 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).

PC43/17 Items related to the Melbourn Community Hub

- a) To receive the Business Plan from the Melbourn Community Hub Management Group
- b) To note the Hub Quarterly report for the first quarter of 2017
- c) To propose changing routine reporting for Melbourn Community Hub Management Group to Council from Monthly to Quarterly
- d) To decide whether to make the grant of £14,500.00 to Melbourn Community Hub Management Group set aside under the precept.

PC44/17: The Clerks Report

PC45/17: To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account.

PC46/17: To receive a report from County Cllr Van de Ven

PC47/17: To receive a report from District Cllrs Barrett and Hales

PC48/17 To receive the End of Year Audit Report from the Internal Auditor

PC49/17: To discuss and agree the amended Terms of Reference for Melbourn Futures Working Party

PC50/17: To discuss and agree storage and insurance of items held on behalf of Francis John Clear Almshouses and Melbourn History Group.

PC51/17: To agree the amendments to the Grounds Maintenance Contract after a first year review recommended by Maintenance Working Party

PC52/17: To discuss and agree whether to accept the proposed amendments to Littlehands Lease from Tees Law, Melbourn Parish Council's solicitor:

- a) Rent Payment Dates (definition)
- b) 3.1.3
- c) 8 – Tenants Break Clause
- d) 13.3 - VAT
- e) 27 - Declaration
- f) 39.1.2 - Re-entry and Forfeiture
- g) 3.9.5
- h) 4.1.4
- i) 6.1
- j) 6.2
- k) 9.3.3
- l) 12.1
- m) 15.1

PC53/17: To discuss and approve:

- a) The Quote for repairing Little hands Drains
- b) The Quotes for resurfacing Littlehands Car Park

PC54/17: HR Panel

- a) To discuss and approve the position of appointing a separate Responsible Financial Officer
- b) To discuss and agree the locking and unlocking of Littlehands Gate
- c) Staffing Matters – In CAMERA

*Sarah Adam*

Sarah Adam  
Melbourn Parish Clerk