

# MELBOURN PARISH COUNCIL

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

**Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00**

Alternatively, please call to arrange an appointment.

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09 May 2018

## Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday, 14 April 2018 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

## To Members of the Public and Press

You are invited to attend the Annual Meeting of the Parish Council to be held on Monday, 14 May 2018 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- PC001/18 To receive nominations and to elect the Chair of the Parish Council;
- PC002/18 To receive nominations and to elect the Vice-Chair of the Parish Council;
- PC003/18 To receive and approve apologies for absence
- PC004/18 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
- PC005/18 Cllrs to Sign Code of Conduct in accordance with LGA 2000 s52(3)
- PC006/18 To approve the minutes of the Parish Council Meeting 23 April 2018
- PC007/18 To report back on the minutes of the Parish Council Meeting 23 April 2018
- PC008/18 To receive the Clerk's Report
- PC009/18 To consider an updated Calendar of Meetings for the forthcoming Municipal Year
- PC010/18 Appointment of Standing Committees
  - a) Planning Committee (max eight Cllrs)
  - b) Finance & Good Governance Committee (max nine Cllrs)
  - c) To consider the formation of a Maintenance Committee
- PC011/18 Appointment of Standing Working Parties
  - a) Melbourn Futures Working Party
  - b) Maintenance Working Party (max six Cllrs, five members of public) if no Committee formed

- PC012/18 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 and Meldreth Luncheon Club
- PC013/18 Subscriptions to Public Bodies: To Consider Renewal dates
- PC014/18 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)
- PC015/18 To receive a report from County Cllr Van de Ven
- PC016/18 To receive a report from District Cllrs Hales and Hart
- PC017/18 To consider the appointment of a Data Protection Officer
- PC018/18 To receive monthly finance reports
- PC019/18 To consider the use of pre-paid debit cards
- PC020/18 Cemeteries Update: To consider quotations for the installation of memorial headstone bases
- PC021/18 Annual Governance and Accountability Return 2017/2018: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.
- PC022/18 Annual Governance and Accountability Return 2017/2018: To consider signing the Accounting Statements 2017/2018.
- PC023/18 Policies:
- a) To note the publication of updated Model Standing Orders and consider delegating review to the Finance & Good Governance Committee
  - b) To Consider a Draft Policy Review Schedule.
- PC024/18 Community Grant Awards: To consider applications and receive presentations.
- a) Melbourn Bowls Club
  - b) MAYD
  - c) Melbourn History Group
  - d) St George's Allotments
  - e) Chain of Wild Flowers
  - f) Celebrating Ages
  - g) Melbourn Mobile Warden Scheme
  - h) Grinnel Hill BMX Club
- PC025/18 HR Matters
- a) To report back on the in Camera minutes of the Full Council meeting held on 26 March 2018
  - b) To formally agree a service provider document for gardening at 83 High St
  - c) To receive the NJC local government pay scales for 2018