

# MELBOURN PARISH COUNCIL

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Clerk:  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

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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20 June 2018

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 25 June 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 a Meeting of the Parish Council to be held on Monday, 25 June 2018 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk:*



Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- PC026/18** To receive and approve apologies for absence
- PC027/18** 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
- PC028/18** To approve the minutes of the Annual Council Meeting 14 May 2018
- PC029/18** To report back on the minutes of the Parish Council Meeting 14 May 2018
- PC030/18** To report back on the in Camera minutes of the Parish Council Meeting 23 April 2018
- PC031/18** To receive the Clerk's Report
- PC032/18** To receive a report from District Cllrs Hales and Hart
- PC033/18** To receive a report from County Cllr Van de Ven
- PC034/18** **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)
- PC035/18** To consider arrangements for the use of the Pavilion and Football Pitches: August 2018 to July 2019.
- PC036/18** **Finance Matters:**

- a) To receive and consider the Monthly Finance Report.
- b) To receive and consider the Approvals Lists for May 2018 and June 2018.
- c) To consider a recommendation from the RFO to transfer funds into the Parish Council's deposit account.
- d) To consider the appointment of an independent member to verify Bank Reconciliations.
- e) To receive a report from the RFO on the return of Grant monies to the Parish Council.
- f) To consider removing retired Councillors as Bank Signatories.

**PC037/18 Community Hub Matters:**

- a) To consider a Mid-Year Status report from the Community Hub Management Group
- b) To consider approval of the 2017/2018 Grant Payment

**PC038/18 Governance Matters:**

- a) To receive and consider the Independent Internal Auditor's report for financial year 2017/2018
- b) To consider the co-option position of the Parish Council

**PC039/18 Maintenance Matters:**

- a) To consider the annual ROSPA inspection reports for play areas.
- b) To consider a quotation for drainage repairs and inspection at Littlehands.
- c) To consider quotations for general repairs and renovations at Littlehands.
- d) To consider quotations for the purchase of a pressure washer.
- e) To consider a quotation for the repair of the Parish Church Clock.

**PC040/18 Committee Reports:** To receive draft minutes of the following Committee Meetings and consider any recommendations therein:

- a) [Planning - 4 June 2018](#) – No Recommendations
- b) Finance & Good Governance – 11 June 2018 – Recommendations as follows:
  - i) To ratify new Standing orders.

**PC041/18 HR Matters**

- a) To receive an update from the HR Panel
- b) To consider the NJC Local Government Pay Scales for 2018

**PC042/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

**MOVE:** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) act 1960, and by reason of the confidential nature of the business, the Press and Public be excluded from the meeting.

**PC043/18 Staffing Matters:** To consider a report on Employee Performance Reviews.

**PC044/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

**MOVE:** that the confidential business having been concluded, the Press and Public be re-admitted.

**PC045/18** To note date of next meeting: 23 July 2018