

MELBOURN PARISH COUNCIL

Clerk:
Melbourn Parish Council
Melbourn Community Hub
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Melbourn
SG8 6DZ

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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.

19 September 2018

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 24 September 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, 24 September 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

- PC063/18** To receive and approve apologies for absence
- PC064/18** 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
- PC065/18** **Co-option:** To consider applications for co-option to the Parish Council.
- PC066/18** To approve the minutes of the Extraordinary Parish Council Meeting 02 July 2018
- PC067/18** To approve the minutes of the Parish Council Meeting 23 July 2018
- PC068/18** To report back on the minutes of the Parish Council Meetings 02 July 2018 and 23 July 2018
- PC069/18** **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)
- PC070/18** To receive the Clerk's Report
- PC071/18** **Finance Matters:**
- a) To receive and consider the Monthly Finance Report.
- b) To receive and consider the Approvals Lists for August and September 2018.
- PC072/18** **Governance Matters:**

- a) To consider quotations for the Parish Council's insurance provision for 2018 / 2019.
- b) To review Committee membership and consider making appointments.
- c) To consider draft Terms of reference for the Finance & Good Governance Committee
- d) To consider draft Terms of reference for the Maintenance Committee
- e) To receive the external auditor's report
- f) To consider the appointment of an internal auditor for financial year 2018 / 2019
- g) To consider pursuing the Quality Council Foundation Award

- PC073/18** To receive a report from District Cllrs Hales and Hart
- PC074/18** To receive a report from County Cllr Van de Ven
- PC075/18** To receive a presentation from the Meldreth, Shepreth and Foxton Community Rail Partnership.
- PC076/18** **Timebanking:** To receive a presentation from Jay Clarke, Development Officer at South Cambs District Council, and consider the implementation of a Timebank in Melbourn
- PC077/18** **Leisure and Amenities Matters:**
- a) To consider an amended schedule of Allotment Fees
 - b) To consider a strategy for tree management and safety
 - c) To consider a draft funfair agreement
- PC078/18** **Development Matters:** To consider correspondence on transfer of open space from Hopkins Homes Ltd
- PC079/18** **Community Hub Matters:** To consider a position paper on Hub Assets and Ownership.
- PC080/18** **External Bodies:** To consider subscribing to The Local Council Public Advisory Service (LCPAS)
- PC081/18** **HR Matters:** To receive an update from the HR Panel
- PC082/18** **To note date of next meeting:** 22 October 2018