

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

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

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.

08 October 2018

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on Friday, 12 October 2018 at 09.00am in the Melbourn Community Pavilion for the purpose of transacting the following business:

Dear Non-Cllr Committee Member

You are invited to attend a meeting of the Maintenance Committee to be held on Friday, 12 October 2018 at 09.00am in the Melbourn Community Pavilion for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a meeting of the Maintenance Committee to be held on Friday, 12 October 2018 at 09.00am in the Melbourn Community Pavilion for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council.

AGENDA

- MA001/18 To receive nominations and elect the Chair of the Maintenance Committee**
- MA002/18 To receive nominations and elect the Vice Chair of the Maintenance Committee**
- MA003/18 To receive and approve apologies for absence**
- MA004/18 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
- MA005/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**
- MA006/18 To approve the notes of the Maintenance Working Party Meeting held on 14 September 2018**
- MA007/18 To report back on Actions identified at the Maintenance Working Party Meeting held on 14 September 2018**
- MA008/18 Finance & Governance Matters:**
 - a) To note the Terms of Reference for the Committee.
 - b) To receive a monthly finance report on expenditure within the Committee's remit.
 - c) To receive a report on the Asset Management Reserve.
 - d) To consider items for funding in Financial Year 2019/2020
- MA009/18 Allotment Matters:**
 - a) To consider a charging regime for the rotovation of untended plots.
 - b) To receive any other updates and consider actions.
- MA010/18 Cemetery Matters: To receive updates and consider actions.**
 - a) Progress on War Memorial refurbishments
 - b) Progress on 83 High St Memorial installation
 - c) To receive any other updates and consider actions
- MA011/18 Stockbridge Meadows Matters:**

- a) To consider moving Maintenance of the Amenity area into a maintenance contract
- b) To consider correspondence regarding the annual 'Sausage Picnic'.
- c) To receive any other updates and consider actions

MA012/18 Pavilion Matters:

- a) To consider quotations for installation of extra flood lighting
- b) To consider quotations for drainage investigation
- c) To consider quotations for servicing of the heat pump
- d) To receive any other updates and consider actions

MA013/18 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

MA014/18 New Maintenance Issues: To consider reports and correspondence on Maintenance issues arising since last meetings

- a) To consider a quote for works to trees at junction of Maple Way / Orchard Rd
- b) To consider reports of Rabbit Damage to sports pitches

To note the date of next meeting

09 Nov 2018