

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
Melbourn Parish Council
Melbourn Community Hub
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<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.

17 October 2018

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 22 October 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, 22 October 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

PC083/18 To receive and approve apologies for absence

PC084/18 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

PC085/18 To approve the minutes of the Parish Council Meeting 24 September 2018

PC086/18 To report back on the minutes of the Parish Council Meeting 24 September 2018

PC087/18 **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)

PC088/18 To receive the Clerk's Report.

PC089/18 **Finance Matters:**

- a) To receive and consider the Monthly Finance Report.
- b) To receive and consider the Approvals Lists for October 2018.

PC090/18 **Community Hub Matters:**

- a) To consider a report from the RFO on Hub Assets and Ownership.

- b) To consider a report from the Parish Clerk on the need for a third workstation in the Parish Office.
- PC091/18** To receive a report from District Cllrs Hales and Hart
- PC092/18** To receive a report from County Cllr Van de Ven
- PC093/18** To receive a report from the Parish Chair on a letter of support to the Rail Users Group
- PC094/18** **Governance Matters:**
- a) To review the Parish Council's Strategic Plan: Nov 2018 - Nov 2019
- b) To consider implementation of a Councillor Road Inspection regime.
- c) To review the Training and Development Policy and to consider the implementation of a Councillor Training Programme
- d) To consider re-instating the Melbourn Futures Working Party
- e) To consider forming a Website Redesign Working Party.
- f) To consider holding a S106 expenditure and co-option open evening.
- PC095/18** **Timebanking:** To consider a report from the Parish Chair.
- PC096/18** **Leisure and Amenities Matters:** To consider the implementation of a Christmas Tree Recycling point.
- PC097/18** **HR Matters:** To consider updates from the HR Panel
- a) To consider an update regarding staff progression through paycales
- b) To receive an update on the Employment Policy Review
- c) To consider an updated Appraisal Record form
- PC098/18** **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.
- PC099/18** **Staffing Matters:** To consider a report on the Parish Clerk's end of probation review.
- PC100/18** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**
MOVE: that the confidential business having been concluded, the Press and Public be re-admitted.
- PC101/18** **To note date of next meeting:** 26 November 2018