

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
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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.

21 November 2018

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 26 November 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, 26 November 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

PC102/18 To receive and approve apologies for absence

PC103/18 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

PC104/18 To approve the minutes of the Parish Council Meeting 22 October 2018

PC105/18 To report back on the minutes of the Parish Council Meeting 22 October 2018

PC106/18 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)

PC107/18 To receive a presentation from the prefects at Melbourn Village College

PC108/18 Co-option: To consider applications for co-option to the Parish Council.

PC109/18 To review Committee and Working Party Membership and consider making appointments

PC110/18 To receive the Clerk's Report.

PC111/18 To receive a report from District Cllrs Hales and Hart

PC112/18 To receive a report from County Cllr Van de Ven

PC113/18 Finance Matters:

- a) To receive and consider the Monthly Finance Report.
- b) To receive and consider the Approvals Lists for November 2018
- c) To consider recommendations from the Finance & Good Governance Committee to note;
 - i) New financial risk assessment.
 - ii) New Financial Regulations.
 - iii) Updated reserves policy.

PC114/18 Governance Matters:

- a) To review the Parish Council's Strategic Plan: Nov 2018 - Nov 2019
- b) To consider re-instating the Melbourn Futures Working Party

PC115/18 Community Grant Awards: To consider applications.

- a) Meldreth Village Hall Trust
- b) Melbourn Amateur Dramatics Society
- c) Melbourn District Library
- d) Melbourn Community Hub Management Group
- e) Cambs Search and Rescue
- f) Melbourn Short Story Reading Group
- g) Cambs Hearing Help
- h) Relate Cambridge

PC116/18 HR Matters: To consider updates from the HR Panel

- a) To receive feedback regarding recruitment of a Timebank co-ordinator
- b) To receive progress on review of current employment policy
- c) To consider mechanisms for salary reviews, adoption of NALC pay scales and performance based increment awards

PC117/18 To note date of next meeting: 28 Jan 2019