

# MELBOURN PARISH COUNCIL

---

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>

---

15 May 2019

## Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday, 20 May 2019 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 the Annual Meeting of the Parish Council to be held on Monday, 20 May 2019 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- PC001/19 To receive nominations and to elect the Chair of the Parish Council;**
- PC002/19 To receive nominations and to elect the Vice-Chair of the Parish Council;**
- PC003/19 To receive and approve apologies for absence**
- PC004/19 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
- PC005/19 Chairs' Announcements – For information only**
- PC006/19 Co-option:** To receive a progress update from the Parish Clerk and consider any applications.
- PC007/19 To approve the minutes of the Parish Council Meeting 23 April 2019**
- PC008/19 To report back on the minutes of the Parish Council Meeting 23 April 2019**
- PC009/19 To receive the Clerk's Report**
- PC010/19 Appointment of Standing Committees**
  - a) Planning Committee (max eight Cllrs)
  - b) Finance & Good Governance Committee (max nine Cllrs)
  - c) Maintenance Committee (max six Cllrs)
- PC011/19 Appointment of Standing Working Parties**
  - a) Melbourn Futures Working Party
  - b) Website Working Party
- PC012/19 To note Parish Council Liaisons on the following:-**
  - a) Board of Trustees of Francis John Clear Almshouses
  - b) Board of Trustees of Martin's Charity
  - c) Board of Trustees of Triggs Charity Trust
  - d) Melbourn Mobile Warden Scheme

- e) Melbourn and Meldreth Luncheon Club
- f) MAYD

- PC013/19 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)
- PC014/19 83 High St: To consider the results of the public consultation on the relocation of the memorial stone**
- PC015/19 To receive reports from the District and County Cllrs for Melbourn**
- PC016/19 To consider a report on rat running through Beechwood Avenue**
- PC017/19 Finance Matters:**
- a) To receive and consider the year end finance report
  - b) To receive and consider the approvals list for May 2019
- PC018/19 Melbourn Community Hub:** To consider a quotation for an upgrade to the CCTV system
- PC019/19 Annual Governance and Accountability Return 2018/2019:** To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.
- PC020/19 Annual Governance and Accountability Return 2018/2019:** To consider signing the Accounting Statements 2018/2019.
- PC021/19 Policies:**
- a) To receive an update on the Policy Review Schedule
  - b) To Consider a Draft Bee Keeping Policy.
- PC022/19 HR Matters:** To receive any updates and consider actions
- PC023/19 To note the date of next meeting: 24<sup>th</sup> June 2019**