

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://melbournparishcouncil.co.uk>

21 June 2019

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on Thursday, 27 June 2019 at 09.00am in 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 Thursday, 27 June 2019 at 09.00am in 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 Thursday, 27 June 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

Simon Crocker

Simon Crocker, Parish Clerk to the Parish Council.

AGENDA

- MA001/19 To receive nominations and elect the Chair of the Maintenance Committee**
- MA002/19 To receive nominations and elect the Vice-Chair of the Maintenance Committee**
- MA003/19 To receive and approve apologies for absence**
- MA004/19 To receive any Declarations of Interest and Dispensations**
- MA005/19 To approve the minutes of the Maintenance Committee Meeting held on 16 May 2019**
- MA006/19 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)**
- MA007/19 Governance Matters:**
- a) To consider a first revision of a draft Parish Tree Inspection Policy
 - b) To consider adopting an updated Parish Estates Safety Inspection Policy
- MA008/19 Vandalism issues:** To consider any updates on vandalism in the Parish
- MA009/19 Chain of Wild Flowers:** To consider a report and actions going forward
- MA010/19 Allotment Matters:** To receive updates and consider actions
- MA011/19 Stockbridge Meadows Matters:** To receive updates and consider actions.
- MA012/19 Cemetery Matters:**
- a) To consider progress updates following New Rd Cemetery Field Trip
 - b) To consider a draft design for the Saxon Burial Mound Interpretation board
 - c) To consider Soil Quality issues at Orchard Road Cemetery
 - d) To receive any other updates and consider actions
- MA013/19 Pavilion Matters:**
- a) To consider the provision of replacement boot brushes
 - b) To consider the purchase of a Steam Cleaner
 - c) To receive a report on the employment of a Pavilion Cleaner
 - d) To receive a progress report on Pavilion heating repairs
 - e) To consider a draft updated Pavilion Risk Assessment and the need for Legionella Testing
 - f) To consider a quotation for an annual drainage service
 - g) To receive any other updates and consider actions
- MA014/19 Littlehands Matters:**
- a) To consider a quotation for an annual drainage service

- b) To receive any other updates and consider actions

MA015/19 Village Maintenance Matters:

- a) To receive the weekly inspection reports and consider actions
- b) To consider a report on contractor access to Clear Crescent Play area

MA016/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

MA017/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA018/19 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.

MA019/19 To consider a report on the Village Grass Cutting Contract

MA020/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted.

MA021/19 To note date of next meeting: 18 July 2019