

# MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
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Opening Hours :

Monday – Friday 9am – 4pm , office closed from 1pm – 2pm

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9<sup>th</sup> November 2016

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday 14<sup>th</sup> November 2016 at 7.15pm in the upstairs meeting room (access by the back door) 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 Melbourn Parish Council to be held on Monday 14<sup>th</sup> November 2016 at 7.15pm in the upstairs meeting room (access by the back door) of Melbourn Community Hub for the purpose of transacting the following business:

***Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item - NONE***

## **AGENDA**

PC155/16: To receive any apologies for absence.

PC156/16: To receive any Declarations of Interest and reasons from Councillors on any item listed on the Agenda.

PC157/16 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).

PC158/16: To approve the Minutes of the Parish Council Meeting 24<sup>th</sup> October 2016

PC159/16: To report back on the minutes of the Parish Council Meeting 24<sup>th</sup> October 2016

PC160/16: To approve the Minutes of the Parish Council Meeting 31<sup>st</sup> October 2016

PC161/16: To report back on the minutes of the Parish Council Meeting 31<sup>st</sup> October 2016

PC162/16: To discuss and approve War Memorial Refurbishment funding.

PC163/16: To agree and sign the Clerks Contract

PC164/16: To present the Clerks CILCA Qualification Certificate

PC165/16: To agree the new Parish Council Office opening hours

PC166/16: To receive the External Audit and Annual Governance Statement

PC167/16: To review and approve Training and Development Policy

PC168/16: To discuss and approve Reserves Policy

PC169/16: To discuss and approve Community Engagement Policy

PC170/16: To discuss spending money on inviting the community to make their views known on the proposed boundary changes.

PC171/16: To discuss the background and potential projects for 2017/2018 relating to Conservation.

PC172/16: Correspondence:

- (a) Letter from Reg Luff – Re: July Edition Melbourn Magazine Article relating to the War Memorial
- (b) Melbourn Bloomsday Festival Report Back to the Melbourn Community
- (c) Any correspondence received by the time of the meeting.

PC173/16: To accept notices and matters for the future agendas.

- a) Suggestions from Councillors
- b) General questions to Council and comments (no resolutions can be made) from members of the public

*Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.*

Sarah Adam  
Melbourn Parish Clerk