

# MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

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Telephone: 01763 263303

## **Opening Hours :**

Monday 9am – 4pm, Tuesday 9am – 3pm, Wednesday 9am – 3pm ,  
Thursday 9am – 4pm and Friday, Office Closed.

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18<sup>th</sup> May 2016

Dear Councillor,

**You are hereby summoned to attend the Annual Meeting of the Parish Council and a meeting of Melbourn Parish Council in the upstairs room of Melbourn Community Hub on Monday 23rd May, 2016 at 7.15 pm for the purpose of transacting the following business.**

Standing Orders will be suspended at 8.00pm or at the Chairman's discretion to allow Public participation.

## ***AGENDA***

**PC1/16: To receive nominations and to elect the Chairman of the Parish Council;**

**PC2/16: To receive nominations and to elect the Vice-Chairman of the Parish Council;**

**PC3/16: To receive any apologies for absence;**

**PC4/16: To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.**

**PC5/16: To receive nominations for Committee Chairs and Vice-Chairs of the Parish Council: (a) Cemetery Committee; (b) Conservation Committee; (c) Highways & Rural Footpaths Committee; (d) Play Areas and Recreation Committee; (e) Planning Committee; (f) Car Park Sub-Committee; (g) Melbourn Futures Committee.**

**PC6/16: Confirmation of Parish Council Representatives on the following:-**

- (a) Board of Trustees of Francis John Clear Almshouses;**
- (b) One Parish Council representative on the Board of Trustees of Martin's Charity;**
- (c) One Parish Council representative on the Board of Trustees for Triggs Charity Trust;**
- (d) One Parish Council representative on the Melbourn Mobile Warden Scheme;**

- (e) One Parish Council representative on the Melbourn and Meldreth Self Help Scheme.**
- (f) Parish Council representatives on the Management Company of the Community Hub.**

**PC7/16: To receive the Minutes of the meeting held on 25<sup>th</sup> April 2016**

**PC8/16: To report on the last meeting 25<sup>th</sup> April 2016**

**PC9/16: To receive the Minutes of the Annual Parish Meeting of 9<sup>th</sup> May 2016**

**PC10/16: To report on the Annual Parish Meeting 9<sup>th</sup> May 2016**

**PC11/16: To receive a report from C.Cllr S.van de Ven**

**PC12/16: To receive a report on Melbourn Community Hub.**

**PC13/16: Legal Status of the Roles & Responsibility Documentation relating to Melbourn Community Hub**

**PC14/16: To receive the Annual Return for the year ending 31<sup>st</sup> March 2016**

**PC15/16: To appoint an Internal Auditor for the Financial Year 2016-17**

**PC16/16: To receive the Financial Report year ending 31<sup>st</sup> March 2016**

**PC17/16: To receive the Financial Report ending 30<sup>th</sup> April 2016**

**PC18/16: To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account.**

**PC19/16: Melbourn Parish Council Bank Accounts**

**PC20/16: Melbourn Parish Council High Street Car Park Refurbishment - Interim Payment Certificate No: 7**

**PC21/16: Celebrating Ages Funding**

**PC22/16: To discuss matters relating to staff**

**PC23/16: Update on Pensions**

**PC24/16: Flag Pole**

**PC25/16: To review Standing Orders.**

**PC26/16: To review Risk Assessments.**

**PC27/16: To review REDACTED minutes from 2015 and decide if they should remain redacted**

**PC28/16: Appeal 199 Houses Update from MFC Committee**

**PC29/16: Approval Parish Clerk Contract of Employment**

**PC30/16: Approval of Assistant Parish Clerk Job Advertisement**

**PC31/16: Discuss recent Insurance Claim**

**PC32/16: Review Insurance Policy for 2016/2017**

**PC33/16: Change date of August Parish Council Meeting**

**PC34/16: Location of British Legion Plaque**

**PC35/16: Boundary Commission re-consultation on Cambridgeshire Division**

**PC36/16: Quote Soil Store Orchard Road**

**PC37/16: Condition of Littlehands Car Park**

**PC38/16: Correspondence:**

**(a) Letter of Thanks from Melbourn Sundays FC**

**(b) Letter of Thanks from RSPCA**

**PC39/16: To accept notices and matters for the next agenda.**

*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