

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
Melbourn Parish Council
Melbourn Community Hub
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10 June 2020

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday, 15 June 2020 at 7.30pm via Zoom link - <https://zoom.us/j/96273146235> for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend the Annual Meeting of the Parish Council to be held on Monday, 15 June 2020 at 7.30pm via Zoom link <https://zoom.us/j/96273146235> for the purpose of transacting the following business. Members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:

Claire Littlewood, Assistant Clerk to the Parish Council

AGENDA

- PC001/20 To receive nominations and to elect the Chair of the Parish Council;**
- PC002/20 To receive nominations and to elect the Vice-Chair of the Parish Council;**
- PC003/20 To receive and approve apologies for absence**
- PC004/20 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
- PC005/20 Chairs' Announcements – For information only**
- PC006/20 To approve the minutes of the Parish Council Meeting 27 May 2020**
- PC007/20 To report back on the minutes of the Parish Council Meeting 27 May 2020**
- PC008/20 To receive the Clerk's Report**
- PC009/20 Appointment of Standing Committees**
 - a) Planning Committee (max eight Cllrs)
 - b) Finance & Good Governance Committee (max nine Cllrs)
 - c) Maintenance Committee (max six Cllrs)
 - d) MAYD Joint Committee (max three Melbourn Cllrs)
- PC010/20 Appointment of Standing Working Parties**
 - a) Melbourn Futures Working Party
 - b) Website Working Party
- PC011/20 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

- PC012/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
- PC013/20 Governance:**
- a) To consider a draft calendar of meetings for the forthcoming civic year
 - b) To note decisions taken by email during Covid-19 period of restrictions to physical meetings
- PC014/20 To receive reports from the District and County Cllrs for Melbourn**
- PC015/20 Finance Matters:**
- a) To receive and consider the year end finance report and approval of ring fenced reserves
 - b) To receive and consider the approvals list for March, April and May 2020
 - c) To receive and consider finance report for May 2020.
- PC016/20 Annual Governance and Accountability Return 2019/2020:** To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.
- PC017/20 Annual Governance and Accountability Return 2019/2020:** To consider signing the Accounting Statements 2019/2020.
- PC018/20 Melbourn Community Hub:** To consider quotes for protective screening in preparation for re-opening to the public.
- PC019/20 To receive a report from the MCCR**
- PC020/20 Policies and Terms of Reference:**
- a) To receive an update on the Policy Review Schedule
 - b) To note Terms of Reference for the MCCR
 - c) To note Terms of Reference for MAYD Joint Committee
- PC021/20 HR Matters:**
- a) To receive and consider Terms of Reference for the HR Panel
 - b) To receive any updates and consider actions
- PC022/20 To consider and agree resumption of regular street inspections**
- PC023/20 To note the date of next meeting: 27 July 2020**