

# MELBOURN PARISH COUNCIL

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Clerk: Simon Crocker  
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://melbournparishcouncil.co.uk>

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22 July 2020

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 27 July 2020 at 7.30pm via Zoom link - <https://zoom.us/j/5988212632> for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby invited to attend a Meeting of the Parish Council to be held on Monday, 27 July 2020 at 7.30pm via Zoom - <https://zoom.us/j/5988212632> 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:

## AGENDA

- PC024/20 To receive and approve apologies for absence**
- PC025/20 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
- PC026/20 Chairs' Announcements – For information only**
- PC027/20 To approve the minutes of the Annual Parish Council Meeting 15 June 2020**
- PC028/20 To report back on the minutes of the Annual Parish Council Meeting 15 June 2020**
- PC029/20 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.
- PC030/20 Governance:**
- a) To appoint another Councillor to check bank reconciliations
  - b) To consider the Internal Auditor's report
  - c) To receive reports from the District and County Cllrs for Melbourn
  - d) To note remote decisions taken (*Dynamos, PA System, Instructing Solicitors – TTP, Re opening play areas*)
- PC031/20 Finance Matters:**
- a) To receive and consider the approvals list for June and July 2020
  - b) To approve an increase in allotment rentals
  - c) To approve maintaining pavilion hire charges and match fees at current levels
  - d) To consider a proposal for a block booking September 2020
- PC032/20 Melbourn Community Hub:**

- a) To receive a financial forecast report and request for payment of £15,000 grant
- b) To note arrangements for access to the parish office
- c) To consider a quotation for Project Management from Tom Upcraft
- d) To receive any updates and consider actions

**PC033/20 MCCR :**

- a) To note successful grant application for £2,165 from CCF
- b) To consider a request from the Timebank Coordinator to allocate hours to winding up MCCR

**PC034/20 Policies and Terms of Reference:**

- a) To consider adopting the Gift and Hospitality Policy
- b) To consider adopting the Safeguarding Children and Adults at Risk Policy
- c) To consider adopting the Expenses Policy
- d) To consider adopting Policy and Procedure for Verification of Bank Reconciliations
- e) To receive and consider Terms of Reference for the HR Panel
- f) To receive any updates and consider actions

**PC035/20 To note the date of next meeting: 28 September 2020**