

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>

23 September 2020

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 28 September 2020 at 7.30pm via Zoom <https://zoom.us/j/95622442946> 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, 28 September 2020 at 7.30pm via Zoom <https://zoom.us/j/95622442946> 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:

Simon Crocker

Simon Crocker, Parish Clerk

AGENDA

- PC036/20 To receive and approve apologies for absence**
- PC037/20 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
- PC038/20 Chairs' Announcements – For information only**
- PC039/20 To consider an amendment to the minutes of the Parish Council Meeting held on 27 July 2020**
- PC040/20 To approve the minutes of the Parish Council Meeting held on 27 July 2020**
- PC041/20 To report back on the minutes of the Parish Council Meeting held on 27 July 2020**
- PC042/20 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.
- PC043/20 To consider a proposal to mark Holocaust Memorial Day**
- PC044/20 To consider a report from the MCCR**
- PC045/20 Governance Matters:**
 - a) To receive reports from the District and County Cllrs for Melbourn
 - b) To consider the External Auditor's report
 - c) To consider the structure and function of the Melbourn Futures Working Party
 - d) To note decisions taken by email
 - i) Purchase of secure storage for Pavilion
 - ii) Pavilion deep clean
 - iii) Adoption of National Pay Scales

PC046/20 Traffic Matters:

- a) To consider a report on Vehicle Activated Signs
- b) To consider a suggestion to make Drury Lane one-way

PC047/20 Finance Matters:

- a) To consider requesting Council to pre-approve payments to regular suppliers/contractors
- b) To consider the monthly finance report
- c) To receive and consider the approvals list for August and September 2020
- d) To approve the Parish Council's Insurance renewal
- e) To consider a report on the Parish Van
- f) To consider quotations for project management of the Community Hub extension project
- g) To consider the Parish Council's Investment Strategy

PC048/20 Risk Assessments : To consider any risk assessments needing to be brought to Council's attention

PC049/20 Policies and Terms of Reference:

- a) To consider adopting the Expenses Policy
- b) To consider adopting Policy and Procedure for Verification of Bank Reconciliations

PC050/20 To note the date of next meeting: 26 October 2020