

MELBOURN PARISH COUNCIL

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21 October 2020

Dear Councillor

You are hereby summoned to attend a **Meeting of the Parish Council** to be held on Monday, 26 October 2020 at 7.30pm via Zoom <https://zoom.us/j/91744439225> 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, 26 October 2020 at 7.30pm via Zoom <https://zoom.us/j/91744439225> 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
Parish Clerk

AGENDA

PC051/20 To receive and approve apologies for absence

PC052/20 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

PC053/20 Chairs' Announcements – For information only

PC054/20 To note a correction to the minutes of the Parish Council Meeting on 28 September 2020

PC055/20 To approve the minutes of the Parish Council Meeting held on 28 September 2020

PC056/20 To report back on the minutes of the Parish Council Meeting held on 28 September 2020

PC057/20 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.

PC058/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn
- b) To consider the External Auditor's report
- c) To consider executing an indemnity in respect of an S106 agreement related to the Melbourn Science Park expansion project
- d) To receive an updated report from the MCCR

PC059/20 Finance Matters:

- a) To consider the monthly finance report
- b) To receive and consider the approvals list for October 2020
- c) To consider retrospective approval for s137 expenditure on Remembrance Day Wreath
- d) To consider retrospective approval for repairs to the Parish clock
- e) To consider retrospective approval for expenditure on the Parish Van

- f) To consider quotations for repairs to fencing at Worcester Way play area
- g) To note an adjustment to the IT support contract with Lucid Systems
- h) To consider funding an Interpretation Board for New Road Cemetery out of Community Benefit Funds

PC060/20 Community Hub Matters:

- a) To consider retrospective approval for s106 expenditure for a replacement marquee
- b) To consider two quotations for replacement of emergency lighting at the Community Hub
- c) To consider retrospective approval for emergency drainage works to Hub terrace
- d) To consider quotations for purchase of hardware for EPOS system
- e) To receive an update on the Hub extension project

PC061/20 HR Matters : To receive and consider any updates from the HR Panel

PC062/20 Risk Assessments : To consider any risk assessments needing to be brought to Council's attention

PC063/20 Policies and Terms of Reference:

- a) To consider approving the Financial Risk Register
- b) To consider approving Terms of Reference for the Finance & Good Governance Committee
- c) To consider approving the Policy and Procedure to Evaluate the Effectiveness of Internal Audit

PC064/20 To note the date of next meeting: 23 November 2020