

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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17 February 2021

Dear Councillor

You are hereby summoned to attend a **Meeting of the Parish Council** to be held on Monday, 22 February 2021 at 7.30pm via Zoom <https://zoom.us/j/99051444914> 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, 22 February 2021 at 7.30pm via Zoom <https://zoom.us/j/99051444914> 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

PARISH COUNCIL AGENDA

- PC100/20 To receive and approve apologies for absence**
- PC101/20 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
- PC102/20 Chairs' Announcements – For information only**
- PC103/20 To approve the minutes of the Parish Council Meeting held on 11 January 2021**
- PC104/20 To report back on the minutes of the Parish Council Meeting held on 11 January 2021**
- PC105/20 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.
- PC106/20 Melbourn Community Hub Expansion:**
- a) To consider approving the proposals contained in the Project Strategy and Tender Decision Document
 - b) To note an email decision re rerouting gas pipeline
- PC107/20 HR Matters:**
- a) To retrospectively note the resignation of Simon Crocker as Parish Clerk (effective 28 September 2020)
 - b) To approve the appointment of Claire Littlewood as Parish Clerk (effective 29 September 2020)
 - c) To approve the appointment of Sophie Marriage as Assistant to the Parish Clerk (effective 5 October 2020)
 - d) To note the resignation of Catherine Sharman as Timebank Coordinator (effective 21 January 2021)
 - e) To approve the appointment of Stephanie Trayhurn as Timebank Coordinator (effective 13 February 2021)

- f) To consider approving the revised Employee Appraisals Policy
- g) To receive any other updates and consider actions

PC108/20 Finance Matters:

- a) To receive and consider the monthly finance report
- b) To receive and consider the approvals list for January 2020
- c) To consider a reduction in Melbourn Dynamos' annual payment
- d) To consider a quotation from Airway for the aircon maintenance contract
- e) To note approval for repairs to underfloor heating at the Hub
- f) To note approval for repairs to the emergency lighting at the rear door of the Hub
- g) To consider any other updates and consider actions

PC109/20 Governance Matters:

- a) To note the Review of Internal Controls
- b) To note the Internal Auditor's mid-year report
- c) To consider standardising staff salary payments starting new Financial Year
- d) To consider appointing Canalbs as Internal Auditor for 2021/22
- e) To note an email decision re planned removal of speed bumps on New Road
- f) To receive a combined report from the District and County Cllrs for Melbourn

PC110/20 Policies and Terms of Reference:

- a) To review List of Authorised Signatories

PC111/20 Melbourn Timebank

- a) To receive any updates and consider actions

PC112/20 To consider the Parish Council's Statutory publishing obligations

PC113/20 Planning Matters :

To receive an update on the proposed Thakeham development

PC114/20 To note the date of next meeting: 22 March 2021