

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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18 May 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 23 May 2022 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, SG8 6DZ 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, 23 May 2022 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Claire Littlewood

Claire Littlewood, Parish Clerk

AGENDA : PARISH COUNCIL MEETING

PC018/22 To receive and approve apologies for absence

PC019/22 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- 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

PC020/22 Chairs' Announcements – For information only

PC021/22 To approve the minutes of the Annual Parish Council Meeting held on 10 May 2022

PC022/22 To report back on the minutes of the Annual Parish Council Meeting held on 10 May 2022

PC023/22 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.

PC024/22 To receive reports from the District and County Cllrs for Melbourn

PC025/22 Governance:

- a) To approve nominations for Chair and Vice Chair of Maintenance Committee (s4.d.v of SO)
- b) To consider approving reimbursing the Library for book purchases from s106 monies
- c) To receive any updates and consider actions

PC026/22 Finance Matters:

- a) To receive and consider the year end finance report and approval of ring-fenced reserves
- b) To receive and consider the finance reports for March and April 2022.
- c) To consider approving the approvals list for May 2022
- d) To consider approving expenditure on defibrillator installation
- e) To consider quotations for replacement computers for the parish office
- f) To receive any updates and consider actions

PC027/22 Annual Governance and Accountability Return 2021/2022

- a) To consider Annual Governance Statements 1-9 in turn
- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration

PC028/22 Annual Governance and Accountability Return 2020/2021:

- a) To consider signing the Accounting Statements 2021/22

PC029/22 To note the bank reconciliations for April 2022

PC030/22 Community Hub

- a) To consider a quotation for electrical work
- b) To receive any updates and consider actions

PC031/22 Planning Matters:

- a) To consider approving signature of an Indemnity in respect of Healthcare Contribution - 36 New Road
- b) To consider a request from Kingsway Golf relating to signage

PC032/22 To note the Cambridgeshire County Council Transport Strategy

PC033/22 Maintenance Matters:

- a) To receive any updates and consider actions.

PC034/22 To receive an update from the Melbourn Play Park Working Party

PC035/22 To receive an update from the MAYD Joint Committee

PC036/22 HR Matters:

- a) To receive any updates and consider actions

PC037/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for May

PC038/22 Policies and Terms of Reference:

- a) To consider approving the revised Whistleblowing Policy and Procedure
- b) To consider approving the revised Strategic Vision
- c) To consider any other updates and consider actions

PC039/22 To note the date of the next meetings

28 June 2022