

31<sup>st</sup> October 2024

Dear Councillor

You are summonsed to attend a Meeting of Melbourne Parish Council on Tuesday 5<sup>th</sup> November 2024 at 7.30pm in The Lounge at Melbourne Assembly Rooms, High Street, Melbourne, DE73 8GJ

*Victoria*

Vicky Roe  
Clerk to the Parish Council

### Agenda

1. To receive apologies for absence
2. To receive Declarations of Interest in relation to items on the agenda
3. To receive any applications for dispensations
4. Public participation – members of the public may make representations on items on the agenda (up to 15 minutes in total)
5. To approve the Minutes of the Parish Council meeting held on 1<sup>st</sup> October 2024
6. To receive the Chairman's and Councillors' Reports
7. To receive the Clerk's Report
8. Finance:
  - To agree List of Payments
  - To receive List of Receipts for October 2024
  - To receive Bank Reconciliation and Statement of Accounts to 31<sup>st</sup> October 2024
9. To receive reports from the following Committees and Delivery Groups and agree any recommendations
  - Facilities & Events
  - Finance, HR, Risk & Strategy
    - To adopt the following policies: IT, Internet, Social Media, and Email; Memorial Testing
    - To incur the cost of £150.00 for the migration of up to 15 email accounts by the email provider, Cuttlefish Multimedia Limited
    - To note the outcome of the 2023-24 audit
  - Cemetery Paths & Fencing
  - Highways & Environment
  - Planning
  - Delivery Groups: Cenotaph Framework; Chapels Refurbishment; Christmas Evening Shopping Event 2024; Grounds Maintenance; Heritage Assets; Lothian Gardens; Market Place Improvements; Parish Maps; Thomas Cook Gardens; Trades Register
10. Following adoption of the Freedom of the Parish Policy, to bring any nominations to the December meeting for consideration in a closed session.
11. To agree the date of the next meeting