

Orchard Park Community Council

Parish Clerk - Mrs V Wood.

Office address:

The Community Centre, Central Avenue, Orchard Park, Cambridge, CB4 2EZ.

NOTICE OF MEETING: Resource Committee
TIME: 7pm
DATE: Friday 7th October 2016
VENUE: The Community Centre, Central Avenue, Orchard Park.

Resource Committee Members; Councilors R Nixon, Y Macaulay, C Hosmer, E Meschini and A Chan are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

The meeting is open to the public (including press).

Mrs V Wood - Clerk to Orchard Park Community Council
3rd October 2016



QUORUM: 3

A G E N D A

RC16/034 To receive and approve apologies for absence

RC16/035 To receive declarations of interest

- a) Councilors to declare any pecuniary interest in any items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
- c) To grant any new requests for dispensation as appropriate.

RC16/036 Public Participation: To allow up to 10 minutes for any members of the public and Councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

RC16/037 Minutes: To consider the meeting notes from 2nd September 2016.

- RC16/38 Facilities:** Update on facilities including
- i) Income generation.
 - ii) Enhanced facility's usage, including plans, quotations and confirmed bookings for the planned Market day.
 - iii) Repair quotes and costings – Consider any outstanding repair quotations.
- RC16/039 Pensions and Payroll update:** Update on staff pension and payroll facility to comply with government legislation.
- RC16/040 VAT:** Review of current status and options available. Consideration for and procedure for VAT registration.
- RC 16/041 Payments:** Review September 2016 payments and note any issues arising for Full Council.
- RC16/042 Consider BCR report:** Consider current BCR report, note any issues arising.

(Members of the public are requested to leave the meeting room before personnel issues can be discussed).

RC16/043 Staffing resource issues: update to include

- i) Clerks annual leave and arrangements for meetings during absence.
- ii) Staff sickness cover and other arrangements.

Close of meeting