

Orchard Park Community Council Annual General Meeting

Community Clerk - Mrs V Wood.

Office address:

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

NOTICE OF MEETING: AGM
TIME: 7.30pm
DATE: Wednesday 11th May 2016
VENUE: The Community Centre, Central Avenue, Orchard Park.

All Councilor's of Orchard Park Community Council Councilors Macaulay (Chair), Nixon (Vice Chair), Oboloje, Brenton, Warren, Chan, Hosmer and Meschini are hereby summoned to attend a meeting 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
6th May 2015



Quorum 3

Agenda

- CC16/001 Election of Chair and Vice Chair and acceptance papers:**
- i) Election of Chair & Vice
 - ii) Members acceptance to be signed *(time allocation 10 minutes)*
- CC16/002 Apologies for absence.** *(time allocation 2 minutes)*
- CC16/003 To receive declarations of interest:**
- a) Councilors to declare any personal interest in any items on the agenda
 - b) Councilors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation. *(time allocation 2 minutes)*
- CC16/004 Public Participation:** To allow up to 10 minutes for any members of the public and Councilors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting. *(time allocation 10 minutes)*
- CC16/005 Minutes:** to agree the minutes of the previous meeting held on 13th April 2016 and note matters arising. *(time allocation 5 minutes)*
- CC16/006 To receive reports from District and County Councillors:**
- i) Cambridgeshire County Council (Cllrs Mike Mason and D Jenkins)
- CC16/007** ii) South Cambridgeshire District Council (District Officers) *(time allocation 16 minutes)*

- CC16/008 Community Centre Manager:** To receive a report on community and sporting facilities including,
- i) General Maintenance, to include structural repairs
 - ii) Facilities usage and income update
 - iii) Community Development (15 minutes)
- (time check 8.10pm)*
- CC16/009 Clerks Report:** To receive a report including correspondence.
- i) General correspondence
 - ii) Website, communications and Media update
 - iii) Note any update on Sports facility extension (15 minutes)
- CC16/010 OPCC Policy's Review:** Review of current policy's (10 minutes)
- CC16/011 Resource Committee:** to
- i) Note the minutes from the meeting of 6th May 2016 and any matters arising
 - ii) Consider recommendation for the current BCR (5 minutes)
- CC16/012 Planning Committee:** to
- i) Note consideration from informal meeting of 25th April 2016 and any matters arising. (10 minutes)
- CC16/013 Finance**
- CC16/014**
- i) **Payments:** to approve April 2016 payments.
 - ii) **Review end of year figures and consider provisions for audit:**
 - iii) **Finance risk management review:** Consider the risk management and sign in accordance. (20 minutes)
- CC16/015**
- (Members of the public are requested to leave the meeting room before personnel issues can be discussed).*
- Personnel**
- Staffing:** Update on staffing issues. (5 minutes)

Close of meeting 9.20pm

Full Council meetings are normally at 7pm on the second Wednesday of each month.

Public Speaking

The Council welcomes and encourages public attendance at meetings. All agendas have a Public Speaking slot at the start of a meeting where members of the public can ask questions or make statements.

Where questions relate to agenda items the Chair may use their discretion to bring forward that agenda item, or invite the public speaker to speak when the agenda is discussed. However, generally public speaking is limited to the start of the agenda item and not during the discussion by members.

Checklist

This “checklist” appears on council and committee agendas as a reminder of implications to be considered when decisions are made:

What powers will the Council be using when carrying out this decision?

Does the decision have implications for:

Crime and Disorder?

The promotion of racial equality and elimination of discrimination?

Disability discrimination?

Health and Safety – will a risk assessment be needed?

Employment legislation?

Data Protection?

Is Planning Permission needed?