

Orchard Park Community Council

Community Clerk - Mrs V Wood.

Office address:

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

NOTICE OF MEETING: Full Council Meeting
TIME: 7.00pm
DATE: Wednesday 8th June 2016
VENUE: The Community Centre, Central Avenue, Orchard Park.

All Councilor's of Orchard Park Community Council Councilors Macaulay (Chair), Nixon (Vice Chair), Oboloje, Meschini, Brenton, Warren, Hosmer and Chan 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
27th May 2015



Quorum 3

Agenda

- CC16/016** **Apologies for absence.** *(time allocation 2 minutes)*
- CC16/017** **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. *(time allocation 2 minutes)*
- CC16/018** **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)*
- CC16/019** **Minutes of 11th May 2016 AGM & APM:** to agree the minutes of the previous meetings held on 11th May 2016 and note matters arising. *(time allocation 5 minutes)*
- CC16/020** **To receive reports from District and County Councillors:**
i) Cambridgeshire County Council (Cllrs Mike Mason and D Jenkins)
ii) South Cambridgeshire District Council (Cllrs Cross, Stonham and Davies) *(16 minutes)*
- CC16/021** **Community Centre Manager:** To receive a report on community and sporting facilities including -
i) Facilities usage including new business and income generation

- ii) General Maintenance/contracts
- iii) Community groups update
- iv) Responsibility division of Committees - (discus presentation of the Centre Managers reports to Full Council and Resource Committee to avoid duplication) (20 minutes)

CC16/022 Community Development: Update on Development to include –

- i) De-brief on the resent market event
- ii) Update on final Fiesta arrangements
- iii) Other planned community events (15 minutes)

(time check 8pm)

CC16/023 Clerks Report: To receive a correspondence report including -

- i) General correspondence
- ii) Website/Media update
- iii) LAP Transfers and other legal issues (15 minutes)

CC16/024 Proposed Sports Facilities Extension: Planning update and time schedules (5 minutes)

CC16/025 OPCC Policy Review: to consider changes to –

- i) Code of Conduct
- ii) Lone Worker Policy
- iii) Protocol for Member/Member and Member/Officer Relations
- iv) Dater protection
- v) Comments, Compliments and Complaints
- vi) Health & Safety
- vii) Risk Assessment and Management (20 minutes)

CC16/026 Planning Committee:

- i) Note the minutes from the meeting of 23rd May 2015
- ii) Discuss matters arising (5 minutes)

CC16/027 Finance

- i) **Payments:** to review and approve May 2016 payments.
- ii) **BCR:** Consider the current BCR report and note matters arising
- iii) **Budget:** Update on audit, note any matters arising.
- iv) **Indemnity:** Review and complete indemnity for 2nd 3rd & 4th instalments of the S106 public open space contribution for land parcels A & B.
- v) **Bank authority requirements:** Consider additional signature for authority. (20 minutes)

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

Personnel

CC16/028

Staffing: Update on staffing issues to include;

- i) Union awarded pay increment
- ii) Change to contracted hours Clerk/Clerks assistant
- iii) Replacement for Reception/bookings assistant
- iv) Other staff related issues

(10 Minutes)

Close of meeting 9.15pm

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 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?