

HISTON & IMPINGTON PARISH COUNCIL

CLERK'S REPORT

REPORT TO:	Full Council	9 November 2015
AUTHOR/S:	Angela Young, Clerk	

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting.
Issues requiring particular **ratification or note in bold**

15/099.2– Clerk's report:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation):

- Replacement leaf blower (not viable to repair existing) **£230.00** + vat
- Replace faulty hard drive on CCTV **£110.00** + vat
- Councillor Training @Fulbourn x 2 – cost not yet known
- Christmas Tree for Kings Meadows **£195** + vat
- RBL Wreath **£17**

Administration/ General:

- New phone contract organised for Youth Worker
- SCDC Nominations for 2016 Community Awards open until 15 January 2016.
Categories
 - Village Hero
 - Parish Councillor of the Year
 - Outstanding Youth Initiative
 - Outstanding Local Service/Amenity
 - Environment Award
 - Wellbeing Award
- Station Area model set up as temporary exhibition at Library
- Newsletter deadline 20 November
- Internal audit visit No 2 due 1 December
- Carols On Green due 16 December
- Notification of Flower Festival dates 2016 – 9th – 11th July
- Details of "Wings for Life World Run" received 8 May 2016
- Cawcutts Lake – website article published on behalf of Chivers Farms
- Initial contact made with County Council re briefing on budget proposals

Meetings / Training:

- Met Buchans with Cllr Nudds for contract review and visit to Kings Meadows squares 9.11.15
- Cllrs due to meet CCC re Surface Water 12 November
- Invitations received by some members to attend Mental Health Wellbeing meeting 12 November
- Meeting planned 17 November with Bowls Club to discuss use of room at Recreation Ground – over-winter period agreed
- New Cllr Training at Fulbourn 28 November – Cllrs Gordon and Butcher. In house induction training yet to be arranged

- CAPALC AGM 10 December Cllr Payne to attend; NALC AGM details from CAPALC received; NALC Star Councils awards details received; NALC paper "Devolution Deals: The Role of Neighbourhoods"
- Weekly meetings with Chairman held

Staff matters and holiday/TOIL dates:

- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates
- CP normally now in parish office Wednesday – Friday, with more limited hours Monday and Tuesday. Further 3 month period agreed at Orchard Park, for review December 2015
- AC normally in parish office Monday – Wednesday, **term time only**
- All Appraisals held during October. Reports to Employment Committee
- Staff meeting held 3 November
- SC annual leave 23 – 25 November; AB annual leave 26 – 28 November; CP annual leave 1 – 4 December; LM annual leave 3 December; AY annual leave 10 – 11 December
- Office closed Thursday 17 December
- Office closed for Christmas period 24 December to 1 January 2016 inclusive – most staff on annual leave during that time
- Christmas dinner arranged for 1 December – numbers attending to Cllr Abdullah
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

15/101.5 Half Yearly Review of Donations

Budgets 2015-16:

	<u>Budget</u>	<u>Spent/allocated</u>	<u>Budget remaining</u>
Donations	£1,000	£700	£300
Community Support	£5,000	£1,481	£3,519

Requests November 2016:

Friends of Histon & Impington Recreation - Olympic Celebration plans for Rio Olympics – samba music and dance workshops – **request for £1,000** with the suggestion it fits with S106 Public Art funding

Histon Methodist Church - Request for funding towards planned new extensions to community usage. £500 maximum as advised on application form although request that further funding be considered for 2015-16 in budgeting considerations

Histon & Impington Day Centre - Up to £350 requested towards running costs

Royal British Legion - Wreath purchased at £17. **Last year £100 paid, included donation**

RECOMMEND: Agreement to wreath payment; **agreement in principle**, if appropriate, to Samba workshop, **deferred** to Public Art Working Party for implementation and funding. **Agreement** to overall excess budget remaining of £700 to be split appropriately between remaining 2 applicants.

Author: Angela Young

09.11.15

HISTON & IMPINGTON PARISH COUNCIL**FINANCE REPORT**

REPORT TO:	Full Council	9 November 2015
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

M7 Administration – wages, NI and Pension	£11,995.17	£12,170.27
M7 Rec Groundsman expenses	£25.53	£25.53
CBS Office Solutions stationery	£25.60 + vat £5.12	£30.72
British Telecom adoption BT Kiosk	£1.00	£1.00
Berrycroft Stores grass seed, sprays	£336.00 + vat £55.20	£391.20
Siemens Financial Services (DDR) copier rental	£176.85 + vat £35.37	£212.22
British Gas (DDR) The Green – electricity	£40.75 + vat £2.03	£42.78
British Gas (DDR) gas account	£163.03 + vat £8.15	£171.18
Barclaycard (DDR) office costs, signs, light bulbs, stamps	£102.61 + vat £12.14	£114.75
British Gas (DDR) The Green – electricity	£17.03 + vat £0.85	£17.88
London Fuel Ltd (DDR) unleaded fuel	£20.53 + vat £4.10	£24.63
British Gas (DDR) electricity account	£968.06 + vat £193.61	£1,161.67
Cambridge Water plc (DDR) recreation ground	£392.29	£392.29
PWLB (DDR) 12 New Road, loan pmt 11 of 40	£1,267.88	£1,267.88
PWLB (DDR) Office, loan pmt 20 of 50	£1,486.27	£1,486.27

Accounts for approval:

Ridgeons sand	£98.88 + vat £19.78	£118.66
SCA DBS check	£54.00	£54.00
Petty Cash	£36.75	£30.86
Nimbus Lightning Protection annual test and inspection	£180.00 + vat £36.00	£216.00
Hayden Arboricultural Consultants tree survey – Manor Park	£807.50 + vat £161.50	£969.00
Local Council Public Advisory Service subscription	£100.00	£100.00
Crossover Group additional CCTV camera, replace faulty hard drive	£810.00 + vat £162.00	£972.00
Histon Methodist Church Big Tidy Up refreshments	£20.00	£20.00
Binder Loams top dressing bowls green and tennis courts	£913.98 + vat £182.80	£1,096.78
Working Turf application of top dressings	£325.00 + vat £65.00	£390.00
PA Collacot adjustment to light sensor	£45.00 + VAT £9.00	£54.00
Print-Out Copying A0 plans	£8.25 + vat £1.65	£9.90
Pauline Reay yoga instructor (Youth)	£150.00	£150.00
T J Training Ltd instructor fees – First Aid course (Youth)	£300.00 + vat £60.00	£360.00
Roger Hovells office and bus shelter cleaning	£82.50	£82.50
CAPALC Clerk's 'Catch up Day'	£25.00	£25.00
Wilby & Burnett feasibility assessment, utility search	£884.03 + vat £176.81	£1,060.84
A R Cowley expenses – youth resources	£11.00	£11.00
Cambridge Sport Lakes Trust Ranger 'Wild Place Party' (Youth)	£97.50	£97.50
Cllr J Teague travelling expenses	£21.60	£21.60


16 Nov 15

Accounts Paid In 16 October to 9 November 2015:

Burial Ground Fees	£205.00
Ground Takings	£195.83
Sports Court Fees	£629.18
Pavilion Rent	£375.00
Asset Income	£110.00
Donations – H&I Feast Committee (for Youth)	£500.00
Youth – course fees	£225.00
College West Anglia – grant re Apprentice	£1,500.00
HMRC – vat refund P09/15	£4,149.64
WISER / WEE – collections November 14 & May 15	£181.04
Histon Tennis Club – reimbursement for top dressing	£400.20