

# HISTON & IMPINGTON PARISH COUNCIL

## CLERK'S REPORT

<b>REPORT TO:</b>	<b>Finance, Legal &amp; Admin Committee</b>	<b>4<sup>th</sup> April 2017</b>
<b>AUTHOR/S:</b>	<b>Angela Young, Clerk (AY) Lynda Marsh, RFO (LM)</b>	

### Purpose

To up-date Committee members

### F17/006.1

#### Finance:

- Details of funding for **Mental Health Wellbeing Champion** role supplied
- Response on challenges over **Council Tax Referendum principles** received from Marcus Jones MP:  
“the Government has decided to defer the setting of referendum principles for parishes. However, the Government has issued a challenge to town and parish councils to demonstrate restraint when increasing precepts that are not a direct result of taking on additional responsibilities. The Government will keep the level of precepts set by town and parish councils under review and may introduce referendum principles in the future. The Government will also consider ways in which increases can be made more transparent to local taxpayers.”
- End of grant report submitted for **Neighbourhood Plan £8,245 funding** from Groundwork UK. Further actions required:  
You should keep separate and proper records and accounts for Your Grant with a clear audit trail (invoices, receipts, etc.). Your Grant must be listed separately in Your accounts and must be kept available for a period of six years following the end of the Project. Groundwork UK may ask to see a copy of your accounts at any time and these must be provided within a reasonable time frame (i.e. one month).  
You must retain original invoices for a period of up to six years following the end of the project.
- **Neighbourhood Plan Grant** – Groups can now apply for funding to modify their plan, irrespective of whether they have already claimed their full grant allocation. Groups who are undertaking a site assessment for a site allocation or groups who are allocating sites for housing or mixed development can now be considered complex allowing them to apply for additional support for complex groups (technical support and grants of up to £15,000). The NP Group have been advised
- **CCLA:** Information from other Councils:  
“I can confirm that our Parish Council has Cash Deposit Accounts with the CCLA and has for nearly a year now. We find that it provides us with around 4 times the interest we were receiving from Unity and that Interest (dividends) have paid for the bank charges Unity have implemented. You can choose whether you want the dividends to be placed i.e. your high street bank or to be reinvested into the CCLA account.

We are looking at the deposit fund for a longer term investment, but this has not been finalised. Be aware that should you look at a deposit fund, you need to seek independent financial advice and show that you have done this. It is not that easy to find someone who the CCLA accept or is willing to do this.”

- **Grant funding service** – Threadgold Consultants Ltd – details of service available
- **Fieldstead Road Fencing** – Recreation Committee wished to highlight indicative costs to replace the fence from MUGA to New Road with 2.4m ‘weld-mesh’ - £14,000. No specific budget, grants may be applicable
- **Current interest rates and Bank balances 31 March 2017** supplied by RFO:

Bank Account	Balance	Interest Rate	Notes
Scottish Widows	24,216.77	0.15% (was 0.4%)	
Barclays	7,312.16		
Cambridge & Counties	417,257.66	1.5% (was 1.75%)	They advise the top rate elsewhere on similar terms is 1.25%  Record annual growth figures published 6 March 2017 77% increase on profit before tax on previous year
Cambridge Building Society	359,457.93	0.5% (was 0.75%)	
Rainbow Saver	10.66		
Unity Trust Bank	32,312.56		
<b>TOTAL INCLUDING £100 PETTY CASH</b>	<b>£840,667.74</b>		

### Legal:

- Info received on obligations under the **Publicity Code** re newsletters:

The Publicity Code sets out 7 key principles for local authority publicity. It notes any publicity should:

- be lawful
- be cost-effective
- be objective
- be even-handed
- be appropriate
- have regard to equality and diversity
- be issued with care during periods of heightened sensitivity

In 2011, the Code of Recommended Practice on Local Authority Publicity – the Publicity Code - was updated, and approved by Parliament, to make clear that no council newspaper or magazine should be published more than 4 times a year.

The legislation on the Code was strengthened by the Local Audit and Accountability Act 2014.

- Info received on **Business Rates** system following release of Local Government Finance Bill:

The Bill introduces a number of changes to the Business Rates system. This includes the ability of Billing Authorities to offer discretionary relief on **all Public Toilets**

- **Insurance queries.** RFO has taken several queries to our Brokers Came & Co as and when raised by Councillors in relation to volunteer groups
- Details received from Norris & Fisher **insurance brokers** re Local Council Insurance policy provision

#### **Administration:**

- **Health & Safety:** Staff were all trained in Health & Safety at Work 24 January 2017; Health & Safety Risk Assessment undertaken on use of Piaggio 27 January, all staff provided with information and instruction
- **Local Government Resource Centre** – details of Governance Health Check offered nationally

04.04.17

**HISTON & IMPINGTON PARISH COUNCIL**  
**FINANCE REPORT**

<b>REPORT TO:</b>	<b>Finance, Legal &amp; Admin Committee</b>	<b>4 April 2017</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

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

- Accounts paid by delegated approval – to note only:

<b>Expenses paid by DDR</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
<b>Before 1 April</b>				
Barclaycard	Cycle service, skip, Youth Club trip (£252 income applies)	561.79	47.56	609.35
Unity Bank	Quarterly service charge	18.00	-	18.00
Sharp – Copy IT	Copier readings Dec / Jan	124.35	24.87	149.22
<b>After 1 April</b>				
London Fuel Ltd	Unleaded fuel	30.47	6.10	36.57
<b>Total</b>		<b>734.61</b>	<b>78.53</b>	<b>813.14</b>

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
<b>Before 1 April</b>				
D W Payne	Expenses – investigation of covenants on Jnr School land - Land registry fees	9.00	-	9.00
<b>Total</b>		<b>9.00</b>	<b>-</b>	<b>9.00</b>

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
<b>Before 1 April</b>				
Sarah Cloughly	Youth Worker – Babysitting course, level 1 work	345.00	-	345.00
Pauline Reay	Youth – Yoga Instructor	150.00	-	150.00
Luke Harnwell	Youth – HFC youth lounge	60.00	-	60.00
A C Cowley	Youth – refreshments	16.00	-	16.00
Site & Maintenance	Weld lock to cricket nets, repairs to leaf blower	171.00	34.20	205.20
Iliffe Print	Newsletter	550.24	-	550.24
ESPO	Cupboard for youth equipment, office supplies	207.83	41.55	249.38
Lloyds of Letchworth	Gang mowers n- repairs, new cylinder and service	1,218.45	243.69	1,462.14
Eastern Tree Surgery	Tree works – H/Park, Copse, Coppice, War Memorial	1,610.00	322.00	1,932.00
ESPO	Additional litter grabbers, leaflet display	227.36	45.47	272.83
<b>Total</b>		<b>4,555.88</b>	<b>686.91</b>	<b>5,242.79</b>

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross

M1 Administration	Wages, NI and pension	As	per	contracts
	Rec Groundsman expenses	25.53	-	25.53
<b>Total</b>				

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
<b>Before 1 April</b>				
S J Gill Fencing Ltd	Re works order 17/16: Mill Lane Allotments, Coppice, Copse, Doctors Close, Bridge over Brook,	985.00	197.00	1,182.00
Camb City Cnl	Room hire – Kings Meadow meeting	9.20	-	9.20
Ridgeons	Sand, emulsion	53.98	10.80	64.78
Ben Burgess	Annual machinery services and repairs	3,188.24	637.65	3,825.89
Camb City Cnl	Kings Meadow – Christmas Carol Concert	185.00	-	185.00
P J Nudds	Enviro-Volunteer expenses, mileage to Ely to Barchams	132.54	-	132.54
Buchans Landscapes	Kings Meadow tree planting & benches, grass cutting – March, top soil damage at The Brook, Manorial Waste	3,090.69	618.14	3,708.83
M Parish	IIA audit work 2016-17	450.00	-	450.00
Histon & Impington Community	VOPC – Jan to March 17 Proposed that Histon & Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b> , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure	1,248.56	-	1,248.56
<b>After 1 April</b>				
Came & Co	Piaggio annual insurance	687.50	-	687.50
Connections Bus Project	Youth provision – April to July 17	7,334.00	-	7,334.00
Age UK	Mobile Warden Scheme Proposed that Histon & Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b> , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure	1,000.00	-	1,000.00
Camb Council for Voluntary Serv	Annual subs	60.00	-	60.00
<b>Total</b>		<b>18,424.71</b>	<b>1,463.59</b>	<b>19,888.30</b>

**To note:**

Accounts Paid In 16<sup>th</sup> March 2017 to 31<sup>st</sup> March 2017:

<b>Net Income</b>	
Burial Ground Fees	155.00
Ground Takings	381.25
Sports Court Fees	386.04
Pavilion Rent	529.16
Asset Income	110.22
Homefield Park	400.00
Fees from Youth Club trip (journalled against trip cost)	252.00
Histon Cricket Club – contribution to cricket nets; vat position to be clarified	1,000.00
<b>Total</b>	<b>3,213.67</b>