

**HISTON & IMPINGTON PARISH COUNCIL  
CLERK'S REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15<sup>th</sup> February 2017</b>
<b>AUTHOR/S:</b>	<b>Angela Young, Clerk</b>	

**Purpose**

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

**16/144.2– Clerk's report:**

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

- Site & Maintenance – emergency repairs to The Green play area gate **£127.00+vat**
- Replacement litter bin at recreation ground **£151.00+vat**
- Gaskins Bothers Ltd – repairs to 'wet pour' at recreation ground **£325.00+vat**
- S J Gill Fencing – emergency replacement of gate at The Copse **£140.00+vat**
- Travis Perkins – additional Hi-Vis waistcoats for Road Adoption Scheme **£119.31+vat**
- P A Collacott & Co – replacement lamps for MUGA **£1,066.00+vat**
- Replacement wall mounted water heater for pavilion **£228.00+vat**

**Administration/ General:**

- Tree Surverys undertaken by Haydens 19 January
- PCSO Fuller visit to office 30 January
- Clerk and Cllr Cleaver attended Generation Game event 6 February organised by Youth Worker Andrea Cowley
- Cllr Nudds met County Officers re County owned trees in Histon and Impington 10 February
- HICOP Wassailing event rescheduled for 26 February plus pruning workshop
- Older Person's Co-Ordinator Jean Newman attending and presenting to working breakfast meeting at SCDC (Action Alliance); to SCDC Fulbourn Forum 8 March
- All Councillors invited on NIAB tour 2 March 4.15pm for 4.30pm start. Confirmed as attending: Cllrs Ewbank, Farrell, Foster, Ing, Jocelyn, Legge, Payne, Teague
- Big Tidy Up weekend due 4-5 March
- Sustainability Group Repair Café due 4 March
- Cllr Payne has been accepted onto the Local Pension Board to fill Employer vacancy
- Both Councillors and staff have been invited to take part in a major survey for Town and Parish Councils in Cambridgeshire
- Neil Davies advises a road closure will be in place between 9am and 10am at Cambridge Road for the Flaming June Marathon 4 June

Meetings / Training:

- Cllr Farrell and clerk met Buchans at Kings Meadows 20 January
- All staff undertook Health & Safety Training by LCPAS 24 January. Slide presentation available on request
- Chairman and Vice Chair spoke at Village Society AGM< 24 January
- Groundstaff attended Play Area training 26 January
- Cllr Butcher presented at LHis meeting re bid for funding (Highways) 30 January
- Staff meeting held 31 January. Resulting actions: new order for hiviz coats and tabards; draft Vehicle Policy Statement drawn up; Risk Assessment refreshed on use of Piaggio, incidentals ordered
- Cllr Payne and Cllr Ewbank met with clerk re Priorities and Aims work 2 February
- Cllr Farrell and Clerk met to review Emergency Plan work 9 February
- Newsletter Editorial meeting due 16 February
- Cllrs Cahn and Teague with Clerk attending free CCVS Funding training course 21 February
- Cllr Farrell attending Police Panel meeting 22 February at Orchard Park
- Cllrs Payne and Jenkins together with Sue Lee attending Neighbourhood Plan Forum at SCDC 22 February
- All Councillors and staff invited to attend General Power of Competence, Data Protection and Freedom of Information training 7pm 23 February at Recreation Ground
- Youth Worker, Clerk and Youth Task & Finish members meeting with Connections Bus Project 24 February
- Hazel Belchamber CCC attending meeting set for 28 February regarding schooling
- Anti Social Behaviour meeting due 8 March. Cllr Jenkins, Youth Worker and Groundsman attending
- Mental Health Forum meeting due 14 March
- CCVS workshop on Fundraising 16 March. Council has worked with CCVS to ensure all local groups are contacted. Clerk attending, please book your place direct
- Clerk met with Jean Newman to gain better understanding of role. Continuing meetings to follow
- Refresher Training: CPAPC advise a bespoke set of 3 sessions would cost £1,050, or a Saturday full session £700. **Input required from Councillors** on benefit of such training. Individual attendance at CAPALC sessions £105 each Councillor

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
- **Please note clerk holiday dates in your diary if you are affected by attendance hours**
- CO normally now in parish office Tuesday – Friday, with more limited hours Monday.
- AC normally works Monday to Wednesday, term time only
- Office will be **closed Friday 17 March**
- AY Holiday:
- LM holiday: w/c 20 March
- CO holiday: Wednesday 8 March; w/c 27 March
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

## **16/146.5 – Standing Orders and Financial Regulations:**

Final versions of Orders and Regulations supplied for all. “Track changes” versions have been shared with Finance Legal & Admin Committee members who have had input. All items raised have been incorporated as far as possible and **I now ask members to consider accepting this review for immediate use.** Hard copies will not be provided in each pack although copies will be available to refer to. A full copy of all policies and Standing Orders and Financial Regulations will be provided to all at the Annual General Meeting, as required.

Apart from small changes in capitalisation, grammar, clearer meanings etc. **the main changes are as follows:**

### **Standing Orders:**

3l) I have removed reference to permission needed to film, record meetings, as this is now illegal

5e) I have made reference to Committees. Previously taken as read. We originally chose to state 4 years + 1 to fit in with council life plus 1 year. This has been changed now to 4 years.

4.8 “material variances” was explained as £200 or 15%. This has been removed

13. I have removed reference to Councillors with non-pecuniary interests, which is covered under our Code of Conduct

17c) I have added in “on request” as we decided this was not necessary at FLA

18a) and c) – as new Fin Regs state £25,000 is the figure for procurement triggering (and the model states this model clause cannot be changed) I have changed accordingly.

18f) referred to out of date EU rules and has been removed

For all items under 18 we need to check on current EU regulations and whether these need further review. This will be done prior to the AGM when all policies and regulations will be accepted for the new financial year

### **Financial Regulations:**

The new model has been received and the document has been modelled on this. There are new rules for tenders etc and EU (for the moment!) that have to be incorporated (see <http://www.legislation.gov.uk/ukxi/2015/102/contents/made> for Public Procurement document referred to therein).

## **16/146.6 Summer Reading Challenge:**

Application papers attached. This would be a Sec 137 payment, if agreed. We would not normally consider donations until June (half yearly) but if we are to help with these costs for a July event, the organisers will need to know now in order to plan their spend

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15 February 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
Sharp – Copy IT	Copier reading	86.42	17.28	103.70
British Gas	Feeder Pillar – The Green	51.06	2.55	53.61
Barclaycard	Stamps	54.96	-	54.96
London Fuel	Unleaded fuel	7.63	1.52	9.15
Team Flitwick	Gasoil	345.55	17.28	362.83
British Gas	Electricity account	1,606.30	321.26	1,927.56
Siemens Fin Serv	Copier lease and annual service fee	244.34	48.86	293.20
<b>Total</b>		<b>2,396.26</b>	<b>408.75</b>	<b>2,805.01</b>

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Cambs County Cnl	Part night lighting Apr – Dec (Home Close)	66.65	-	66.65
Cambs County Cnl	Street lighting energy – Impington	496.93	-	496.93
Cambs County Cnl	Street lighting energy – Histon	1,199.23	-	1,199.23
S C Campin	Expenses – padlock keys	24.00	-	24.00
A C Cowley	Youth Expenses – mileage to Burwell re Generation Game / Level 1 x 2	27.00	-	27.00
CBS Office Solutions	Stationery	25.60	5.12	30.72
IVC	Youth – Generation Game – room hire	37.50	-	37.50
H L Hutchinson Ltd	Fertilisers	65.00	13.00	78.00
Roger Hovells	Office and bus shelter cleaning	82.50	-	82.50
Connections Bus Project	Hire of youth worker for Generation Game	85.00	-	85.00
Gaswise (Camb) Ltd	12 New Road – annual boiler service and Landlords Gas Safety certificate	90.00	-	90.00
LCPAS	General Power of Competence training	120.00	-	120.00
Pauline Reay	Youth – Teen Yoga instructor	125.00	-	125.00
C S A	Wash room supplies	106.04	21.20	127.24
Travis Perkins	Paint, line marking paint	108.79	21.76	130.55
P A Collacott & Co	Replace and relocate light sensors in toilets	132.89	26.58	159.47
S J Gill Fencing Ltd	Supply and install gate at The Copse	140.00	28.00	168.00
Care Network	Youth – Generation Game staff	206.16	-	206.16
Flora-tec	Christmas tree for The Green	195.00	39.00	234.00
L M Dewar	Pavilion cleaning - January	314.64	-	314.64
ESPO	Padlocks, litter pickers, stationery, first aid kits	279.25	55.83	335.08
S Goddard	Sustainability Group – expenses for Community Allotment	425.98	45.76	471.74
Giffords Recycling	'Cushionfall' for recreation ground play area	340.00	68.00	408.00
M & M Heating	Replacement mixer taps for kitchen. Solenoid	626.00	125.20	751.20

	valves for showers and blender valves in changing rooms (as highlighted in annual checks / services)			
Site & Maintenance	Repairs to Milton Road phone box, weld five-a-side goals, install notice boards at Kings Meadow, repair gate at The Green play area	707.00	141.40	848.40
Tates Treeworks	Works – The Copse, Coppice. Erect and take down Christmas lights	850.00	-	850.00
H & I Community	Village Older Persons Co-Ordinator Oct–Dec 16 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:	1,144.22	-	1,144.22
Gaskin Brothers Ltd	Recreation ground play area - install new sail shelter posts, replace footbridge	2,165.00	433.00	2,598.00
Hayden Arboricultural Ltd	Tree surveys – Village Green, H/Park, Copse, Coppice, Recreation Ground	4,570.50	914.10	5,484.60
M11 Administration	Wages, NI and pension	13,501.52	-	13,501.52
	Rec Groundsman expenses	25.53	-	25.53
	Youth – travel expenses	25.00	-	25.00
<b>Total</b>		<b>28,307.93</b>	1,937.95	30,245.88

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Petty Cash	Meeting & training session refreshments, tea towels	16.62	-	16.62
Ian Levitt	Duck Platform - repairs to display board	155.00	-	155.00
Histon Bowls Club	Reimburse for installation additional electrical socket /test certificate for bowls pavilion	104.28	-	104.28
Cllr D W Payne	Expenses – claim for purchase of register entry / plan from Land Registry	6.00	-	6.00
<b>Total</b>		<b>281.90</b>	-	281.90

**To Note:**

Accounts Paid In 12<sup>th</sup> January 2017 to 15<sup>th</sup> February 2017:

<b>Net Income</b>	
Bank Interest	2,453.09
Burial Ground Fees	540.00
Ground Takings	232.29
Sports Court Fees	2,070.85
Pavilion Rent	823.96
Asset Income	110.22
Youth Income (First Aid Course fee)	20.00
Grant – College of West Anglia (Age payment re Apprentice)	1,500.00
VAT Refund P12/16	4,647.75
<b>Total</b>	<b>12,398.16</b>

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)** Cllrs Davies and Payne to authorise this month's BACS payments please. N.B. Cllr Davies has verified the invoices to be paid by BACS.

