

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14<sup>th</sup> March 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**

**16/1.2– Clerk's report:**

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

- Site & Maintenance – emergency repairs to fence Fieldstead Road **£90.00+vat**
- Workwear Express – uniform – ‘Hi-Vis’ coats **£103.65 + vat**
- ESPO – storage cabinet for youth equipment **£150.00 + vat**
- Burwell Print – Youth - Generation Game & Level 1 hoodies. Paid from grant funds **£453.33 + vat**
- Tates Treeworks – emergency works in The Copse **£550.00**

**Administration/ General:**

- Jean Newman Older Person's Co-Ordinator reported into office on attendance and presentation made at Working Breakfast (Action Alliance) at SCDC 2 March; Fulbourn (South East Parishes Forum) 8 March. Attendance also at Older Peoples Partnership Board 6 March
- Councillors took the opportunity to tour NIAB site 2 March
- Pinders Circus opens at Homefield Park 23 March
- Yesteryear Road Run event 23 April
- Office staff have been introduced to the new Mental Health Wellbeing Champion, Annabell Webb. Press Release on appointment received
- Road Closure The Green Sunday 23 April 11am – 2pm noted for Yesteryear Road Run
- H&I Feast have formalised their request for support from the Parish Council for their application to City Council for road closure Sunday 2 July 9.30am to 5pm. **Formal support required.** Additional request for help in funding the closure to be taken to Finance Legal & Admin Committee 10 April

**Meetings / Training:**

- Cllrs Teague, Cahn and AY attended training on Funding applications 21 February
- Cllr Farrell attended Police Panel meeting 22 February. Next meeting due June
- Cllr Jenkins attended Neighbourhood Plan forum meeting at SCDC 22 February
- Legal training due 23 February cancelled due to weather. **Re-arranged for 18 May**
- AY met with Youth Worker, Connections Bus Project and Hooda Abdullah, Service Level Agreement signed

- Cllr Payne and AY met with Cllr Ewbank to look at a “Priorities chart” idea. **This idea will be reviewed by Finance Legal & Admin Committee 10 April** and reported back to Full Council with recommendations
- Cllrs Payne and Ing, AY and LM met with LGPS representatives 13 March
- Local Mental Health Forum meeting held 14 March – papers provided to Council
- AY and Cllr Davies attending CCVS Trustee/Fundraising event 16 March
- Cllr Farrell attending Police Community Safety Day 18 March
- Mobile Warden meeting due 21 March
- Junior School development exhibition due 21 March
- Cllr Teague attending Innovation Fund event at Over 30 March
- Cllr Farrell attending Timebanking event 3 April
- LGSS Pension Forum at Girton 25 April
- Office staff attending SLCC Regional Training Seminar 27 April
  
- LGPAS have expanded training team – details provided to Council. New training becoming available encouraging all Councils to act like a Council but “think like a business”. Courses of note: “Managing Parks, Amenity Land, Recreational Facilities and Trees”; “Community Infrastructure Levy”; Transparency Code for Larger Authorities”; New Procurement Regulations 2015”
  
- 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. AC last day working from Parish Office is Wednesday 29<sup>th</sup> March after which she will be based at the Baptist Church in Histon and employed by the Connections Bus Project
- Office will be **closed Thursday 6 April and Thursday 27 April**
- AY Holiday: 28 April – 2 May ; 16 June
- LM holiday: w/c 20 March; 25 May;
- CO holiday: w/c 27 March; w/c 29 May
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

## **16/159.5 – 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/uksi/2015/102/contents/made> for Public Procurement document referred to therein).

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15 March 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
Barclaycard	Uniforms, balance for office blinds, replacement wall water heater, heater for Piaggio	434.13	83.83	517.96
London Fuel Ltd	Unleaded fuel	5.81	1.16	6.97
PHS Group	Sanitary waste disposal – annual contract	298.93	59.79	358.72
Information Commissioner	Annual registration fee	35.00	-	35.00
British Telecom	Telephone and broadband	228.86	45.77	274.63
<b><i>After 1 April</i></b>				
PWLB	Pavilion loan – pmt 23 of 50, completion loan – pmt 21 of 48	12,155.10	-	12,155.10
<b>Total</b>		<b>13,157.83</b>	190.55	13,348.38

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Burwell Print	Youth – printed Hoodies (grant funded)	453.33	90.67	544.00
<b>Total</b>		<b>453.33</b>	90.67	544.00

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
C S A	Wash room supplies	21.00	4.20	25.20
Roger Hovells	Office cleaning	30.00	-	30.00
A C Cowley	Youth – travel expenses	52.65	-	52.65
Landlords Lunchbox	Youth – Level 1 room hire (HFC)	60.00	-	60.00
CamAlarms Ltd	Half yearly 50% service of fire alarm system	68.00	13.60	81.60
Site & Maintnenace	Emergency repair to fence Fieldstead Road	90.00	18.00	108.00
H&I Community	Youth – VOPC time cost for Generation Game	120.00	-	120.00
Sarah Cloughly	Youth worker – Level 1, Babysitting course	135.00	-	135.00
Travis Perkins	Paint, postcrete	124.64	24.93	149.57
Ridgeons	Sand	180.15	36.03	216.18
L M Dewar Cleaning	Pavilion – February + light bulbs	323.41	-	323.41
Gaskin Brothers Ltd	Repair wet pour safety surface at rec	325.00	65.00	390.00
Tates Treeworks	Emergency work – elm and sycamore	550.00	-	550.00
ESPO	Replacement litter bin, pitch marker, office supplies	483.82	96.78	580.60
P A Collacott & Co	Replacement lamps on MUGA inc. hire of 'cherry picker'	1,066.00	213.20	1,279.20
Buchans Landscape	Kings Meadow, work at allotments	1,794.00	358.80	2,152.80

Site & Maintenance	Erect sail shelter on play area	68.00	13.60	81.60
Tates Treeworks	The Coppice – 4 x trees obscuring light columns	200.00	-	200.00
CBS Office Solutions	Stationery	25.60	5.12	30.72
Berrycroft Stores	Fertilisers	318.00	63.60	381.60
SCDC	Refuse sacks	70.00	-	70.00
Pestbusters Ltd	Pest control – quarterly charge	70.00	14.00	84.00
SCDC	Empy litter bins 9 x 8 weeks	252.00	-	252.00
Island Fire Protection Ltd	Annual fire extinguisher services (2 new required)	369.75	73.96	443.71
L M Dewar Cleaning	Pavilion – March	311.23	-	311.23
M12 Administration	Wages, NI and pension	13,655.16	-	13,655.16
	Youth – ex-gratia pmt – grant funded Level 1 & GGame	216.00	-	216.00
	Rec Groundsman expenses	25.53	-	25.53
	Staff phone ex-gratia pmts as per minute no. 16/047.1	24.00	-	24.00
<b>Total</b>		<b>21,028.94</b>	1,000.82	22,029.76

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Cambs County Council	Summer reading challenge 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	200.00	-	200.00
Petty Cash	BTU refreshments, eye wash, Anthisan cream, meeting refreshments	32.58	-	32.58
<b>After 1 April</b>				
SCDC	Business rates – pavilion	3,262.00	-	3,262.00
SCDC	Business rates – burial ground	838.80	-	838.80
SCDC	Business rates – parish office	2,643.66	-	2,643.66
SCDC	Business rates – car park	3,369.37	-	3,369.37
<b>Total</b>		<b>10,346.61</b>	-	10,346.41

**To Note:**

Accounts Paid In 16<sup>th</sup> February 2017 to 15<sup>th</sup> March 2017:

<b>Net Income</b>	
Burial Ground Fees	115.00
Ground Takings	181.25
Sports Court Fees	3,989.38
Pavilion Rent	714.59
Asset Income	110.22
Youth Income (Babysitting Course fees, Youth Club trip fees)	402.00
<b>Total</b>	<b>5,512.44</b>

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

N.B. There may some additional payments (BACS or cheque) that require authorisation prior to 31.3.17 (end of financial year)