

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	14 November 2016
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**

16/086.2– Clerk's report:

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

- Travis Perkins – 'heras' fence panels for South Road play area **£116.20+vat** (emergency)
- Site & Maintenance – welding to climbing frame and transport 'heras' fencing to South Road play area **£85.00+vat**
- Tates Treeworks – emergency work at The Green play area **£120.00**
- Blachere Illuminations – additional Christmas lights **£2,150.00+vat**

Administration/ General:

- Local Council Award Foundation level certificate received
- Cllrs Jenkins and Butcher laid poppy wreath 13 November
- Santa's Grotto at Crossing Keeper Hut 3 December
- Carols on the Green 14 December
- Councillor Presentation of service certificates event Wednesday 11 January
- Replacement blinds fitted in office
- Cllr Butcher is working with Asst Clerk on possibilities for file sharing amongst councillors and staff
- Confirmation that e-cops messaging will continue following consultation
- National Improvement Strategy document reviewed by Cllr Payne and clerk
- Thomson Webb & Corfield have been appointed as Solicitor to work on Milton Road project
- Cambridgeshire Alliance for Independent Living Partnership Board are seeking new members. Article to be provided for newsletter
- SCDC seek nominations for Community Awards, deadline 20 January, details on website
- Request from CAPALC to promote the My Community Network
<http://mycommunity.org.uk/sign-up-to-the-my-community-network/>

Meetings / Training:

- LCPAS Training session on Power of Competence, Data Protection and Freedom of Information booked in Impington Thursday 23rd February. All encouraged to attend
- Police Panel meeting 20 October – Cllr Jocelyn's report copied to all
- Cllr Nudds and Farrell with Clerk met Whyatts Amusements to discuss contract 2017 – 20 28 October

- Cllr Nudds and Farrell with Clerk met Buchans to discuss contract 2017 – 18 4 November
- Clerk and Asst Groundsman met Christmas lights company on site
- Clerk and Youth Worker attended Youth event at Milton 8 November
- Clerk and Cllr Payne met SCDC to advise on Trumpington Meadows precepting issues 15 November
- Cllrs Butcher, Farrell, Jenkins, Payne and Davies plus clerk attending Parish Council Conference 18 November
- Cllrs Payne and Cleaver attending Mobile Warden Scheme meeting 20 November
- Cllr Ing attending Employers Forum 30 November
- SCDC Parish/Cabinet Liaison meeting 30 November
- HICOM AGM due 7 December

Staff matters and holiday/TOIL dates:

- Staff appraisals completed during October
- **The office will be closed for the Christmas period from Friday 23 December, re-opening Tuesday 3 January 2017**
- AY now routinely takes Wednesday as day off. LM continues to take Fridays. Both are subject to change if diary/workload dictates
- Annual Leave: SC 19 – 21 November inclusive, 3 December, 23 December – 2 January inclusive; TS w/c 5 December; AY w/c 12 December, 19 December, LM 22 December – 2 January inclusive
- **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 has returned to work following a period of mutually agreed hours. AC normally works Monday to Wednesday, term time only
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

16/115.6 Half Yearly Review of Donations

Budget Heading	Budget	Spent	Remaining	
Older Persons Co-Ordinator	£4,250	£2,096	£2,154	Invoices expected, all spent
Village Warden	£1,000	£1,500	£ - 500	From reserves agreed
Donations*	£1,155	£800	£355	Requests to be considered November 2016
Day Centre specifically	£500	£0	£500	Request for £400 November 2016

- Additional fund of £500 paid to Scouts from 2015-16 specified reserve. £5,000 remains in the specified reserve for agreed payment to Methodist Church

REQUESTS TO BE CONSIDERED NOVEMBER FULL COUNCIL:

Application received from **Day Centre with a request for £400**

Approach received from Children and Family Centre at Kings Meadow asking for funding towards a book for children for Christmas and help in raising a vegetable patch. **Application form supplied, but not returned as yet**

Author: Angela Young

17 November 2016

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	16 November 2016
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:

Expenses paid by DDR				
Beneficiary	Description	Net	Vat	Gross
Barclaycard	CEN advert 'expression of interest; deposit for replacement blinds in office	256.67	18.33	275.00
London Fuel	Unleaded fuel	21.44	4.28	25.72
British Gas	Electricity – recreation ground	945.26	189.05	1,134.31
Cambridge Water	Rates – Homefield Park	12.26	-	12.26
Cambridge Water	Rates – Burial Ground	22.01	-	22.01
Cambridge Water	Rates – Recreation Ground	413.54	-	413.54
PWLB	Office loan – payment 22 of 50	1,447.12	-	1,447.12
PWLB	12 New Road – payment 13 of 20	1,244.30	-	1,244.30
Total		4,362.60	211.66	4,574.26

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Gaskin Bros Ltd	Rec Play Area – replacement posts around bench area and replacement stepping posts	3,455.00	691.00	4,146.00
Munro Building Services Ltd	Pavilion - replacement pressurisation unit	720.00	144.00	864.00
Pure Doors	Pavilion – door adjustment	30.00	-	30.00
T J Training Ltd	Youth – emergency first aid course	357.00	71.40	428.40
A Turnbull	Quacky Races – S106	200.00	-	200.00
Total		4,762.00	906.40	5,668.40

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
CBS Office Solutions	Stationery	25.60	5.12	30.72
Essex Sign & Print	Sustainability Group – banner	30.60	6.12	36.72
P A Collacott & Co	Repair light sensor in ladies changing room	45.00	9.00	54.00
Leisure Controls Ltd	Additional light tokens for floodlights	54.00	10.80	64.80
Island Fire Protection Ltd	Repair to office fire extinguisher	55.00	11.00	66.00
Pestbusters Ltd	Remove wasp nests	60.00	12.00	72.00
R L Denning	Youth Club cover	80.00	-	80.00
Roger Hovells	Office and bus shelter cleaning	82.50	-	82.50
ESPO	Office and cleaning supplies	79.88	15.98	95.86
Ian Rush	Hire and use of scarifier	100.00	-	100.00
LCAPAS	Annual subs	100.00	-	100.00
Site & Maintenance	Weld climbing frame, transport 'heras' fencing	85.00	17.00	102.00
StAC	Sustainability Group – Repair Café room hire -	90.69	-	90.69
Landlords Lunchbox	Youth – HFC lounge hire (staff)	120.00	-	120.00

Roz Conyngham	Youth Bar – staff cover	125.00	-	125.00
Berrycroft Stores	Fertilisers	124.00	24.80	148.80
SD Groundscare	Purity soil conditioner	127.00	25.40	152.40
Tates Treework	Tree work Homefield Park, ivy clearance play area on The Green	220.00	-	220.00
Travis Perkins	Sadolin, 'Heras' fence panels	224.19	44.84	269.03
L M Dewar	Pavilion cleaning – October	364.10	-	364.10
S J Gill Fencing Ltd	Repairs to Village entrance gates and perimeter fence at recreation ground	368.00	73.60	441.60
Buchans Landscape	Grasscutting – October	1,742.05	348.40	2,090.45
Enventure Research	N/Plan Qualitative Research – remaining 50% plus fee for 907 returned questionnaires	5,936.50	1,187.30	7,123.80
M8 Administration	Wages, NI and pension	14,265.37	-	14,265.37
	Rec Groundsman expenses	25.53	-	25.53
Total		24,530.01	1,791.36	26,321.37

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Rose & Crown	Paid under LGA1972 s.111, s.15(5) & 35(5)	79.80	-	79.80
Royal British Legion	Wreath & donation Proposed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , 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	100.00	-	100.00
Petty Cash	Postage, refreshments, stationery	34.72	-	34.72
Total		214.52		214.52

To Note:

Accounts Paid In 134th October 2016 to 16th November 2016:

Net Income	
SCDC – S106 payment – Orchard House	24,777.51
Allotment Rents	250.00
Burial Ground	570.00
Club Receipts	7,660.00
Ground Takings	353.12
Sports Court Fees	1,026.67
Pavilion Rent	520.83
Asset Income	110.22
Bank Interest	9.24
Grant – Charitable Giving (Sustainability Group – for allotment use only)	500.00
Vat refund P09/16	3,923.93
Youth – Income from First Aid Course	240.00
Total	39,941.52

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

Please note that a payment run will be required in December when there will be no full council meeting. BACS payments will still require verifying and authorising, it is intended that these will feature on the FLA Committee agenda on 5 December 2016 for authorisation.

Agenda: 16/113.2/113.5/115.2-4