

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

REPORT TO:	Full Council	12 October 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):

- SJ Gill Ltd – emergency repairs to perimeter fence at recreation ground following vandalism **£668 + vat**
- Pippa's Blinds – replacement blinds for office door **£215.00 + vat** (50% deposit paid)
- Tates Treeworks – emergency work H/Park **£100.00**
- Tree works cost to be shared with resident – The Coppice. Price to be confirmed

Administration/ General:

- Cllr Nudds attended event at Bramley Care Home on behalf of Council 6 October
- Cllr Payne attended PSMA meeting at Duxford 12 October
- New Local Highways Officer Simeon Carroll visited office for introduction 11 October
- Poppies will be sold on The Green on various dates booked by the Legion
- As per annual expectation, **agreement required to purchase wreath, including donation, and for Chairman to lay on behalf of Council – Section 137 funding**

Meetings / Training:

- Cllrs Ing and Payne attended Devolution meeting in Impington 22 September
- Cllr Ing attended ACRE AGM 27 September. Report received
- Clerk and RFO carried out site visit at Homefield Park 29 September to look at works suggested at Environment Committee
- Clerk and Cllr Farrell attended Marketing and Branding training 4 October
- Selected staff attended Fire Marshalling training 12 October
- Older Persons Co-Ordinator attending information sharing and networking event for older people, their carers and support organisations Impington 17 October
- Mobile Warden Scheme meeting due 20 October
- Police Panel meeting due 20 October – Cllr Farrell unable to attend
- Highways training available for interested Councillors Impington 17 November
- Bookings made for Parish Council conference St Ives 18 November

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
- LM on leave w/c 31 October & 7 November

- **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 currently on sick leave. Youth work cover arrangements in place to Half Term
- Clerk visiting Youth Worker at home regularly and drawing up mutually acceptable back to work plan
- Appraisals carried out during October 2016
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young

**HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT**

REPORT TO:	Full Council	12 October 2016
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

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

- o Accounts paid by delegated approval – to note only:

Expenses paid by DDR				
Beneficiary	Description	Net	Vat	Gross
London Fuel Ltd	Unleaded fuel	32.40	6.48	38.88
Copy IT (Sharp)	Copier reading	42.22	8.44	50.66
British Gas	Gas account	155.74	7.78	163.52
Direct Payments:	**Unity Trust Bank – monthly service charge	18.00	-	18.00
	**Rainbow Saver Credit Union – monthly fee (Aug & Sept)	2.00	-	2.00
	**These are now reoccurring fees and will be included on the DDR list confirmation annually			
Total		250.36	22.70	273.06

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
PKF Littlejohn LLP	Annual external audit fee	800.00	160.00	960.00
Total		800.00	160.00	960.00

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Roger Hovells	Office Cleaning	30.00	-	30.00
CAPALC	Clerk's Annual Catch Up Day	30.00	-	30.00
Rachel Denning	Youth Club cover	90.00	-	90.00
Orchard Park Community Council	Fire Marshall Training x 3	105.00	-	105.00
PRS Ltd	Annual tariff for general music	87.76	17.55	105.31
C S A	Washroom supplies	93.75	18.74	112.49
Pest Busters Ltd	Pest control	95.00	19.00	114.00
LCPAS	Highways training course	120.00	-	120.00
Pauline Reay	Youth – yoga instructor	150.00	-	150.00
Nimbus Lightning	Annual inspection	180.00	36.00	216.00

Protection Ltd				
Iliffe Print	Newsletter	437.00	-	437.00
Site & Maintenance	Repairs to benches, replace padlocks on MUGA	480.00	96.00	576.00
L M Dewar	Pavilion cleaning – August & September	612.32	-	612.32
PEM VAT Services	VAT advice and additional work on annual return	750.00	150.00	900.00
H & I Community	VOPC – quarterly claim 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	1,033.08	-	1,033.08
Buchans Landscapes	Grasscutting- September and additional pmt for April	2,507.15	501.42	3,008.57
M7 Administration	Wages, NI and pension	13,752.96	-	13,752.96
	Rec Groundsman expenses	25.53	-	25.53
CBS Office Solutions	Stationery	25.60	5.12	30.72
Total		20,605.15	843.83	21,448.98

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	Youth resources, refreshments	21.67	-	21.67
Histon Feast	Youth - repay unspent donation (£145.52 of £500 spent)	354.48	-	354.48
H&I Scout & Guide Hut HQ	Building Management Committee – 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	500.00	-	500.00
Cllr J D Jenkins	N/Plan expenses	25.20	-	25.20
Total		901.35	-	901.35

To Note:

Accounts Paid In 15th September 2016 to 12th October 2016:

Net Income	
SCDC – 2 nd half precept payment	152,067.00
Burial Ground	225.00
Club Receipts	410.00
Ground Takings	422.91
Sports Court Fees	441.69
Pavilion Rent	791.66
Asset Income	110.22
Total	154,468.48

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