

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14 September 2016</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**

**16/086.2– Clerk's report:**

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

- Site & Maintenance – compound security **£395.00 + vat**
- Site & Maintenance – emergency repairs to fence on Fieldstead Road following vandalism **£120.00 + vat**
- Site & Maintenance – adjustments to emergency access gates on Fieldstead Road; treated as emergency work following vandalism as reported above **£280.00 + vat**
- ESPO – further supply of litter pickers for 'Road Adoption Scheme' **£206.70 + vat**

**Administration/ General:**

- Several bookings made for Village Green by NCS – decision made to take **no further bookings for this in foreseeable future** – high level of admin
- Risk assessment work carried out on Quacky Races event 18 September 2016
- Junior Youth Club recommenced 12 September 2016. **Clerk has invoked delegation policy where required**
- Second workshop held 5 September 2016
- Audit – small amount of email queries received 15.9.16, responses to be prepared
- Personal invitation for Council to "Bramley Has Talent" event 6 October 6 – 8pm.  
**Attendee sought**
- Letter of thanks from Flower Festival organisers. £345.85 collected
- Some background work has been put in on possible changes/concept outcomes of current PC Welcome Pack

**Meetings / Training:**

- Newsletter meeting attended 8 August. **December edition to be edited by office staff on trial basis. Noted increase in print costs ("post Brexit")**
- Mobile Warden Link Committee meeting date yet to be set
- Cllrs Teague and Ing attended "Pensions Demystified" session 30 August
- Cllr Jenkins and Payne met with Dan Thorpe CCC re devolution issues. Cllrs Payne and Ing to attend SCDC Devolution meeting at Impington 22 September
- Met Connections Bus/IVC with Dr Abdullah re youth service issues 16 September
- Attending Youth meeting at Oakington with Dr Abdullah
- Cambs ACRE AGM Ely 27 September – **no attendees to date**
- Mental Health Forum meeting 4 October – **attendees?**
- Northern Corridor Project meeting 4 October – **attendees?**

- SCDC Parish Planning Forum 10 October – **attendees?**
- Cllr Payne attending PSMA meeting Duxford 12 October
- Training: 4 staff members attending Fire Marshall Course 12 October; Cllr Payne and Jean Newman attending Mental Health Champion Day (networking event) 17 October. National Conference costs Leicester 13 – 15 October £345 – **attending?**  
**Councillors please advise Clerk of your individual needs for training, if known**
- CALC AGM Booked at Impington 15 December – for early information

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
- CP on leave w/c 26 September
- TS on leave w/c 3 October
- **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
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14 September 2016</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	Office costs, uniform, play equipment spare parts, replacement locks and keys for MUGA / Hardcourt	277.36	53.58	330.94
Siemens Financial	Copier rental	194.34	38.86	233.20
London Fuel Ltd	Unleaded fuel	10.32	2.06	12.38
PHS Group	'Duty of Care' annual waste disposal certificate	73.40	14.68	88.08
Copy IT (Sharp)	Copier reading	49.08	9.81	58.89
Public Works Loans	Pavilion loan payment 22 of 50; Completion Loan payment 20 of 48	12,323.02	-	12,323.02
British Telecom	Phone and broadband	219.31	43.86	263.17
<b>Total</b>		<b>13,146.83</b>	162.85	13,309.68

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Roger Hovells	Office Cleaning	30.00	-	30.00
Landlord Lunchbox	Youth – HFC lounge hire (staff)	60.00	-	60.00
Getmapping plc	Parish On-line annual subs	70.00	14.00	84.00
Sutcliffe Play	Play equipment spare parts	273.48	54.69	328.17
L M Dewar	Pavilion cleaning / maintenance (July)	376.11	-	376.11
ESPO	Litter pickers, office supplies	316.59	63.34	379.93
Cambs County Cnl	Youth Club & Bar sessional workers	696.03	139.20	835.23
Fleet Ltd	Line Marker, pitchmarker (150 ltr)	866.80	173.36	1,040.16
Site & Maintenance	Adjust gate play area The Green, emergency repairs to fence, adjust emergency gates, compound security	887.00	177.40	1,064.40
Enventure Research	N/Plan Engagement: Quantitative Research 50%	2,300.00	460.00	2,760.00
Enventure Research	N/Plan Consultation: Quantitative Research 50%	4,122.50	824.50	4,947.00
M6 Administration	Wages, NI and pension	13,504.09	-	13504.09
	Rec Groundsman expenses	25.53	-	25.53
ESPO	Replacement brushes for boot cleaner (MUGA)	45.00	9.00	54.00
SD GroundsCare Ltd	Cricket renovation grass seed	240.95	1.99	242.94
Buchans Landscape	Grasscutting August	1,928.39	385.67	2,314.06
<b>Total</b>		<b>25,742.47</b>	2,303.15	28,045.62

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
AJ Scambler & Sons Ltd	Repairs to 'Power roll' roller	232.50	46.50	279.00
Petty Cash	Refreshments, Big Tidy Up	29.15	-	29.15
<b>Total</b>		<b>261.65</b>	46.50	569.80

**To Note:**

Accounts Paid In 10<sup>th</sup> August 2016 to 13<sup>th</sup> September 2016:

<b>Net Income</b>	
Burial Ground	135.00
Ground Takings	310.42
Sports Court Fees	806.26
Pavilion Rent	812.50
Asset Income	110.22
Friends H&IR – contribution to fence repairs (damage during Rec Festival)	70.00
Feast Committee (paid via Friends H&IR) donation towards Cricket Nets	800.00
Cambs Community Foundation Grant (Youth – Generation Game)	3,000.00
<b>Total</b>	<b>6,044.40</b>

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