

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	14 February 2018
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**

17/110.2 – Clerk's report:

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

- GDPR Workshop 16 March £35
- LCPAS Supervision training 24 May £250 – to be split with some other councils locally
- Site & Maintenance – emergency fence repairs 12 New Road following high winds £360.00 + vat
- Replacement sail shelter required following high winds £225.00+vat

Administration/ General:

- Members are reminded of the Code of Conduct and policies including use of social media. Some training is planned for these items early in the new Council's life. Please consider the appropriateness of "tagging" someone into Facebook comments on HIPeople especially where the subject is not relevant to that person on a Council basis, but more on a personal level, including their employment
- Channel 4 Village of The Year programme featuring Histon & Impington – the villages sailed through the quarter final and were featured in the semi final, losing out to the eventual winners. Well done to all who participated! Some good press and local comment on HIPeople Facebook resulted, leading to some good outcomes
- Cllr Cahn representing Council at Bramley Court event 14 February
- Police Area Panels have been cancelled pending new public engagement arrangements; Police and Crime Commissioner newsletter January 2018 available
- SCDC Cleaner Communities Pilot scheme – H&I unsuccessful as only 6 of the 22 parishes can be accommodated "with a view to achieving representation from a good cross section of the district"
- CAPALC Bulletins provided to all. Denis Payne has recently been appointed to the CAPALC Board but is able to continue in his role as Histon & Impington PC representative
- Further information received on Village Mental Wellbeing worker role, and forum minutes
- Email correspondence held with the local Dementia Friends Champion regarding Council's involvement now and in the future. Health & Wellbeing agenda item
- Big Tidy Up weekend 3 – 4 March

- All Parish Councils are due for election in May 2018. Nomination papers are available from the Parish Office or from SCDC.
SCDC Parish Council Elections Timetable:
 - Deadline for Receipt of Nominations 4pm Friday 6 April 2018
 - Withdrawal of Candidate 4pm Friday 6 April 2018
 - Day of Poll 7am – 10pm Thursday 3 May 2018

Meetings which may not covered by Committee reports / Training:

- Cllrs Payne and Ing attended Northstowe Community Forum 17 January
- Environment Committee held the first of 2 workshops on open space 20 January
- Office staff and Chair attended LCPAS training on Employment matters, leading to some useful knowledge – overheads available on request
- Asst Groundsman and Grounds Operative undertook CBT training to enable use of Piaggio for further 2 years
- Neighbourhood Plan group members ran a number of Drop Ins for Councillors
- Chairman attended Feast AGM on behalf of the Council
- Cllr Jocelyn attended North West Cambs Forum (Darwin Green update) 30 January
- Chairman and Vice Chairman will present at the Village Society meeting 27 February
- Deputy Clerk attending CAPALC GDPR workshop 16 March at Cambourne
- Ground Operative attending First Aid training Course 15 March

Staff matters and holiday/TOIL dates:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment

Annual Leave:

CO'B Friday 2 March; 26 March - 2 April

LMM 3 – 6 April

AH 31 March

Please let Clerk know your holiday dates as this greatly aids arrangements in the Council diary

17/114.3 Arrangements for Annual Parish Meeting:

The Annual Parish Meetings need to be called for a date between 1 March and 1 June. We have in recent years historically held them on the same night as the Annual General Meeting of the Parish Council. I did advise last year that I felt this was not working and would not be content to clerk them if that continued. I also felt the agenda had become stale. Here is some information, with items of interest highlighted

Some detail of Parish Meetings:

- Meeting should not commence before 6 p.m.
- Summoned by the Chair of the Parish Council, unless called by 2 Parish Councillors or 6 local Government electors. The person issuing the summons should find a suitable notetaker for the meeting
- Agenda is signed by one of these choices (not the clerk)

- Period of notice is not less than 7 days – and a longer period of notice may have the benefit of enabling more people to attend
- If the Chair of the Parish Council is present, they must preside
- It is usual for the Chairman of the Parish Council (or perhaps the Chairs of Committees) to present a verbal “annual report”
- A brief Financial report **can be given** – subject to prior warning that the figures quoted are only provisional and will still be subject to audit
- Great care must be taken to lay out the room to avoid any impression that this is a Parish Council meeting – it is a meeting of all the local government electors for the Parish (and we are 2 separate parishes)
- There are voting rules which need adhering to, including those **categories of attendees who are not entitled to vote**
- Any matter decided by a Parish meeting can be the subject of a Parish Poll (Referendum) provided
 - i. A Poll is demanded before the end of the meeting on any matter which the meeting has **discussed and voted on**
 - ii. The Poll is demanded by 10 local government electors, or one third of the local government electors present, whichever is the lessThe Parish Council is responsible for all costs arising from a Parish poll

Possible agenda items and key questions, as recommended in SLCC Advice Note:

- **Attendance record of Parish Council members**
- Where there are one or more Parochial Charities, their accounts could be presented to the meeting, perhaps by a Trustee
- Where the Council uses S137 (LGA 1972) to provide grants to local organisations, they could be invited to explain how these funds could be used
- Local issues causing concern

Key Questions:

- **WHY** are we meeting?
- **WHAT** do we want to achieve?
- **WHO** has specialist knowledge in this field?
- **WHEN** are we meeting?
- **WHERE** (in a suitable room in the Parish)

Let's start with the when and where

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	9 January 2018
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	Cost Centre
British Gas	Electricity - The Green	99.78	4.98	104.76	Environment
Copy IT -Sharp	Copier reading	85.66	17.13	102.79	Administration
Barclaycard	Pressure washer, Microsoft Publisher, 'Clean up' signs	546.36	109.27	655.63	Recreation, Administration, Environment
British Gas	Electricity account - October to January	2,037.90	407.58	2,445.48	Recreation
Siemens Financial Services	Copier lease rental and annual service fee	244.34	48.86	293.20	Administration
Total		3,014.04	587.82	3,601.86	

Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
M10 Administration	Wages, NI, and pension	14,256.39		14,256.39	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Total		14,281.92	0.00	14,281.92	

Accounts for approval:

Expenses paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
Greenham	Padlock, sign	36.26	7.25	43.51	Recreation
SCDC	Refuse sacks	36.45	7.29	43.74	Environment
TatesTreeworks	Chipping	80.00		80.00	Recreation
Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00	Admin/Environmt
Gaswise (Camb) Ltd	Boiler service, Landlords gas safety certificate	90.00	18.00	108.00	Recreation
TMC Specialist Cleaning Ltd	Graffiti removal (CKH)	120.00	-	120.00	Environment
Ben Burgess Ltd	Hayter' service, sharpen blades	151.42	30.29	181.71	Recreation

Travis Perkins Ltd	Decorating equip, cutting disc, wood screws etc	135.03	27.01	162.04	Admin / Recreation
ESPO	PPE equipment, aerobics mats	168.12	33.63	201.75	Admin / Recreation
M&M Heating (Cams) Ltd	Supply and fit new tap in public toilets	260.00	52.00	312.00	Recreation
L M Dewar Cleaning	Pavilion cleaning	415.23	-	415.23	Recreation
Site & Maintenance	Fence repairs (emergency)	360.00	72.00	432.00	Recreation
Fleet (Line Markers) Ltd	Pitchmarker 15 Ltr	433.28	86.66	519.94	Recreation
Buchans Landscapes	Hedge cutting	870.16	174.03	1,044.19	Environment
J P Webster Construction Ltd	Homefield Park paths	1,560.00	312.00	1,872.00	Environment
Kirkhouse (Advanced Moulds Ltd)	Chairs, tables and chair trollies for pavilion	2,473.52	494.71	2,968.23	Recreation
M11 Administration	Wages, NI, and pension	13,763.33	-	13,763.33	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
	Travel expenses - CBT training	9.40	-	9.40	Administration
	Travel expenses - LCAPS training	36.00	-	36.00	Administration
Total		21,149.33	1,319.99	22,469.32	

To Note:			
Accounts Paid In 9.1.18 to 13.2.18			
Net Income			Cost Centre
Burial Ground Fees		1,335.00	Environment
Ground Takings		104.17	Recreation
Sports Courts Fees		469.16	Recreation
Pavilion Rent		1,588.34	Recreation
Asset Income		110.96	Recreation
Vat Refund		2,912.16	Administration
Bank Interest	Scottish Widows	0.11	Administration
Total		6,519.90	

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank

Cllrs Butcher and one other **to be advised** to authorise this month's BACS payments please.
 N.B. The Clerk has verified the invoices to be paid by BACS