

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	9 February 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**

15/113.2– Clerk's report:

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

- 'A' frame style notice board **£122.00**+vat
- Buchans Landscapes – works at The Green and South Road **£1,584.50**+vat, clearance work at the Brook **£282.75** + vat, Youth Shelter **£238.00**+vat
- Additional keys required for community room **£102.00**+vat
- S J Gill Ltd - emergency fence repairs at Burial Ground **£130.00**+vat
- Payment in lieu of insurance claim **£110.00**, as previously reported plus cost increase and eye test
- Cricket net project. Dura Sport / Mick George **£690.00**+vat to remove unforeseen contaminated material from existing cricket base prior to installation of new base

Administration/ General:

- New photocopier installed in office 9 February
- Parish Council now has access to NALC under the new Direct Access Scheme
- CAPALC: Draft minutes of AGM received; Foundation Award application due before panel March 2016
- Friends of the Library keep Council informed of events and meetings. Meeting held 5 February
- Village Mental Health Forum keep Council informed of events and meetings. Meeting held 4 February. Councillors and staff members attend. Mental Health wellbeing week scheduled for 16 April
- SCDC: Parish Election timetable received for elections due 5 May
- Met CEO of CCVS to brief on Parish Council work and training/funding needs 26 January
- Met member of Oakington Parish Council and Environment Group members to share volunteer practices 1 February
- New Councillor Induction session held 1 February
- Whyatts Fair attendance Half Term at Homefield Park. Booking made, **administration time report to be made after event** to feed into future charging structure
- 3 of 4 internal audit due 15 March

Meetings / Training:

- **Clerk delegated** to put in place training needs for staff, as and when identified
- 3 places booked for SLCC Regional Roadshow 20 April **£158**
- AY attended IOSH Training in Working Safely January 2016. Assessment Pass confirmed
- TS attended CBT course 28 January. Assessment Pass confirmed
- AY/LM attending training on Team Motivation 27 April **£150**
- AC attended Mental Health Training 26 January (FOC)
- AC/LM/AY attending “Chelsea’s Choice” viewing March (FOC)
- TS and AB to attend RoSPA Play Area Inspection course 3 March (FOC)
- TS and AB provisionally booked into Manual Handling Awareness training March/April **£90**
- Attended meeting with Housing Enabler at SCDC with Dist Cllr Davies 15 January
- Met with Buchans 29 January to finalise orders for works
- Attended Newsletter Editorial Committee meeting 1 February. Deadline for copy 19 February
- Police Panel meeting Cottenham VC 24 February. **Topics to be raised advise Cllr Abdullah**

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 normally now in parish office Wednesday – Friday, with more limited hours Monday and Tuesday. Further 6 month period agreed at Orchard Park, for review June 2016
- AC normally in parish office Monday – Wednesday, **term time only**
- LM annual leave w/c 22 February
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young
09.02.16

HISTON & IMPINGTON PARISH COUNCIL**FINANCE REPORT**

REPORT TO:	Full Council	10 February 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
Siemens Financial	Photocopier rental	176.85	35.37	212.22
Barclaycard	Stamps, training, additional keys	386.40	47.00	433.40
British Gas	Electricity for feeder pillar (The Green)	13.57	0.68	14.25
British Gas	Electricity account	1,560.39	312.07	1,872.46
London Fuel Ltd	Unleaded fuel	4.92	0.99	5.91
Total		2,142.13	396.11	2,538.24

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Valuation Office	Land valuation	613.53	122.71	736.24
Mobile Retail Ltd	Piaggio Ape Electric – 50% deposit	6,451.50	1,290.30	7,741.80
Total		7,065.03	1,413.01	8,478.04

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Copy IT Solutions	Copier reading	40.29	8.06	48.35
P A Collacott & Co	Repair exterior lights, light & fan in public toilets	401.86	80.37	482.23
ESPO	Litter pickers, key fobs, crockery	312.82	62.57	375.39
Broxap	Replacement goals & wheels	1,129.50	225.90	1,355.40
Tomlinson G'care	Replacement tines for verti-drainer	126.24	25.25	151.49
Iliffe Print	Newsletter delivery charge x 2	28.00	-	28.00
D A Pest Control	Pest control at recreation ground	105.00	-	105.00
L M Dewar	Pavilion – November, December, January	882.85	-	882.85
CBS Office	Stationery	25.60	5.12	30.72
S J Gill Fencing Ltd	Emergency work at Burial Ground	130.00	26.00	156.00
CCC	Youth work – Autumn term	714.58	142.91	857.49
Roger Hovells	Office and bus shelter cleaning	82.50	-	82.50
A C Cowley	Expenses, travelling expenses	61.10	-	61.10
M11 Administration	Wages, NI, and pension	12,143.18	-	12,143.18
	Rec groundsman's expenses	25.53	-	25.53
Total		16,209.05	576.18	16,785.23

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash		48.89	-	48.89
Site & Maintenance	Weld seesaw at South Road	50.00	10.00	60.00
Camb & Hunts Grounds Assoc	Hire of grounds equipment	50.00	-	50.00
Total		148.89	10.00	158.89

Accounts Paid In 12 January 2016 to 9 February 2016:

Net Income	
Allotment Rents	30.00
Burial Ground Fees	805.00
Ground Fees	87.50
Sports Court Fees	576.68
Pavilion Rent	520.84
Asset Income	110.00
HMRC – Vat refund P12/15	2,333.24
Donations – Histon Chop Shop and Friends H&IRG	710.00
Bank Interest	115.53
Total	5,288.89

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