

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	12 January 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**):

- Replacement mobile phone for youth worker (Tesco) **£49.17** + vat
- Replacement Christmas tree lights (Green) **£31.10** + vat
- Staff Training **£394.00**
- Payment in lieu of insurance claim **£110.00**

Administration/ General:

- Clerk has negotiated replacement copier (upgrade including end payment for early replacement) on new 5 year contract at average increase per month of £2.49 on current consumption. Price per copy less than current, new machine Sharp MC2640. **Delegated authority** taken for this maintenance spend
- 2 of 4 Internal Audit visits 1 December (purchasing, invoices and payroll)
- Clerk represented Council at Christmas Carols at Kings Meadow Christmas tree 3 December
- Big Tidy Up carried out weekend 5 December
- Clerks and Chair represented Council at Heart FM Radio recording on Green 18 December
- CAPALC invite nominations for Buckingham House Garden Party 19 May – **by 26 January**
- Cllr Foster due to address Village Society AGM 19 January
- Requiem Mass for John Dunn 5 February
- Any ideas for Spring HI News newsletter welcome – working party to meet shortly
- Details of Cambridge 100 charity cycle ride Sunday 1 May received – starting and finishing at IVC, details of marshalling etc

Meetings / Training:

- Met County Council Officers etc. re surface water with Cllrs Payne, Foster and Cty Cllr Mason 12 November
- Mental Health Wellbeing sessions held 12 November and 7 January, attended by Cllrs Davies and Payne, plus youth worker
- Met Bowls Club members with Office Manager and Cllr Davies to explore use of Bowls Club room all year round. Now on hold
- Clerk attended SLCC December meeting covering investments 4 December

- Cllr Payne attended SCDC Parish Council and Cabinet Liaison meeting 8 December
- Cllr Payne attended CAPALC AGM 10 December – various reports available from CAPALC via Clerk
- Cllr Foster met with Highways Officers 22 December
- Cllr Davies and Clerk met informally re community facilities during December/January
- Clerk met prospective user of Homefield Park 8 January re charity event planned for date between March – June 2016
- Meetings set up to bring forward Youth Club at HFC from 27 January, and to look at employment mechanisms for part time youth workers
- Cllr Legge to address CCC Local Highways Meeting 25 January
- Internal induction training for new Cllrs planned during February
- SLCC Practitioners Conference 2016 25 and 26 February Stratford Upon Avon £249 + VAT if booked by 22 January
- SLCC 2016 Regional Roadshow Peterborough 20 April. Early bird price: £69 for members (AY), £89 all + VAT for non members, 3 for 2 offer. Includes item on devolution and local councils. **Recommend attendance**

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**
- Training dates: AC Self Harm training 19 January, Mental Health Training 26 January; AY Health & Safety 25 January, Team Motivation 26 January; LM Team Motivation 26 January; TS CBT training during Jan/Feb
- AY annual leave Friday 5 February, LMM TOIL 15 February
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young

12.01.16

HISTON & IMPINGTON PARISH COUNCIL**FINANCE REPORT**

REPORT TO:	Full Council	January 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:

M8 Administration – wages, NI and Pension <u>£12,098.27</u>	£12,098.27
M8 rec Groundsman expenses <u>£25.53</u>	£25.53
L M Dewar Cleaning Services pavilion (October) <u>£321.55</u>	£321.55
The Mower People replacement leaf blower <u>£230.00</u> + vat £46.00	£276.00
Buchans Landscapes grasscutting (October) <u>£976.95</u> + vat £195.39	£1,172.34
D A Pest Control 4 visits rec ground <u>£140.00</u>	£140.00
Roger Hovells 'deep clean' changing rooms, kitchen, hall etc <u>£340.00</u>	£340.00
PWLB (DDR) Freehold loan pmt 21 of 50 <u>£2,719.69</u>	£2,719.69
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:	
Histon Royal British Legion wreath and donation <u>£100.00</u>	£100.00
H&I Day Centre donation <u>£200.00</u>	£200.00
ESPO stationery, padlocks, white lining <u>£296.56</u> + vat £59.31	£355.87
Simon Goddard fruit bushes, chicken wire (sustainability group) <u>£106.87</u>	£106.87
Illife Print newsletter <u>£519.20</u>	£519.20
Cambs County Council StAC junction improvements <u>£5,089.65</u>	£5,089.65
Munro Building Services leak in showers, fault in pressurisation unit <u>£228.00</u> + vat £45.60	£273.60
Roger Hovells office cleaning <u>£30.00</u>	£30.00
T J Training Ltd Youth – Babysitting first aid course <u>£200.00</u> + vat £40.00	£240.00
IVC Youth – room hire, minibus use <u>£110.00</u>	£110.00
SLCC annual subs <u>£187.00</u>	£187.00
Cambs ACRE annual subs <u>£45.00</u> + vat £9.00	£54.00
Glassworld Crossing Keeper Hut - safety glass <u>£98.44</u> + vat £19.68	£118.12
Buchans Landscapes leaf clearance <u>£346.05</u> + vat £69.21	£415.26
Flora-tec Ltd Kings Meadow Christmas tree <u>£195.00</u> + vat £39.00	£234.00
R W Collett 10 x padlocks & keys <u>£100.97</u>	£100.97
Copy IT Solutions copier reading <u>£52.56</u> + vat £10.51	£63.07
Travis Perkins paint & rollers, sadolin, cuprinol <u>£176.19</u> + vat £35.24	£211.43
NALC Local Councils Award Scheme – registration fee <u>£25.00</u> + vat £5.00	£30.00
SCDC business rates for storage shed <u>£75.36</u>	£75.36
CBS Office Solutions stationery <u>£25.60</u> + vat £5.12	£30.72
Fulbourn Parish Council 2 x councillor training <u>£56.00</u>	£56.00
Peter Dann Ltd surface / foul water feasibility study <u>£500.00</u> + vat £100.00	£600.00
Wilby Burnett Tennis Courts – 50% of appraisal fee <u>£750.00</u> + vat £150.00	£900.00
Barclaycard (DDR) mole plough blade, replacement mobile phone (youth worker), replacement Christmas lights for tree on Green <u>£288.70</u> + vat £53.73	£342.43

London Fuel Ltd (DDR) unleaded fuel <u>£15.27</u> + vat £3.06	£18.33
M9 Administration – wages, NI and Pension <u>£12,408.82</u>	£12,408.82
M9 rec Groundsman expenses <u>£25.53</u>	£25.53
British Telecom (DDR) telephone and broadband <u>£230.25</u> + vat 346.05	£276.30
Barclaycard (DDR) Ethernet cables, signs for fences <u>£107.35</u> + vat £21.47	£128.82
British Gas gas account <u>£432.01</u> + vat £21.60	£453.61
London Fuel unleaded fuel <u>£5.33</u> + vat £1.07	£6.40

Accounts for approval:

Cambridge Flooring Co Ltd refurbish community room floor <u>£2,460.00</u>	
	+ vat £492.00
	£2,952.00
Greenham broom <u>£11.19</u> + vat £2.24	£13.43
CSA wash room supplies <u>£86.05</u> + vat £17.21	£103.26
Copy IT Solutions copier reading <u>£57.51</u> + vat £11.50	£69.01
ESPO office supplies <u>£56.01</u> + vat £11.20	£67.21
SCDC refuse sacks <u>£17.50</u>	£17.50
Keep Britain Tidy litter bags – delivery charge <u>£12.00</u>	£12.00
Buchans leaf clearance, hedge works <u>£988.55</u> + vat £197.71	£1,186.26
Ridgeons sand, cable ties, spray paint <u>196.30</u> + vat £39.26	£235.56
Dura-Sport 30% deposit cricket nets <u>£8,400.00</u> + vat £1,680.00	£10,080.00
Pauline Reay (Youth) yoga instructor fees <u>£175.00</u>	£175.00
Roger Hovells office cleaning <u>£30.00</u>	£30.00
Cllr C Foster travelling expenses <u>£28.80</u>	£28.80

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:

H&I Comm Minibus (s137) Older Persons Co-Ordinator (Oct-Dec) <u>£730.20</u>	£730.20
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Accounts Paid In 10 November 2015 to 12 January 2016:

Allotment Rents	£330.00
Burial Ground Fees	£1,940.00
Ground Takings	£543.75
Sports Court Fees	£1,453.36
Pavilion Rent	£1,870.83
Asset Income	£220.00
Course Fees (Youth)	£40.00
Charitable Giving – grant	£500.00
Friends H&IR – donation (community room floor)	£500.00