

HISTON & IMPINGTON PARISH COUNCIL
CLERK’S REPORT

REPORT TO:	Full Council	11th July 2017
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**

17/041.2 – Clerk’s report:

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

- B M Kempton Ltd – repairs to Piaggio vehicle **£240.00** + vat, plus costs to transport to garage

Administration/ General:

- Cllr Foster is working with County Council and Asst Clerk to arrange for overgrown hedges to be cut back to boundaries in key areas. If any decision is needed on funding the relevant Committee will take up the matter once information to hand
- Cllr Foster representing Council at Bramley “Proms” 14 July
- Fourth Artisan Market on The Green held, now monthly on trial until further notice
- PCSO Bujar Mani has confirmed James Fuller no longer covers Impington. PCSO Mani now covers both Histon and Impington, along with Oakington and Orchard Park
- Results from Cambs ACRE Town and Parish Clerks, and Councillors, Survey 2017 available on request

Meetings / Training:

- Asst Clerk attended SLCC Emergency Planning training 16 June. Overheads provided to Cllrs Ing and Farrell
- Cllr Jenkins attended Neighbourhood Plan networking meeting 20 June
- Cllrs and Chairs training sessions attended June/July – Cllrs Jocelyn, Nudds, Farrell, Perry
- Cllr Payne attended SCDC Cabinet and Parish Liaison meeting 27 June
- Cllr Davies and Clerk visited Cottenham PC on information gathering exercise re community consultation 3 July
- Cllr Cleaver took part in Affordable Housing Mythbuster tour 5 July
- Cllr Payne attended a Patients Participation meeting at The Firs 11 July in a personal capacity and has reported to Council on news at the surgery
- Legal Training session now to be held **Thursday 27 July for all Councillors and staff** in Community Room from 7 p.m. – Data Protection, General Power of Competence, Freedom of Information. **Please advise if unable to attend.**
- Clerks & Councillors Catch Up date now re-arranged for 22 September
- SLCC National Conference dates received: 18-19 October Leicester £330 + VAT
- SCDC are promoting a Mental Wellbeing in the Community workshop 9 October in Histon Monday 9 October

- Weekly meeting date set between Chair and Clerk

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
- **Please note clerk(s) holiday dates in your diary if you are affected**
- CO normally now in parish office Tuesday – Friday, with more limited hours Monday.
- LM annual leave/TOIL: w/c 17 July; w/c 14 August; w/c 4 September
- AY annual leave: 1 September – 8 September
- TS annual leave: w/c 14 August
- AH annual leave: 8 – 15 August

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

**HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT**

REPORT TO:	Full Council	13 June 2017
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
British Telecom	Broadband / telephone account	225.52	45.10	270.62
Copy IT (Sharp)	Copier reading	28.15	5.63	33.78
Unity Bank	Quarterly service charge	18.00	-	18.00
London Fuel Ltd	Unleaded fuel	36.46	7.29	43.75
Total		308.13	58.02	366.15

Expenses paid by BACS / Cheque				
Beneficiary	Description	Net	Vat	Gross
H&I Feast	Feast Festival – road closure	1,327.05	-	1,327.05
Total		1,327.05	-	1,327.05

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Roger Hovells	Office cleaning	30.00	-	30.00
M&M Heating Ltd	Install overflow pipe to water tank on bowls green	45.00	9.00	54.00
ESPO	Fans for community room	89.00	17.80	106.80
CAPALC	Chairman training x 3	175.00	-	175.00
Site & Maintenance	Aluminium box for Piaggio	680.00	136.00	816.00
AJ Scambler & Sons	Repairs to Power Roll	840.70	168.14	1,008.84
P A Collacott & Co	PAT tests, emergency light tests, additional light for office, replace light in public toilets	995.12	199.03	1,194.15
AmeyCespa	Trade waste x 3 – annual charge	1,560.00	312.00	1,872.00
Buchans Landscapes	Grasscutting – June	1,742.05	348.40	2,090.45
M4 Administration	Wages, NI and pension	12,618.00	-	12,618.00
	Rec Groundsman expenses	25.53	-	25.53
Total		18,800.40	1,190.37	19,990.77

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	SLCC training – travel expenses, travel expenses to Solicitors, meeting refreshments, postage	37.91	-	37.91
Total		37.91	-	37.91

To Note:Accounts Paid In 14th June to 10th July 2017:

Net Income	
Bank Interest	6,893.32
Burial Ground	225.00
Ground Takings	159.58
Sports Court Fees	454.58
Pavilion Rent	790.11
Asset Income	110.96
Village Green Income	455.00
Friends H&IR – donation for filing cabinets for VOPC	199.00
Total	9,287.55

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