

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	4 June 2015
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**

15/035.2 – Clerk's report:

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

- Allotment poles **£79.98**
- Display boards for Neighbourhood Plan use **£350.00** + vat
- Weather vane approx. **£175.00**
- Additional youth worker costs **£140.00**
- Publication 'Flatpack Democracy: Guide to Creating Independent Politics' **£10.74**
- Additional insurance premium re perimeter fence **£25.00** (Property Damage – All Risks and Theft Sections); premium will increase by **£134.42** on renewal 1.8.15. It is worth noting that all proposed new projects will increase the insurance premium year on year on this scale.
- Following annual emergency light test, replacement batteries required in hallway, female officials changing room and new fitting outside main entrance to pavilion

Administration/ General:

- **Please can all councillors check the AGM minutes and satisfy themselves they are on the correct Committees / Task & Finish / Working Party lists and let me know if there has been a misunderstanding**
- Final Internal Audit visit 4 June
- Histon & Impington Mobile Warden Scheme – minutes received 18 March
- Cambridge Triathlon Club advise there will be a triathlon on Sunday 28 June with all plans in place for parking for competitors arriving from 6.30 a.m. Aim to finish by 2 p.m.
- Bonfire Burn team advise an application has been made for a road closure between Histon Baptist Church and the Guided Busway crossing between hours of 9.45 am and 11 am November
- Details of Histon Library Friends Group received

Meetings / Training:

- Met with Joshua Cook Balfour Beatty 28 May and 4 June, with Cllrs Marston and Nudds
- Recreation Manager and Groundsman attended apprentice induction 2 June
- Police Panel Swavesey meeting due 18 June 7pm. Any issues to Cllrs Teague/Abdullah

- CAPALC Training courses – dates noted for Councillor Training – 1 July, 8 July and 15 July. Chairmanship Training dates also available during June/July. Contact the clerk if interested in attending

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. A further 3 month period has been agreed at Orchard Park, for review September 2015
- AC normally in parish office Monday - Wednesday
- AY on leave/TOIL 25 June half day, 26 June, 16/17 July and 20 July half day
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

037.5 Half yearly Review of Donations

Donations/Community Support Budget 2015-16 **£1,000**
Spent to date: **NIL**

Also Older Person's Budgets available for **£5,000** (Mobile Warden/Older Persons co-Ordinator)

Applications received:

Cambs County Council – Summer Reading Challenge – request for extra staffing funding. Last year Parish Council granted £200

Grant policy and application form has been provided to 1st Histon Scout Group but no funding application yet received. Mail of support to application to SCDC Community Chest fund provided

There will be a payment to be made in **November for British Legion wreath** and one final review in December for donation requests

Recommendation:

£1,000 left in budget

£200 to Cambs County Council **would leave £800 to consider application from Scouts if required and/or take forward to November/December requests**

Author: Angela Young
08.06.15

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	8 June 2015
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:

M2 Administraion – wages, NI and Pension <u>£10,417.08</u>	£10,417.08
M2 Rec Groundsman expenses <u>£25.53</u>	£25.53
Barclaycard (DDR) stamps, netball equipment, domain renewal <u>£172.75</u> + vat £20.73	£193.48
British Gas (DDR) electricity (Nov – May) – Feeder Pillar <u>£79.96</u> + vat £3.99	£83.95
London Fuel Ltd (DDR) unleaded fuel <u>£24.66</u> + vat £4.93	£29.59

Accounts for approval:

Petty Cash <u>£33.68</u>	£33.68
Rigby Taylor seeds and fertilisers <u>£975.00</u> + vat £115.60	£1,090.60
Ridgeon's sand, cable ties, line marking paint <u>£70.32</u> + vat £14.06	£84.38
Broker Network (Came & Co) additional premium re perimeter fence <u>£25.00</u>	£25.00
Roger Hovells pavilion cleaning <u>£41.25</u>	£41.25
Roger Hovells office cleaning <u>£30.00</u>	£30.00
Five Star Pest Control 2 x quarterly charge – rodent control The Green <u>£140.00</u> + vat	£168.00
	£28.00
Copy IT Digital Solutions Ltd copier reading <u>£44.58</u> + vat £8.92	£53.50
Hutchinsons fertilisers <u>£54.00</u> + vat £10.80	£64.80
Buchans grasscutting – May <u>£1,953.90</u> + vat £390.77	£2,344.67
ESPO office furniture, PPE equipment, office supplies <u>£457.11</u> + vat £91.42	£548.53
Tates Treeworks stump grinding – Rec & Cemetery <u>£830.00</u>	£830.00
C J Foster expenses – refreshments 'Big Tidy-Up' volunteers <u>£20.00</u>	£20.00

Accounts Paid In 13 May to 8 June 2015:

Ground Takings	£379.17
Sports Court Fees	£676.26
Pavilion Rent	£225.00
Friends H&IR – reimbursement for netball equipment (exc. vat)	£81.65