

**HISTON & IMPINGTON PARISH COUNCIL**  
**CLERK'S REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14 June 2016</b>
<b>AUTHOR/S:</b>	<b>Angela Young, Clerk</b>	

**Purpose**

To highlight matters on agenda and update Council on issues arising since last meeting.  
Issues requiring particular **ratification or note in bold**

**16/007.2– Clerk's report:**

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

- Publication 'Taking Power Back – Putting People in Charge' **£14.99**
- Collacott's – install power point for Piaggio
- Travis Perkins – hi-vis jacket – BTU and Enviro volunteers **£302.25** + vat
- Workwear – uniform for new apprentice
- Essex Signs – verge signs for Sustainability Group **£51.00** + vat, for recreation ground fences, grass courts etc. **£136.00** + vat
- Allotment equipment for Sustainability Group **£157.17**
- Rouden Pipetek – grasscrete n(ground protector) for gate Fieldstead Road entrance to rec **£297.55** + vat, £200 contribution from Friends H&IR will apply
- S J Gill Ltd - perimeter fence repairs at rec approx. **£230.00** + vat
- LCPAS – Councillor training – Highways **£25.00**, Highways (in-house) **£120.00** and Chair & Skills **£120.00**
- CCVS – training 'Project Management' **£135.00**
- JP Webster Construction – emergency repair to drain in car park - up to **£500.00**

**Administration/ General:**

- Issues surrounding insurance for volunteers addressed with Cllr Foster and Ruth Moulder, new risk assessments drawn up. Big Tidy Ups held in June
- Clerk to meet with Whyatts Amusements re hire of Green July 2016 on 21 June. Fair arrives on Green 28 June, leaving 5 July
- Cllr Foster to carry out walkabout with Graham Armstrong 28 June
- Feast Market 9 July. Stall booked – Councillors need to meet to discuss format
- Older Person's Tea Party 15 July – clerk to attend
- Routes for posting items direct from Council to HIPeople Facebook page required – PC Facebook identity required?
- Clerk has been investigating possibility of a Grant Fund "champion" member being identified for access of funds widely available
- Council need to look at the future for editing of the HI News from the December issue
- Bonfire Burn organisers have advised of road closure of Station Road between the Baptist Church and Guided Busway Sunday 6<sup>th</sup> November 9.45 to 11 am

**Meetings / Training:**

- Met with Alan Hitch, Cllrs Jenkins and Nudds re street lights on Green 17 May
- Cllrs met with Brian Heffernan CCC 25 May , again 1 June

- Cllr Foster met with Rob Mungovan SCDC 8 June
- Cycleabout of open spaces (1 of 2) took place 19 May
- Mental Health meetings have continued locally
- DWP attended Devolution event in London 1 June
- Clerk met with Cllr Jenkins and NP member to discuss proposals from Enventure 13 June
- Highways Course postponed 13 June due to illness
- Police Panel held 14 June. Cambs Police & Crime Commissioner newsletter update sent via ecops
- Launch of The Generation Game held 20 June
- Clerk Cllrs Teague and Butcher to attend “Project Management Tools & Techniques” training day 27 June at £45 per person
- Chairman Skills and Roles training 27 June at Community Room 7 – 9pm
- Clerks & Councillors Catch Up Day CAPALC 15 July – Cllr Payne willing to attend
- CAPALC training for Councillors available at Sutton during September. Please contact Clerk if interested in new councillor training or refresher training as local delivery training can be arranged. Training delivery by LPCAS also under review
- Cllr Foster attending Homefield & Hereward Residents meeting 14 July

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 holiday dates in your diary if you are affected by attendance hours**
- CP normally now in parish office Tuesday – Friday, with more limited hours Monday.
- AC normally in parish office Monday – Wednesday, **term time only**
- Staff meeting held 24 May
- CP holiday 8 July – 22 July inclusive
- LM holiday 14 July – 18 July inclusive
- AC finishes for term 11 July – last junior youth club
  
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young 14.06.16

**HISTON & IMPINGTON PARISH COUNCIL**  
**FINANCE REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15 June 2016</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

<b>Expenses paid by DDR</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Barclaycard	Padlocks for cricket nets and grass courts	42.82	8.56	51.38
Barclaycard	Computer sundries, Sustainability Group purchases for allotment, signs, ground protector	730.81	107.86	838.67
PWLB	Freehold loan – pmt 22 of 50	2,719.69	-	2,719.69
Sharp (Copy IT)	Copier reading	57.74	11.54	69.28
<b>Total</b>		<b>3,551.06</b>	127.96	3,679.02

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Berrycroft Stores	Fertilizers	60.50	12.10	72.60
<b>Total</b>		<b>60.50</b>	12.10	72.60

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
World of Computers	Office laptops	993.00	198.60	1,191.60
CAPALC	Annual affiliation fee	842.25	-	842.25
AmeyCespa	Trade waste – recreation ground	520.00	104.00	624.00
AmeyCespa	Trade waste – burial ground	520.00	104.00	624.00
Play Inspection Co	3 x play area inspections	187.50	37.50	225.00
SCDC	Costs re uncontested election – Histon Parish	165.00	-	165.00
SCDC	Costs re uncontested election – Impington Parish	120.00	-	120.00
Wilby & Burnett	Contract manager fee – cricket nets	1,250.00	250.00	1,500.00
Buchans Landscape	Grasscutting – April	976.95	195.39	1,172.34
Ridgeons	Sand, loam, emulsion	240.06	48.01	288.07
PCC St Andrew's	Room hire – EOM meeting	42.00	-	42.00
Luke Harnwell	Staff hire at Youth Bar (HFC)	180.00	-	180.00
A R Cowley	Youth expenses	35.99	-	35.99
Broxap Ltd	Tennis net winders	44.80	8.96	53.76
R Hovells	Office cleaning	30.00	-	30.00
L M Dewar	Pavilion cleaning – April and May	622.28	-	622.28
Travis Perkins	Sample hi-vis jackets	9.75	1.95	11.70
M3 Administration	Wages, NI and pension	13,366.77		13,366.77
	Rec Groundsmans expenses	25.53	-	25.53
<b>Total</b>		<b>20,171.88</b>	948.41	21,120.29

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	<b>Description</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Friends H&IR	Contribution to Samba event (Rec Festival – July)	1,000.00	-	1,000.00
Fordham Nursery	Plants for The Coppice (opposite Holiday Inn)	113.00	22.60	135.60
Age UK	Additional funding request (in addition to request of £1,000) Proposed that Histon & Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b> , 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	500.00	-	500.00
Petty Cash	Office costs, travel expenses	49.73	-	49.73
D W Payne	Travel expenses (London), book purchase	64.89	-	64.89
<b>Total</b>		<b>1,727.62</b>	22.60	<b>1,750.22</b>

**To Note:**

Accounts Paid In 6<sup>th</sup> May 2016 to 14<sup>th</sup> June 2016:

<b>Net Income –</b>	
Bank Interest	7,148.63
Burial Ground Fees	550.00
Ground Takings	68.75
Sports Court Fees	788.74
Pavilion Rent	2,033.33
Asset Income	105.44
Refund from Siemens re previous copier rental	176.85
HMRC – vat refund P03/16	15,917.40
Friends H&IR – contributions	254.00
Histon Bowls Club – insurance reimbursement	63.59
<b>Total</b>	<b>27,106.73</b>

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)** Rota now drafted: **May payments to be authorised by Cllrs Jenkins and Ing.** Please can **Cllr Ing confirm** that he is now fully registered with Unity Bank.