

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	13th June 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**

17/028.2 – Clerk's report:

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

- Site & Maintenance – emergency repairs to perimeter fence at recreation ground on 2 occasions **£300.00 + vat**
- Tates Treeworks – crown lift trees alongside MUGA to 1m clearance **£240.00**
- Cover arranged for cleaning contractor absence

Administration/ General:

- The decision on the Village of the Year competition will be communicated by 5 July
- Newsletter Editorial meeting held 23 May. Issue 19 HISIMP News will be published on 21 June
- Third Artisan Market on The Green held, now monthly on trial until further notice
- Annual Catch Up day for Clerks and Councillors 7 July at Needingworth. 4 Councillors have shown an interest in attending
- All PAT testing has been undertaken in the office
- Internal audit visit 22 May; 6 June. Audit inspection period commences 21 June til 14 July
- Cllr Cleaver attending Affordable Housing Mythbuster Tour 5 July
- Connections Bus Project are looking at funding streams to put on new Generation Scheme course in Histon & Impington and surrounds during September
- Cllr Payne has secured then original plaque for the Pat Fleet Garden and will seek a home for it
- Details of the Rob McLean Cambridge Youth Triathlon at IVC 25 June received.
- Minutes from Histon & Impington Mental Health Forum 14 March held on file. Further meeting held 6 June
- Issues surrounding further day closure of Barclays Bank in Histon to be raised with management

Meetings / Training:

- Weekly meeting date set between Chair and Clerk
- Clerk and RFO met with CCLA and will report to FLA Committee
- Clerk attended Primary School Development informal meeting 25 May
- Clerk attended High Street & Beyond meeting 5 June. Clerk unable to attend next meeting 26 June

- Jean Newman attended Cambs County Council Personal Independence Payments session 12 June
- Clerk attended Health & Wellbeing Working Party 12 June. Clerk unable to attend next meeting 26 June
- Clerk accompanied Cllr Ing to 3 hour legal meeting re Community Park Project Heads of Terms and Conditional Sale Agreement (Milton Road) 13 June
- Cllr Farrell attended Police Liaison Panel 13 June
- Asst Clerk attending SLCC training on Emergency Planning 16 June
- Cllr Jenkins attending Neighbourhood Planning networking meeting 20 June
- Cllr Payne attending SCDC Cabinet and Parish Liaison meeting 27 June
- Clerk to accompany Cllr Davies to fact finding meeting with Cottenham PC 3 July
- 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.**
- CAPALC Councillor training courses. Cllrs Farrell, Nudds, Perry and Jocelyn booked in

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**
- CO normally now in parish office Tuesday – Friday, with more limited hours Monday.
- AY annual leave: w/c 26 June
- LM annual leave: w/c 17 July
- CO annual leave: 7 & 10 July
- SC annual leave: 27 June
- TS annual leave: w/c 10 July
- AH annual leave: 14-15 July
- **Office closed** Wednesday 14 June p.m.; Friday 16 June; Friday 7 July
- **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
PWLB	Freehold Loan – payment 24 of 50	2,719.69	-	2,719.69
London Fuel Ltd	Unleaded fuel	27.79	5.56	33.35
Barclaycard	Paint for graffiti project, anti-climb paint and signs	109.83	16.65	126.48
Copy IT (Sharp)	Copier reading	51.51	10.30	61.81
British Gas	Gas account	22.93	1.15	24.08
Total		2,931.75	33.66	2,965.41

Expenses paid by BACS / Cheque				
Beneficiary	Description	Net	Vat	Gross
Buchans Landscapes	Grasscutting- April	2,525.90	505.17	3,031.07
ESPO	Office supplies	26.33	5.27	31.60
H&I Feast	Feast Festival – pitch fee	40.00	-	40.00
Total		2,592.23	510.44	3,102.67

Accounts for approval:

Expenses paid by BACS				
Beneficiary	Description	Net	Vat	Gross
Cambridge City Cnl	Room Hire – Kings Meadow meeting	9.65	-	9.65
IVC	Mini Bus charges - mileage re youth club trip – late receipt of invoice forwarded from Youth Worker 15.5.17	24.00	-	24.00
Roger Hovells	Office cleaning	30.00	-	30.00
Ridgeons Ltd	Materials for Graffiti project (S106- Public Art)	37.87	7.58	45.45
Travis Perkins Ltd	Materials for Pump renovation, sealant	55.69	11.14	66.83
Pest Busters Ltd	Quarterly charge	70.00	14.00	84.00
Berrycroft Stores Ltd	Fertilisers	91.00	18.20	109.20
CSA	Wash room supplies	102.87	20.57	123.44
Visual Grafix	Facilitate graffiti 'drop-in' session (S106 Public Art)	200.00	-	200.00
Play Inspection Co	Annual play area inspections x 3	195.00	39.00	234.00
P A Collacott & Co	Attend to socket on Village Green & floodlight on MUGA	269.36	53.87	323.23
ESPO	Pavilion, office supplies; filing cabinets (FOR to reimburse)	314.82	62.96	377.78
Michael Scott	Professional services – MUGA refurbishment (balance)	325.00	65.00	390.00

P De Matos	Expenses claim for 'Playing Out Scheme' – grant funded by CCC	435.92	-	435.92
Site & Maintenance	Fabricate ladder support for sail shelter, weld scarifier, weld lock to MUGA, emergency fence repair	565.00	113.00	678.00
L M Dewar	Cleaning – pavilion April & May, light bulbs	896.10	2.99	899.09
Tates Treeworks	Tree works as per orders PC16-16 & PC25-16	1,930.00	-	1,930.00
Buchans Landscape	Grasscutting – May	1,928.39	385.67	2,314.06
H&I Comm VOPC	Older Persons Co-Ordinator - six month funding 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	2,250.00	-	2,250.00
H&I Comm MWC	Mental Wellbeing Champion – six month funding 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	3,500.00	-	3,500.00
M3 Administration	Wages, NI and pension	12,940.15	-	12,940.15
	Rec Groundsman expenses	25.53	-	25.53
Total		26,196.35	793.98	26,990.33

Expenses paid by cheque				
Beneficiary	Description	Net	Vat	Gross
Petty Cash	BTU refreshments, SLCC training lunch fee, meeting refreshments	51.45	-	51.45
Total		51.45	-	51.45

To Note:

Accounts Paid In 8th May to 13th June 2017:

Net Income	
Cambs County Council – grass cutting grant	2,206.56
Cambs County Council – 'Playing Out' scheme grant	483.00
Ground Takings	24.58
Sports Court Fees	701.65
Pavilion Rent	1,068.13
Asset Income	110.96
Friends H&IR – Contribution towards replacement MUGA goals	675.00
Total	5,269.88

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