

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>March 2015</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**

**14/134.2 – Clerk's report:**

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

- Replacement 5-a-side goal nets, Broxap **£46.59+vat**
- Ian Levitt – repairs to climbing frame at South Road **£209.80**
- Tree works in Burial Ground by contracted contractor (H&S issue) **£75.00+vat**
- Order placed for additional litter pickers and hoops, audit of stock underway

**Administration/ General:**

- Committees continue to seek budget savings/income increases for feeding back to Full Council.
- Big Tidy Up held 7 March
- Pinders Circus due on Homefield Park from 19 March. All insurance, licence and risk assessment forms received
- Yesteryear Road run due 19 April
- Details of new County Council Local Highways Officer received (Graham Armstrong)
- CAPALC Bulletin March 2015 received. All Councillors encouraged to sign up for bulletin
- Details of Sir Graham Bright's Outreach Worker for South of Cambridgeshire – Rebecca Avery – with the role of establishing views on Police and Crime in the area
- Update on PCSO roles from Chief Inspector Sutherland – confirming Tony Martin remains single named PCSO for Histon and Impington
- Community Work Placement scheme available through CAPALC for summer months – wage costs covered in full. **Register of interest necessary**
- Histon & Impington Community Car Scheme – letter of thanks **attached**
- Initial Internal Audit complete, year end visit outstanding
- Buchans advise 1% increase in grass cutting contract prices for 2015-16. Last year of current contract, review meeting planned before end of March

**Meetings / Training:**

- Cllrs Abdullah and Teague attended Police Panel 25 February
- Cllr Marston attending Homefield & Hereward meeting 12 March
- Friends of Rec AGM due 18 March
- Nick Wood and Clerk to attend SLCC Regional Conference in Thetford 15 April at **cost of £148** – presentation on Neighbourhood Plans amongst others

- Older People's Forum arranged by Jean Newman and St Andrew's Church 29 April, invitations received

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. For review June 2015
- AY on leave 27 and 30 March
- CP on leave 10 April
- LM annual leave w/c 20 April
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young  
March 2015

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>5 March 2015</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 Agenda No:

<b>M11 Administration – wages, NI and Pension <u>£10,137.49</u></b>	£10,137.49
<b>M11 Rec Groundsman expenses <u>£25.53</u></b>	£25.5
<b>British Gas (DDR) electricity account <u>£1,641.04</u> + vat £328.20</b>	£1,969.24
<b>Team Flitwick (DDR) Gasoil <u>£324.80</u> + vat £16.24</b>	£341.04
<b>Gaswise Ltd 12 New Road – boiler service, landlord's certificate <u>£134.91</u></b>	£134.91
<b>D W Payne expenses – computer software for Newsletter <u>£29.02</u></b>	£29.02

Accounts for approval Agenda No:

<b>Copy IT Solutions</b> copier reading <b><u>£102.79</u></b> + vat £20.55	£123.34
<b>Print-Out</b> print plans <b><u>£9.00</u></b> + vat £1.80	£10.80
<b>Roger Hovells</b> office cleaning <b><u>£30.00</u></b>	£30.00
<b>Methodist Church</b> volunteer litter picking refreshment contribution <b><u>£20.00</u></b>	£20.00
<b>A Cramp</b> Youth resources expenses <b><u>£31.73</u></b>	£31.73
<b>T J Training Ltd</b> Youth first aid course <b><u>£300.00</u></b> + vat £60.00	£360.00
<b>T J Training Ltd</b> Youth childcare emergency first aid course <b><u>£200.00</u></b> + vat £40.00	£240.00
<b>Site &amp; Maintenance</b> weld verti-drainer arm <b><u>£50.00</u></b> + vat £10.00	£60.00
<b>Site &amp; Maintenance</b> repairs to tractor slide <b><u>£720.00</u></b> + vat £144.00	£864.00
<b>PHS Group</b> annual sanitary contract <b><u>£247.61</u></b> + vat £49.52	£297.13
<b>CamAlarms</b> call out to replace 'break glass' <b><u>£105.00</u></b> + vat £21.00	£126.00
<b>Ian A Levitt</b> repairs to climbing frame – South Road <b><u>£209.80</u></b>	£209.80
<b>K Franklin</b> expenses – replacement light for bowls green <b><u>£23.33</u></b> + vat £4.67	£28.00

Accounts paid in (12.2.15 to 5.3.15) Agenda No:

Allotment Rents	£10.00
Burial Fees	£465.00
Club Receipts	£3,450.00
Ground Fees	£116.66
Sports Court Fees	£1,856.69
Pavilion Rent	£156.25
First Aid Course Fees (Youth)	£170.00