

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14 March 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**

**15/138.2– Clerk's report:**

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

- Allotments – Amazon – fence posts, pegs, woven weed control **£161.17**
- Siemens Financial Services – photocopier upgrade and facility fee **£537.68** + vat
- Amazon – Veelar bicycle cargo trailer **£57.48** + vat
- College West Anglia – PA6 Spraying Course **£229.17** + vat (Groundsman)
- Chemical storage cabinet **£256.00** + vat
- PPE equipment (various items highlighted following PA1 course attended by Groundsman) **£53.43** + vat
- Payment towards printing costs for Mental Health Awareness Flyer agreed, under LGA 1972 S 142 "Power to produce information relating to matters affecting local government". Payment expected to be between £100 and £200, to be advised

**Administration/ General:**

- A supply of Election nomination papers available from office on request or from SCDC
- I have circulated details of the "purdah" period for your information and guidance
- Fire Extinguisher tests carried out
- I am scheduling in regular dates for working at home in future, trial date 10 March
- Internal Audit due 15 March (3 of 4)
- I will be issuing an updating paper on Data Protection and other legal matters affecting the work of the Parish Council once the new Council is in place. In the meantime, please can all Councillors be aware that if they are holders of what might be classed as sensitive information, then email is not always the best medium to use in case of cyber attacks
- Friends of Histon & Impington Recreation confirm Half Marathon running Sunday 12 June. Application for road closures in Villa Road estate plus Cambridge Road between 9am and 10am has gone in – as last year

**Meetings / Training:**

- Cllr Abdullah attended Police Panel meeting 24 February – **for report**
- Investigation meetings continue on Community Park Project business
- Various informal meetings arranged with Youth Providers for feedback to Task & Finish Group

- 2 Groundsmen attended ROSPA Play Equipment course 3 March; attending Manual Handling 6 April
- Mental Health Awareness meetings attended by representatives. Mental Health Awareness week due w/c 16 April. A Mental Health Co-Ordinator/Champion role idea paper has been circulated to attendees and the Parish Council. Funding opportunities listed in the paper include Parish Council. See above for flyer costs provided by Parish Council
- 3 staff members attended "Chelsea's Choice" play, touring all secondary schools with a child sexual exploitation message
- Cllr Foster had met with County Highways officer Graham Armstrong 15 March
- Mobile Warden Scheme meeting due 16 March
- Neighbourhood Plan Roadshow details Ely 21 March passed to members of group
- Training in Child Protection and Safeguarding for AY and AC cancelled 23-24 March
- Clerk meeting Health & Safety support provider 7 April
- Cambs ACRE Community Fair 7 June at St Ives – helping communities to fund, build and do more

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.
- AC normally in parish office Monday – Wednesday, **term time only**
- CP annual leave w/c 21 March
- LM annual leave w/c 4 April
- AB annual leave 15 and 16 April
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young

14.03.16

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15 March 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	Domain renewals, training, PPE equipment	448.47	89.70	538.17
London Fuel	Unleaded fuel	14.95	3.00	17.95
Siemens Financial	Photocopier lease rental and facility fee	537.68	107.53	645.21
Certas Energy	Gasoil	266.85	13.34	280.19
<b>Total</b>		<b>1,267.95</b>	<b>213.57</b>	<b>1,481.52</b>

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Methodist Church	Refreshments – Big Tidy Up	20.00	-	20.00
Cambs CC	Street light energy charge (Impington)	485.39	-	485.39
Cambs CC	Street light energy charge (Histon)	1,171.40	-	1,171.40
<b>Total</b>		<b>1,676.79</b>	<b>-</b>	<b>1,676.79</b>

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Illiffe Print	Newsletter	428.00	-	428.00
Buchans Landscapes	War Memorial, duck platform, youth shelter, South Rd play area, clearance at the Brook, Kings Meadow	3,787.75	757.55	4,545.30
R Hovells	Office cleaning	30.00	-	30.00
L M Dewar	Pavilion cleaning – February	325.28	-	325.28
Tomlinson G'care	Tractor service	436.47	87.29	523.76
Jaggard Ltd	Wire and check Christmas lights at pavilion	40.00	8.00	48.00
CBS Office Solution	Stationery	65.87	13.17	79.04
Gaswise Ltd	12 New Road – boiler service, landlords gas safety certificate	90.00	-	90.00
Copy IT Solutions	Copier readings	44.24	8.85	53.09
Ridgeons Ltd	Sand – soft and sharp	419.34	83.87	503.21
ESPO	Youth resources, stationery, 'A' frame, chemical storage cabinet	447.44	89.50	536.94
Island Fire Protect	Annual fire extinguisher services (3 sites)	452.24	90.46	542.70
CamAlarms Ltd	Fire alarms - half yearly 50% service	86.78	17.36	104.14
Berrycroft Stores	Fertilisers, grass seed, sulphate iron	620.00	124.00	744.00
A C Cowley	Youth resource expenses, travelling expenses	16.52	-	16.52

M12 Administration	Wages, NI, and pension	12,233.18	-	12,233.18
	Rec groundsman's expenses	25.53	-	25.53
<b>Total</b>		<b>19,548.64</b>	1,280.05	20,828.69

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
NALC	LCR Magazine annual subs	17.00	-	17.00
City Of Ely Council	Manual Handling Awareness Course x 2	90.00	18.00	108.00
Dura Sport	Cricket nets – final pmt, donations will apply	19,600.00	3,920.00	23,520.00
Petty Cash	Keys cut, office misc.	17.89	-	17.89
<b>Total</b>		<b>19,724.89</b>	3,938.00	23,662.89

Accounts Paid In 10 February 2016 to 15 March 2016:

<b>Net Income</b>	
Burial Ground Fees	54.17
Ground Fees	287.50
Sports Court Fees	5,676.92
Pavilion Rent	670.83
Asset Income	110.00
Homefield Park	400.00
Contribution – Histon Cricket Club re nets – vat position to be clarified	5,500.00
Total	12,699.42

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)** Rota now drafted: March payments to be authorised by Cllrs Jenkins and Davies, by 22<sup>nd</sup> March as payroll requires authorisation before Easter bank holiday to ensure payments made as per contracts

N.B. There may some additional payments (BACS or cheque) that require authorisation prior to 31.3.16 (end of financial year)