

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>9 May 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**):

- Portable hard drive compatible with CCTV **£49.99**, memory sticks **£13.98**
- Replacement wireless CCTV camera, **likely to be in region of £400** No insurance claim made as excess £350

**Administration/ General:**

- Neil Davies has been re-elected as District Councillor for Histon and Impington, and Orchard Park
- All policies, together with Standing Orders and Financial Regulations will **be reviewed and put forward for acceptance on Full Council July agenda**
- At the first meeting after the AGM, Committees are asked to **review their Terms of Reference** and report such to Full Council
- Extension agreed by External Auditor for audit submission 27 June
- Cambs County Council confirm grass cutting contribution remains unchanged at £1063.13 for Histon and £1143.43 for Impington. Invitation to invoice **if willing to accept amount offered**
- Incidences of vandalism at recreation ground and elsewhere in parish reported to Police
- Laptops and installation work due 10 May
- **Newsletter deadline 20 May**

**Meetings / Training:**

- Clerk and staff attended Peterborough Roadshow SLCC 20 April. Interesting contacts made
- AY and CP attending SLCC AGM 13 May
- AC to attend Funding Application Writing course 25 May
- Cllr Ing attended Pension Forum 22 April
- New Councillor induction given 26 April
- Neighbourhood Plan Workshop held 28 April in lieu of planned Extra Ordinary meeting
- Information meetings, various dates, on community facilities/community park matters
- Cllr Foster investigating issues raised by resident re water flow at Brook, meeting due 10 May
- Cllr Payne attending conference on Devolution in London 25 May. **Travel expenses agreed under delegated approval of clerk**
- LCPAS training on Highways matters available 18 May at St Neots

- Mental Health Awareness week had been successful, forum meeting due 24 May.  
Copy of Survey provided to all members
- Informal briefing meeting due 9 May
- Community Fair at St Ives 7 June 2 – 6pm

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. Further 6 month period agreed at Orchard Park to 8 June
- AC normally in parish office Monday – Wednesday, **term time only**
- Office may be closed for audit work on certain dates during May. Website will update
  
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary

Author: Angela Young\_09.05.16

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>5 May 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
London Fuel Ltd	Unleaded fuel	24.42	4.89	29.31
British Gas	Electricity account	1,435.54	287.10	1,722.64
Cambridge Water	Burial Ground	13.98	-	13.98
Cambridge Water	Recreation Ground	156.65	-	156.65
Siemens Financial	Photocopier rental	194.34	38.86	233.20
PWLB	Office loan – pmt 21 of 50	1,466.70	-	1,466.70
PWLB	12 New Road loan – pmt 12 of 40	1,256.09	-	1,256.09
<b>Total</b>		<b>4,547.72</b>	<b>330.85</b>	<b>4,878.57</b>

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
L M Marsh	Replacement glasses (pmt previously advised under Clerk's report delegated payments only)	130.00	-	130.00
<b>Total</b>		<b>130.00</b>	<b>-</b>	<b>130.00</b>

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Giffords Recycling	Cushionfall (safety surface replenishment)	325.00	65.00	390.00
PEM VAT Services	Annual adjustment and review	250.00	50.00	300.00
SLCC	4 x publications	24.98	-	24.98
A J Young	Travel expenses (Peterborough, crematorium)	46.00	-	46.00
CCC	Youth work Jan – March	742.43	148.48	890.91
HC Courts TCM Ltd	Final payment for safety netting	6,460.00	1,292.00	7,752.00
CBS Office Solutions	Stationery	25.60	5.12	30.72
Brookfield Groundcare	Removal of concrete posts CGB boundary (St Audreys Close)	320.00	64.00	384.00
Ridgeons Ltd	Woodstain, cement, shiplap, buckets	262.01	52.39	314.40
ESPO	Litter pickers, handihoop holders	364.70	72.94	437.64
Gaskin Brothers Ltd	Renovation and upgrade of mound on play area	12,480.00	2,496.00	14,976.00
A R Cowley	Expenses re Youth Bar	10.00	-	10.00
Berrycroft Stores	Fertilizers	35.96	7.19	43.15
Lloyds & Co Ltd	Trio frame gang mowers inc. delivery	9,145.00	1,829.00	10,974.00
Site & Maintenance	Supply and weld locks to tennis courts/cricket nets	130.00	26.00	156.00

Roger Hovells	Office cleaning	30.00	-	30.00
Tomlinson G'Care	Mower parts	135.84	27.17	163.01
M2 Administration	Wages, NI and pension	12,698.99		12,698.99
	Rec Groundsmans expenses	25.53	-	25.53
<b>Total</b>		<b>43,512.04</b>	6,135.29	49,647.33

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Age UK Cambs	Community Warden Scheme	1,000.00	-	1,000.00
Methodist Church	Volunteers refreshments for Big Tidy Up 4.6.16	20.00	-	20.00
Crossover Group	Relocated replacement CCTV camera	210.00	42.00	252.00
Cambs CC	Summer Reading Challenge	200.00	-	200.00
<b>Total</b>		<b>1,430.00</b>	42.00	1,472.00

**To Note:**

Accounts Paid In 14<sup>th</sup> April 2016 to 5<sup>th</sup> May 2016:

<b>Net Income –</b>	
Precept – SCDC – first half	152,067.00
Sports Court Fees	145.84
Pavilion Rent	112.50
Asset Income	115.00
<b>Total</b>	<b>152,440.34</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 Payne and Davies.** Please can **Cllrs Jenkins and Ing confirm** that they are now fully registered with Unity Bank.

Please note that the RFO is on annual leave week commencing 9 May, so any additional payments will be reported on 16 May including May payroll. April bank statements not to hand at time of reporting.

Following annual VAT review, it should be noted that Cricket Club contribution to the practice nets (as reported last month) is taxable and therefore liable for VAT.