

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>11 November 2014</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**

**14/093.2 – Clerk's report:****Expenditure other than regular commitments and maintenance issues (including Clerks' Delegation):**

- CAPALC - training x 2 members **£210**
- Wicksteed Playgrounds - repairs to outdoor gym equipment **£405.00 + vat**
- CamAlarms - emergency call out re false alarm (Bonfire Burn w/end) following power cut **£178.50 + vat**
- Alarm Intruder Solutions – replacement batteries for intruder alarms **£90.00 + vat** expected
- Cambs Lock & Safe Ltd – additional MUGA keys – reimbursement to Mr V Dudley **£21.00**
- P A Collacott – replace defective batteries in emergency light fittings following annual inspection **£484.40**
- Plus other general maintenance costs to building and ground
- Homefield Park additional opening expenses **£38.99**

**Administration/ General:**

- AY and LM visited Somersham Parish Council to discuss on-line banking and use of Unity Bank
- LM met with energy surveyor via SCDC – free survey for community building. Subsequent reports made re current energy supplies
- Newsletter editorial team meeting held 6 November. Newsletter copy deadline Friday 5 December
- Meeting with College West Anglia re apprenticeship 13 November
- Next Big Tidy Up 6 December

**Meetings / Training:**

- DWP attended South Cambs Funding conference 28 October
- Site meeting Histon Football Club re trees due 13 November
- Cllrs Hertoghe and Wood attending training CAPALC during November; Cllr Hertoghe induction training 13 November
- Meeting with Enterprise Car Hire due 18 November
- Masterclass in Neighbourhood Planning – one space booked 1 December
- PCSO Martin's Safety & Security workshop planned 4 December 2pm – 6pm at the community room
- Clerk at SLCC branch meeting 5 December

- Mobile Police Surgery at Tesco 21 November p.m.
- Mobile Police Surgery at The Green 9 December a.m.

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
- Appraisals commenced for office staff. Ground staff to follow
- LM annual leave w/c 1 December
- Council Christmas dinner booked 9 December. All welcome
- Office closed 24 December – 2 January inclusive
  
- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young  
November 2014

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>November 2014</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 095.2

<b>M7 Administration – wages, NI and Pension</b>	<b><u>£9,756.96</u></b>	£9,756.96
<b>M7 Rec Groundsman expenses</b>	<b><u>£25.53</u></b>	£25.53
<b>Barclaycard (DDR) Youth Club resources, office equip, stamps</b>	<b><u>£142.97</u></b>	
	+ vat £16.94	£159.91
<b>British Gas (DDR) electricity a/c Sept/Oct</b>	<b><u>£383.53</u></b> + vat £76.70	£460.23
<b>Cambridge Water (DDR) Recreation Ground</b>	<b><u>£302.14</u></b>	£302.14
<b>Cambridge Water (DDR) Homefield Park</b>	<b><u>£14.74</u></b>	£14.74
<b>Cambridge Water(DDR) Burial Grd</b>	<b><u>£16.58</u></b>	£16.58
<b>PWLB 12 New Road, pmt 9 of 20</b>	<b><u>£1,291.45</u></b>	£1,291.45
<b>PWLB Office, pmt 18 of 50</b>	<b><u>£1,525.42</u></b>	£1,525.42
○ <u>Accounts for approval, 095.2:</u>		
<b>A Cramp Youth - resource expenses</b>	<b><u>£15.26</u></b>	£15.26
<b>ESPO Youth – resources, filing cabinet</b>	<b><u>£118.40</u></b> + vat £23.68	£142.08
<b>Cambs CC street light energy charge (Impington)</b>	<b><u>£452.30</u></b>	£452.30
<b>Cambs CC street light energy charge (Histon)</b>	<b><u>£1,091.54</u></b>	£1,091.54
<b>R Hovells office cleaning</b>	<b><u>£30.00</u></b>	£30.00
<b>E-On Feeder pillar (DDR cancelled as contract moving to B/Gas)</b>	<b><u>£8.64</u></b> + vat £0.43	£9.07
<b>Copy IT Solutions copier reading</b>	<b><u>£41.99</u></b> + vat £8.39	£50.38
<b>Buchans Landscapes grasscutting (October)</b>	<b><u>£1,070.67</u></b> + vat £214.13	£1,284.80
<b>Petty Cash</b>	<b><u>£25.14</u></b>	£25.14
<b>Nimbus Lightning Protection annual inspection</b>	<b><u>£180.00</u></b> + vat £36.00	£216.00
<b>Rigby Taylor soil</b>	<b><u>£165.00</u></b> + vat £33.00	£198.00
<b>London Fuel Ltd unleaded fuel (Rec &amp; B/Grd)</b>	<b><u>£24.05</u></b> + vat £4.81	£28.86
<b>CamAlarms Ltd emergency call out</b>	<b><u>£178.50</u></b> + vat £35.70	£214.20
<b>Fiberweb Geosynthetics grass protector</b>	<b><u>£512.50</u></b> + vat £102.50	£615.00
	(contribution from Friends will apply)	
<b>V Dudley (Cambs Lock &amp; Safe Ltd) additional MUGA keys</b>	<b><u>£21.00</u></b>	£21.00
<b>M&amp;M Heating (Cambs) Ltd replace ball valves in public toilets</b>	<b><u>£60.00</u></b> + vat £12.00	£72.00
<b>N Unwin grass contractor - 61 cuts at rec</b>	<b><u>£2,745.00</u></b>	£2,745.00
<b>Cllr P Nudds expenses re H/Park gates – opening event</b>	<b><u>£38.99</u></b>	£38.99
<b>H&amp;I Royal British Legion wreath purchase and donation (Sec137)</b>	<b><u>£100.00</u></b>	£100.00

Amounts paid in 095.3 (15.10.14 to 10.11.14 ):

Allotment Rents	£244.00
Burial Fees	£140.00
Club Receipts	£5,405.00
Ground Fees	£87.50
Sports Court Fees	£730.03
Pavilion Rent	£918.75
Sec106 - 155 Station Road	£