

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	October 2015
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**

15/079.2– Clerk's report:

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

- Screwfix – freestanding heater for office meeting room **£19.99**
- Essex Sign & Print – replacement CCTV notices **£26.00 + vat**

Administration/ General:

- Cllr Cleaver presented medals at Reading Challenge at Library 17 September
- Internal audit – first visit 24 September
- Manor Field tree survey due 20 October
- Christmas trees on order for 1 December
- Booklet from SCDC “What We Do, and how we spend your money doing it” available on request
- New post at SCDC Kirsten Donaldson – will attend November meeting for introductions – SCDC Sept 2015 bulletin provided to all
- Advice on the role of neighbourhoods in Devolution Deals provided by NALC

Meetings / Training:

- Attended Architects informal briefing 17 September re Station Site and Strategy plan exhibition 24 September. Further informal briefing due 21 October
- Cllr Cahn has attended outreach training locally x 3
- Clerk and RFO attending Excel course at IVC x 4
- Mobile Warden Scheme meeting held 30 September
- Cllr Cleaver attended Darwin Green meeting 23 September. Forum due 20 October
- Cllr Teague due to attend Modern Day Slavery meeting 17 October
- Cllrs Abdullah & Teague due to attend Police Panel 20 October
- Cllrs Jenkins and Teague meeting with The Firs Surgery 21 October – Neighbourhood Plan related
- Clerk attended Catch Up day at Bluntisham 2 October – notes to follow
- 4 representatives to attend Neighbourhood Plan workshop at SCDC 11 November
- Mental Health Wellbeing session called for 12 November
- Cllr Payne attending CAPALC AGM at Impington 10 December
- Weekly meetings with Chairman held

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 3 month period agreed at Orchard Park, for review December 2015
- AC normally in parish office Monday – Wednesday, **term time only**
- All appraisals due 20 October onwards
- Regular staff meeting due 3 November
- CP annual leave 5 November – 6 November

- Christmas dinner arranged for 1 December – numbers attending to Cllr Abdullah

- **Please let Clerk know your holiday dates** as this aids arrangements in the Council diary.

Author: Angela Young
13.10.15

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	15 October 2015
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:

M5 Administration – wages, NI and Pension	£11,961.17
M5 Rec Groundsman expenses <u>£25.53</u>	£25.53
M6 Administration – wages, NI and Pension	£11,995.71
M6 Rec Groundsman expenses <u>£25.53</u>	£25.53
Barclaycard (DDR) office costs, domain renewal + refund of annual card fees <u>£35.72</u> + + vat £3.53	£39.25
London Fuel Ltd (DDR) unleaded fuel <u>£26.57</u> + vat £5.32	£31.89
Cambridge Water (DDR) rates – H/Park <u>£14.78</u>	£14.78
Cambridge Water (DDR) rates – Burial Ground <u>£16.60</u>	£16.60
Cambridge water (DDR) rates – recreation ground <u>£392.29</u>	£392.29
British Gas (DDR) gas account <u>£163.03</u> + vat £8.15	171.18

Accounts for approval:

- | | |
|---|-----------|
| Burwell PC councillor training <u>£105.00</u> | £105.00 |
| CSA wash room supplies <u>£98.41</u> + vat £19.68 | £118.09 |
| PKF Littlejohn LLP annual audit fee <u>£800.00</u> + vat £160.00 | £960.00 |
| L M Dewar Cleaning Service pavilion (Sept) <u>£291.55</u> | £291.55 |
| Buchans Landscapes grasscutting September <u>£2,671.73</u> + vat £534.35 | £3,206.08 |
| Student Comm Action Youth – DBS check <u>£10.00</u> | £10.00 |
| Roger Hovells office cleaning <u>£30.00</u> | £30.00 |
| Pure Doors pavilion window repair <u>£90.00</u> | £90.00 |
| Munro Building Services annual planned maintenance contract <u>£820.00</u> + vat £164.00 | £984.00 |
| Copy IT Solutions copier reading (2 months) <u>£72.59</u> + vat £14.52 | £87.11 |
| Binder Loams Ltd 'surrey loam' – cricket squares <u>£416.73</u> + vat £83.35 | £500.08 |
| Site & Maintenance supply and weld replacement lock – Gatehouse Rd allotments
<u>£105.00</u> + vat £21.00 | £126.00 |
| MHA Artificial Turf Care repairs to MUGA carpet <u>£890.00</u> | £890.00 |
| Mower People Allett 36" repairs <u>£388.20</u> +vat £77.64 | £465.84 |
| Peter Graves spring bulbs <u>£83.34</u> + vat £16.66 | £100.00 |
| Keep Britain Tidy litter bags – delivery charge <u>£12.00</u> | £12.00 |
| SCDC planning application fee – cricket nets <u>£97.50</u> | £97.50 |
| Petty Cash <u>£24.04</u> | £24.04 |

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:

H&I Community Minibus (s137) Older Persons Co-Ordinator (July-Sept) £712.26 £712.26

Accounts Paid In 10 September to 15 October 2015:

SCDC – 2 nd half precept	£148,317.50
Club Receipts	£11,450.00
Ground Takings	£614.58
Sports Court Fees	£439.61
Pavilion Rent	£1,064.58
Asset Income	£110.00

