

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>10 October 2017</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**

**17/067.2 – Clerk's report:**

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

- Data Shredders - confidential shredding **£98.75** + vat
- Michael Scott Associates Ltd - professional advice re Milton Road (see CPP working party notes 10.10.17) **£240.00** + vat

**Administration/ General:**

- September newsletter published and distributed. Next deadline Tuesday 5 December
- Internal Audit visit 20 September
- Collection of shredding at office 4 October. Second clearance due
- Invitation to "Bramleys Got Talent" for all
- CCVS Newsletter September 2017 provided to all

**Meetings / Training:**

- Met with Buchans Landscapes 20 September to review contract
- Attended Clerk and Councillor Catch Up Day 22 September, also Cllrs Teague and Payne. New version of "Parish Council Statutory Powers" attached
- Attended a number of informal Community Park Project meetings and participation in conference call with Solicitors and other representatives
- Cllr Wood attended Generation Game event 2 October
- Met with Chair and Vice Chair for review meeting 3 October
- Councillors attended Dementia Friends Business Breakfast 11 October
- Clerk and Asst Clerk attending CCVS Finance training 12 October
- Cllr Foster attending Whittlesford Highways Open Day 16 October
- Mobile Warden Scheme meeting due 19 October
- Mental Wellbeing Week – feedback expected
- Police Panel meeting due at Girton 19 October. Update received from Police & Crime Commissioner "Connect" September 2017
- CPRE Planning Workshop 2 November, Cllrs Farrell and Jocelyn
- ACRE Conference St Ives 17 November, Cllr Teague, Clerk and Asst Clerk
- Weekly meeting date set between Chair and Clerk (s)

**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
- COB works 37 hours Monday – Friday
  
- **Please note clerk(s) holiday dates in your diary if you are affected.**
- COB annual leave/TOIL: 19 – 27 October
- SC annual leave: 14-15 October; 4 November
- TS annual leave: 19 – 20 October; 27 – 30 October
- LMM: annual leave w/c 30 October
  
- Review & Development (staff) meetings commenced October, for report via Employment Committee
  
- **Please let Clerk know your holiday dates** as this greatly aids arrangements in the Council diary

**A17/071.1 Committee Restructure Task & Finish disband**  
**Cllr Butcher has provided details of Motion:**

In November 2016 the Task & Finish group was created to discuss the Committee restructure proposal presented by Cllr Jenkins. The T&F group meet in February and it was clear from the debate and discussions that the proposal as presented lack justification, explanation and ultimately the support needed to implement the changes.

Since the T&F group first met, focus and progression has been limited as other projects have taken greater priority. With this it was clear the forum was unsustainable in its current form. In detailed discussion with the Clerk and Vice Chair it has become clearer that operational changes rather than structure changes may in the near future be more beneficial in making our Council more efficient and effective. I believe these changes should be led by the Clerk and office staff, who in my opinion are best placed to recommend improvements to working practice efficiencies by using their experiences and the lessons learnt from the successes of other local Parish Councils.

With this I'm proposing to disband the Committee Restructure Task & Finish Group and suggest more focused and local changes are made to simplify the way we work and operate. I will ask the Clerk to investigate ways of simplifying meeting structures, terminology and communication methods etc.

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

<b>REPORT TO:</b>	<b>Full Council</b>	<b>10 October 2017</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
Unity Bank	Quarterly service charge	18.00	-	18.00
Barclaycard	Notice board, postage, staff uniform, projector bracket	428.39	69.28	497.67
Sharp Copy IT Ltd	Copier reading	65.52	13.10	78.62
London Fuel Ltd	Unleaded fuel	23.67	4.74	28.41
British Gas	Gas account	236.72	11.83	248.55
<b>Total</b>		<b>772.30</b>	98.95	871.25

<b>Expenses paid Cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
PKF Littlejohn LLP	Annual audit fee	800.00	160.00	960.00
Celexon Ltd – Projector Shop 24	Part order – projector and screen, ceiling mount	894.13	178.83	1,072.96
<b>Total</b>		<b>1,694.13</b>	338.83	2,032.96

**Accounts for approval:**

<b>Expenses paid by BACS</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Keep Britain Tidy	Postage for litter bags	25.00	5.00	30.00
Roger Hovells	Office cleaning	30.00	-	30.00
CBS Office Supplies	Stationery	25.60	5.12	30.72
CPRE	Planning Workshop – 2 Cllrs attending	40.00	-	40.00
ESPO	Office equipment	34.82	6.97	41.79
CAPALC	Clerk's catch up day x 2	50.00	-	50.00
Ridgeons Ltd	Hardwood & post mix for Pump repair	81.49	16.30	97.79
Data Shredders	Confidential shredding	98.75	19.75	118.50
PRS for Music	Annual fee	90.39	18.08	108.47
Site & Maintenance	Install notice board, supply & fit cap for electrical socket on The Green	125.00	25.00	150.00
M Scott Assoc Ltd	Professional advice – Milton Road	200.00	40.00	240.00
CAPALC	Councillor training x 3	280.00	-	280.00
L M Dewar Cleaning	Pavilion cleaning	354.31	-	354.31
SD Groundscare	Soil, grass seed	354.95	22.39	377.34
Illiffe Print	Newsletter	545.45	-	545.45
Binder Loams	'Surrey' loams	737.60	147.52	885.12

H&I Comm VOPC	Older Persons Co-Ordinator - six month funding Proposed that Histon & Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b> , 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	2,250.00	-	2,250.00
H&I Comm MWC	Mental Wellbeing Champion – six month funding Proposed that Histon & Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b> , 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	3,500.00	-	3,500.00
Buchans Landscapes	Grasscutting – September	1,953.90	390.77	2,344.67
M7 Administration	Wages, NI, and pension	12,735.03	-	12,735.03
	Rec Groundsman expenses	25.53	-	25.53
<b>Total</b>		<b>23,537.82</b>	696.90	24,234.72

<b>Expenses paid by cheque</b>				
<b>Beneficiary</b>	Description	Net	Vat	Gross
Cllr T Ewbank	Room hire 'High St & Beyond' – meeting with traders	24.75	-	24.75
Cllr H Perry	Printing High St drawings for library exhibition	22.42	-	22.42
N Unwin	Grasscutting cover (Rec)	64.00	-	64.00
Histon Methodist Church	Grant as per minute 16/025.7 (16 May 2016) Proposed that Histon & Impington Parish Council in accordance with its powers under <b>section 144 of the Local Government Act 1972</b> .	5,000.00	-	5,000.00
<b>Total</b>		<b>5,111.17</b>	-	5,111.17

**To Note:**

Accounts Paid In 14<sup>th</sup> September to 10<sup>th</sup> October 2017:

<b>Net Income</b>	
SCDC – 2 <sup>nd</sup> half precept	159,175.50
Allotment Rents	222.00
Burial Ground	225.00
Club Receipts	2,530.00
Ground Takings	224.16
Sports Court Fees	671.87
Pavilion Rent	1,022.08
Asset Income	110.96
<b>Total</b>	<b>164,181.57</b>

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)** Cllrs Davies and Ing to authorise this month's BACS payments please. N.B. Cllr Ing has verified the invoices to be paid by BACS.