

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	September 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**

15/0.2 – Clerk's report:

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

- P A Collacott's – removal of heater and additional power sockets in meeting room, additional light in office lobby **£630.00** + vat
- SCDC – planning application for 2.4m fence on recreation ground (at request of landlord) **£97.50**
- New Councillor training sessions **£105.00**
- HC Courts – hardcourt clean, colour coat. Additional cost to include binder coat **£300.00** + vat
- R Collett - Replacement lock and keys for storage shed **£66.00**

Administration/ General:

- Attended Interview with Cllr Marston and Insurance Assessor re claim submitted for injury on non-Parish Council land. Statement made
- Highways Depot open day available for booking 17 September
- Cllr Cleaver presenting medals at Reading Challenge at Library 17 September
- Informal briefing for Councillors held on The Station Development Strategy (Neighbourhood Plan) 17 September. Public open evening due 24 September
- Cllr Payne and Clerk attended funeral of former Impington PC Cllr Alan Cornell to represent the Council
- Council also note sad passing of Bob Tuckwell Cambs County Council Transport Services
- The report on recommendations on the issue of purchase of the **Piaggio Ape vehicle has been delayed** due to a number of stumbling blocks encountered. Currently alternative routes with electric powered machinery are being investigated, **for report by the end of the year**
- Older Persons Co-Ordinator is planning to arrange a Scams Awareness event
- Letter of thanks to Cllr Hertoghe for taking part in the flower festival, with £543 raised

Meetings / Training:

- Details of SCC National Conference at Leicester. Weekend costs of £330 - £440, day rates £110
- Weekly meetings with Chairman held
- Attended Walkabout of Burial Ground with Cllrs and groundstaff 28 July
- Attended Newsletter Editorial meeting 30 July
- Attended residents meeting with Lucy Frazer 4 August

- Cllr Abdullah represented Parish Council at Police meeting re parking 5 August
- Attended meetings with local landowner with Cllr Davies 18 August, Cllr Jenkins 1 September
- Attended scoping meeting with Internal Auditor, Cllr Payne and RFO 8 September. First visit due 24 September
- Cllr Cahn to attend Councillor Training during September/October
- Attended Finance members discussion session 14 September
- RFO and clerk enrolled on Excel course during September/October
- Clerk attending CAPALC **Clerk's Catch Up day £25 2 October – office will be unmanned**
- Cllr Marston attending Homefield Hereward Residents Association AGM 8 October
- SCDC Parish/Cabinet Liaison meeting 6.30pm 14 October

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**
- Councillors please note that instructions for work by Apprentice should always come through the office / Mr Campin

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

Author: Angela Young
15.09.15

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	15 September 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:		
Barclaycard (DDR) Domain renewal, office supplies £75.92 + vat £9.90		£85.82
SCDC Planning application 2.4m fence at rec £97.50		£97.50
M4 Administration – wages, NI and Pension £10,597.71		£10,597.71
M4 Rec Groundsman expenses £25.53		£25.53
British Gas (DDR) electricity account £812.06 + vat £162.41		£974.47
London Fuel Ltd (DDR) unleaded fuel £22.31 + vat £4.46		£26.77
IVC training (Microsoft excel introduction) x 2 £68.00		£68.00
Ridgeons paint, cable ties £39.33 + vat £7.87		£47.20
AmeyCespa annual charge for trade waste £930.00 + vat £186.00		£1,116.00
N Unwin grasscutting at rec (prior to apprentice starting) £832.50		£832.50
N Unwin grasscutting at allotments £50.00		£50.00
L M Dewar Cleaning Service pavilion (June and July) £692.22		£692.22
Methodist Church refreshments 'Big Tidy Up' £20.00		£20.00
Buchans Landscapes grasscutting July £1,959.36 + vat 3391.87		£2,351.23
Roger Hovells office and bus shelter cleaning £82.50		£82.50
Copy IT Solutions copier reading £27.47 + vat £5.50		£32.97
CCC youth work – Summer term £6,311.56 + vat £1,262.30		£7,573.86
Way Project Youth – training (for volunteer) £55.00		£55.00
PWLB (DDR) Pavilion loan pmt 20 of 50, completion loan pmt 18 of 48 £12,658.86		£12,658.86
London Fuel Ltd (DDR) unleaded fuel £11.25 + vat £2.25		£13.50
British Telecom (DDR) telephone / broadband £173.32 + vat £34.66		£207.98

Accounts for approval:

King & Co 'Deed of Grant' vat element of invoice to CCC £80.00		£80.00
Roger Hovells office cleaning £30.00		£30.00
Acacia Tree Surgery work at The Coppice £325.00 + vat £65.00		£390.00
CamAlarms 50% half year service Fire Alarm System £68.00 + vat £13.60		£81.60
Site & Maintenance weld goal £68.00 + vat £13.60		£81.60
Broxap goal nets, measuring tape £86.17 + vat £17.23		£103.40
Buchans Landscape grasscutting – August £1,928.39 + vat £385.67		£2,314.06
Parish Online annual fee £70.00 + vat £14.00		£84.00
PHS Group plc Duty of Care certificate £71.95 + vat £14.39		£86.34
Pestbusters Ltd (previously 5 Star Pest Control) quarterly charge £70.00 + vat £14.00		£84.00
ESPO office supplies £25.49 + vat £5.10		£30.59
Peter Dann Consulting Engineers drainage report (tennis courts) 50% pre-contract £1,875.00 + vat £375.00		£2,250.00
Northmore Assoc Ltd advice re electrical infrastructure at rec (tennis Courts)		

	<u>£258.60</u> + vat £51.72	£310.32
L M Dewar Cleaning Services pavilion (August)	<u>£325.30</u>	£325.30
Performing Rights Society annual charge	<u>£86.89</u> + £17.38	£104.27
CBS Office Solutions stationery	<u>£25.60</u> + vat £5.12	£30.72
HC Courts Hardcourt – clean and re-coat	<u>£2,400.00</u> + vat £480.00	£2,880.00
P A Collacott & Co electrical works in office	<u>£630.00</u> + vat £126.00	£756.00
R W Collett (Locksmith) supply replacement lock and keys for storage shed	<u>£66.00</u>	£66.00
Petty Cash	<u>£28.73</u>	£28.73
A Cowley travelling expenses (Funding & Support Event)	<u>£9.00</u>	£9.00
Iliffe Print Ltd newsletter	<u>£519.20</u>	£519.20
M&M Heating Ltd supply and install syphon to Ladies toilet	<u>£68.00</u> + vat £13.60	£81.60
SD Groundscare Ltd grass seed for cricket wicket	<u>£309.95</u> + vat £1.99	£311.94

Accounts Paid In 15 July to 7 September 2015:

Burial Fees	£1,325.00
Ground Takings	£877.08
Sports Court Fees	£696.68
Pavilion Rent	£295.84
HMRC – refund P06/15	£3,210.43

