

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	11th July 2018
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**

18/042.2 – Clerk's report:

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

- Site & Maintenance - emergency repairs to bench on The Green - £180+vat
- Site & Maintenance – repairs to height restriction barrier in car park at rec £300+vat, ground user approached requesting consideration be given to repair costs

Administration/ General:

- June newsletter published. Meetings held with interested residents re possible new website news arrangement
- Cllr Teague organised flower display for Feast Flower Festival
- Thanks to all Councillors and others who prepared and manned stall at Feast Market 7 July
- Audit inspection ends 13 July
- **Council Surgery to be held Thursday 26 July** together with Police Crime Prevention event 4.30 – 7.30pm
- Piaggio vehicle back on site. Issues require clarification but once back on the road, Grounds Operative to be placed on insurance policy in addition to existing drivers
- Various insurance queries have been followed up by RFO
- Clerk has responded to SCDC survey on use of Communal Rooms at Sheltered Housing sites
- All Committees have been requested again to consider possible applications to the Innovate & Cultivate Fund – pre-application session available 24 September
- Star Council Awards 2018 now open for entries – deadline 17 August
- Councillors have been invited to act as supervisors for new project with IT Support Groups for older people during September and October
- County Council wish to set up a working group to talk about ways in which the Library can evolve to be an even better library. **Volunteer Council representative still required**

Meetings / Training:

- All Councillors are reminded that **clerk must be aware of any meetings attended in role as Parish Councillor**. For those with dual hatted positions it must be clear to all **under what capacity attendance is made**
- Cllrs Payne and Farrell attended South Cambs Cabinet & Parish Liaison meeting 20 June

- Cllr Jenkins and Dist Cllr Heylings attended SCDC Village Design Statements meeting 26 June
- Cllrs Payne and Farrell attended CAPALC “Save The Vision, Shape the Future” seminar 29 June
- Cllr Ing attended Police Surgery Cambourne 2 July
- Cllr Farrell attended Affordable Housing Mythbusters Tour 3 July
- Northstowe Forum (Drop In) due 18 July
- **Standards Workshop planned for 19 July CANCELLED.** Staff to prepare draft standards and report back by September
- Site staff training on Dementia Training organised for 21 August. Session for Councillors and wider attendees to follow
- Possible training on Code of Conduct 3 September – all Councillors to attend
- **Confirmed training:**
 - Councillor Training 12,19, 26 September – Cllr Moore
 - Budgeting and Finance Control 6 Sept – Cllrs Stonham and Moore
 - Role of Internal Auditor 7 Sept – Cllr Stonham
 - Finance for Clerks & RFOs 3 October – Deputy Clerk and RFO
- **Councillor training date now available via CAPALC Saturday 13 October, Pidley (all 3 sessions in one day) – contact the clerk for details** – recommended for new Councillors especially
- Clerks and Chair/Vice Chair meet Tuesday p.m. on regular basis

Staff matters and holiday/TOIL dates:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment
- LMM normal days of work are Monday – Wednesday
- AJY normal days of work are Monday, Tuesday, Thursday and Friday a.m.
- COB is full time

Annual Leave/TOIL:

AJY: 12 – 13 July; 2 – 8 August; 31 August – 7 September

LMM: w/c 16 July; 31 August – 7 September

TS: w/c 13 August

Please let Clerk know your holiday dates as this greatly aids arrangements in the Council diary

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council AGM	12 June 2018
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:

Expenses paid by DDR					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Sharp - Copy IT Solutions	Copier reading	52.66	10.53	63.19	Administration
Onecom	Telephone and broadband	94.81	18.96	113.77	Administration
Unity Bank	Quarterly service charge	41.55	-	41.55	Finance & Legal
Barclaycard	Staff uniforms, new lock, grease guns	140.40	28.08	168.48	Administration, Recreation
London Fuel Ltd	Unleaded fuel	25.18	5.03	30.21	Recreation
British Gas	Gas account	266.34	13.31	279.65	Recreation
Total		620.94	75.91	696.85	

Retrospective Accounts Paid by BACS					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Morelock Signs Ltd	Vario Radar Speed Sign (as agreed at AGM)	2,872.00	574.40	3,446.40	Highways
Total		2,872.00	574.40	3,446.40	

To Approve:

Accounts for Approval					
Expenses paid by BACS		Net	Vat	Gross	Cost Centre
Cllr N Davies	Travel expenses to Carter Jonas	7.20	-	7.20	Administration
Cllr J Teague	Flower Festival expenses	35.99	-	35.99	Administration
Print-Out	A2 colour printing	6.00	1.20	7.20	Administration
P De Matos	Playing Out Scheme - traffic cones (grant funded)	25.00	4.99	29.99	Environment
CAPALC	Training 'Share the Vision'	30.00	-	30.00	Administration
R Hovells	Office cleaning	30.00	-	30.00	Administration
Helena Perry	High St & Beyond - expenses re planters	40.00	-	40.00	Environment
ESPO	Stationery	54.67	10.93	65.60	Administration
D A Pest Control	Control of rats	90.00	-	90.00	Recreation
Ben Burgess Ltd	Machinery repair - 36" Allett	186.36	37.27	223.63	Recreation

Mick George Ltd	Sharp sand	203.00	40.60	243.60	Recreation
E Hunt	High St & Beyond - expenses re planters	271.05	-	271.05	Environment
Berrycroft Stores Ltd	Fertilisers, hose and clips	258.25	51.65	309.90	Recreation
Site & Maintenance	Repairs to height barrier	300.00	60.00	360.00	Recreation
L M Dewar Cleaning Services	Pavilion - June	370.25	-	370.25	Recreation
Iliffe Print Ltd	Newsletter	479.92	-	479.92	Administration
Working turf Ltd	Spray recreation ground	580.00	116.00	696.00	Recreation
Peters, Elworthy & Moore	17-18 annual VAT review / assistance re partial exemption	1,350.00	270.00	1,620.00	Finance & Legal
AmeyCespa Ltd	Trade waste bins x 3 - annual charge	1,622.40	324.48	1,946.88	Environment, Recreation
Buchans Landscapes	Grass and hedge cutting - June	2,424.72	484.94	2,909.66	Environment
M4 Administration	Wages, NI, and pension	14,461.65		14,461.65	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
Total		22,851.99	1,402.06	24,254.05	

To Note:				
Accounts Paid In 13.6.18 to 10.7.18				
Net Income				Cost Centre
Burial Grd Fees	600.00			Environment
Ground Takings	214.17			Recreation
Sports Courts Fees	781.27			Recreation
Pavilion Rent	1,276.67			Recreation
Village Green Income	467.25			Environment
Asset Income	113.93			Recreation
Total	3,453.29			

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

N.B. Please note that the insurance policy is due for renewal on 1 August, a review has been carried out, this will be reported to FLA on 23 July for agreement; cheque will then be issued

If there is not a meeting in August, salaries and any known / regular payments will be reported at next Parish Council meeting and BACS payment run will be required.