

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	12th June 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**

18/029.2 – Clerk's report:

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

- Tates Treeworks – emergency works – Burroughfield/Coppice **£60.00**

Administration/ General:

- Youth Club is cancelled 2 July due to staff shortage
- Committee agreement to provide 7 July Feast Market display: Environment; Highways; Recreation and Community Park. **All requirements of office by 3 July please**
- Piaggio vehicle currently **still out of service**
- Clerk to organise Dementia Friends training for the office and recreation staff and key members
- Histon & Impington Parish Council has direct access to NALC. **New Log In details** received from CAPALC will be provided to all
- All Committees have been requested again to consider possible applications to the Innovate & Cultivate Fund – pre-application sessions available 27 June and 24 September
- 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 required**

Meetings / Training:

- Clerks and Chair/Vice Chair meet Tuesday p.m. on regular basis
- Cllr Payne has circulated details of Principal & Local Councils working in Partnership event report attended
- Information meeting Clerk, Deputy Clerk, Chair and Vice Chair with County Council 15 May
- Waste Incinerator meeting held Landbeach 16 May
- Northstowe Community Forum held 16 May
- Meeting between editors and local residents re newsletter options 2018 onwards held 17 May. Further meeting planned 10 July
- Village Mental WellBeing Forum held 23 May
- Clerk, Cllrs Payne, Jocelyn, Farrell attended meeting 31 May with County and others re second Primary School consultation due 6 June
- Older Persons Forum held 7 June attended by Cllrs Payne, Teague and Cleaver

- MET Meet the Trustees meeting 11 June attended by Cllrs Cahn, Legge and Stonham
- Cllrs Payne and Jenkins met with Junior School re play area access 11 June
- Neighbourhood Plan update for Councillors held 13 June. Further session planned 4 July
- SCDC Cabinet Parish Liaison meeting 20 June, Cllrs Payne and Farrell to attend
- Training opportunity: CAPALC “Share the Vision, Shape the Future”. Cllr Payne attending/presenting.
- LCPAS provide details of Peer Review service available, Details requested
- **Workshop on Response Standards to be organised for 19 July** (telephone; email; website comments; letters/orders agreed; social media)

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
- Training attended: Steve Campin/Chelsea O’Brien Supervision Training (LCPAS) 24 May

Annual Leave/TOIL:

AJY: 14, 15 June; w/c 25 June; 12, 13 July

COB: 6 – 9 July

TS: w/c 9 July

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

- o Accounts paid by delegated approval – to note only:

Expenses paid by DDR					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Copy IT (Sharp)	Copier reading	51.11	10.22	61.33	Administration
Siemens Financial Services	Copier - lease rental	194.34	38.86	233.20	Administration
Barclaycard	Cycle tyres ('Dutch' cycle), signs	111.95	22.40	134.35	Environment, Recreation
London Fuel Ltd	Unleased fuel	28.20	5.63	33.83	Recreation
PWLB	Freehold loan - pmt 26 of 50	2,719.69	-	2,719.69	Finance & Legal
British Telecom	Broadband / telephone	139.92	27.98	167.90	Administration
Total		3,245.21	105.09	3,350.30	

	ACCOUNTS FOR APPROVAL				
Expenses paid by BACS		Net	Vat	Gross	Cost Centre
Cllr D W Payne	Travel expenses - 'Principal & Local Councils Working in Partnership' event	51.30	-	51.30	Administration
Cambs City Council	Room hire - Kings Meadow working party	16.89	-	16.89	Environment
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
CSA Cleaning Equipment	Wash room supplies	43.32	8.66	51.98	Recreation
M&M Heating Ltd	Repair leaking value in bowls watering system	45.00	9.00	54.00	Recreation
Site & Maintenance	Weld arm on verti-drainer	73.00	14.60	87.60	Recreation
ESPO	Replacement litter bin, stationery	92.06	18.41	110.47	Recreation, Administration
Play Inspection Co	3 x annual inspections	195.00	39.00	234.00	Recreation
LCPAS	Training - Ground Staff Management (reimbursements will apply)	250.00	-	250.00	Administration
South Cambs District Council	Admin costs for uncontested Parish election	285.00	-	285.00	Administration
L M Dewar Cleaning Services	Pavilion cleaning	412.43	-	412.43	Recreation

Cromwell Fire Ltd	Annual fire extinguisher services (3 new appliances required)	365.40	73.08	438.48	Recreation, Administration, Environment
Fleet (Line Markers) Ltd	Pitchmarker	433.28	86.66	519.94	Recreation
Rigby Taylor	Fertilisers, grass seed	762.00	91.60	853.60	Recreation
Alison Turnbull Associates	Public Art - 'Theories of Home' project	1,500.00	-	1,500.00	Environment
Tates Treeworks	As per order PC19-17 plus additional removal of tree in H/Park and emergency at Coppice/Burroughfield	2,120.00		2,120.00	Environment
M3 Administration	Wages, NI, and pension	14,461.65	-	14,461.65	Administration
	Rec Groundsman expenses	25.53	-	25.53	Recreation
National Allotment Society	Annual affiliation fees	55.00	11.00	66.00	Environment
Rigby Taylor Ltd	Fertiliser	66.75	13.35	80.10	Recreation
Ben Burgess Ltd	Repairs to 'Allett' mower	266.02	53.20	319.22	Recreation
Buchans Landscapes	Grasscutting - May	2,881.95	576.39	3,458.34	Environment
Total		24,457.18	1,000.07	25,457.25	

Expenses by Cheque		Net	Vat	Gross	Cost Centre
Histon & Impington Feast	Market stall fee	15.00	-	15.00	Administration
Total		15.00	-	15.00	

To Note:			
Accounts Paid In 15.5.18 to 12.6.18			
Net Income			Cost Centre
Burial Grd Fees		815.00	Environment
Sports Courts Fees		868.75	Recreation
Pavilion Rent		648.74	Recreation
Asset Income		113.93	Recreation
Total		2,446.42	

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

