

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	13 February 2019
AUTHOR/S:	Chelsea O'Brien, Acting Clerk	

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note in bold**

18/117.2 – Clerk's report:

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

- Necessary works in Compound: installation of power and LED lights to containers, install light to cleaners cupboard **£854.00+vat**

Administration/ General:

- **When items delegated to clerk working with Councillor/s any other work carried out on this item must include reference to delegated Councillor/s**
- Internal Audit visit 16 January
- Grass Contractor meeting 24 January, followed by on-site visits with Deputy Clerk and Tree Warden/Allotment officer
- Youth club 4 February for Histon & Impington had to be cancelled due to staff sickness
- Closing date for Apprenticeship applications extended to 10 March. Stall planned for CRC Apprenticeship Fayre 4 March
- Deadline for newsletter articles is 11 March
- Mr Foster's "Weed Whackers" team working on The Green and the High Street 15 March
- CAPALC and NALC Bulletins forwarded to all. Committee on Standards & Public Life report published; Open letter to Councillors Jan 2019 copied to all; Points of Light report includes mention of The Generation Game project in Histon & Impington; CAPALC Communities Framework consultation – all encouraged to respond

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 Stonham attended HI Hub meeting 22 January. Further meeting due 26 February
- It is noted the HisImp Chat mailing list is closed, with a replacement on offer via Denis Payne
- Cllr Farrell attended school parent meeting 22 January re parking solutions
- Cllr Payne attended Kings Meadow working party meeting 23 January
- Cllr Butcher attended Village Society AGM 29 January

- Vision & Mission session held 31 January. **Hope to follow up with further sessions.** Thanks to Nick Wood for his skilled facilitating
- Met with agent for School Hill site to provide local knowledge 1 February
- Met with Architectural Liaison officers re site security at recreation ground 1 February
- Councillors provided with Dementia Friend training 7 February
- Attended County Council meeting Huntingdon with Vice Chair 8 February regarding road closures in Impington Lane. Other **road closure details** provided and advertised/to be advertised via website
- Cllr Payne attended NALC Conference 11 February
- Met Kingsgate Management 12 February
- CCVS Newsletters forwarded to all. Cllr Moore attending Writing Good Funding Applications session 5 March
- Cllr Cahn attending Community Resilience event at SCDC 9 March
- Mental Health Forum at Histon & Impington Junior school 5.30pm 13 March. Notes of meeting 2 October 2018 received
- Older Peoples Forum due 21 March 2pm at Recreation ground
- Clerks and Chair/Vice Chair meet Tuesday p.m. on regular basis

Staff matters:

- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm - 4pm .Other times are by appointment. The office is not always manned on a Friday
- Office staff attended SLCC Regional Conference 30 January. Report and overheads to follow
- Groundsman and Grounds Operative attending Seminar on pitch care at Cambridge United 7 March
- **Acting Clerk is to visit local Town Council office for 2 dates in February/March to review good practices and processes arising from their **Gold Standard award status****

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	11 February 2019
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
Barclaycard	Racking for compound, hand tools	504.12	100.82	604.94	Recreation, Environment
Sharp- Copy IT Solutions	Copier reading	88.11	17.62	105.73	Administration
Onecom Ltd	Broadband and telephone	72.88	14.58	87.46	Administration
London Fuel Ltd	Unleaded fuel	17.92	3.59	21.51	Recreation, Environment
British Gas	Electricity account	1,859.51	371.90	2,231.41	Recreation
Camb Water plc	Recreation ground - business rates	172.99	-	172.99	Recreation
Siemens Financial Services	Copier lease and annual service fee	244.34	48.86	293.20	Administration
		2,959.87	557.37	3,517.24	

Accounts for Approval					
Expenses paid by BACS	Description	Net	Vat	Gross	Cost Centre
ESPO	Gloves for litter picking	18.96	3.79	22.75	Environment
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00	Administration, Environment
Came & Co (Stackhouse Poland)	Pro-rata insurance for addition of new Piaggio	217.28	-	217.28	Finance & Legal
SLCC	Regional training seminar x 3	230.00	46.00	276.00	Administration
L Dewar Cleaning Services	Pavilion cleaning - January	392.75	-	392.75	Recreation
Site & Maintenance Services	Welding work in compound	380.00	76.00	456.00	Recreation
Ben Burgess Ltd	Gang mower service, new blades etc.	947.37	189.47	1,136.84	Recreation
Suffolk Industrial Doors	Replacement doors - compound	3,310.00	662.00	3,972.00	Recreation
M11 Administration	Wages, NI, and pension	14,584.26	-	14,584.26	Administration
	Travel expenses (training, H/W meeting Huntingdon)	43.70	-	43.70	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Expenses By Cheque					

Petty Cash	Office costs, replacement key, light sockets	79.41	-	79.41	Administration, Recreation
E Hill	Expenses - HI Sustainability - room hire, refreshments	24.99	-	24.99	Environment
The Bobby Scheme	Donation Proposed that Histon & Impington Parish Council in accordance with its powers under section 31 of the Local Government Rating Act 1997	100.00	-	100.00	Community Support
The Cogwheel Trust	Donation 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	500.00	-	500.00	Community Support
Total		20,979.85	982.38	21,962.23	

To Note:			
Accounts Paid In 15.1.19 to 11.2.19			
Net Income			Cost Centre
Bank Interest		2,401.06	Finance & Legal
Burial Grd Fees		905.00	Environment
Ground Takings		375.00	Recreation
Sports Courts Fees		2,286.83	Recreation
Pavilion Rent		477.50	Recreation
Asset Income		113.93	Recreation
Insurance Settlements		20,862.96	
Total		27,422.78	

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.