

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	11th June 2019
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**

19/042.2 – Clerk's report:

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

- Wido Ltd – garden trolley to assist with transporting cans to water planters in High Street **£37.49+vat**
- M&M Heating – replacement taps in public toilets (emergency works) **£260.00+vat**
Last time:

I am retiring at the end of June, with my last day at work being Friday 28 June. I leave with a mixture of sadness and excitement after 25 years in the post and wish you all nothing but good things and success in the coming years of the Council. Also I have great confidence that the newly organised staff team will swiftly and capably work together to fill any gap I may leave!

I will look out for evidence of the excellent work you all do for our villages and I am sure I will continue to show great interest in all things PC and be there to help wherever I can, once I have had chance to settle into my retirement and had a bit of "me time".

Administration/ General:

- Marcus Romer has resigned as Councillor. Notice of vacancy advertised. Next agenda for co-option
- NALC and CAPALC Bulletins forwarded to all
- LCPAS updates forwarded to all
- Feast Flower Festival from 29 June – Big Tidy Up team and Parish Council are providing displays

Meetings / Training:

- Cllrs Ing and Payne attended Employers Forum Pension Fund session 17 May
- Cllrs Farrell and Ing attended Police meeting 4 June re new Southern Police station siting. Further information meeting due 10 June
- Cllrs Farrell and Sellen attending Meet the Trustees meeting at IVC 10 June
- Planning meeting for Feast displays on 30 July due 12 June
- Public meeting called 13 June to discuss the potential merger of 2 village charities – HICOM and Friends of the Rec
- Clerk and Acting Clerk to meet County Council on site at play area on The Green 18 June

- Environment Committee doing a cycle-about 20 and 25 June from 6pm – all others welcome to join

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: Acting Clerk attending Cemetery course 20 June; Cllrs Cahn and Farrell attending “Share the Vision, Shape the Future” conference 28 June

Annual Leave:

AG: w/c 8 July

OM: w/c 22 July

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

19/042.5 – Employment update

We have interviewed for both the Apprentice Business Administration post and the Committee Clerk/Information Officer post. An offer has been made and accepted for the Apprenticeship and we are in process of making an offer for the permanent role. It is anticipated that Amelia the apprentice will start 1 July, and we are aiming for the Committee Clerk to start 5 August.

Cllr Farrell assisted Chelsea and I with the interviewing process and we were all very impressed with the quality of applicants and suitability for our roles.

19/045.3 – Youth Club Half term update

Week beginning

22 Apr – bank holiday

29 Apr – 24

6 May – bank holiday

13 May – 34

20 May – cancelled due to staff illness

There are 17 young people currently doing the babysitting course. Alan comments that the numbers are extremely healthy and exceed what they would normally expect for this time of year as there is normally a drop off in the summer. This is so much so they have had to put on an additional member of staff.

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council AGM	11 June 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	Pitch Maintenance - tape, stakes	52.99	10.59	240.20	Recreation
Sharp - Copy IT	Copier reading	64.49	12.90	77.39	Administration
Onecom	Telephone and broadband - March	75.71	15.14	90.85	Administration
London Fuel Ltd	Unleaded fuel	42.22	8.44	50.66	Recreation
Total		235.41	47.07	459.10	

Retrospective Accounts Paid by Cheque					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
I See Solutions	Supply & install pillar to supply power to cricket score box and MUGA area	2,719.57	543.91	3,263.48	Recreation
Total		2,719.57	543.91	3,263.48	

Accounts for Approval					
Expenses paid by BACS	Description	Net	Vat	Gross	Cost Centre
C J Foster	Expenses - BTU, mileage claim	27.55	-	27.55	Environment
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
CAPALC	Cemetery training course (CMO)	120.00	-	120.00	Administration
Cromwell Fire Ltd	Annual fire extinguisher services	159.13	31.81	190.94	Recreation, Environment, Administration
S F Services	Orchard Road Community Garden - materials for notice board	215.00	-	215.00	Environment
ESPO	Litter picking equipment, cleaning products	252.50	50.50	303.00	Environment, Recreation
M&M Heating Ltd	Replacement taps in public toilets (emergency)	260.00	52.00	312.00	Recreation
L M Dewar Cleaning Services	Pavilion - May	392.75	-	392.75	Recreation
P A Collacott & Co	PAT and emergency lighting tests and repairs	639.79	127.96	767.75	Recreation, Administration
MLP Traffic Ltd	Feast road closure	1,025.85	205.17	1,231.02	Community Support

Modicum Planning Ltd	N/Plan support	2,400.00	-	2,400.00	Planning
Age UK Ltd	Mobile Warden Scheme - funding 2019/2020 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	3,000.00	-	3,000.00	Community Support
M3 Administration	Wages, NI, and pension	16,287.24	-	16,287.24	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Total		24,860.94	472.56	25,333.50	

To Note:					
Accounts Paid In 15.5.19 to 10.6.19					
Net Income					Cost Centre
Burial Grd Fees		1,060.00			Environment
Sports Courts Fees		355.00			Recreation
Pavilion Rent		512.09			Recreation
Asset Income		116.93			Recreation
Refuse Collection	School Hill	100.00			Environment
Total		2,144.02			

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