

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien, Clerk	11th October 2019

Purpose

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

19/056.2 – Clerk's report:

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

- M&M Heating Ltd – emergency works. Replace hot water pump & valves, temperature relief valve and faulty immersion in pavilion and leak in pipe **£705.00 + vat**
- Scamblers – repairs to electric Piaggio (emergency 'stop' button failure) **£198.00+vat plus labour**
- Clerk expenses for glasses as per Employment policy **£100.00**

Administration/ General:

- Office team weekly meeting with Chair held on Thursdays
- Internal Audit session held Wednesday, 2nd October
- Parish Council signed up to – Cambridgeshire & Peterborough Against Scams Partnership (CAPASP). Please complete the 20 minute express online training at: www.friendsagainstscams.org.uk/elearning/Cambridgeshire to become a Friend Against Scams (you can even receive a badge!)
- SCDC has sent notification works will be commencing to upgrade the footway lights to LEDs by March 2021. Parish Council is now responsible for paying the energy
- Details received of road closure Remembrance Sunday:

Event	Date and Time	Road(s)	Location	Diversion
Histon & Impington Remembrance Day Service	10 th November 2019 08:45 – 10.30	Bridge Road	From New Road – Station Road	Impington Lane, New Road and vice versa
		Station Road	Between Bridge Road – Saffron Road	
		Water Lane	From Impington Lane – Station Road	

Meetings / Training:

- Committee Clerk met contractors at the Crossing Keepers Hut 8th October to progress plans for electricity inside the hut
- Clerk and Office Manager met with Insurance Advisor 9th October
- Committee Clerk met with tree contractors on The Green 14th and 17th October to arrange quotes for tree works required prior to installing Christmas lights

- Community Park – meeting with SCDC Case Officer, Carter Jonas and Flagship attended by Cllrs Payne and Davies 16th October
- Meadow and Buchan Street Public Consultation attended by Cllrs Ing, Jocelyn and Cahn. Link to consultation boards: https://www.ip-cambridge.co.uk/wp-content/uploads/2018/03/045_Consultation-Boards_6.0-PRINT-lo-res.pdf. You can comment on these boards until 25th October by using the comment form here: <https://www.ip-cambridge.co.uk/wp-content/uploads/2018/03/Meadows-and-Buchan-St-Comments-Form-v5.pdf>

Staff matters and holiday/TOIL dates:

Staff email addresses:

clerk@hisimp.net – Clerk
committee.clerk@hisimp.net – Committee Clerk/Information Officer
office@hisimp.net Office Manager/RFO
admin@hisimp.net – Apprentice Business Administrator
groundsman@hisimp.net – Head Groundsman
asst.groundsman@hisimp.net – Assistant Groundsman

Visitors to the Office:

Cllrs Payne, Carrington, Davies, Jenkins, Ing

Bowls & Cricket clubs representative, various sports coaches

Residents:

- Key collections for community room bookings
- Viewing of planning applications
- Query on planning matter
- MUGA users
- The Green, key collection

Contractors:

- PA Collacot – PAT testing Christmas Lights
- M&M Heating Ltd
- Crossover Group – (Security)
- Scamblers
- Buchans
- Pro-Serve Electrical

Magazines Received available on request

- IQ – September-November Edition
- The Clerk Magazine – September
- Clerks & Councils Direct – September
- Cambridge Architecture – Summer/Autumn 2019

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

REPORT TO:	Full Council	15th October 2019
AUTHOR/S:	Lynda Marsh, Office Manager/RFO	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

Beneficiary	Description	Net	Vat	Gross	Cost Centre
OneCom Ltd	Telephone & broadband - September	82.67	16.53	99.20	Administration
Barclaycard	Stationery	8.87	1.78	10.65	Administration
Sharp - Copy IT	Copier reading	57.98	11.60	69.58	Administration
Unity Trust Bank	Quarterly service charge	43.50	-	43.50	Finance & Legal
Public Works Loan Board	Pavilion loan payment 28 of 50, completion loan payment 26 of 48	11,315.50	-	11,315.50	Finance & Legal
London Fuel Ltd	Unleaded fuel	35.14	7.04	42.18	Recreation, Environment
British Gas	Electricity account	467.62	93.52	561.14	Recreation
British Gas	CKH - standing charge	23.91	1.19	25.10	Environment
British Gas	Gas account	68.37	3.41	71.78	Recreation
Total		12,103.56	135.07	12,238.63	

	Accounts for Approval	Net	Vat	Total	Cost Centre
Expenses paid by BACS	Description				
D W Payne	Expenses - Land Registry investigations	24.00	-	24.00	Finance & Legal
CAPALC	DPO Scheme renewal to 31.3.19	37.50	-	37.50	Administration
Melbourn Parish Council	Councillor training session 21.9.19	60.00	-	60.00	Administration
D A Pest Control	Pest control on The Green	80.00	-	80.00	Environment
PCC of St Andrews Histon	Room hire - Sustainability Group	84.50	-	84.50	Environment
Geosphere Ltd	Parish Online annual subscription	80.00	16.00	96.00	Administration
Roger Hovells	Office and bus shelter cleaning	100.00	-	100.00	Administration, Environment
Mick George Ltd	4 yard skip	110.00	22.00	132.00	Recreation
Peter Graves Florist	Spring bulbs	220.83	44.17	265.00	Environment
Proludic Ltd	Replacement part for 'spring animal' on The Green play area	321.88	64.35	386.23	Recreation
L M Dewar Cleaning Services	Pavilion cleaning - September	378.70	-	378.70	Recreation
Illiffe Print Ltd	Newsletter printing	479.17	-	479.17	Administration
Broxap Ltd	New goal nets, hooks	438.55	87.71	526.26	Recreation
Boyd Sport & Play Ltd	Grass tiles for new picnic benches	480.00	96.00	576.00	Recreation

Playsafety Ltd	Playground inspection training and exam	590.00	98.00	688.00	Administration
M & M Heating Ltd	Replace hot water pump & valves, temperature relief valve and faulty immersion in pavilion - emergency works	705.00	141.00	846.00	Recreation
Rigby Taylor Ltd	Surrey loam	712.00	142.40	854.40	Recreation
Sutcliffe Play Ltd	Replacement part for 'circuit climber' at Rec play area	727.09	145.42	872.51	Recreation
Munro Building Services Ltd	Annual planned maintenance, services and chlorination	820.00	164.00	984.00	Recreation
PKF Littlejohn Ltd	Annual external audit fee	1,000.00	200.00	1,200.00	Finance & Legal
Gaskin Brothers Ltd	Car park repairs	1,240.00	248.00	1,488.00	Recreation
Buchans Landscapes	Grasscutting - September	1,763.37	352.66	2,116.03	Environment
M7 Administration	Wages, NI and pension	12,804.00		12,804.00	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
	Clerk expenses for glasses as per Employment policy	100.00		100.00	Administration
Expenses by Cheque	Petty cash - post, meeting refreshments, travel exp, light bulbs	70.30	-	70.30	Administration, Recreation
Total		23,452.42	1,821.71	25,274.13	

To Note:			
Accounts Paid In 12.9.19 to 14.10.19			
Net Income			Cost Centre
Allotment Rents		227.00	Environment
Burial Grd Fees		240.00	Environment
Club Receipts		5,530.00	Recreation
Ground Takings		45.83	Recreation
Sports Courts Fees		926.65	Recreation
Pavilion Rent		355.42	Recreation
Asset Income		116.93	Recreation
Bank Interest	Scottish Widows	0.11	Finance & Legal
Precept	SCDC - 2nd payments	179,990.63	Administration
Refund	Vat P19/09	5,547.10	Finance & Legal
Total		192,979.67	

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