

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien, Clerk	3rd September 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):

- Travis Perkins – equipment for 'Weed Whackers' **£65.02+vat**
- Signs4Less – safety signs for 'Weed Whackers' **£32.40+vat**
- Site & Maintenance – emergency repair to post on the Green **£90.00+vat**
- DataShredders –document shredding **£82.50+vat**

Administration/ General:

- Vision & Mission No 2 held 25th July attended by Cllrs Nudds, Payne, Carrington, Butcher, Murray, Farrell, Sellen and Clerk
- Elaine Farrell formally resigned from Council 18th August, SCDC have been informed and poster displayed
- Archiving and annual shredding took place 9th August (240g of paper shredded)
- First visit from Cambridge Regional College Friday 16th August – (Apprenticeship), further visit planned 25th September
- Permission was given to a local filmmaker on receipt of Risk Assessment for filming in the Burial Ground
- LHI 19-20 Pedestrian Support Package is now complete


Meetings / Training:

- Community Park Conference call held 14th August – Cllrs Payne, Davies, Apprentice and Clerk in attendance
- Clerk and Apprentice attended Station Road Walkabout with County Officers 15th August
- Clerk and Apprentice attending Cemetery Training 20th August – (separate report)
- Committee Clerk has been booked onto Clerks Knowledge 2 day course – 12th and 19th September
- Community Park on-site meeting to review Highways held 4th September attended by Cllrs Ing, Davies, Clerk and Apprentice
- Cllr Cleaver attending Summer Reading Challenge at Histon Library – 20th September

Staff matters and holiday/TOIL dates:

- It is with great sadness I report that the Grounds Operative has handed in his notice. His last working day was Thursday 5th September. He will be greatly missed by all!
- Temporary contractor cover sourced to assist with pitch marking on Friday's pending any possible permanent appointment.
- Office hours. The office is open Monday – Thursday 9.30am – 12.30pm and Tuesdays 2pm – 4pm. Other times are by appointment
- 'Green Skip' trial in progress at the Recreation Ground, ambitions to make permanent during peak summer months. Logistics, safety and siting yet to be confirmed
- 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

Committee	Which member of staff
Community Park Sub Committee	Clerk/Apprentice
Environment	Committee Clerk
Employment	Clerk
Finance, Legal & Admin	Office Manager
Highways	Clerk
Planning	Clerk/Apprentice
Recreation	Office Manager

Annual Leave: Clerk: W/C 23rd September; 4th October; 7th October

Visitors to the Office:

Cllrs Payne, Farrell, Carrington, Davies, Gordon, Moore, Cleaver
 Bowls & Cricket clubs representative
 Youth Worker, Andrea Cowley
 PCSO Tony Martin

Residents:

- overhanging vegetation B1049
- new resident to the village looking for information
- tennis court bookings
- key collections for community room bookings
- query about access and dropped kerbs

Contractors:

- Munro – annual service/water testing
- PA Collacot – electrical safety testing
- Sharp Copier
- Scamblers – Courtesy call
- CamAlarms – half yearly service for fire alarms

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

REPORT TO:	Full Council	11 September 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:

Expenses paid by DDR					
Beneficiary	Description	Net	Vat	Gross	Cost Centre
Barclaycard	Paint, signs, domain hosting renewal	232.45	46.49	278.94	Administration, Recreation
Sharp - Copy IT	Copier reading	96.22	19.24	115.46	Administration
Onecom	Telephone & broadband	82.84	16.57	99.41	Administration
British Gas	CKH - electricity	16.01	0.80	16.81	Environment
London Fuel	Unleaded fuel	35.56	7.12	42.68	Recreation, Environment
British Gas	Gas account	369.54	18.47	388.01	Recreation
Siemens Financial Services	Copier rental	194.34	38.86	233.20	Administration
UnityTrust Bank	Manual credit handling charge	11.00	-	11.00	Administration
OneCom	Telephone & broadband	85.08	17.02	102.10	Administration
Sharp - Copy IT	Copier reading	71.73	14.35	86.08	Administration
Barclaycard	Safety boots (PPE), safety signs	77.34	15.47	92.81	Admin, Environment, Recreation
London Fuel	Unleaded fuel	52.08	10.41	62.49	Recreation, Environment
British Gas	Electricity account - July to August	699.37	139.87	839.24	Recreation
British Gas	Gas account - August	59.65	2.98	62.63	Recreation
PHS Group	Duty of Care Controlled Waste Transfer Note	76.50	15.30	91.80	Recreation
Total		2,159.71	362.95	2,522.66	

	Retrospective Accounts for Approval				
Expenses paid by BACS	Description	Net	Vat	Gross	Cost Centre
Fleet Linemarkers Ltd	Rubber handle grip	6.00	1.20	7.20	Recreation
J Franklin	Restoration expenses for Histon Bier	20.75	-	20.75	Environment
SCDC	Room hire - Sustainability Group	22.50	-	22.50	Environment
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
R W Collet	Padlock, additional keys etc.	57.25	-	57.25	Recreation, Environment

ESPO	Office supplies, cleaning products	74.98	15.00	89.98	Recreation, Administration
Site & Maintenance Services	Emergency repair to post on The Green	75.00	15.00	90.00	Environment
CAPALC	Burial Ground training - apprentice	120.00	-	120.00	Administration
CSA Cleaning Equipment	Wash room supplies	106.00	21.20	127.20	Recreation
Crossover Group	Additional detector	125.00	25.00	150.00	Recreation
Site & Maintenance Services	Office alterations, remove padlock at South Road	260.00	52.00	312.00	Sec106, Recreation
L M Dewar Cleaning Services	Pavilion - July	415.25	-	415.25	Recreation
Mower People	Replacement mower (B/Grd), strimmer nylon cord	533.33	106.67	640.00	Environment, Recreation
CBS Office Solutions	Office furniture	594.00	118.80	712.80	Sec 106
Buchans Landscapes	Grasscutting - July	1,854.95	370.98	2,225.93	Environment
Connections Bus Project	Youth work contract - September to December 2019	7,517.00	-	7,517.00	Youth
Cambs County Council	Contribution to LHI 2017-19 project - footpaths phase 1	14,962.25	-	14,962.25	Highways
M5 Administration	Wages, NI, and pension	14,619.48		14,619.48	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Total		41,419.27	725.85	42,145.12	

The above BACS payments were verified and authorised by Cllrs Payne and Davies (14.8.19)

	Accounts for Approval				
Expenses paid by BACS	Description	Net	Vat	Total	Cost Centre
Travis Perkins	Equipment for 'Weed Whackers' group	65.02	13.01	78.03	Environment
D A Pest Control	Pest control	80.00	-	80.00	Recreation
Data Shredders	Paper / document shredding	82.50	16.50	99.00	Administration
PPL PRS Ltd	Annual licence 2018 - 2019	158.88	31.78	190.66	Recreation
PPL PRS Ltd	Annual licence 2019 - 2020	163.53	32.71	196.24	Recreation
Fleet Linemarkers Ltd	Pitchmarker - 15 ltr x 16	444.16	88.83	532.99	Recreation
Scamblers	Piaggio service and repairs (electric model)	689.66	137.93	827.59	Environment
C J Foster	Expenses - mileage allowance and BTU refreshments	27.55	-	27.55	Administration, Environment
Roger Hovells	Office cleaning	30.00	-	30.00	Administration
CBS Office Solutions	Stationery	25.60	5.12	30.72	Administration
CamAlarms Ltd	50% service of fire alarm system	68.00	13.60	81.60	Recreation
Ridgeons (Huws Gray)	Marking paint, emulsion, grip adhesive	107.46	21.49	128.95	Recreation
Mick George Ltd	4 yard skip	110.00	22.00	132.00	Recreation
L M Dewar Cleaning Services	Pavilion - August	401.18	-	401.18	Recreation
P A Collacott & Co	Electrical installation condition report, replace lamps & light fittings required	1,160.16	232.03	1,392.19	Recreation

Buchans Landscapes	Grasscutting - August	1,990.35	398.06	2,388.41	Environment
Ben Leach Decorators Ltd	Decorate exterior 12 New Road	3,280.00	656.00	3,936.00	Recreation
M6 Administration	Wages, NI and pension	13,189.63		13,189.63	Administration
	Staff phone ex-gratia pmts as per minute no. 16/047.1	36.00		36.00	Administration
	Rec Groundsman expenses	25.53		25.53	Recreation
Total		22,135.21	1,669.06	23,804.27	

To Note:					
Accounts Paid In 10.7.19 to 11.9.19					
Net Income					Cost Centre
Allotment Rents		75.00			Environment
Burial Grd Fees		645.00			Environment
Ground Takings		806.67			Recreation
Sports Courts Fees		793.75			Recreation
Pavilion Rent		1,881.67			Recreation
Asset Income		233.86			Recreation
Bank Interest	Scottish Widows	0.11			Finance & Legal
Refuse Collection	School Hill	125.00			Environment
Refund	SLCC - re retiring Clerk	98.00			Administration
Refund	Vat	4,084.17			Finance & Legal
Grant	CCC - grasscutting 2019-20	2,349.98			Environment
Other	Bowls Club Insurance premium	57.66			Recreation
Total		11,150.87			

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