

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14<sup>th</sup> October 2020</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager/RFO</b>	

**Purpose:**

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

- Imprint Signs & Graphic – supply and install guard / safety screen in Parish Office **£548.00**
- S J Pollard Maintenance Ltd – remove damaged cycle rack at Co-Op and make good (H&S) **£100.00+vat**
- Wel Medical – replacement battery for defibrillator **£161.95 + vat**

**Other Items to Note:**

- Noting change in personnel arrangements, the impact on payroll budget will result in an estimated £9,100 reduction in annual budget; this also takes into account the engagement of external contractor currently assisting at the recreation ground.
- Current RFO to continue to have access to Unity bank account; this will provide back-up to office staff in event of need

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

- Accounts paid by delegated approval – to note only:

<b>Expenses paid by DDR</b>		Net	Vat	Gross	Cost centre
Onecom Ltd	Broadband & telephone - September	83.73	16.75	100.48	Administration
Unity Trust Bank	Quarterly service charge	35.85	-	35.85	Finance & Assets
Unity Trust Bank	Quarterly manual credit - handling charge	2.10	-	2.10	Finance & Assets
British Gas	CKH - standing charge	8.44	0.42	8.86	Environment
British Gas	Electricity account - September	412.43	82.48	494.91	Recreation
E-On	Street light energy - September	185.21	37.04	222.25	Highways
British Gas	Gas account - September	58.46	2.92	61.38	Recreation
<b>Total</b>		<b>786.22</b>	<b>139.61</b>	<b>925.83</b>	

<b>Accounts for Approval</b>					
<b>Expenses paid by BACS</b>	Description	Net	Vat	Total	Cost Centre
D W Payne	Land registry investigation expenses	15.00	-	15.00	Legal
CAPALC	Chairmanship training - Cllr Murray	50.00	-	50.00	Administration
Print-Out	Sewage works flyers and display board	45.25	6.00	51.25	Planning
Print-Out	Sewage works - A3 posters, printing encapsulating	45.00	9.00	54.00	Planning
CAPALC	Councillor training - Cllr Beressi-Jones	75.00	-	75.00	Administration
AmeyCespa Ltd	Trade Waste - monthly charge - Burial Ground	63.20	12.64	75.84	Environment

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AmeyCespa Ltd	Trade Waste - monthly charge - Rec+1 50/50 Env	126.40	25.28	151.68	Recreation, Environment
SJ Pollard Building & Maint Ltd	Repair seat at War Memorial	88.00	17.60	105.60	Environment
SJ Pollard Building & Maint Ltd	Remove damaged cycle rack at Co-Op, make good area	100.00	20.00	120.00	Environment
SJ Pollard Building & Maint Ltd	Re-install dog bin at Homefield Park	105.00	21.00	126.00	Environment
Workwear Express	Staff uniform	105.72	21.15	126.87	Administration
S J Gill Fencing Ltd	Repair fence at Fieldstead Road	120.00	24.00	144.00	Recreation
Huws Gray (Ridgeons)	Topsoil	104.40	20.88	125.28	Recreation
Wel Medical Ltd	Replacement battery for defibrillator	161.95	32.39	194.34	Recreation
SLCC	Virtual Nat.Conference - Comm Clerk - training	149.00	29.80	178.80	Administration
SLCC	Virtual Nat.Conference - Clerk - training	25.00	5.00	30.00	Administration
R A Downes	Replace kitchen tap - 12 New Road	160.00	32.00	192.00	Recreation
Tates Treeworks	Entrance to The Coppice	300.00	-	300.00	Environment
Imprint Signs & Graphics	Supply & install guard / safety screen in Parish Office	548.00	-	548.00	Administration
C M R Wilson	Contractor to assist with pitch marking etc. (August / September)	880.00	-	880.00	Recreation
Ben Burgess Ltd	Replacement 'Hayter' mower (agreed min. no. R20/008.3)	1,040.83	208.17	1,249.00	Recreation
Pro-Serv (Camb) Ltd	BT Phone Box refurbishment	1,593.50	318.70	1,912.20	Environment
Buchans Landscapes	Grasscutting - September	2,228.46	445.70	2,674.16	Environment
Acacia Tree Surgery Ltd	Installation of root barrier alongside hardcourt / MUGA	3,225.00	645.00	3,870.00	Recreation
Friends Histon & Impington Community	50% of agreed annual funding for Mental Wellbeing Worker (£2.5k), Older Persons Co-Ordinator (£2,375), Dementia Worker (£1.5k) 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	6,375.00	-	6,375.00	Community Support
Hayden's Arboricultural Cons.	Tree surveys - all areas	7,243.50	1,448.70	8,692.20	Environment, Recreation
M7 Administration	Wages, NI and pension	14,312.64	-	14,312.64	Administration
	Rec Groundsman & Ranger expenses	25.53		25.53	Recreation, Administration
	Clerk expenses (divert landlines to mobile phone)	10.00		10.00	Administration
	DVLA expenses - Annual Piaggio Road Fund Licence	165.00	-	165.00	Environment
	'Working from Home' expenses	78.00	-	78.00	Administration
C M O'Brien	Expenses - monthly Zoom subs	11.99	2.40	14.39	Administration
Binder Loams Ltd	Tennis Loan (to be re-imbursed by Tennis Club)	405.60	81.12	486.72	Recreation

British Gas	Electricity - Feeder Pillar - April to September	58.57	2.90	61.47	Environment
Barcham Trees plc	2 x Carpinus Betulus	220.00	44.00	264.00	Environment
Barcham Trees plc	2 x Quercus Robur (English Oak)	236.00	47.20	283.20	Environment
<b>Total</b>		<b>40,496.54</b>	3,520.63	44,017.17	

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<b>To Note:</b>					
Accounts paid in 16.9.20 to 14.10.20					
<b>Net Income</b>					Cost Centre
Precept	Final instalment	189,162.28			Finance & Assets
Allotment Fees		304.00			Environment
Burial Fees		1,100.00			Environment
Asset Income		119.23			Finance & Assets
Ground Takings		95.84			Recreation
Sports Courts		159.17			Recreation
Refuse Collection		200.00			Environment
<b>Total</b>		<b>191,140.52</b>			

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**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)**

*Due to exceptional circumstances, these accounts have not been verified prior to full Council meeting. Cllrs Payne and Jenkins to authorise.*