

REPORT TO:	Full Council	14th September 2023
AUTHOR/S:	Theresa King, RFO	

Purpose:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation). Issues requiring particular **ratification or note in bold**

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

- Accounts paid by delegated approval August and September 2023 – to note only:

Accounts paid by DDR August and September 2023					
Supplier	Description	Net	VAT	Total	Code
British Gas	Green Feeder Pillar 01.06.23 to 30.06.23	21.33	1.06	22.39	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.06.23 to 01.07.23	62.58	3.12	65.70	Rec Utilities:- Gas
British Gas	Crossing Keeper's Hut Electric 02.07.23 to 02.08.23	20.21	1.01	21.22	Open Spaces Electricity
British Gas	Green Feeder Pillar 01.07.23 to 25.07.23	17.78	0.88	18.66	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.07.23 to 01.08.23	66.22	3.31	69.53	Rec Utilities:- Gas
British Gas LITE	Recreation Ground Electricity 13.06.23 to 13.07.23	541.10	108.22	649.32	Rec Utilities: Electricity
British Gas LITE	Recreation Ground Electricity 13.07.23 to 13.08.23	558.14	111.63	669.77	Rec Utilities: Electricity
Lloyds Bank	Credit Card - various purchases	155.99	3.22	159.21	Various purchases
London Fuel Ltd	Fuel for Piaggio and Recreation Ground	58.82	11.77	70.59	Piaggio fuel & Maintenance
Onecom Ltd	Telephone and Broadband July 2023	104.92	20.98	125.90	Telephone & Broadband
Onecom Ltd	Telephone and Broadband Aug 2023	104.92	20.98	125.90	Telephone & Broadband
Sharp Business Systems	Sharp Copier usage 31.05.23 to 29.06.23	34.21	6.84	41.05	Office Costs
Team Flitwick (Certas Energy)	Recreation Ground Diesel	667.00	133.40	800.40	Rec Utilities: Fuel
British Gas	Crossing Keeper's Hut Electric 03.08.23 to 01.09.23	18.94	0.94	19.88	Open Spaces Electricity
British Gas	Green Feeder Pillar 26.07.23 to 31.08.23	26.31	1.31	27.62	Open Spaces Electricity
Lloyds Bank	Credit Card - various purchases	221.86	40.58	262.44	Village Green
London Fuel Ltd	Fuel for Piaggio and Recreation Ground	46.4	9.28	55.68	Piaggio fuel & Maintenance
PEAC Finance	Printer lease 08.09.23 to 07.12.23	226.31	45.27	271.58	Office Costs

Phs Group plc	PHS Annual Duty of Care	84.50	16.90	101.40	Rec Pavilion Maintenance
Sharp Business Systems	Printer Copies July 2023 (minimum charge)	25.00	5.00	30.00	Office Costs
Unity Trust Bank	Bank charges and account fee 04.06.23 to 03.09.23	49.35	0.00	49.35	Audit & Bank
B&CE Holdings Ltd - People's Pension	Pension - B&CE People's Pension September 23	375.23	0.00	375.23	Pensions -Admin
	TOTAL DDR FOR AUG AND SEP 23	3,487.12	545.70	4,032.82	

o Retrospective Accounts for Approval August 2023

Retrospective Accounts for approval August 2023					
Supplier	Description	Net	VAT	Total	Code
Ark Security	Recreation Ground Security 210723	600.00	0.00	600.00	General Reserves Spend
Avocet Cleaning Services Ltd	Pavilion and office cleaning	903.67	180.73	1,084.40	Rec Pavilion Maintenance
Brookfield Groundcare	Grass Cutting Invoice July 23	1,298.00	259.60	1,557.60	Grasscutting
Cambridgeshire County Council	Histon Library Reading Challenge Donation	250.00	0.00	250.00	General Reserves Spend
D A Pest Control	Removal of Wasp Nest 12 New Road	60.00	0.00	60.00	12 New Road Maintenance
D G Moore Cleaning Services	Youth Shelter Cleaning	160.00	0.00	160.00	Street Furniture Maintenance
Halls of Cambridge	Repair of window in community room	496.92	99.38	596.30	Rec Pavilion Maintenance
Keystone Law	Legal services 26.08.21 to 21.07.23 for HIGS trustees appointment	100.00	20.00	120.00	Legal Expenses
Lion Containers	Containers for storage	6,550.00	1,310.00	7,860.00	General Reserves/\$106
Munro Building Services Ltd	Booster Set repairs in pavilion	873.90	174.78	1,048.68	Rec Pavilion Maintenance
P S Dean Roofing	12 New Road Guttering repairs	1,880.00	376.00	2,256.00	12 New Road Maintenance
Print-Out	Eco Fest Booklets	93.00	0.00	93.00	General Reserves Spend
Progreen Lawncare Ltd	Repairs to bowls watering system	30.00	6.00	36.00	Rec Pitch Maintenance
S Hobbs	Repairs to floodlights in path	42.00	8.40	50.40	Rec CCTV & Lights Maintenance
S J Pollard Building & Maintenance Ltd	Repairs to notice board School Hill	188.00	37.60	225.60	Street Furniture Maintenance
S J Pollard Building & Maintenance Ltd	Making safe of bollard at the Green	92.00	18.40	110.40	Village Green
Thalia Limited	Trade Waste Rec 28.06.23 to 26.07.23	187.40	37.48	224.88	Trade Waste
Thalia Limited	Trade Waste Burial ground 28.06.23 to 26.07.23	93.70	18.74	112.44	Trade Waste
The Play Inspection Co Ltd	Play area inspection 2023 three areas	218.85	43.77	262.62	Rec, Green and South Road Play Area Maintenance inc Equip

Payroll M5	Figure includes B&C Pension which is paid by DDR of £375.23.	13,320.13	0.00	13,320.13	
	Payroll expenses of Rec Groundsman & Ranger expenses of 50.53, and working from home allowance of 26.00.				
	TOTAL BACS PAYMENTS for August	27,437.57	2,590.88	30,028.45	

o Accounts for approval September 2023

Accounts for Approval September 2023					
Supplier	Description	Net	VAT	Total	Code
Avocet Cleaning Services Ltd	Cleaning of office and Pavilion August 2023	951.67	190.33	1142	Rec Pavilion Maintenance
Binder Loams Ltd	Soil for topdressing cricket squares	730.80	146.16	876.96	Rec Pitch Maintenance
Brookfield Groundcare	Grass Cutting Invoice August 2023	1,298.00	259.60	1,557.60	Grasscutting
Broxap Ltd	Purchase of new litter bin	264.95	52.99	317.94	Street Furniture Maintenance
D A Pest Control	Removal of wasp nest at Bowls Green	60.00	0.00	60.00	Rec Pitch Maintenance
Fleet (Line Markers) Ltd	Pitch marker Liquid	292.35	58.47	350.82	Rec Pitch Maintenance
Friends of H & I Community	Hi Friends Contribution 6 months	2,750.00	0.00	2,750.00	Community Support Older Persons Co-Ordinator
Friends of H & I Community	Hi Friends Contribution 6 months	4,000.00	0.00	4,000.00	Community Support - Wellbeing
Friends of H & I Community	Hi Friends Contribution 6 months	2,000.00	0.00	2,000.00	Community Support - Dementia Support
Gaskin Brothers Ltd	Clearance work at Burial ground	2,800.00	560.00	3,360.00	General Reserves Spend
HI Hub	Hllights magazine Start up contribution	6,453.50	0.00	6,453.50	General Reserves Spend
HI Hub	Hllights magazine September Edition 4 pages	1,230.00	0.00	1,230.00	Newsletter
M & M Heating (Cams) Ltd	Public Toilet tap repairs	82.00	16.40	98.40	Rec Pavilion Maintenance
M.J.Wagstaff	Emptying of village bins - holiday cover	150.00	0.00	150.00	Rec Contractor Work
Mr Groundsman	Scarifying of both cricket squares	600.00	120.00	720.00	Rec Pitch Maintenance
Munro Building Services Ltd	Replacement blender valves in Pavilion	423.88	84.78	508.66	Rec Pavilion Maintenance
PKF Littlejohn LLP	External Audit Fees 2022-2023	1,050.00	210.00	1,260.00	Audit & Bank
R A Downes	Fixing of taps at 12 New Road	35.00	0.00	35.00	12 New Road Maintenance
R W Collett	Padlocks for storage containers	48.00	0.00	48.00	General Reserves Spend
Ridgeons Ltd	Spray and paint	146.25	29.25	175.50	Rec Ground Maintenance
Roger Hovells	Bus shelter cleaning	72.00	0.00	72.00	Street Furniture Maintenance

S J Pollard Building & Maintenance Ltd	Welding of locks on to new storage containers	450.00	90.00	540.00	General Reserves Spend
S J Pollard Building & Maintenance Ltd	Bollard replacement at the green	598.70	119.74	718.44	Village Green
SLCC	SLCC Training - Frist time Managers (C O'Brien)	90.00	18.00	108.00	Training
SLCC	SLCC Training - Managing Comments on Social Media (C O'Brien)	30.00	6.00	36.00	Training
Stir Cambridge	Big Tidy Up September 23 Refreshments	156.00	0.00	156.00	Envirovolunteers, HILP & Sustainability Group
Thalia Limited	Trade Waste - recreation ground 02.8.23 to 23.08.23	149.92	29.98	179.90	Trade Waste
Thalia Limited	Trade Waste - Burial ground 02.08.23 to 23.08.23	74.96	14.99	89.95	Trade Waste
The Connections Bus Project	Youth Work Autumn term 2023	8,525.00	0.00	8,525.00	Youth
Payroll M6	Figure includes B&C Pension which is paid by DDR of £375.23.	13,356.13	0.00	13,356.13	
	Payroll includes telephone expenses for Rec Groundsman & Ranger of 50.53, working from home allowance of 26.00, telephone expenses for 6 months for three admin staff 36.00				
	TOTAL SEPTEMBER PAYMENTS FOR APPROVAL	48,869.11	2,006.69	50,875.80	

To note:

Accounts paid in 14.07.23 to 14.09.23

Asset Income	238.46	WRL
Allotments – Gatehouse Road	252.00	HFDS
Allotments – Glebe Way	215.00	HFDS
Ground Takings: Cricket	270.00	WRL
Ground Takings: Football	48.00	WRL
School Hill Refuse Collection	150.00	HFDS
Sports Courts Fees: Football	1,096.00	WRL
Sports Courts Fees: Netball	363.00	WRL
Sports Courts Fees Tennis	120.21	WRL
Sports Courts Fees: General	216.00	WRL
Pavilion Rental	481.96	WRL
Club Receipts	25.00	WRL
Burial Ground Fees	690.00	HFDS
Insurance Repayment from Bowls Club	90.15	FGL
VAT Repayment Q1	9,223.38	FGL
TOTAL	£13,479.16	

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