

Clerk to the Council: **Joy Pegrum**

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**Coughton Parish Council**

## **MINUTES of the Meeting of Coughton Parish Council, held on 6<sup>th</sup> January 2020 at The Restaurant, Coughton Court**

In attendance: Councillors Roy Piddington; Len Carter; Lynne Stanton &; Christine Lewington with Clerk Joy Pegrum plus 2 members of the public

- 1) **APOLOGIES:** apologies were received from Cllr Stiley and also SD Cllr Foreman WC Councillor Rickhards.
- 2) **Public participation:** no members of the public wished to speak
- 3) **Interests:** No interests were disclosed
- 4) **Appointment of new clerk:** Cllrs Piddington and Lewington recommended that the Council appoint Ms Kerry Finlayson as new Parish Clerk. This was agreed unanimously with a start date of 15<sup>th</sup> January. A hand over of Council archive, office files and equipment from the outgoing Clerk will take place on that day.

Cllr Piddington announced that he will lead on HR administration matters, with support from Cllr Lewington.

- 5) **Budget and Precept for 2020-2021:** The latest quarterly budget performance review, asset list and RFO's risk assessment were presented to Council. Following discussion it was agreed that Councillor training, improvements at the Ford picnic area and capital expense in the form of updated village gates and road signage will be the priorities for the coming year, largely funded from reserves. The budget for the coming year was unanimously agreed and forms part of these minutes. The clerk will notify SDC of the 2020-21 precept charge, which remains the same as for 2019-20.
- 6) **AOB**
  - A) Cllr Stanton announced that she had formed a **Coughton in Bloom** group and that they would be seeking Parish Council support in the form of a grant from the s137 budget, towards the project's set up costs: an application will be presented at the next meeting.
  - B) Councillor Lewington announced that she may also be seeking support to develop **health & wellbeing projects** in the village, but that there may be other funding options available for those initially.

**Signed:**

**Date:**

## Appendix 1 - Agreed budget for 2020-21

Cost Code	Expense Type	Budget 2020-2021	Initial Notes & Rationale
	<b>OPERATIONAL COSTS (met from precept)</b>		
1	Clerk salary	4,000	
2	Payroll/Pension	tba	To be advised by new Clerk
3	Travel & Office Costs	300	
4	Insurance	150	
5	ICO Fee - (GDPR reg.)	35	ICO registration is a legal GDPR requirement
6	Internal Audit	50	
7	External Audit	0	We are currently exempt from external audit
8	Printing	100	Commercial printing ( <i>general admin printing covered under office allowance and expenses</i> )
9	Village Event	50	Parish Assembly costs for 2021
10	Village Maintenance (Open Spaces Act 1906, ss. 10)	2,000	Ongoing Ford maintenance costs: weed control, SDC Litter collection; path repair etc.
11	Stationery / Postage	10	1 x toner + 1x ream paper + postage
12	Website/Internet	250	Covers intended cost of upgrade to new WCAG compliant website
	<b>Total</b>	<b>6,945</b>	<b>To be met from precept with shortfall from reserves</b>
	<b>OTHER COSTS (met from reserves)</b>		
13	Clerk/Councillor Training & Resources	500	
14	S137 grants & expenses	1,464	2020/21 capped @8.32 per capita, so max allowable spend for Coughton = c £1464 (Assumes population of 176 on electoral roll)
14	Capital expense	2,000	To cover intended upgrade of Village gates & speed signs
	<b>Total</b>	<b>3,964</b>	
	<b>SUBS &amp; DONATIONS</b>		
15	WALC membership	110	Subscription
16	Link magazine	100	Annual Donation each January
17	Churchyard Maintenance	230	Annual Donation each January
	<b>Total</b>	<b>440</b>	
	<b>Total Expenditure</b>	<b>11,349</b>	

	<b>INCOME</b>		
18	Precept	5,000	Planned Increase of approx. £2.90 per capita per year for next 3 years to cover the additional operational cost of maintaining the Ford
19	VAT Reclaim	205	20% of capital expense and website costs
	<b>Total Income</b>	<b>5,205</b>	
	<b>Budget/Quarterly Balance</b>	<b>-6,144</b>	<b>Planned negative balance</b> should reduce reserves to a more appropriate level