

# ENFORD PARISH COUNCIL

## Minutes of the Precept meeting of 6<sup>th</sup> November 2013

<b>Present:</b>	Mr Ken Monk	Chairman
	Mr Michael Fay, Mrs Jane Young	Parish Councillors
	Mr David Harbottle, Mr Norman Beardsley	Parish Councillors
	Mr Bruce Waight, Mr A D'Arcy-Irvine	Parish Councillors
	Mrs Elizabeth Harrison	Clerk to the Council

### The Chairman opened the meeting at 7.27 p.m.

Cllrs Tessa Manser, Richard Petitt and Gareth Holden were unable to attend. This extra meeting was solely for the purpose of deciding the 2014/2015 Precept for Enford whilst the information given by Cllr Charles Howard on 23<sup>rd</sup> October was still fresh in people's minds. Cllrs were asked to bear in mind that whilst we can increase the rate slightly, it should be by no more than 2% overall. The Chairman, Cllr Monk read out the following expenses for all the Councillors to decide upon.

#### Clerk's salary:

2013/14 figure was £2,500 p.a.

All Cllrs agreed this figure for 2014/15

#### Clerk's expenses:

2013/14 figure was £250.00

All Cllrs agreed this figure for 2014/15

#### Use of Office equipment:

2013/14 figure was £100.00

All Cllrs agreed this figure for 2014/15

#### Stationery & Photocopying:

2013/14 figure was £150.00

All Cllrs agreed this figure for 2014/15

#### Parish Hall Rent:

2013/14 figure was £150.00. However to date no invoice has been raised by the Parish Hall. It was agreed that a figure of £150.00 should be set aside in 2014/15 for this expense should it arise.

*NB – Since the meeting it has been confirmed that there will be no charge for renting the Parish Hall.*

#### Bus Shelters – Rent:

2013/14 figure was £45.00 whereas in previous years it had been £40.00 there are three bus stops within the Parish. A discussion was had about who actually owns the land however the recent £45 invoice was raised on behalf of Landmarc for the MOD and a figure of £45.00 was agreed for the 2014/15 forecast.

#### Insurance:

2013/14 actual figure was £589.03 which is slightly lower than the previous year's budgeted figure of £708. It was agreed to allow for £600 in the 2014/15 forecast.

#### Councillor's Expenses:

2013/14 figure was £100.00 however as Chairman, Cllr Monk only claims £30.00 p.a. when he remembers to do so! It was agreed to forecast the 2014/15 figure at £30.00.

Cllr D'Arcy-Irvine asked if petrol could be claimed for attending meetings.

#### Donations:

##### Parochial Church Council (PCC)

2013/14 figure was £200.00 and the Cllrs agreed to keep this donation at the same rate for 2014/15.

##### Parish Hall

2013/14 figure was £400.00 and the Cllrs agreed to keep this donation at the same rate for 2014/15.

##### Village Hall

2013/14 figure was £500.00. Cllr Monk explained that whilst the Village Hall appeared to be running in credit, they were also responsible for the upkeep of the recreation ground/football pitch which is an asset of the Parish. Maintenance of this land is costly. The Village Hall's accounts are freely available and it was noted that they held circa £45,000. Under their mandate they are required to keep a certain percentage of the value of the asset in the bank and their actual income was circa £10,000, £5,000 of which had been a grant. Cllr D'Arcy-Irvine said that if the maintenance of the ground were put out to commercial tender, it would cost in the region of £2,000. The Cllrs agreed to keep this donation at the same rate for 2014/15.

**Donations under section 137:**

These are donations made to good, deserving businesses/charities/causes that are deemed by the Councillors to be of benefit to the parishioners of Enford.

**Age UK (formerly Age Concern):**

2013/14 donation of £25.00. This is given to the overall funding for Age UK Wiltshire rather than given to a particular shop in a town. The Cllrs agreed to keep this donation at the same rate for 2014/15.

**Citizens Advice Bureau (CAB), Wiltshire:**

2013/14 donation of £50.00. It was questioned as to the benefit of the CAB in Enford and bearing in mind the 'cost-cutting' exercise being undertaken, Cllr D'Arcy-Irvine suggested this should be in line with the donation to Age UK. This was proposed and agreed at £25.00 for the 2014/15.

**Enford Football Club:**

2013/14 donation of £150.00. East Chisenbury has also got it's own Football Club, however it is also in the Parish of Enford. In light of this and in fairness to both teams it was decided to raise the amount donated to £200.00 for 2014/15. The money to be split to the benefit of both.

**NetheravonDay Centre:**

2013/14 donation of £100.00. This used to be very popular with the older inhabitants of Enford. It transpires that quite a few of them have moved to Netheravon anyway and so in support of the 'remaining' residents of Enford who attend the once weekly sessions, it was decided to reduce the 2014/15 donation to £50.00

**Enford Newsletter:**

2013/14 donation of £500.00. Despite not sending out donation envelopes themselves, the Enford Newsletter is a solvent concern. It was pointed out that for those who do not use the internet, the Newsletter is the only source of information on activities within the Parish. It was agreed that the donation should remain at £500.00 for 2014/15.

**Link Durrington:**

Cllr Monk who is/has been involved with the organisation has spoken to them regarding their financial situation. They are currently solvent and do not need the donation EPC makes to them and suggested we retain the money for a year or so and keep in touch – not to forget them and their cause as they may require it a year or so downtrack. It was agreed that no donation be made for 2014/15.

**Youth Club:**

2013/14 donation of £150.00. This is a very helpful sum for the Youth Club and it was agreed to retain it at the same rate for 2014/15.

**St Johns' Ambulance:**

2013/14 donation of £50.00. Whenever Enford Parish lays on an event large enough to warrant and Ambulance presence, they always attend and to date they have never charged. . It was agreed that the donation should remain at £50.00 for 2014/15.

**The Mother & Toddler Group:**

In the 'budget'/forecast for 2013/14 and amount of £100.00 was 'held' on behalf of the group, to be available should they require financial help setting up. The Village Hall has assisted their cause by not charging as well as contributing to their toys etc. It was agreed to keep the sum of £100 to be made available to them in the 2014/15 forecast, should they wish to draw on it.

Contingency:

2013/14 'forecast' held the sum of £200.00 for contingencies. Grass cutting within the village was mentioned as one of the examples where this money goes. Upon discussion this was felt not to be enough and concerns were raised about unforeseen expenses in one year with an inability to increase to Precept the following year to retain a 'cushion'. Cllr Monk explained about the 'working balance' figure of £1,500 which is normally added to the Precept 'known expenditure'. This too was felt not to be enough and it was agreed that raising the working balance figure to £2,000 would be a better way forward. All Councillors agreed.

Playpark Lease:

The 2013/14 actual figure for this was £25.00 payable to Wiltshire Council. It has remained the same for some years and this figure has been accepted in the calculations for 2014/15. Cllr Young enquired about the extra land that EPC were considering for the extended Playpark area earlier this year. Whilst it was a good idea, there were not enough volunteers within the village to see the plan through and the option was not taken up.

Community Garden:

In the 2013/14 forecast a sum of £100.00 was set aside for any additional planting or work to be done. Whilst work has been done over the year, there has been no invoice presented to the parish Council and it was decided to keep the £100.00 'earmarked' for the 2014/15 forecast.

Audit Fees:

These had previously been estimated at £130.00 however under the constantly changing Audit system, as we are not dealing with £10,000 or more, there are no Audit Fees chargeable.

Previously listed expenses to the forecast had been Election Expenses, C32/A345 Road Improvement work and the Diamond Jubilee. None of these are forecast to attract any funds for 2014/15 and were therefore not discussed. The only potential expense where there was no agreed/determined figure was the Parish Hall Rental. ***(Cllr Pettitt has since confirmed that no rental will be charged for the use of the Parish Hall).***

Cllr D'Arcy-Irvine suggested there could be a 'Grants System' whereby those groups wishing to apply to EPC for funding have first to fill out all the details of their group and their reason for requiring financial support which is then put to the Council for a decision. Cllr Monk pointed out that it is up to the Councillors to decide which 'group' they feel is giving to the village and 'deserving of support' by EPC. It is local knowledge that should guide in this instance. Cllr Harbottle asked if the previously suggested £10.00 increase to each household was going to be followed through in the setting of the Precept for 2014/15. It was agreed that £10.00 a year per household was not too high a price to pay.

During the course of the meeting Cllr Young updated everyone on the situation with Defibrillators. The first company she had looked at would be charging in the region of £1,600 with the casing costing a further £700.00. On top of this EPC would need to pay insurance. This was felt to be rather expensive and working with Katy Bristow of Community Heart Beat they are looking at an alternative. Susie Brown has agreed to have a defibrillator located on the wall by her house. It is more visible for everyone having better lighting by the notice board and she has said the trickle charge required could run off her electricity. There are still concerns for vandalism and possible theft.

There being no more to discuss, the Chairman closed the meeting at 8.15pm

<b>Forecast Spend</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Donations</b>	<b>13/14</b>	<b>14/15</b>
Clerk's salary	£2,500.00	£2,500.00			
Clerk's expenses	£250.00	£250.00	PCC	£200.00	£200.00
Use of office equipment	£100.00	£100.00	Parish Hall	£400.00	£400.00
Stationery and photocopying	£150.00	£150.00	Village Hall	£500.00	£500.00
Parish Hall rent	£150.00	£00.00			
Bus shelters – rent	£45.00	£45.00	<b>Total</b>	£1,100.00	<b>£1,100.00</b>
Insurance	£589.03	£600.00			
			<b>Donations under section 137</b>		
Councillor's expenses	£100.00	£30.00	Age Concern	£25.00	£25.00
Donations	£1,500.00	£1,100.00	CAB Wiltshire	£50.00	£25.00
Section 137 donations	£1,125.00	£1,100.00	Enford Football Club		
Contingency	£200.00		Netheravon Day Centre	£150.00	£200.00
Millennium Playpark	£0.00	£200.00	Enford Newsletter	£100.00	£50.00
Playpark lease	£25.00	£25.00	LINK Durrington	£500.00	£500.00
Community Garden	£100.00	£100.00	Youth Club	£100.00	£0.00
Audit fees	£0.00	£0.00	St Johns Ambulance	£150.00	£150.00
			Mother and Toddler Group	£50.00	£50.00
				£100.00	£100.00 on demand
<b>Total</b>	<b>£6,834.03</b>	<b>£6,200.00</b>	<b>Total</b>	<b>£1,225.00</b>	<b>£1,100.00</b>

Ken Monk - ..... Chairman, Enford Parish Council

Date: .....