

Raglan Community Council
Minutes of the Finance Meeting held on Wednesday 17th January 2024.
This meeting was convened at the fellowship Centre on Usk Road.
at 7:00 pm

Present

Cllr Richard Moorby
Cllr Penny Jones
Cllr Susan Harrington

Cllr Lynne Eilertsen
Cllr Nick Ramsay (Chair)

5402 In attendance:

Adrian Edwards, Clerk to the Council.

5403 Agenda item 1:- Apologies for absence

Cllrs Pennie Walker & Martine Dorey had prior diary commitments.

5404 Agenda item 2:- Declarations of interest.

No declarations of interest were submitted, but members will make a declaration when and identified under the relevant minute.

5405 Agenda item 3:- Consider the clerks report up to month 9 in 2023/24 financial year.

The clerk presented the report up to month 9 for the financial year 23/24.

Several questions were asked about individual budget headings, and the Clerk explained the differences. After some further discussion, it was:

Proposed: by Cllr Harrington seconded by Cllr Eilertsen that the report is accepted.

All those present agreed

5406 Agenda item 4:- To consider requests for Grants /Donations. "Applications should be made on the council's application form".

Cllr P Jones explained that she had been contacted by several groups about making grant applications. The Clerk explained if a group had received a grant in this financial year, any further applications will be considered in the next financial year in April 2024.

Cllr Jones accepted that the Clerk had sent the relevant forms for her to forward to the relevant group/s

No applications were received prior to the meeting.

5407 Agenda item 5:- Consider reports from members co-opted onto outside groups and bodies with any financial implications for the forthcoming year.

No reports were received at the meeting. Cllr Harrington gave those present a verbal report following her co-option onto the School Governors at Raglan School. Cllr Harrington explained that the Head Teacher had referred to the concern over trees that are overhanging the school playground from the land to the rear of the former school building. It was explained that the school had contacted Western Power, but Western Power explained that work could not be undertaken due to the proximity of an online transformer.

A detailed discussion took place with a range of views expressed by Councillors and it was agreed it is for Monmouthshire County Council as the owner of the former school and the landowner to manage the safety of the trees. Cllr Jones explained that she would contact the relevant officers/dept.

5408 Agenda item 6:- Consider and recommend a precept for 2024/25

The Clerk asked the Chair if a member would consider proposing an acceptance of one of the calculations that been presented to set the precept. After some debate it was:

Proposed: by Cllr Moorby seconded by Cllr Leacock that the precept for the forthcoming financial year is set -10% increase to £35,939.00.

During the discussion it was proposed that the Community Council should not consider renewing the subscription for membership to One Voice Wales. Some elected members had robust views regarding the membership following matters revolving around issues relating to the boundary changes in May 2022.

All those present agreed

The Clerk informed the chair and elected members that he along with the Chair had received a letter from a resident relating to the Community Council finances and the budget setting. It has been said that the Community Council has not set budgets in line with the Finance Regulations where the RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget. The Clerk totally refutes this statement as all elected members are aware full budgets are set similar to the budget that's been presented at this meeting where a full break down is provided for elected members consideration.

The resident has also made several other incorrect statements where it has been stated that the Annual Returns have not been published on the Community Council website since 2017. The Clerk again stated that this was totally incorrect as the budget and Annual Statements are and have been published.

One elected member indicated that she had not been able to find the budget and statements, when she logged into the website. It seems to have taken her to a different website where the information is not published.

The Clerk showed all those elected members present by logging into the website, that all the information is published on the website and showed them the pages and the content from the laptop.

Following some robust discussion with a range of views expressed by those present, it was agreed that the Clerk should draft a letter to be sent the resident, as the resident as indicated that he never received a reply from the Community Council as a corporate body. The Clerk explained that he has replied to the resident and copied all elected members into the email replies that have been sent, and the resident has acknowledged them.

5409 Agenda item 7:- To confirm the date of the next meeting 24 January 2024.

The date was agreed

5410 No other business was discussed, and the Chairman thanked everyone for attending. The meeting closed at 20:25 hrs.

Signed by _____

Chairman

Date 24th January 2024

**Raglan Community Council
Clerks Report
Income and Expenditure, & predicted expenditure to
31 March 2024
Forecasted Income & Expenditure
figures for 2024/25 precept**

		Apr - Dec 23	Budget	Over Budget	Projected exp/inc to 31 March 24	Predicted Budget 2024/25
1	Ordinary Income/Expense					
	Income					
2	Allotment Income	0.00	600.00	-600.00	600.00	600.00
3	Interest Income	87.45	55.00	32.45	3.22	100.00
4	Miscellaneous	82.58	0.00	82.58		
5	Precept	39,933.00	39,933.00	0.00	0.00	-10% =35,939.00
6	Total Income	40,103.03	40,588.00	-484.97	603.22	36,639.00
	Expense					
7	Allotments Expenses	0.00	300.00	-300.00	300.00	300.00
8	Bank Service Charges	15.75	0.00	15.75	0.00	0.00
9	Charitable Donations	100.00	100.00	0.00	100.00	100.00
10	Councillor Expenses	2,700.00	2,800.00	-100.00	156.00	2,922.00
11	Hall Hire	105.00	200.00	-95.00	80.00	150.00
12	Insurance Expense	0.00	650.00	-650.00	523.18	850.00
13	Miscellaneous Expense	9,250.00	0.00	9,250.00		
	Office Expense					
14	Audit	310.00	1,000.00	-690.00	690.00	1,000.00
15	Consumables	378.87	300.00	78.87	0.00	300.00

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16	Election Expenses	0.00	400.00	-400.00	0.00	400.00
17	Equipment	0.00	500.00	-500.00	450.00	200.00
18	Members Training	0.00	500.00	-500.00	100.00	400.00
19	Office allowance	0.00	520.00	-520.00	520.00	520.00
20	One Voice Wales	370.00	380.00	-10.00	370.00	450.00
21	Postage	0.00	280.00	-280.00	110.00	280.00
22	Professional Fees	6,437.00	25,500.00	-19,063.00	0.00	500.00
23	Software	119.90	125.00	-5.10	0.00	125.00
24	Staff Training	0.00	200.00	-200.00	40.00	200.00
25	Stationery	356.90	200.00	156.90	100.00	200.00
26	Travelling Expenses	0.00	300.00	-300.00	50.00	200.00
27	Website	493.63	420.00	73.63	400.00	520.00
	Total Office Expense	8,466.30	30,625.00	-22,158.70		
28	Staff Costs	6,759.90	10,820.00	-4,060.10	2,253.33	9,100.00
	Village					
29	Christmas Lights	0.00	5,250.00	-5,250.00	3,900.00	4,250.00
30	Costs of Memorandum	0.00	13,000.00	-13,000.00	100.00	5,000.00
31	Dog Waste Bins	844.50	3,600.00	-2,755.50	2000.00	3,600.00
32						1,100.00
	Ground Maintenance	905.44	1,200.00	-294.56	90.00	1,500.00
33						12,000.00
	S151 Officer Payments	16,477.42	12,000.00	4,477.42	300.00	16,500.00
34	Village - Other	0.00	1,000.00	-1,000.00	0.00	500.00
35	Total Village	18,227.36	36,050.00	-17,822.64		
36						45,167.00
	Total Expense	45,624.31	81,545.00	-35,920.69	12,632.51	49,617.00
37						8,528.00
	Net Income	-5,521.28	-40,957.00	35,435.72		12,978.00

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The forecasted Income and Expenditure has been formulated on a 10% decrease from the 2023/24 precept amount. On the forecasted budget for 2024/25 the council would expect to draw on ~~£8,528~~ £12,978 from the council reserves, plus any income received from the 2024/25 financial year precept over and above £35,939.00 which is the figure used in these calculations. Currently there is £71,348.52 in the accounts with further predicted income before the year end 2024 amounting to £603.22.

Again, it needs to be reiterated like over the last several years the community council has set a Budget Heading 'Costs of memorandum' that included £10k ring fenced for local projects and works relating to the MUGA. As members are aware Monmouthshire County Council has intimated, they would consider re-entering into dialogue relating to the Community Asset transfer (CAT) for the MUGA and adjoining field, but its disappointing Monmouthshire County Council have not attempted to come to an agreement with Raglan Community Council.

In the financial report where the Community Council set the precept for 23/24, following the mothballing of the management committee of Raglan Village Hall Association (RVHA), no further action has taken place in relation to the funds in the name of the RVHA. As previously reported in October 2022, the remaining members and the trustees of the Management committee convened a Special AGM. During that meeting several officers resigned their positions. Following that meeting only one officer remained with two existing members and Trustees, that is still the current position to the knowledge of myself as Clerk and RFO.

The Community Council, as Custodian Trustees, cannot act unless instructed to by a majority vote of the Management Committee and has no say of its own in the running of the charity or the use/management of its land/buildings. The Community Council does however have the right to appoint an elected member/s of its choice to the Management Committee. Once appointed that person/s is obliged to act only in the best interests of the charity. During the ordinary meeting of the Community Council in December 2022 it was resolved if the Management Committee wished, any funds that are within the

banking system of the management committee, could be transferred to the Community Council who would set up a specific account solely and ring fence any funds that the Management Committee wished to transfer. Those funds could be recorded for openness and transparency.

The tables below will give some guidance to elected members on the banding the Community Council could use to set the precept. Monmouthshire County Council will set the banding on Band D. For example, with a 0% increase the precept will be the equivalent of £34.23, which is a small decrease (£0.07) on the previous year per dwelling.

Balance Sheet
As of December 31, 2023

	Total
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Business Reserve	8,990.55
Current Account	62,351.49
Petty Cash	6.48
 Total Cash at bank and in hand	 71,348.52
Creditors: amounts falling due within one year	
Current Liabilities	
VAT Control	-8,380.12
 Net current assets (liabilities)	 79,728.64
 Total assets less current liabilities	 79,728.64
 Total net assets (liabilities)	 79,728.64
Capital and Reserves	
Opening Balance	25,533.81
Retained Earnings	59,716.11
Profit for the year	-5,521.28
 Total Capital and Reserves	 79,728.64

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2024/25

- Precept	39,933.00	No increase from 2023/24 Financial year								
- Tax Base	1,166.47									
- Band D Equivalent	£34.23									
By Band		A	B	C	D	E	F	G	H	I
		6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9
- Precept		£22.82	£26.62	£30.43	£34.23	£41.84	£49.44	£57.05	£68.46	£79.87
- Precept	35,939.00	-10% increase on 2023/24 Financial year								
- Tax Base	1,166.47									
- Band D Equivalent	£30.81									
By Band		A	B	C	D	E	F	G	H	I
		6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9
- Precept		£20.54	£23.96	£27.39	£30.81	£37.66	£44.50	£51.35	£61.62	£71.89
- Precept	40,931.00	+2.5% increase on 2023/24 Financial year								
- Tax Base	1,166.47									
- Band D Equivalent	£35.09									
By Band		A	B	C	D	E	F	G	H	I
		6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9
- Precept		£23.39	£27.29	£31.19	£35.09	£42.89	£50.69	£58.48	£70.18	£81.88

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- Precept **41,929.00** **+5% increase on 2023/24 Financial year**

- Tax Base 1,166.47

- Band D Equivalent £35.95

By Band	A	B	C	D	E	F	G	H	I
	6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9

- Precept	£23.97	£27.96	£31.96	£35.95	£43.94	£51.93	£59.92	£71.90	£83.88
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- Precept **43,926.00** **+10% increase on 2023/24 Financial year**

- Tax Base 1,166.47

- Band D Equivalent £37.66

By Band	A	B	C	D	E	F	G	H	I
	6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9

- Precept	£25.11	£29.29	£33.48	£37.66	£46.03	£54.40	£62.77	£75.32	£87.87
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