

Raglan Community Council
Minutes of the Finance Meeting held on Wednesday
15 January 2020 at Fellowship Centre, Usk Road,
Raglan, at 7.00pm

Present

Cllr Hazel Davies	Cllr Sylvia Price
Cllr Charlotte Exton	Cllr Helen Tilley
Cllr Adrian Merrett	Cllr Brian Willott
Cllr Richard Moorby (Chairman)	

4827 In attendance:

Adrian Edwards, Clerk to the Council

4828 Agenda item 1:- Apologies for absence

Cllr Penny Jones, Cllr Dave Bevan due to illness, Cllr Martine Dorey another diary commitment

4829 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.

4830 Agenda item 3:- Consider the clerks report up to month 9 in 2019/20 financial year

The clerk presented a financial report up to month 9 in the 2019/20 financial year. Those members present considered the report and made several observations on some of the budget headings. The chairman explained that an amount has been ring fenced within the heading costs of memorandum for projects in the community. One member asked about the councillor's expenses. It was explained that all members received the allowance and there was an increase in the chairman's allowance.

One member explained that members should attend more members training as the council have set a budget for training.

A discussion took place with a range of views being discussed. After some debate it was:

Proposed: by Cllr Brian Willott seconded by Cllr Sylvia Price that the report is accepted.

All those present agreed:

Clerks Report
Income and Expenditure Month 9 2019/20

	<u>Apr - Dec 19</u>	<u>Budget</u>	<u>◆ Over Budget</u>
Ordinary Income/Expense			
Income			
Allotment Income	0.00	480.00	-480.00
Interest Income	11.87	4.00	7.87
Precept	<u>25,355.00</u>	<u>38,032.00</u>	<u>-12,677.00</u>
Total Income	25,366.87	38,516.00	-13,149.13
Expense			
Allotments Expenses	0.00	1,500.00	-1,500.00
Bank Service Charges	25.00	25.00	0.00
Charitable Donations	34.00	500.00	-466.00
Councillor Expenses	2,700.00	2,150.00	550.00
Hall Hire	67.50	200.00	-132.50
Insurance Expense	0.00	400.00	-400.00
Office Expense			
Audit	280.00	500.00	-220.00
Consumables	21.20	200.00	-178.80
Election Expenses	0.00	250.00	-250.00
Equipment	0.00	500.00	-500.00
Members Training	70.00	500.00	-430.00
Misc	8.85		
Office allowance	400.00	400.00	0.00
One Voice Wales	0.00	360.00	-360.00
Postage	205.98	360.00	-154.02
Professional Fees	40.00	600.00	-560.00
Software	66.66	60.00	6.66
Staff Training	40.00	200.00	-160.00
Stationery	0.00	120.00	-120.00
Travelling Expenses	0.00	150.00	-150.00
Website	<u>2,396.99</u>	<u>400.00</u>	<u>1,996.99</u>
Total Office Expense	3,529.68	4,600.00	-1,070.32
Staff Costs	5,977.68	7,924.00	-1,946.32
Village			
Christmas Lights	0.00	4,680.00	-4,680.00
Costs of Memorandum	0.00	13,000.00	-13,000.00
Dog Waste Bins	600.00	840.00	-240.00
Ground Maintenance	764.35	1,400.00	-635.65
S151 Officer Payments	9,305.79	15,000.00	-5,694.21
Village - Other	<u>1,340.97</u>	<u>3,000.00</u>	<u>-1,659.03</u>
Total Village	12,011.11	37,920.00	-25,908.89
Total Expense	<u>24,344.97</u>	<u>55,219.00</u>	<u>-30,874.03</u>
Net Ordinary Income	1,021.90	-16,703.00	17,724.90

Balance Sheet up to Month 9 2019/20

ASSETS

	Current Assets	
	Cash at bank and in hand	
	Business Reserve	8,853.62
	Current Account	57,907.14
	Petty Cash	<u>69.48</u>
	Total Cash at bank and in hand	<u>66,830.24</u>
	Total Current Assets	66,830.24
	VAT Liability	<u>-4,027.63</u>
	Total Other Current Liabilities	<u>-4,027.63</u>
	Total Current Liabilities	<u>-4,027.63</u>
	NET ASSETS	<u><u>70,857.87</u></u>

4831 Agenda item 4:- To consider requests for Grants /Donations. Applications should be made on the council's application form

The clerk explained that the council in the past have considered grant applications at this meeting so a budget can be set, and the grants would be released in April following the start of the new financial year. The chairman explained over the years local groups would have submitted applications for consideration, but over the last several years these applications have reduced. The clerk explained that a request had been received from one local group to maintain the recreation ground on Station Road. It was agreed that this request is agreed in principle, and a formal application is submitted. A discussion took place with several points being made by members. After some debate it was:

Agreed: by all those present the community council will consider the applications if any are presented.

4832 Agenda item 5:- Consider reports from members co-opted onto outside groups and body's
Cllr Moorby gave those members present a verbal report on the current matters relating to Raglan Village Hall Association following the last meeting in December 2019. He explained that no further actions have been taken regarding the old school site as RVHA are still awaiting a report from MCC officers. No other reports were made.

4833 Agenda item 6:- Consider and recommend a precept for 2020/21

The clerk presented a report showing the predicted income and expenditure to 31 March 2020, along with forecasted Income & Expenditure figures for 2020/21 precept.

The clerk explained that members will see from the calculated figures in his report the precept figure for 2020/21 financial year is lower for 2020/21 than 2019/20, which has worked out on the calculation figure

provided by the county council. The clerk explained that the forecasted Income and Expenditure for 2020/21 has been formulated on a 5% increase on the 2019/20 precept amount. On the forecasted budget 2020/21 the council would expect to draw on the council's reserves.

The clerk also explained over the last several years the community council has set a budget that included £10k ring fenced for local projects and works relating to the MUGA. This amount has been carried over from the 2016/17 financial year due to delays with the MUGA and adjacent field CAT process. He explained that members will be aware that MCC withdrew the MUGA from the CAT process as the MUGA facility may be needed with any proposal the Education Dept may have with the old school.

A wide-ranging discussion took place with a range of views being expressed by members. After some debate it was

Proposed: by Cllr Helen Tilley seconded by Cllr Adrian Merrett that the precept for 2020/21 is increased by 5%.

All those present agreed:

Clerks report as an appendix attached.

4834 Agenda item 7:- Appoint an internal auditor 2020/21 financial year

The clerk informed members that consideration should be given to appointing an internal auditor. It was proposed by Cllr Willott that the internal auditor should be someone different as the current auditor has audited the accounts for three years.

Action: Clerk to contact a different auditor

4835 Agenda item 8:- To consider the Clerks report.

The clerk informed members that the council have received several invoices since the last meeting.

Payments December 2019	Amount
Merlin Waste December collection	£120.00
Karl Davies	£195.00
MCC Grass cutting. This invoice has been challenged on the number of cuts undertaken	£451.68
MCC sweeping the village as per request	£174.74

The above invoices were noted, and it was agreed the council pay the invoices.

All those present agreed

The clerk informed members about VE Day 75th anniversary, The Nations Toast to the Heroes of World War 2.

The clerk asked members about the ownership of the War Memorial in the village, and the ownership of the dog walk and the insurance cover for any third-party cover on the footpath.

It was explained that this information has been requested by the insurance broker for the 2020/21 cover. After some discussion it was agreed the clerk ask officers from MCC estates department.

All those present agreed.

CLlr Moorby asked if the Highways Dept could be contacted as the road gullies in the village are blocked and the surface water is just running along the highway and is not being discharged into a relevant drainage system

Action: the clerk to contact MCC Highways

4836 No other business was discussed, and the Chairman thanked everyone for attending. The meeting closed at 20.31hrs.

The date of the next meeting 22 January 2020.

Signed by _____

Chairman

Date 22 January 2020.

draft minutes submitted to council 22 January 2020. If the minutes of a preceding meeting have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. Re SO

**Raglan Community Council
Clerks report
Income and Expenditure projected expenditure to
31 March 2020
Forecasted Income & Expenditure
figures for 2020/21 precept**

	Apr - Dec 19	Budget	Over Budget	Projected exp/inc to 31 March 20	Predicted Budget 2020/21
Ordinary Income/Expense					
Income					
Allotment Income	0.00	480.00	-480.00	480.00	600.00
Interest Income	11.87	4.00	7.87	3.00	13.00
Precept	25,355.00	38,032.00	-12,677.00	12,677.00	39,933.00
Total Income	25,366.87	38,516.00	-13,149.13	13,160.00	40,546.00
Expense					
Allotments Expenses	0.00	1,500.00	-1,500.00	400.00	1,250.00
Bank Service Charges	25.00	25.00	0.00	0.00	25.00
Charitable Donations	34.00	500.00	-466.00	0.00	250.00
Councillor Expenses	2,700.00	2,150.00	550.00	0.00	2,800.00
Hall Hire	67.50	200.00	-132.50	40.00	200.00
Insurance Expense	0.00	400.00	-400.00	400.00	480.00
Office Expense					
Audit	280.00	500.00	-220.00	0.00	400.00
Consumables	21.20	200.00	-178.80	100.00	200.00
Election Expenses	0.00	250.00	-250.00	0.00	250.00
Equipment	0.00	500.00	-500.00	0.00	300.00
Members Training	70.00	500.00	-430.00	80.00	500.00

Misc	8.85		8.85	0.00	0.00
Office allowance	400.00	400.00	0.00	0.00	400.00
One Voice Wales	0.00	360.00	-360.00	360.00	400.00
Postage	205.98	360.00	-154.02	60.00	300.00
Professional Fees	40.00	600.00	-560.00	256.00	400.00
Software	66.66	60.00	6.66	0.00	100.00
Staff Training	40.00	200.00	-160.00	40.00	200.00
Stationery	0.00	120.00	-120.00	20.00	120.00
Travelling Expenses	0.00	150.00	-150.00	40.00	150.00
Website	2,396.99	400.00	1,996.99	350.00	525.00
Total Office Expense	3,529.68	4,600.00	-1,070.32		
Staff Costs	5,977.68	7,924.00	-1,946.32	1,946.32	8,200.00
Village					
Christmas Lights	0.00	4,680.00	-4,680.00	4,680.00	5,000.00
Costs of Memorandum	0.00	13,000.00	-13,000.00	1,200.00	13,000.00
Dog Waste Bins	600.00	840.00	-240.00	360.00	1,440.00
Ground Maintenance	764.35	1,400.00	-635.65	400.00	1,400.00
S151 Officer Payments	9,305.79	15,000.00	-5,694.21	0.00	12,000.00
Village - Other	1,340.97	3,000.00	-1,659.03	0.00	3,000.00
Total Village	12,011.11	37,920.00	-25,908.89		
Total Expense	24,344.97	55,219.00	-30,874.03	10,732.32	53,290.00
Net Income	1,021.90	-16,703.00	17,724.90		

The forecasted Income and Expenditure has been formulated on a 5% increase on the 2020/21 precept amount. On the forecasted budget 2020/21 the council would expect to draw on £12,744.00 from the council reserves.

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. This amount has been carried over from the 2016/17 financial year due to delays with the MUGA and adjacent field CAT process.

Over the last twelve months and more recently Monmouthshire County Council has intimated that the MUGA and adjacent field is going to be integrated into the proposed Welsh Medium School proposed by Monmouthshire Education Department. Members will now need to consider further projects the community council would like to consider for the benefit of the wider community.

Members will recall the community plan and those that responded highlighted that both adults and children stated that they would like to see more facilities for children, which included different play equipment and gym equipment suitable for adults. Members may wish to consider providing some adult gym equipment on the Recreation Ground at Prince Charles Avenue. Some this could also be extended to Llandenny community.

Members may also wish to consider providing some more benches on the healthy walks or on the Recreation Ground on Station Road, Raglan. These projects can be part of a three-year project that could be included in a focused project scheme that would follow the current local plan. Members will need to be mindful that the community council published the current community plan and a number of matters of concern were addressed in that plan which could be considered. For example:

- 40% of those that responded requested better pavements.
- 29% of those that responded requested the creation of new pavements.
- 56% of those that responded requested a bridge over dual carriageway to the castle.

Members will recall in the community plan there was overwhelming support, between 81% and 95% from those that responded, who highlighted that they would like to continue using the Old Church School and make it a Community space to include the development of indoor toilets, modern catering kitchen, community café. Members are well aware that Raglan Village Hall Association (RVHA) have work tirelessly over the last 4 years to provide a new community hub, but in

October and November 2019 Monmouthshire County Council Education informed them the lease agreement was going to be withdrawn. Members are aware that the community council are unable to work in partnership with RVHA as the community council are the Custodian Trustees of the funds. The community council may wish to consider working in partnership with other groups in the community by exploring the arm's length company to transfer the Old Church School under the Community Asset Transfer (CAT) procedure.

All of the above is for members to consider and may be explore further.

2019/20 Precept on house banding

- Precept	£38,032
- Tax Base	1,085.20
- Band D Equivalent	£35.05

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	£23.37	£27.26	£31.16	£35.05	£42.84	£50.63	£58.42	£70.10	£81.78

No increase in the precept only the base calculation 2020/21

- Precept	£38,032
- Tax Base	1,087.76
- Band D Equivalent	£34.96

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	£23.31	£27.19	£31.08	£34.96	£42.73	£50.50	£58.27	£69.92	£81.57

5% increase Est Precept based on 2019 Tax Base 2020/21

- Precept	£39,933
- Tax Base	1,087.76
- Band D Equivalent	£36.71

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	£24.47	£28.55	£32.63	£36.71	£44.87	£53.03	£61.18	£73.42	£85.66

10% increase Est Precept based on 2019 Tax Base 2020/21

- Precept	£41,835
- Tax Base	1,087.67
- Band D Equivalent	£38.46

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	£25.64	£29.91	£34.19	£38.46	£47.01	£55.55	£64.10	£76.92	£89.74

12% increase Est Precept based on 2019 Tax Base 2020/21

- Precept	£42,596
- Tax Base	1,087.76
- Band D Equivalent	£39.16

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	£26.11	£30.46	£34.81	£39.16	£47.86	£56.56	£65.27	£78.32	£91.37

15% increase Est Precept based on 2019 Tax Base 2020/21

- Precept	£43,737
- Tax Base	1,087.76
- Band D Equivalent	£40.21

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	£26.81	£31.27	£35.74	£40.21	£49.15	£58.08	£67.02	£80.42	£93.82

20% increase Est Precept based on 2019 Tax Base 2020/21

- Precept	£45,638
- Tax Base	1,087.76
- Band D Equivalent	£41.96

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	£27.97	£32.64	£37.30	£41.96	£51.28	£60.61	£69.93	£83.92	£97.91