

Raglan Community Council
Minutes of the Finance Meeting held on Wednesday
16th January 2013 at the Junior School Raglan at
7.30pm

Present

Cllr Dennis Brown
Cllr Ewen Brierley
Cllr Richard Moorby
Cllr Trevor Phillips(Chairman)
Cllr Noel Porter
Cllr Sylvia Price
Cllr Helen Williams
Cllr Peter Williams

Two seats are still vacant.

3298 In attendance

Adrian Edwards, Clerk to the Council.
CC Penny Jones

3291 Agenda item 1:-Apologies for absence

Cllr Ray Parry

3292 Agenda item 2:-Declarations of interest.

Declaration will be made as and when required

3293 Agenda item 3:-To consider requests for donations received during the year

The clerk reported that he has only received two requests for funding for the coming year.

Raglan Music Festival

After some debate it was:

Resolved to grant a £1'000.00 grant and underwrite £500.00 for losses

Raglan Twinning Association

Resolved to grant a £500 grant

All members agreed

3294 Agenda item 4:- To consider the Clerks report of 2012/13 and the budget for 2013/14.

The Welsh Auditor General made changes to the return deadlines last year and the Council met all these deadlines. I recommend the council appoint an internal auditor to start the internal audit for 2012/13 year. I have undertaken an internal audit of the year

end December 2012. I began the audit by selecting a number of transactions to examine in detail. I verified those transactions backed up by invoices and receipts and checked that they had been properly recorded in the accounts.

Council allotments:

Since the start of the new council, the council has had two meetings with the allotment holders and it was agreed that the council set up a working group. The first meeting of the working group was held on the 11th December and the working group considered all the options open to them;

- i) set up an allotment association,
- ii) remain the same but introduce the working group as a subcommittee of the council.

Recommendation:

- i) The council will need to consider setting a land rent with a working agreement if the council consider sub-letting the land to an association.
- ii) The council will need to consider setting a budget for the allotments as an expenditure heading.

Resolved: that the sub-committee continue with any actions and report back to full council

Council website:

After considering the councils expenditure over the last twelve months the council's website will cost an estimated £340.71. It would appear the council are funding outside groups and not receiving any income, due to the setup and content of the website.

Recommendation:

That the council consider and revisit this expenditure by setting up a council website. This will give the council a one off set up cost and a yearly expense on a domain name once a year. This would give the council a saving over the next five years of around £825.00.

Resolved: that the sub-committee continue to review this action and report back to full council

Governance:

As RFO I consulted the Governance Accountability for Local Councils in Wales and the VAT Notice for Local Authorities and similar bodies and contacted HMRC for advice. I have spoken to HMRC, regarding the registration process and an adviser on the Advice Line has verbally informed me that if the income is less than the prescribed figure, registration is not mandatory.

Recommendation:

As clerk and RFO, I recommend the council continue reclaiming VAT under: The VAT Notice for Local Authorities and similar bodies.

Resolved to continue with current procedures

Bank details:

The council has an account with Nat West Bank. It would appear the council are paying bank charges on two items. The one charge is in relation to Safe Custody, and the second is in relation to Voucher Statements. As clerk I have no evidence of the Safe Custody documents in the file!! The Voucher Statement was stopped in October but it would appear the Bank is continuing to take the remittance fee.

Recommendation: to visit the Bank and ask for an update on these fees.

Resolved that the clerk contact the bank and arrange a meeting with the account manager

Precept Return:

The precept for next year's financial year will need to be returned by the 21st January 2013. The precept will be transferred in three equal instalments in April, August and December 2013.

Resolved that the precept is increased to £17'425.00

All members agreed

Council Risk Assessment:

The clerk submitted a current risk assessment for members to consider. After some debate it was:

Resolved to accept the risk assessment with some amendments relating to insurance cover.

All members agreed

Agenda item 5:- To recommend a precept for 2013/14 financial year.

See appendix below.

Appendix

**Raglan Community Council
Clerk's Financial Report 1/4/2012 - 1/1/2013**

	1/4/12 to 1/1/2013	Predicted Income to 31/3/13	Budget	£ Budget +/-	13/14 Budget Precept
Income					
Allotment Income	£75.00	£315.00	£240.00	£75.00	£240.00
Miscellaneous	£900.00	£900.00	£0.00	£900.00	
Precept	£11,333.00	£17,000.00	£17,000.00	£0.00	£17,425.00
Total Income	£12,308.00	£18,215.00	£17,240.00	£975.00	£17,665.00
	1/4/12 to 1/1/2013	Predicted Expense to 31/3/13	Budget	£ Budget +/-	13/14 Budget Precept
Expense					
Allotment Expenses	£0.00	£140.00	£250.00	-£110.00	£340.00
Bank Service Charges	£51.00	£60.75	£0.00	£60.75	£0.00
Charitable Donations	£3,775.00	£5,775.00	£3,650.00	£2,125.00	£3,650.00
Councillor Expenses	£379.00	£379.00	£650.00	-£271.00	£650.00
Insurance Expenses					
Affiliation	£0.00				
General Liability	£28.57				
Insurance - other					
Total Insurance	£28.57	£575.00	£900.00	-£325.00	£625.00
Miscellaneous	£0.00	£0.00	£0.00	£0.00	

		1/4/12 to 1/1/2013	Predicted Expense to 31/3/13	Budget	£ Budget +/-	13/14 Budget Precept
Office Expense						
Audit	£200.00					£200.00
Consumables	£15.32					£100
Copying	£107.95					£127.00
Election Expenses	£161.44					£161.44
Members Training	£95.68					£200.00
Miscellaneous	£35.00					00.00
Office Allowance	£200.00					£200.00
One Voice Wales	£0.00					£136.00
Postage	£133.67					£135.67
Professional Fees	£0.00					£75.00
Rates	£0.00					£0.00
Rent	£0.00					£0.00
Software	£0.00					£98.94
Staff Training	£0.00					£100.00
Stationery	£20.95					£120.95
Supplies	£0.00					£45.00
Website	£234.96					£500.00
Office Expense Other						
Total Office Expense		£1,204.97	£1,841.79	£2,200.00	-£358.21	£2,200.00
Staff Costs		£2,391.03	£3,260.00	£3,260.00	£0.00	£3,260.00
Uncategorised Expenses		£0.00	£0.00	£0.00	£0.00	£0.00
Village						
Dog Waste Bins	£297.00					£342.00
General Maintenance	£0.00					£0.00
Ground Maintenance	£0.00					£0.00

Miscellaneous	£194.85					£194.85
Village other	£0.00					£0.00
Total Village		£491.85	£6,483.15	£7,500.00	-£1,016.85	£7,500.00
Total Expenses		£8,321.42	£18,514.69	£18,410.00	£104.69	
Total Predicted Income		£18,215.00				£17,665.00
Total Predicted Expenditure		£18,514.69				£18,716.85
2013/14 Precept						£17,425.00
Balance from reserve						£1,051.85
Current Account		£20,606.89				
Business Account		£8,811.42				
Petty Cash		£0.00				
Cash in bank at 1/1/2013		£29,418.31				
Predicted Balances						
Current Account		£16,320.62				
Business Account		£8,811.42				
Petty Cash		£0.00				
Predicted balance 31/3/2013		£25,132.04				

Agenda item 6:- Finance

Merlin Waste 14 th & 29 th Jan 13	£29.70
City Illuminations Christmas Lighting scheme	£5,107.20

Resolved to pay the above accounts

All members agreed

Action Clerk

6a) to pay any accounts received after the agenda was published.

None received

The Chairman thanked members for attending and the meeting closed at 9.30pm. The date of the next meeting is 23rd January 2013

Signed by _____
Chairman Cllr Trevor Phillips

Date 23rd January 2013