

**Raglan Community Council**  
**Minutes of the Finance Meeting held on Wednesday**  
**18 January 2016 at Fellowship Centre, Usk Road, Raglan,**  
**at 7.00pm**

**Present**

Cllr Dennis Brown  
Cllr Ewen Brierley  
Cllr Vivienne Compton  
Cllr Penny Jones  
Cllr Richard Moorby

Cllr Noel Porter  
Cllr Trevor Phillips  
Cllr Sylvia Price  
Cllr Peter Williams (Chairman)

**4191 In attendance:**

Adrian Edwards, Clerk to the Council.  
11 Members of the public

**4192 Agenda 1:-** Apologies for absence.

Cllr's Ray Parry, Helen Williams

**4193 Agenda 2:-** Declarations of interest.

Declarations will be made as and when

**Agenda 3:-** To consider requests for donations received during the year. Applications should be made on the councils application form

The chairman asked if the community council had received any grant application prior to the meeting. The clerk informed members that two applications forms had been received. One from Raglan Festival and the second from Raglan Village Hall Association. He explained that both grants total £5,500. He also explained that two minor grant applications had been received totalling £1,000, one from Raglan Teas and the second from Raglan in Bloom.

The clerk explained that it would be expected that a number of minor grant applications will be received by the end of this financial year from local Churches. All grants will be paid at the start of the 2017/18 new financial year. After some debate it was:

**Resolved:** to accept the applications for 2017/18 year.

**Agenda 4:-** Consider the clerks report 2016/17 and the budget for 2017/18

The Chairman invited the clerk to present the report to date. The clerk explained that report is up to month 9 in the current financial year. He explained the first column will show members the current expenditure to month 9, the second column shows the budget set for 2016/17 and the forth column shown the expected expenditure to 31 March 17. Following the presentation members accepted the report.

**Proposed:** by Cllr Richard Moorby seconded by Cllr S Price

Report in appendix 1 below.

**Agenda 5:-** To Consider projects for the 2017/18 financial year following public engagement

The clerk explained this agenda item will give members the opportunity to identify projects that will benefit the community. He explained if Monmouthshire County Council agrees to the Community Asset Transfer (CAT) that project will take a large proportion of the budget that has been set-aside. This will include the improvements of the existing MUGA and development of the adjoining field for community use. The following projects were proposed:

- Improvements of the existing MUGA
- Development the adjoining field for community use
- Street Cleansing

**Agenda 6:-** To consider and recommend a precept for 2017/18

The clerk presented a predicted budget for members to consider, he explained he has provided members with a breakdown on the council tax that could be levied against each property band in the community. He explained that his predicted budget for members to consider has been based on a 3% increase on last year's precept figure. There was some debate over this and if the council should consider increasing the budget in 2017/18. After some debate it was:

**Resolved:** the council should increase the budget by 3% making the increase under £1.00 for 2017/18 year.

Report in appendix 2

**Agenda 7:-** Appoint an internal auditor 2016/17 financial year

The clerk informed members that council will need to formally appoint an internal auditor for the 2016/17 financial year ending 31 March 17. He explained that Mr Llewellyn audited the accounts for the last two years and he would recommend that the council appoint Mr Llewellyn again this year and consider appointing a different auditor for the 2017/18 in line with guidance. After some debate it was:

Resolved: the clerk invite Mr Llewellyn as Raglan Community Councillor auditor for 2016/17

**4190** The Chairman thanked everyone for attending. The meeting closed at 7.45 pm. The date of the next meeting 25 January 2017

Signed by \_\_\_\_\_  
Chairman Cllr Peter Williams  
Date 25 January 2017

**Raglan Community Council  
Clerks report  
Income and Expenditure to month 9 including projected expenditure to 31 March 2017  
Forecasted Income & Expenditure  
figures for 2017/18 precept**

	<u>Apr - Dec 16</u>	<u>Budget</u>	<u>£ Over Budget</u>	<u>Expected Expenditure 31 March 17</u>	<u>Forecasted Income &amp; Expenditure April 17 31 March 18</u>
Ordinary Income/Expense					
Income					
Allotment Income	120.00	375.00	-255.00	0.00	432.00
Interest Income	2.72	12.85	-10.13	3.25	12.75
Precept	34,805.00	34,805.00	0.00	0.00	36,545.25
<b>Total Income</b>	<b>34,927.72</b>	<b>35,192.85</b>	<b>-265.13</b>	<b>3.25</b>	<b>36,990.00</b>
Expense					
Allotments Expenses	795.00	1,500.00	-705.00	1,200.00	1,500.00
Bank Service Charges	25.00	25.00	0.00	0.00	25.00
Charitable Donations	34.00	300.00	-266.00	100.00	250.00
Councillor Expenses	250.00	650.00	-400.00	60.00	650.00
Hall Hire	0.00	350.00	-350.00	350.00	376.00
Insurance Expense	0.00	770.00	-770.00	770.00	850.00
<b>Office Expense</b>					<b>3,651.00</b>
Audit	0.00	600.00	-600.00	385.00	600.00
Consumables	41.63	127.00	-85.37	40.00	127.00
Copying	0.00	60.00	-60.00	20.00	40.00
Election Expenses	0.00	200.00	-200.00	0.00	600.00
Members Training	70.00	350.00	-280.00	70.00	350.00

Office allowance	0.00	250.00	-250.00	250.00	350.00
One Voice Wales	180.00	378.00	-198.00	0.00	350.00
Postage	77.61	185.00	-107.39	40.00	185.00
Professional Fees	0.00	250.00	-250.00	130.00	250.00
Software	0.00	60.00	-60.00	30.00	60.00
Staff Training	0.00	150.00	-150.00	75.00	150.00
Stationery	30.99	120.00	-89.01	40.00	120.00
Website	270.21	160.00	110.21	0.00	160.00
<b>Total Office Expense</b>	<b>670.44</b>	<b>2,890.00</b>	<b>-2,219.56</b>		<b>3,342.00</b>
Staff Costs	2,608.62	5,200.00	-2,591.38	1,300.00	5,200.00
Village					
Christmas Lights	0.00	4,900.00	-4,900.00	4,900.00	5,800.00
Costs of Memorandum	853.00	12,000.00	-11,147.00		12,000.00
Dog Waste Bins	223.74	533.50	-309.76	121.50	686.00
General Maintenance	85.95	1,650.00	-1,564.05	350.00	1,200.00
Ground Maintenance	360.00	1,650.00	-1,290.00	1,400.00	1,200.00
Village - Other	4,985.10	4,472.00	513.10		5,000.00
<b>Total Village</b>	<b>6,507.79</b>	<b>25,205.50</b>	<b>18,697.71</b>		<b>31,086.00</b>
<b>Total Expense</b>	<b>10,890.85</b>	<b>36,890.50</b>	<b>25,999.65</b>	<b>11,634.80</b>	<b>38,079.00</b>

The forecasted Income and Expenditure has been formulated on a 5% increase on the 2016/17 budget headings. On the forecasted budget 2017/18 the council would expect to draw on £1,089 from the council reserves in 2017/18

The Budget Heading 'Costs of memorandum' includes £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.

**Appendix 2**

**Raglan Community Council precept setting for 2017/18.**

The figures below show the percentage increase on 2016/17. The properties are at November 2014.

The precept for 2016/17 was £34,805.00 ~~£1087.41~~

Numbers of properties	Property Banding	0% £34,805.00	3% £35,849.15	5% £36,545.25	10% £38,285.50	20% £41,766.00	30% £45,246.20
16	Band (a)	21.33	21.97	22.40	23.47	25.60	27.73
	16/17	21.66	20.28	20.67	21.66	23.63	25.60
36	Band (b)	24.89	25.64	26.13	27.38	29.87	32.36
	16/17	25.27	23.66	24.12	25.27	27.57	29.87
84	Band (c)	28.45	29.30	29.87	31.29	34.14	36.98
	16/17	28.88	27.04	27.57	28.88	31.51	34.14
126	<b>Band (d)</b>	<b>32.00</b>	<b>32.96</b>	<b>33.60</b>	<b>35.20</b>	<b>38.40</b>	<b>41.60</b>
	16/17	32.50	30.43	31.02	32.50	35.45	38.41
201	Band (e)	35.56	36.63	37.34	39.11	42.67	46.23
	16/17	36.11	32.82	34.46	36.11	39.38	42.67
171	Band (f)	39.11	40.29	41.07	43.03	46.94	50.85
	16/17	39.72	37.19	37.91	39.72	43.32	46.94
185	Band (g)	42.67	43.95	44.81	46.94	51.21	55.47
	16/17	43.33	40.57	41.35	43.33	47.26	51.21
55	Band (h)	46.23	47.61	48.54	50.85	55.47	60.10
	16/17	46.94	43.95	44.80	46.94	51.20	55.48
20	Band (i)	49.78	51.28	52.27	54.76	59.74	64.72
	16/17	50.55	47.33	48.25	50.55	55.14	59.74
894	Total						

**NOTES:**

All the above is to provide information for RCC members to consider any increase in the precept. If members are minded to increase the community council precept the above tables show the estimated increase against 2016/17 financial year. The first column shows members if the income from the precept was not increased the precept would still show a small difference to the 17/18 formula. Members must be mindful regarding the increase, of any projects they wish to support, that recipient will need to provide a full breakdown of the estimated costs and receipts before final payment. All of the above are subject to change from MCC calculations once the figures are submitted.

**Raglan Community Council  
Balance sheet**

	<u>31 Dec 16</u>
ASSETS	
Current Assets	
Cash at bank and in hand	
Business Reserve	8,828.28
Current Account	<u>53,952.79</u>
Total Cash at bank	<u>62,781.07</u>
 Total Current Assets	 62,781.07
 Current Liabilities	
Other Current Liabilities	
VAT Liability	<u>-3,292.39</u>
Total Other Current Liabilities	<u>-3,292.39</u>
 Total Current Liabilities	 -3,292.39
 NET CURRENT ASSETS	 66,073.46