

Raglan Community Council
Minutes of the Finance Meeting held on Wednesday
25 January 2023. This meeting was convened in the Fellowship Centre,
Raglan at 18.30 pm

Present

Cllr Martine Dorey
Cllr Richard Moorby (chair)
Cllr Penny Jones

Cllr Pennie Walker
Cllr Susan Harrington
Cllr Nick Ramsay

5230 In attendance:

Adrian Edwards, Clerk to the Council. Cllr Nick Ramsay joined the meeting at 18.50

Due to non-attendance of the Chair and Vice Chair those present elected Cllr Moorby to Chair this evening meetings.

5231 **Agenda item 1:-** Apologies for absence

Cllr Lynne Eilertson, Cllr Hazel Davies

5232 **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.

5233 **Agenda item 3:-** Consider the clerks report up to month 9 in 2022/23 financial year

The chair explained that elected members need to consider the budget for the forthcoming year, due to the expenditure the Community Council could be experiencing in the next financial year.

Cllr Penny Jones asked about elected members reimbursement and how would an elected member claim for the 2022/23 financial year. The clerk presented Cllr Jones with a claim form to complete and return to the Clerk. The clerk presented the report below up to month 9 for the financial year 22/23. Several questions were asked about individual budget headings and the Clerk explained the differences. After some further discussion, it was:

During the meeting Cllr Ramsay become disruptive on several topics, and the Clerk asked the Chair to suspend the meeting for five minutes, to allow the Clerk to advice Cllr Ramsay of the members Code of Conduct.

**Raglan Community Council
Clerks Report
Income and Expenditure, & predicted expenditure to
31 March 2023
Forecasted Income & Expenditure
figures for 2023/24 precept**

		Apr - Dec 22	Budget	Over Budget	Projected exp/inc to 31 March 23	Predicted Budget 2023/24
1	Ordinary Income/Expense					
	Income					
2	Allotment Income	0.00	600.00	-600.00	600.00	600.00
3	Interest Income	13.22	10.00	3.22	3.22	55.00
4	Miscellaneous	2,516.75				
5	Precept	39,933.00	39,933.00	0.00	0.00	39,933.00
6	Total Income	42,462.97	40,543.00	1,919.97	603.22	40,588
	Expense					
7	Allotments Expenses	220.00	1,000.00	-780.00	300.00	300.00
8	Bank Service Charges	25.00	25.00	0.00	25.00	0.00
9	Charitable Donations	0.00	300.00	-300.00	300.00	100.00
10	Councillor Expenses	1,900.00	2,800.00	-900.00	900.00	2,800.00
11	Hall Hire	160.00	100.00	60.00	120.00	200.00
12	Insurance Expense	0.00	535.00	-535.00	535.00	650.00
	Office Expense				2,180.00	4,050
13	Audit	750.00	900.00	-150.00	120.00	1,000.00
14	Consumables	483.64	400.00	83.64	200.00	300.00
15	Election Expenses	0.00	2,300.00	-2,300.00	0.00	400.00

16	Equipment	0.00	1,250.00	-1,250.00	250.00	500.00
17	Members Training	0.00	700.00	-700.00	300.00	500.00
18	Office allowance	0.00	520.00	-520.00	520.00	520.00
19	One Voice Wales	0.00	350.00	-350.00	350.00	380.00
20	Postage	283.96	200.00	83.96	0.00	280.00
21	Professional Fees	1,230.20	400.00	830.20	5,000.00	25,500.00
22	Software	119.90	125.00	-5.10	0.00	125.00
23	Staff Training	35.00	350.00	-315.00	60.00	200.00
24	Stationery	125.72	128.00	-2.28	0.00	200.00
25	Travelling Expenses	0.00	350.00	-350.00	100.00	300.00
26	Website	529.63	300.00	229.63	200.00	420.00
	Total Office Expense	3,558.05	8,273.00	-4,714.95	7,100.00	30,625.00
27	Staff Costs	7,072.60	10,770.00	-3,697.40	4,000.00	10,820.00
	Village				4,000.00	10,820.00
28	Christmas Lights	3,900.00	5,000.00	-1,100.00	3,900.00	5,250.00
29	Costs of Memorandum	0.00	13,000.00	-13,000.00	300.00	13,000.00
30	Dog Waste Bins	1,585.50	3,336.00	-1,750.50	1,750.00	3,600.00
31	Ground Maintenance	0.00	2,000.00	-2,000.00	890.00	1,200.00
32	S151 Officer Payments	8,266.50	18,000.00	-9,733.50	0.00	12,000.00
33	Village - Other	1,353.58	2,000.00	-646.42	300.00	1,000.00
34	Total Village	15,105.58	43,336.00	-28,230.42	7,140.00	36,050.00
35	Total Expense	28,041.23	67,139.00	-39,097.77	20,420	81,545
36	Net Ordinary Income	14,421.74	-26,596.00	41,017.74		-40,957.00

The forecasted Income and Expenditure has been formulated on a 0% increase on the 2023/24 precept amount. On the forecasted budget for 2023/24 the council would expect to draw on £40,957.00 from the council reserves, plus any income received from the 2023/24 financial year precept over and

above £39,933 which is the figure used in these calculations. Currently there is £91,636.50 in the accounts with a further predicted income before the year end 2023 of £603.22 but the expenditure of £20,420.00 leaving a balance of £71,819.22 Approx.

Members will be aware that consideration needs to be given to the current personnel issues. It is expected if the personnel dispute is taken to an Employment Tribunal there could be substantial legal costs impacting on the 2023/24 budget. It would appear from the information released by the former Gwehelog Fawr Community Council, there were limited assets held by Gwehelog Fawr, for example notice boards that will remain in location, and IT equipment was only a laptop.

As the Clerk and RFO, I have a responsibility to inform elected members of Raglan Community Council that there is a chance the Community Council could become insolvent due to the current claim made to the Employment Tribunal. If the claims made, are successful there are no upper limits awards therefore the Employment Tribunal Judge could award the claimant any amount.

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. The Clerk and one member met with officers from Monmouthshire County Council to discuss taking the CAT forward. Currently the Community Council are still waiting the Legal Dept and the Estates Dept to present the relevant papers for consideration.

Over the last Financial Year, the Community Council found that the management committee of Raglan Village Hall Association has found it difficult to move forward with the development of a Community Hub. 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.

A Special Annual General Meeting was convened on the 18 January. At the time of drafting this report the outcome is unclear. Therefore, members of the Community Council must be mindful, under a clause within the conveyance document the Community Council are 'Custodian Trustee' for the charity's legal interest. The Community Council are the Custodians of the trust that was set up in January 1973.

The Community Council, as Custodian Trustee, 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 fenced for any funds that the management committee wished to transfer and those funds could be recorded for openness and transparency.

During this coming Financial Year, the Community Council may wish to consider the Coronation of the His Majesty the King, working in partnership with local groups to celebrate the Coronation. This event will see some of the finances ringfenced and will be allocated to supporting this community event.

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 to £34.30 per year per dwelling. Members noted the predicted expenditure to the end of the financial year 22-23 and the projected budget for 23/24

Proposed: by Cllr Pennie Walker seconded by Cllr Moorby that the report is accepted.

All those present agreed.

**Raglan Community Council
Clerks report
Balance Sheet
31 December 2022**

	31 Dec 22
ASSETS	
Current Assets	
Cash at bank and in hand	
Business Reserve	8,877.33
Current Account	82,752.69
Petty Cash	6.48
Total Cash at bank and in hand	91,636.50
Total Current Assets	91,636.50
Current Liabilities	
Other Current Liabilities	
VAT Liability	-6,551.38
Total Other Current Liabilities	-6,551.38
Total Current Liabilities	-6,551.38
NET CURRENT ASSETS	98,187.88

2023/24 2% increase

- Precept	40,731.00
- Tax Base	1,164.36
- Band D Equivalent	£34.98
By Band	
- Precept	

A	B	C	D	E	F	G	H	I
£23.32	£27.21	£31.09	£34.98	£42.75	£50.53	£58.30	£69.96	£81.62

2023/24 5% increase

- Precept	41,929.00
- Tax Base	1,164.36
- Band D Equivalent	£36.01
By Band	
- Precept	

A	B	C	D	E	F	G	H	I
£24.01	£28.01	£32.01	£36.01	£44.01	£52.01	£60.02	£72.02	£84.02

2023/24 10% increase

- Precept	43,926.00
- Tax Base	1,164.36
- Band D Equivalent	£37.73
By Band	
- Precept	

A	B	C	D	E	F	G	H	I
£25.15	£29.35	£33.54	£37.73	£46.11	£54.50	£62.88	£75.46	£88.04

2023/24 15% increase

- Precept	45,922.00
- Tax Base	1,164.36
- Band D Equivalent	£39.44
By Band	
- Precept	

A	B	C	D	E	F	G	H	I
£26.29	£30.68	£35.06	£39.44	£48.20	£56.97	£65.73	£78.88	£92.03

2023/24 0% increase

- Precept	39,933.00
- Tax Base	1,164.36
- Band D Equivalent	£34.30
By Band	
- Precept	

A	B	C	D	E	F	G	H	I
£22.87	£26.68	£30.49	£34.30	£41.92	£49.54	£57.17	£68.60	£80.03

5234 Consider a clerk's report relating to financial implications relating to the TUPE arrangements and Staffing matters.

The Clerk asked elected members to consider how the financial implications relating to the TUPE arrangements will impact on the budgets going forward. The Clerk explained this matter is going to see an extensive impact on the Community Council budgets. After a detailed discussion with a range of views expressed, it was:

Resolved: The Clerk should write to the legal advisor of the former employee asking to confirm if the former employee rejected the offer made.

5235 To consider requests for Grants /Donations. Applications should be made on the council's application form.

The Clerk presented several applications for funding via the Community Council grants under different sections of the Acts.

The Clerk explained that Raglan Festival had submitted an expression of interest for funding for the forthcoming year and with the current increase in costs they are expected to make an application for £2,000 for Raglan Festival and £2,000.00 for the Raglan day event. Some discussion took place with a range of views expressed. It was agreed this will be considered as and when an application has been submitted.

The clerk also informed members that an expression of interest has been made by Raglan Sports Association and would like to apply for a grant during 23/24 towards Pavilion maintenance. Some discussion took place with a range of views expressed. It was agreed this will be considered as and when an application has been submitted.

The Clerk informed members that an application has been presented from Raglan Community Café for a grant to replace seating in the Fellowship Centre. A discussion took place with a range of views expressed, about the cost of the replacement chairs. It was:

Proposed: that Clerk contacts Raglan Community Café and ask for further information and details. The Clerk asked an elected member about the Church grant that was awarded for the maintenance of the graveyard in Llandenny. He explained that the grant awarded in 21/22 has not been presented to the Bank.

Resolved: that an elected member will contact the relevant people and make enquires and report back

The Clerk explained that Raglan Afternoon Teas have also expressed an interest in a minor works grant for the forthcoming financial year.

5236 Consider reports from members co-opted onto outside groups and bodies with any financial implications for the forthcoming year.

No reports submitted

5237 Consider and recommend a precept for 2022/23

Members considered the projected figures present by the Clerk and it was:

Proposed: by Cllr Moorby seconded by Cllr Penny Jones that the predicted precept remains with a 0% increase for the 2023/24 financial year this was accepted.

All those present agreed

No other business was discussed, and the Chairman thanked everyone for attending. The meeting closed at 19.22 hrs.

Signed by _____
Chairman
Date 22 February 2023

Please note: these minutes are a summary of the above meeting, and a record of the decisions or resolutions moved. These minutes are not to be taken as a verbatim record of the meeting.

