

**Raglan Community Council**  
**Minutes of the Finance Meeting held on Wednesday 15 January 2025.**  
**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 Nick Ramsay (Chair)  
Cllr Lynne Eilertsen  
Cllr Martine Dorey

**5650 In attendance:**

Adrian Edwards, Clerk to the Council.

**5651 Agenda item 1:-** Apologies for absence

Cllr Hazel Leacock, was unable to attend due to illness

**5652 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. Cllr Lynne Eilertsen declared a verbal interest in agenda item 4 as a member of Raglan Church.

**5653 Agenda item 3:-** Consider the clerks report up to month 9 in 2024/25 financial year.

The Chair invited the Clerk to present his report up to month 9. Before the Clerk presented the report one member asked what was the point of presenting a report when members don't have any information relating to this report. The Clerk explained that the figures in the columns headed Actual, Budget and over Budget are factual. The figures relate to the invoices the Community Council have received and all those invoices have been presented to the relevant council meeting and those presented have agreed to those invoices being paid. The clerk's explanation was noted by all those present.

**Raglan Community Council**  
**Clerk's Financial Report**  
**Income and Expenditure, & predicted expenditure to**  
**31 March 2025**

				<b>Projected exp/inc to 31 March 25</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	
<b>Income</b>				
1 Interest Income	98.24	100.00	-1.76	23.00
2 Allotment Income	375.00	600.00	-225.00	450.00
3 Precept	35,939.00	35,939.00	0.00	
4 Total Income	36,412.24	36,639.00	-226.76	
5 Gross Profit	36,412.24	36,639.00	-226.76	

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.

6	Expenses				
7	Charitable Donations	687.50	100.00	587.50	100.00
8	General Liability Insurance		850.00	-850.00	850.00
9	Office Expense				
10	Staff Training		200.00	-200.00	110.00
11	Stationery		200.00	-200.00	100.00
12	Consumables		300.00	-300.00	150.00
13	Software	250.72	125.00	125.72	0.00
14	Audit	97.00	1,000.00	-903.00	903.00
15	Election Expenses		400.00	-400.00	0.00
16	Equipment	624.17	200.00	424.17	0.00
17	Members Training		400.00	-400.00	400.00
18	Office allowance		520.00	-520.00	520.00
19	Postage		280.00	-280.00	100.00
20	Professional Fees	-40.00	500.00	-540.00	200.00
21	Travelling Expenses	27.90	200.00	-172.10	100.00
22	Website	455.63	520.00	-64.37	0.00
23	Total Office Expense	1,415.42	4,845.00	-3,429.58	
24	Allotments Expenses	45.00	300.00	-255.00	100.00
25	Councillor Expenses	2,332.00	2,922.00	-590.00	104.00
26	Hall Hire	180.00	150.00	30.00	100.00
27	Staff Costs	8,139.16	9,100.00	-960.84	2,487.00
28	Village				
29	Christmas Lights		4,250.00	-4,250.00	3,900.00
30	Works to install stab post for Xmas lights.				
31	Costs of Memorandum		5,000.00	-5,000.00	
32	Dog Waste Bins	2,016.00	3,600.00	-1,584.00	1,212.00
33	Street Cleansing	0.00	0.00	0.00	0.00
34	Ground Maintenance	964.29	1,500.00	-535.71	974.00
35	Ground Maintenance to Dog Walk				
36	Other (memorial)	500.00	500.00		
37	S151 Officer Payments	7,574.41	16,500.00	-8,925.59	500.00
38	Total Village	10,554.70	31,350.00	-20,795.30	
39	Total Expenses	23,353.78	49,617.00	-26,263.22	<b>12,910.00</b>
40	Net Income	13,058.46	-12,978.00	26,036.46	

One member asked for clarification on several budget headings. (General insurance, Election Expenses, Professional Fees, Cost of Memorandum)

The Clerk gave a verbal response to all the requests for clarification and the response was accepted by the members and those in attendance. The Clerk also presented the Balance Sheet, as at month 9, December 31, 2024, and this was noted.

**Raglan Community Council  
Balance Sheet  
As of month 9 December 31, 2024**

	<b>Total £</b>
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Business Reserve	9,120.97
Current Account	71,821.61
Petty Cash	6.48
Total Cash at bank and in hand	80,949.06
Net current assets	80,949.06
Creditors: amounts falling due within one year	
Current Liabilities	
VAT Control	-£862.16
Total Current Liabilities	862.16
Total Creditors: amounts falling due within one year	862.16
Net current assets (liabilities)	81,811.22
Capital and Reserves	
<b>Total Capital and Reserves</b>	<b>81,811.22</b>

**The Clerks report was noted and accepted by all those present**

**5654    Agenda item 4:-** To consider requests for Grants /Donations. Applications should be made on the council's application form.

The Clerk presented a verbal report relating to a grant he had received on behalf of the Community Council from the Heart of Monmouthshire Ministry Area regarding local churchyards. This generated some further discussion and it was agreed that the Clerk should send the relevant person the grant form to make a grant submission for consideration.

**This was agreed by all those present.**

It was explained that this application only related to Raglan Church, not the remaining places of worship in the village as the request was made from the Heart of Monmouthshire Ministry Area.

**5655    Agenda item 5:-** Consider reports from members co-opted onto outside groups and bodies with any financial implications for the forthcoming year.

Cllr Penny Jones asked if the Clerk would send her several grant forms for different organisations in the village. The Clerk confirmed that he would send the forms to Cllr Jones.

**5656    Agenda item 6:-** Consider reports from the Clerk/RFO.

**Reports to: - Raglan Community Council**  
**Subject: - Street Cleansing**  
**Report: - by the Clerk**

This report is to provide elected members with an update relating to street cleansing in the village and surrounding communities. As Clerk and Responsible Officer (RFO) or the Section 151 Officer of the Community Council, the Accounts and Audit Regulations places the responsibility for maintaining an adequate and effective system of internal audit with the authority. The Council could delegate to discharge this responsibility to the S151 Officer. This report should be read in conjunction with the clerks' financial report presented to the Finance meeting on the 15 January 2025.

This report is to be read in conjunction with the budget setting report in January 2025 for the forth coming financial year 2025/26. Elected members will recall that a deputation of residents attended a previous meeting of the council where they expressed concern about the state of the village.

These concerns were also expressed by some elected members over a number of months where they have reported complaints made to them. Elected members agreed that cleansing of the roads and footways in the village will be looked at and budgets will be considered. This will have a financial impact on the budgets. It has been indicated that Direct Services at Monmouthshire County Council can provide the relevant operatives on a daily basis in a gang of two or three operatives. Monmouthshire County Council Highways and Cleansing Department has been contacted and explained that there is vegetation on hard surfaces. It's been confirmed that Welsh Governments directive to all Council Chief Executives is to eliminate the used of Glysohate pesticide.

Elected members will recall Cllr Penny Jones informed members that Monmouthshire County Council has a department called "Time Teams". It has come to light since, the department is Town Teams. Monmouthshire County Council Cleansing Department will consider entering into a Service Level Agreement (SLA) between Monmouthshire County Council and the Community Council.

Monmouthshire County Council has explained that there are different models.

For example: 2 operator and 3 operator teams with a vehicle. At the time of publishing this report the RFO doesn't have any financial figures to present, but for example, the budget cost for a 2-operator team could be around £14,000 PA plus x% on operators' costs. (transport, materials and equipment). The operatives will be directly employed by Monmouthshire County Council.

Each gang will have a point of contact for works schedules provided by Raglan Community Council.

## **For Conclusion:**

If the Community Council consider entering into an SLA with Monmouthshire County Council there would be no employee costs or employment matters to consider. (Cost PA will depend on the SLA and the operators cost on the budget).

If the Community Council considers entering into a contract with an independent contractor, the contractor will need to have all the appropriate certificates to work on a live highway and any employees employed by them would also need street working certificates.

Working in partnership with a neighbouring Community or Town Council could be an option, but this could present difficulties with working patterns and employment issues.

Following some robust discussion, it was agreed that the community council should engage with Monmouthshire County Council relating to agreeing a Service Level Agreement

**All those present agreed**

**Reports to: - Raglan Community Council**  
**Subject: - Grants that are awarded by RCC**  
**Report: - by the Clerk**

This report is to provide elected members with an update relating to Grant Awards. As Clerk and Responsible Officer (RFO) or the Section 151 Officer of the Community Council, the Accounts and Audit Regulations places the responsibility for maintaining an adequate and effective system of internal audit with the authority. The Council will delegate the discharge of this responsibility to the S151 Officer.

Over the last several years it's become the practise that some elected members have presented grant forms and expect that payments are made on the production of the grant form.

There have been other occasions where it's been expected that grants are awarded without a formal application. Applications need to include a breakdown of what the award will be spent on.

Requests for payments are made without providing a breakdown on what the grant award was spent on. The application states that payment will only be released on receipt of invoices, on submission of the claim and approved inspection of the works by the Clerk of the Council, a nominated person or agent of the Council.

## **In conclusion**

- ❖ It is recommended that elected members agree that no grants will be awarded without an application.
- ❖ No payment will be awarded without a breakdown on what the funding was spent on and receipts and invoices are presented.

**All those present agreed with the conclusions**

**Reports to: - Raglan Community Council**

**Subject: - Raglan Village Hall Association and the Community Council as the Custodian trustee**

**Report: - by the Clerk**

This report is following a meeting with some of the Trustees some years ago. I'm raising this matter as the Community Council doesn't seem to have had any correspondence from the current Trustees. As the Clerk and Responsible Officer (RFO) or the Section 151 Officer of the Community Council, the Accounts and Audit Regulations places the responsibility for maintaining an adequate and effective system of internal audit with the authority. The Council will delegate the discharge of this responsibility to the S151 Officer.

This report is to give an update on the current situation relating to RAGLAN VILLAGE HALL AND RECREATION ASSOCIATION (RVHA) with a Charity number (525196) and any implications on the Community Council, all be it any sections of the Public Trustee Acts or the Accounts and Audit Regulations. Currently, the Annual Return was submitted by RVHA on the 30 October 2024, and up to 31 December 2023 the income was reported to be £349.00.

As the RFO or sec 151 officer, on behalf of the Community Council, I have not been informed of any changes to the trusteeship of RVHA. In previous correspondence it was reported that there was only one officer, being a treasurer. It was agreed in a previous meeting that the Community Council would open an account for any funds to be transferred until a new management committee have been endorsed. Minute 4780 dated October 2019 confirms a discussion took place with a range of views being expressed by members, and members of the RVHA. After some debate it was agreed that RVHA committee and the community council will work together in the coming months to provide a community facility.

Under different sections of the Public Trustee Act 1906 and articles of the Public Trustee Rules 1912 a local authority (Raglan Community Council) may act as the Custodian Trustee of a charity, but only if the charity is for the benefit of the people living in the whole or part of its area. As an example, Community Councils are often appointed Custodian Trustees of charitable village halls, recreation grounds and youth clubs. However, a local authority cannot act as Custodian Trustee of an ecclesiastical charity or a local charity for the relief of poverty.

The main duty of a Custodian Trustee is to hold the property of a charity (except, if it agrees, dividends and other income) and to have the custody of all securities and documents relating to the property owned by the charity.

**A custodian trustee:**

- cannot manage a charity - that is a matter for the managing trustees; and
- cannot act for the managing trustees even if there are none; and
- must carry out the managing trustees' instructions unless that would involve the custodian trustee in a breach of trust or some personal liability.

The main advantage for the local authority (Raglan Community Council) is that by being appointed as custodian trustee, it can maintain a close link with the charity, so long as it accepts that it must act within the limits defined for custodian trusteeship. The majority of village halls are charitable and are managed by an independent management committee. The governing document may give the Community Council the right to appoint a member of that committee. Many also have the Community Council acting as custodian trustee on behalf of the charity.

The Community Council must always bear in mind that the property and funds of the charity are not part of the corporate property and funds of the local authority (Raglan Community Council) and, if the village hall land is included in the Community Council's asset register, it should be listed without any value and clearly described as 'held on trust for of charity per governing document dated....'. The property and funds of the charity are not available for the Council's corporate purposes.

- The Community Council is not bound to provide any financial support to the charity; the charity has no automatic call on the property, personnel or funds of the Community Council.
- The interests of the charity should never be over-ridden by or confused with the interests of the Community Council as a local authority.
- A Community Council acting as sole charity trustee acts as a corporate body: individual Councillors are not themselves charity trustees, it is the Community Council which is the charity trustee.
- Individual Councillors do not act in a personal capacity as they would if they were a Community Council appointee to an independent village hall charity. This may be seen as an advantage. However, it should be noted that individuals must act in a responsible way so as to ensure that the Community Council acts properly as a charity trustee.

The Community Council can appoint such staff as it deems necessary for the running of the hall providing, they are suitably qualified. The services of the Community Council clerk and other employees may be used,

but this is not essential. It is, however, important to avoid a situation in which the employee's duty to the local authority (Raglan Community Council) conflicts with his or her duty to the charity.

Remuneration out of charity funds may not cover more than the reasonable cost of providing the service and may only be at the "going rate for the job". Councillors may not be paid for their services unless there is clear authority in the governing document or from the Charity Commission or Courts.

### **Charities Act 2011, Section 298**

#### **Transfer of property to Parish or Community Council or its appointees**

(1) This section applies where trustees hold any property—

(a) for the purposes of a public recreation ground, or of allotments (whether under enclosure Acts or otherwise), for the benefit of inhabitants of a community having a Parish Council or (in Wales) community having a Community Council, or

(b) for other charitable purposes connected with such a Parish or Community;

and it applies to property held for any public purposes as it applies to property held for charitable purposes.

But it does not apply where trustees hold property for an ecclesiastical charity.

(2) The trustees may, with the approval of the Commission and with the consent of the Parish or Community Council, transfer the property to—

(a) the Parish or Community Council, or

(b) persons appointed by the Parish or Community Council; and the Council or their appointees must hold the property on the same trusts and subject to the same conditions as the trustees did.

#### **In conclusion:**

As the RFO and section 151 Officer, it's for the elected members to provide direction as to what they would like the RFO / Sec 151 officer to do to manage the process.

Following some discussion, it was proposed that the Community Council should open an account with its bank and ringfence any funds that are transferred until such time a new management committee is sought.

**All those present agreed with the proposal**

**5657     Agenda item 7:-** Consider and recommend a precept for 2025/26

The Chair invited the Clerk to present a forecasted budget for the forthcoming financial year 2025/26. Following the presentation there was some discussion relating to some of the forecasted budget headings. One of the main concerns with the presented budget was the inclusion of item 33 Street Cleansing, and the



way the Community Council are going to manage this. There was some robust observations and concerns about who and how will the Street Cleansing be managed and the ongoing costs year on year. One member said the Community Council must be mindful of the increasing cost to residents and the forecasted budget was based on a 10% increase in the precept. Another member highlighted that if the proposed increase was 10% that would be £34.26 per household, which is currently from £31.15. Following some robust discussion and views expressed.

**It was proposed:** The precept for 2025/26 financial year should be increased by 5%. The cost to each household would be £32.70 and increase per household of £1.55 this coming financial year.

**All those in attendance agreed**

The meeting closed a 20:06

**Raglan Community Council**  
**Clerk's Financial Report**  
**Income and Expenditure, & predicted expenditure to**  
**31 March 2025**  
**Forecasted Income & Expenditure**  
**figures for 2025/26 precept**

		<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Projected exp/inc to 31 March 24</b>	<b>Predicted Budget 2025/26</b>	<b>Budget agreed by those members in attendance.</b>
	<b>Income</b>						
1	Interest Income	98.24	100.00	-1.76	23.00	100.00	100.00
2	Allotment Income	375.00	600.00	-225.00	450.00	450.00	450.00
3	<b>Precept</b>	35,939.00	35,939.00	0.00		<del>£39,532.00</del>	<b>37,735.00</b>
4	Total Income	36,412.24	36,639.00	-226.76		<del>£40,082.00</del>	<b>38,285.00</b>
5	Gross Profit	36,412.24	36,639.00	-226.76			
6	<b>Expenses</b>						
7	Charitable Donations	687.50	100.00	587.50	100.00	600.00	600.00
8	General Liability Insurance		850.00	-850.00	850.00	900.00	900.00
9	Office Expense						
10	Staff Training		200.00	-200.00	110.00	200.00	200.00
11	Stationery		200.00	-200.00	100.00	150.00	150.00
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16	Equipment	624.17	200.00	424.17	0.00	400.00	400.00
17	Members Training		400.00	-400.00	400.00	400.00	400.00
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22	Website	455.63	520.00	-64.37	0.00	520.00	520.00

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24	Allotments Expenses	45.00	300.00	-255.00	100.00	200.00	200.00
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27	Staff Costs	8,139.16	9,100.00	-960.84	2,487.00	9,948.00	9,948.00
28	Village						
29	Christmas Lights		4,250.00	-4,250.00	3,900.00	4,225.00	4,225.00
30	Works to install stab post for Xmas lights.					2,500.00	2,500.00
31	Costs of Memorandum		5,000.00	-5,000.00		3,000.00	3,000.00
32	Dog Waste Bins	2,016.00	3,600.00	-1,584.00	1,212.00	3,800.00	3,800.00
33	Street Cleansing	0.00	0.00	0.00	0.00	24,000.00	24,000.00
34	Ground Maintenance	964.29	1,500.00	-535.71	974.00	974.00	974.00
35	Ground Maintenance to Dog Walk					2,500.00	2,500.00
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39	Total Expenses	23,353.78	49,617.00	-26,263.22	<b>12,910.00</b>	<b>75,185.00</b>	<b>75,185.00</b>
40							
	Net Income	<b>13,058.46</b>	<b>-12,978.00</b>	<b>26,036.46</b>			

With the proposed commitment elected members agreed to during the last financial year, the forecasted Income and Expenditure has been formulated on a 10 % increase on the 2025/26 precept amount. On the forecasted budget for 2025/26 the council would expect to draw on £35,103.00 from the council reserves, plus any income received from the 2025/26 financial year precept over and above £39,532.00 which is the figure used in these calculations. Currently as of month 9 there is £80,949.06 in the accounts with a further predicted income before the year end 2025 of £473.00 but the expenditure of £12,910.00 leaving a balance of £68,512.06 approx. plus any VAT refund payable after the end of the financial year.

Considering the amended forecasted budget for 2025/26, reducing the precept to £37,735, the council would expect to draw on £36,900, from its reserves.

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Over the last ten years the community council has set a Budget Heading '*Costs of memorandum*' that included a ring-fenced budget for local projects and works relating to the MUGA. 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. It is disappointing that the RFO needs to report again, following a meeting with the estate manager of Monmouthshire County Council this project has still not made any progress. Therefore, it is for elected members to resolve that this budget funding is released from its original ringfencing and used for other community projects.

During the course of the 24/25 financial year the Community Council have received several observations and deputations relating to the cleanliness of the roads and footways in the village. Monmouthshire County Council Highways and Cleansing Department has been contacted and explained that there is vegetation on hard surfaces. It's been confirmed that Welsh Governments directive to all Council Chief Executives is to eliminate the use of Glyphosate pesticide. All elected members have been informed that Monmouthshire County Council has a department called "Time Teams"; it has come to light since, that the department is called Town Teams. Monmouthshire County Council Cleansing Department will enter into a Service Level Agreement (SLA) between Monmouthshire County Council and the Community Council. The Community Council could consider entering into an SLA where there are different models, for example x2 operator and 3 operator teams with a vehicle. At the time of publishing this report the RFO doesn't have any financial figures to present. For example, the budget cost for a 2-operator team could be around £14,000 PA plus x% operator costs. (transport, material and equipment). The operatives will be directly employed by Monmouthshire County Council.

Since the last budget meeting in January 2024 the Community Council has not been notified by the current cohort of management trustees of Raglan Village Hall Association if they have found any replacement individuals to set up a management committee, to move forward with the development of a Community Hub or community facility in Raglan. Elected Members will recall in October 2022, members and the trustees of the Management Committee of RVHA convened a Special AGM. During that meeting several officers resigned their positions, only one officer remained with two existing members and Trustees. Therefore, Elected 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 must be mindful currently the funds are deposited in the management committee bank account with one signatory and that signatory could be exposed to unwanted demands from third parties.

Currently I have a responsibility as the section 151 Officer for Raglan Community Council for making the necessary arrangements for local financial and management controls, under S151 of the Local Government Act 1972. After bringing this matter to Elected Members notice several times, I'm looking for some direction from the Community Council as to what action elected members would like to take to ensure the funding and any current signatories are not exposed to any unwanted demands.

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 10% increase the precept will be the equivalent to £34.26 per year per dwelling.

#### **2025/26 0%**

- Precept	35,939.00
- Tax Base	1,153.91
- Band D Equivalent	£31.15

<b>By Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
	6/9	7/9	8/9	-	11/9	13/9	15/9	18/9	21/9
- Precept	£20.77	£24.23	£27.69	<b>£31.15</b>	£38.07	£44.99	£51.92	£62.30	£72.68

### 2025/26 5% inc

- Precept	£37,735
- Tax Base	1,153.91
- Band D Equivalent	£32.70

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	£21.80	£25.43	£29.07	<b>£32.70</b>	£39.97	£47.23	£54.50	£65.40	£76.30

### 2025/26 10% inc

- Precept	£39,532
- Tax Base	1,153.91
- Band D Equivalent	£34.26

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	£22.84	£26.65	£30.45	<b>£34.26</b>	£41.87	£49.49	£57.10	£68.52	£79.94

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## 2025/26 15% inc

- Precept	£53,908
- Tax Base	1,153.91
- Band D Equivalent	£46.72

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	£31.15	£36.34	£41.53	<b>£46.72</b>	£57.10	£67.48	£77.87	£93.44	£109.01

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