Raglan Community Council
Minutes of the reconvened Ordinary Meeting held on Wednesday 30 June 2026.
This meeting was convened at the Fellowship Centre on Usk Road
at 7:00 pm

Present

6033 Cllr Penny Jones Cllr Nick Ramsay (Chair)
Cllr Luke Thompson

6034 In attendance:

Adrian Edwards, Clerk to the Council.

6035 Agenda item 1:- Apologies for absence

Cllr M Dorey & Cllr Eilertsen, Cllr H Leacock and Cllr R Moorby offered their belated apologies after the meeting.

6036 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.

6037 Agenda item 3:-15 minutes set aside for Community interaction and members of the community to ask the Chairman or the Council questions of local interest. Any questions should be relevant to the agenda and submitted to the clerk 3 working days before the meeting.

No members of the Public

6038 Agenda item 4:- To receive and adopt the minutes from the Ordinary meeting, held on 27 May 2026

Proposed: by Cllr L Thompson seconded by Cllr N Ramsay that the minutes are accepted as a true and accurate record

Those present agreed the minutes.

6039 Agenda item 5:- Matters to report

No matters to report

6040 Agenda item 6:- To receive and adopt the minutes from the AGM meeting, held on 27 May

Proposed: Cllr N Ramsay by seconded by Cllr L Thompson that the minutes are accepted as a true and accurate record

Those present agreed the minutes.

6041 **Agenda item 7:-** Nominations for Vice Chairperson.

This item was deferred

6042 **Agenda item 8:-** Monmouthshire Replacement Local Development Plan 2018-2033 (Clerk)

Cllr Penny Jones gave a verbal report following a meeting at Monmouthshire County Council. Cllr Jones explained there are no minutes in the public domain. Cllr Jones explained that questions have been asked why the RLDP had a need to be deferred.

6043 **Agenda item 9:-** To receive the audit report from the internal auditor (Clerk)

The purpose of this report is to inform and update elected members following receipt of the internal audit. Members will recall I presented the end of year accounting statement for 2025-26 under Minute 6007.

The internal audit has been returned with the main findings; the control objectives tested proved to be satisfactory and as a result there are no matters the internal auditor needs to bring to the attention of the council on this occasion. The internal auditor's conclusions are reflected in his report included below.

Members accepted the report and the Chair signed the return.

Name of Council: RAGLAN Community Council

Financial Year: 2025/26

Outline of work undertaken by Internal Audit

1. **Proper Bookkeeping**
Cashbook maintained.
Cashbook arithmetic correct.
Cashbook balanced monthly.

2. **Standing Orders and Financial Regulations adopted and applied**
Council formally adopted standing orders and financial regulations.
The Clerk has been appointed Responsible Financial Officer.

3. **Payment Controls**
Payments in the cashbook are supported by invoices, authorised and minuted.
VAT on payments have been identified, recorded and reclaimed.
S137 expenditure separately recorded and within statutory limits.

4. **Risk Management Arrangements**
Review of the minutes do not identify any unusual financial activity.
Minutes record the council carrying out an annual risk assessment.
Insurance cover appropriate and adequate.

5. **Budgetary Controls**
Council has prepared an annual budget in support of its precept.
Actual expenditure against the budget reported to Council.
There are no significant unexplained variances from budget.
Reserves are appropriate.

6. **Income Controls**
Income is properly recorded and promptly banked.
The precept recorded agrees to the Council Tax authority's notification and bankings.
Security controls over cash and near-cash adequate and effective.

7. **Petty Cash Procedures**
Petty Cash payments were properly supported by receipts; expenditure was approved and VAT appropriately accounted for.

8. **Payroll Controls**
The Clerk has a contract of employment with clear terms and conditions.
Salary paid agrees with that approved by the council.
PAYE/NIC has been properly operated by the council as an employer.

9. **Asset Controls**
The council maintains a register of all material assets owned or in its care.
The asset register is up to date.

10. **Bank Reconciliation**
Bank reconciliation prepared for each account.
Bank reconciliation carried out regularly.
There are no unexplained balancing entries in any reconciliation.

11. **Year-end procedures**
Year- end accounts prepared on the correct accounting basis - Receipts and Payments.
Accounts agree with cashbook.
There is an audit trail from underlying financial records to the accounts.

Signed

V L Llewellyn

Mr V L Llewellyn
Internal Auditor
Date 17th June 2026

During the submission of the audit the Clerk found a calculation error that could be classed as a typo under the Predicted Budget heading for 2026/27. Under the budget heading "MUGA" it was recorded that £7,500.00 was predicted, it should have read £750.00. This has not impacted the overall budget figure which was agreed.

	Year ending		Notes and guidance
	31 March 2025 (£)	**31 March 2026 (£)**	**Please round all figures to nearest £.** **Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.**
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	65606	72103	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.

2.	(+) Income from local taxation/levy	35939	37735	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3.	(+) Total other receipts	4049	2354	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4.	(-) Staff costs	12149	15748	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5.	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6.	(-) Total other payments	21342	38148	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7.	(=) Balances carried forward	72103	58296	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0				
8.	(+) Debtors	0	0	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9.	(+) Total cash and investments	72103	58296	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10.	(-) Creditors	0	0	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11.	(=) Balances carried forward	72103	58296	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12.	Total fixed assets and long-term assets	21310	21310	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13.	Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Proposed: Cllr N Ramsay by seconded by Cllr P Jones that the report is accepted.

Those present agreed

6044 Agenda item 10 :- Clerks report's verbal or written.

Report to: - Raglan Community Council
Subject: -A40 in Raglan
Report: - by the Clerk
Date: -June 2026

The purpose of this report is to inform and update elected members about engaging with officers from Welsh

Government regarding the ongoing safety issues at the junctions on the A40 interchange.

Elected members will be aware that the community seen a further incident on the 19th June where all the emergency services were in attendance and those people involved were taken to the relevant hospitals.

Following this incident, I wrote to all the newly elected members to the Senedd asking if they could invite the Minister responsible for highways and roads at the Senedd to a meeting. Mark Hooper is the Deputy Minister for Transport, operating under the Welsh Government's Cabinet, where he oversees Transport for Wales, roads, and active travel. Therefore, these junctions would come under his control.

The proposed changes to the draft orders still haven't been implemented along with the safe junction crossings and the pedestrian crossing to the Castle.

It's disappointing that no Senedd member elected for the Constituency of Sir Fynwy Torfaen has replied, at the time of writing this report.

Conclusion:

Therefore, the Clerk requests what further action would elected members consider going forward.

- Accept the current situation
- Raglan Community Council formally writes to the Deputy Minister for Transport extending an invitation to an onsite meeting.
- Consider a press release to try to stimulate discussion.
- Other?

Resolved to write to the Senedd members inviting them to an onsite meeting.

Report to: - Raglan Community Council
Subject: - Allotments
Report: - by the Clerk
Date: -June 2026

The purpose of this report is to provide members with an update relating to the tenancies at the allotments in Raglan. There are several concerns that need to be brought to elected members attention.

1. The Community Council made a grant application to Monmouthshire County Council for replacing the fencing at the allotments. The grant should have been paid the end of the financial year 31 March 2026. Currently the Community Council is still waiting for payment
2. All the allotments that were vacant have now been let.
3. A number of people showed an expression of interest, but have not returned the expression of interest form. Therefore, are elected members content to remove the names from the list, or for the

Clerk to contact them asking if they still wish to submit an expression of interest and remain on the list.

4. One person has been awarded a tenancy, but hasn't paid their allotment rent nor have they returned the application form and signed agreement. I have spoken to the person and resent the relevant paperwork and bank details, without any response. Elected members must be informed without the relevant paperwork, the tenant is not covered by the council's insurance and could be putting other tenants in danger, therefore placing Raglan Community Council at risk of a claim.

Recommendation:

The Clerk would like elected members direction and what action to take.

Resolved: the Clerk would:

- write to Monmouthshire County Council about the outstanding Grant.
- write to all those who expressed an interest asking if they wished to remain on the waiting list
- write to the tenant explaining if the forms and payment is not received they would be invited to withdraw their tenancy

Report to: - Raglan Community Council
Subject: -Meeting with CEO at Monmouthshire County Council
Report: - by the Clerk
Date: -June 2026

The purpose of this report is to inform elected members about the rearranged meeting with Paul Matthews the CEO of Monmouthshire County Council and the Leader of Monmouthshire County Council. The meeting has been rearranged as not all elected members confirmed one of the dates that were offered. The next round of dates will be in August on Wednesday 5th August 5pm or Wednesday 12th August from 3pm. The most convenient date would be the 5th due to 12th being in the middle of the council recess.

The propose of the meeting relates to:

- the lack of response from officers from Monmouthshire County Council when correspondence has been sent on behalf of Raglan Community Council.
- the time it has taken for Monmouthshire County Council to conclude the ongoing issues relating to the Old School and its condition.
- the condition of the Old Church School rooms, and the lack of facilities for residents in Raglan.
- Following the meeting in March relating to SADs application for drainage, Monmouthshire County Council do not have a policy that Monmouthshire County Council elected members need to consider when an application or recommendations are made by officers from the SADs team. Therefore, no application can be formally challenged, and there is a cost implication to the County Council and

residents and communities if officers get things wrong.

Plus, any questions from elected members from Raglan Community Council

Resolved to write:

To the CEO and accept the date of the meeting for 5th August

Report to: - Raglan Community Council
Subject: -Community Facilities in Raglan
Report: - by the Clerk
Date: -June 2026

The purpose of this report is to inform and update elected members about the insufficient community assets in Raglan, for the wellbeing of residents, and to meet the general objectives of Monmouthshire County Council investments, around healthier communities, improved wellbeing, and a sustainable service, with a modern community infrastructure.

The issues around the community infrastructure started back in 2013/14 with the proposal to build a new school in Raglan. Members will be aware the current school was officially opened on the 22nd October 2015. Since then, the former school was proposed to be the site of a new community hub; then it was proposed to construct a new Welsh-Medium Primary School, but over a number of years that project stopped all other proposals and, in the end, the proposed new Welsh-Medium Primary School was not built in Raglan and it was built in Monmouth, now Ysgol Gymraeg Trefynwy.

Since then, all financial help to build a community hub faded away and the funding streams dried up. Raglan along with it's residents have seen no community investment and infrastructure proposals. In fact, the current infrastructure has fallen into disrepair, and Monmouthshire County Council have no financial plan to maintain or provide a place for wellbeing, where healthier communities can be fostered. This is in line with Monmouthshire County Council's investments and its objectives.

During Monmouthshire County Council People Scrutiny meeting on the 28th May 2026, it was proposed that Monmouthshire County Council would provide an upgrade and investment for Caldicot Leisure Centre. Monmouthshire County Council are proposing to spend a capital cost of £601,429 for the project where they are expecting to borrow an estimated £301,429 which will cost everyone in Monmouthshire £40,000 PA. Under Monmouthshire's current modelling, it assumes this investment will attract an estimated additional 100 memberships across all facilities and would generate approximately £41,400 of income per annum.

It’s interesting to note comments in the council report that the existing gym and first floor fitness areas are dated and no longer reflect modern customer expectations, limiting the centre’s ability to compete with private sector providers and leisure trusts. The fitness equipment at Caldicot Leisure Centre is over 18 years old and no longer fit for purpose. There is a clear need for investment in the facility, which remains necessary to address the condition of the site and to support its longer-term sustainability and service offer.

The former Old School and the current Raglan Village Hall (Old Church School) on Chepstow Road was built in 1857. It’s interesting that Monmouthshire County Council can consider refurbishing a facility that is 18 years old but can’t consider providing a community with a village hall that meets its own objectives, around healthier communities, improved wellbeing, and a sustainable service, with a modern community infrastructure. Currently Raglan and the wider communities in the electoral ward has around 1,500 residents and there is no investment for those who contribute to the public purse in Monmouthshire.

Conclusion:

Therefore, in conclusion it is for elected members to consider inviting the Cabinet Member for Equalities and Engagement to a meeting to discuss what plans do Monmouthshire County Council have to provide a community asset in Raglan, meeting 21st century expectations.

After some discussion it was agreed to write to the relevant Cabinet member inviting them to a meeting to discuss the concerns.

6045 **Agenda item 11:-** Consider any Planning Applications received before the meeting and circulated to all members.

Those present noted the applications received before the meeting and made no further observations.

6046 **Agenda item 12:-** Consider the receipt of invoices and payments made.

Raglan Community Council has received the following invoices for payment.

Under s5 Financial Regulations, “Banking Arrangements and Authorisation” the Clerk and (RFO) shall have delegated authority to authorise the payment of items only in the following circumstances:

“If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998”.

Any expenditure item authorised under these regulations, where it states continuing contracts and obligations, the Clerk shall provide a list of such payments to be submitted to the next appropriate meeting of Council or finance committee. A record of regular payments made under this regulation shall be drawn up and be signed by two members on each and every occasion when payment is authorised, thus controlling the risk of duplicated payments being authorised. The payments below will be made via Bank Transfer or cheque. All the below have been agreed by all those present and counter signed by those:

Date	Payment to:	£	Ref
	Last cheque number		2692
30 June 26	HMRC		2693
29 June 26	Lyn Llewllyn (internal Auditor)	350.00	BACS
29 June 26	Baptist Church (Hall Hire)	275.00	BACS
29 June 26	Baptist Church (Outstanding Hall Hire)	55.00	BACS
29 June 26	Vision ICT (Emails accounts)	590.36	BACS
29 June 26	OVW (Training for Clerk)	66.00	BACS
29 June 26	Merlin Waste	459.00	BACS
29 June 26	Clerk (360 subscription 26/27)	69.00	BACS
30 June 26	Clerks salary (June)		BACS
30 June 26	HMRC Tax		BACS
30 June 26	Clerks mileage during June 322 miles	144.90	BACS

The above payments include BACS payments and cheques.

Those present noted and agreed the above payments Cllr Ramsay proposed and Cllr P Jones seconded

6047 Agenda item 13:- Consider any correspondence received and forwarded prior to the meeting.

The correspondence that was presented to all members prior to the meeting was noted and no further action required

6048 Agenda item 14:- Consider reports from the County Cllr Penny Jones.

Cllr Jones gave a verbal report on several matters.

Cllr Jones explained that she received a report that there was signage in and around Llanedeny advising the roads were going to be closed, and no roads had been closed. Cllr Jones reported this to the relevant officers at Monmouthshire County Council and the signs were removed.

Cllr Jones asked about the grant funding for the school, where the school submitted a grant application. It was explained the application that was submitted via email, and it wasn't possible to open the attachment. It was explained that Cllr Jones was going to go back to the relevant person in the school. It was also explained, so there is no further confusion with grant applications, going forward it was agreed in a previous meeting any group or organisation should contact the Clerk and the Clerk would issue the relevant forms.

It was also explained that where two groups from the same organisation are submitting applications, the policy is one grant can be awarded to one organisation in any one financial year.

Cllr Jones explained that she and the leader of Monmouthshire County Council will be doing a “walk around” Raglan village on the 6th July if any member would like to join them.

Cllr Jones raised concern again over parking at Caestory Avenue and Cllr Jones has received reports that general service vehicles have been finding it difficult to access the Avenue

6049 **Agenda item 15:-** To consider any reports relating to Street Cleansing in the Community. (standard agenda item)

No further information.

6050 **Agenda item 16:-** Items to be included on the next agenda of the next meeting (standard agenda item)

No matters raised.

6051 **Agenda item 17:-** To confirm the date of the next meeting 22 July 2026

Chair:____ Dated 22 July 2026

Meeting closed at 19:55hrs