

Langstone Community Council
Minutes of the Finance Meeting held on
Wednesday 5 January 2022
at 7.00 pm

Date: 5 January 2022

Time: at 19.00hrs
Venue: Zoom Call

In attendance:
Adrian Edwards Clerk
1 member of the public remotely

Cllr's Present

C Bryant	M Kellaway
L Humphries (Chair)	A Tucker
J Straw	L Duthie

Apologies received:
Cllr's J Haring-Burn,
M Haring-Burn,
A Jarman and
M Griffiths
Absent:
C Romani
S George

22/218 Agenda Item 1. Apologies for absence.

Cllr's J Haring-Burn, M Haring-Burn, A Jarman and M Griffiths due to prior diary commitments. Cllr L Duthie left the meeting at 19:30hrs due to work commitments

22/219 Agenda Item 2. Declarations of interest

No declarations were made, but members would declare as and when if needed on the agenda item

22/220 Agenda Item 3. 15 minutes set aside for Community interaction and members of the community to ask the Clerk or elected members questions of local interest. Any questions should be submitted to the clerk 3 clear working days before the meeting. All questions need to be relevant to the agenda.

The clerk received no requests to address the council.

22/221 Agenda Item 4. To consider a Clerks report on the last 9 months and predicted expenditure to 31 March 2022

The Chair invited the clerk to present the Clerks report for receipts and payments to month end 31 December 2021. The clerk explained that this budget was the budget that set in the last precept meeting of the community council in January 2021 under minute 20/58. The clerk gave an explanation regarding the difference between the precept figures.

22-1-5 Jan Finance meeting

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Chairman's initials

The clerk addressed the income and expenditure to month end 31 December 2021. The Clerk invited those present to ask any questions. Several questions were asked for clarification on some budget headings. The Clerk was able to provide clarification for members.

Clerks Report
Receipts & payments month end 31/12/2021

		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available
<u>100</u>	<u>Income</u>					
1076	Precept	63,797	63,690	(107)		
1100	Miscellaneous Income	22	0	(22)		
1105	Payment of loans	3,017	0	(3,017)		
1107	Allocation for park repairs	3,000	3,000	0		
1108	Allocation for playground insp	4,680	4,680	0		
	Income: - receipts	74,517	71,370	(3,147)		
	Net receipts	74,517	71,370	(3,147)		
<u>200</u>	<u>Staff costs</u>					
4200	Staff costs	14,328	21,389	7,061		7,061
4215	Clerks mileage	1,006	210	(796)	0	6,265
	Staff costs: - indirect payments	15,334	21,599	6,265	0	6,265
	Net Payments	(15,334)	(21,599)	(6,265)		
<u>300</u>	<u>Administration</u>					
4300	Insurance	1,232	998	(234)		(234)
4301	Bank Charges	62	113	51		51
4305	Membership subscriptions	501	714	213		213
4309	Postage	56	53	(3)		(3)
4310	Stationary	0	210	210		210
4311	Printer Ink	(35)	53	88		88
4315	Office Equipment	595	105	(490)		(490)
4316	Information Technology	605	1,050	445		445
4320	Councillor expenses	26	315	289		289
4321	Councillor remuneration	0	1,890	1,890		1,890
4325	Councillor training	30	525	495		495
4330	Clerk training	0	126	126		126
4331	Books/reference material	0	21	21		21
4335	Conferences	0	525	525		525
4340	Audit	0	525	525		525
4344	Rent – storage	120	0	(120)		(120)
4345	Rent – office	4,567	7,035	2,468		2,468
4347	Security	71	0	(71)		(71)
4360	Chairman’s fund	42	420	378		378
4370	Website	905	263	(642)		(642)
4950	Lloyds Bank Card	313	0	(313)		(313)

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	Administration: - Indirect payments	9,090	14,941	5,852	0	5,852
	Net payments	(9,090)	(14,941)	(5,852)		
<u>400</u>	<u>S137 Grants</u>					
4400	S137 Grants	400	4,358	3,958		3,958
	S137 Grants: – Indirect Payments	400	4,358	3,958	0	3,958
	Net Payments	(400)	(4,358)	(3,958)		
<u>500</u>	<u>Concurrent Expenditure</u>					
4348	LVH improvements	0	6,876	6,876		6,876
4405	Concurrent Grants	0	2,625	2,625		2,625
4500	Ground Maintenance	993	525	(468)		(468)
4505	Park Lease	0	32	32		32
4510	Playpark inspections	4,680	4,914	234		234
4517	Litter picking	0	315	315		315
4520	Playpark repairs	940	3,150	2,210		2,210
4605	Street Furniture Maintenance	520	105	(415)		(415)
4610	Annual Planting	967	1,050	83		83
4735	Road Safety	0	10,500	10,500		10,500
4740	Street furniture purchase	890	1,050	160		160
	Concurrent Expenditure: - Indirect Payments	8,990	31,142	22,152	0	22,152
	Net Payments	(8,990)	(31,142)	(22,152)		
<u>700</u>	<u>Community Events/Projects</u>					
4700	Community Events	1,060	4,200	3,140		3,140
4701	Christmas Concert	0	630	630		630
4702	Christmas meal – Seniors	644	1,313	669		669
4704	VE Day Afternoon Tea	0	630	630		630
4707	Christmas Trees	450	3,150	2,700		2,700
4708	Autumn Event	0	630	630		630
4710	Remembrance Day	140	315	175		175
4711	Spring Event	0	630	630		630
4713	Children’s Party	0	420	420		420
	Community Events/Projects:- Indirect Payments	2,294	11,918	9,624	0	9,624
	Net Payments	(2,294)	(11,918)	(9,624)		
<u>800</u>	<u>Capital Projects</u>					
4730	Playpark Equipment Purchase	0	210	210		210
	Capital Projects:- Indirect Payments	0	210	210	0	210
	Net Payments	0	(210)	(210)		
<u>999</u>	<u>VAT Data</u>					
115	VAT refund	4,939	0	(4,939)		
	VAT Data:- Receipts	4,939	0	(4,939)		
515	VAT on Payments	3,093	0	(3,093)		(3,093)

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VAT Data: - Indirect Payments	3,093	0	(3,093)	0	(3,093)
Net Receipts over Payments	1,846	0	(1,846)		
Grand Totals: - Receipts Payments	79,456	71,370	(8,086)		
Net Receipts over Payments	39,200	84,168	44,968	0	44,968
Net Receipts over Payments	40,256	(12,798)	(53,054)		
Movement to/(from) Gen reserve	40,256				

Langstone Community Council

Bank/Cash investments and reconciliation up to 31 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances 01/12/2021

UNITY TRUST CURRENT ACCOUNT £104,681.20

30/09/2016 AL TO PREPAID CARD 0.00

28/09/2017 POCKIT PREPAID CARD 0.00

Other Cash & Bank Balances £104,681.20

Unpresented Payments £8,993.15

Sub Balance: £95,688.05

All Cash & Bank Accounts 1 Unity Trust Current Account £94,878.31

2 Not used 0.00

3 Not used 0.00

Total Cash & Bank Balances £94,878.31

Additional Clerk's report relating to Grant applications received.

The clerk gave those members present a briefing note relating to applications received by third sector groups in the community, which provide services for the wider Community. The clerk explained that groups and third sector groups need to make applications for funding. The Community Council cannot just make awards for grants. It was explained each application has a ceiling depending on the application submitted, but members do not have to award the maximum amounts if they don't wish to. The Chair invited members to consider the applications, and the clerk provided background information including the grant funding each group or organisation had received over the last several years.

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The Chair declared an interest in the 1st Llanmartin Scout Groups application and took no part in the debate.

Briefing note: - Langstone Community Council members
Subject: - Briefing note relating to Grant applications
Briefing note: - by the Clerk/Proper Officer
Date: - 5 January 2022

The following grant applications have been received by third sector groups in the community.

The grant applications are set out in two groups. The first group of applications are minor applications for small projects in the community. The second groups of applications are for applications from £501 to £4,000.

Members will note that two applications do not include further details. Both organisations have charitable status and provide services to the community.

One application doesn't have costs or quotations attached; this is due to the organisation experiencing difficulties in obtaining this information from suppliers. If members are mindful to agree in principle to an amount, this can be confirmed as soon as the estimates have been presented.

The wording is taken from each application for members information.

1st Llanmartin Scout Group

£500.00 application

The main aim of Scouting is to provide young people with Skills for Life, this includes the education both academically and vocationally of its members. The group is planning an educational and fun trip to Techniquet, in Cardiff. Followed by a boat trip on Cardiff Bay, principally to see the Barrage. Estimated costs are £20.00 per young person and the group would like to subsidise this to ensure all members have the opportunity to attend. Any assistance the Council can provide would be appreciated.

We have many young people from Langstone in our group already and provide a structured, safe and fun environment for them, helping them grow up to be responsible and constructive members of society.

A discussion took place with a wide range of views being expressed by members.

After some debate it was:

Proposed: a grant of £350.00 would be awarded and this was a majority decision

Langstone Junior school:

£500.00 application

The grant would be used to buy new trikes for the nursery children. Trikes are a great way for children to build co-ordination and gross motor skills while using safe apparatus.

A discussion took place with a wide range of views being expressed and it was concluded that this application be combined with another application received. After some debate it was:

Agreed: to amalgamate both applications.

Old Hamlet of Llanmartin Residents Association:

£500.00 application

The ongoing maintenance of public open space including grassed areas either end of Pencoed Lane and Bethel Cemetery. This includes paying for the maintenance of machinery for mowing and strimming also the planting of the multiple planters in the hamlet. This to be done to provide spring and summer colour. We will also purchase and plant spring flowering bulbs through the hamlet. The residents will derive ongoing and continuing benefit from the maintenance of the local environment.

A wide and very robust discussion took place with a wide range of views being expressed. Some members asked the clerk what the difference was between awarding a grant for cutting and maintaining grass that is under the ownership of the City Council and cutting common land, in a different village. Some members explained that it is difficult to award funding for one group and not another. After some further robust debate it was:

Proposed: that a grant £250.00 is awarded

Langstone Church:

£500.00 application

Maintenance of the Churchyard at Langstone Church.

10 on electoral role at Langstone but part of the wider Magor Ministry Area.

Although regular services are suspended at the church, residents of Langstone can request services for occasional offices, baptisms, weddings and funerals subject to risk assessments being in place in line with the Church in Wales guidelines.

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A discussion took place with a range of views being expressed by members. One member asked if the Community Council has received applications from the other churches in the community. The clerk explained that only Langstone Church had made an application to date. After some debate it was:

Proposed: a grant of £500.00 would be awarded

Langstone Friendship Group:

£500.00 application

To help pay for a Christmas dinner, a summer coach trip, and speakers etc. All out members are of pensionable age and enjoy our monthly meetings.

A discussion took place with a range of views expressed by members. One member asked if this group is made up from all residents who reside in the Langstone Community. It was explained that confirmation could not be given on the make up of the group. It was explained in the past the Community Council awarded grant between £100 and £200.00. After some debate it was:

Proposed: a grant of £100.00 would be awarded

The following applications are for grant funding over £501.00.

Gwent's designated lifeboat team - SARA Newport:

Dear Mr Edwards,

I am writing to you as the General Manager of the SARA Newport Lifeboat Station, to introduce our team and to ask for your support. I am not sure if SARA has previously had any contact with your organisation but if so, I think not for some time, so I would like to introduce or re-introduce ourselves.

SARA is an all-volunteer search and rescue organisation which covers quite a large area, and provides the emergency services with a wide set of capabilities to augment their own. Within Newport we operate a Lifeboat and Flood Rescue Station, with two operational boats and a set of technical rescue equipment and a team, of volunteers all based locally. We are called out about 20-30 times per year, mainly by the Coastguard and the Fire Service, sometimes also by the Police or Ambulance Services, and at all times of the day or night. As a charity we are dependent on donations and grants to cover all our costs, which for the Newport Station are around £20,000 per year.

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Before the start of the Covid Pandemic I would have offered to come to speak at one of your meetings, to introduce your members to the work of SARA. I am not sure what your ways of meeting and working are at present, but if appropriate I would be delighted to come to give a talk. If it would be more appropriate to do that online, eg on Zoom or Teams, I could do that too. I hope this could be of interest to you and your members.

I very much hope that you will be able to support SARA Newport in the not-too-distant future. Please let me know how we could best proceed.

Gwent’s designated lifeboat team - SARA Newport:

A discussion took place with wide-ranging views being expressed by members. One member explained this organisation is a charity and with all services no one knows when the services are needed. After some debate it was:

Proposed: a grant of £500.00 would be awarded

Wales Air Ambulance

Wales Air Ambulance helicopter crews have been operational throughout the pandemic, but sadly our fundraising income is still struggling to recover from its effects so we are writing to ask for your help once more. Your support enables us to maintain our lifesaving service for the people of Wales, 24 hours a day, 7 days a week, 365 days a year.

In 2020 we attended 3414 missions, helping people from all over the country, with 151 in your region of Newport.

Members of the Council considered this application in detail and one member said it is a service everyone would hope not to use, but it’s vital when you do. A discussion took place with wide and varied ranging views, expressed by members. One member explained this organisation is a charity and with all services no one knows when the services are needed. After some debate it was:

Proposed: a grant of £500.00 would be awarded

Langstone Junior school:

The purchase of timber trail frame. The year 1 and 2 years at LPS are hoping to re-develop their outdoor space to provide the pupils with additional opportunities to develop their physical skills and wellbeing. The

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children will have more opportunities to be outside development their physical skills, wellbeing, and social skills.

Members of the Council considered this application in detail. A discussion took place with wide and varied ranging views, expressed by members. Several suggestions were made and debated. One member explained the majority of children that attend Langstone school come from Langstone families. Their physical skills, and their wellbeing is paramount, and they are the next generation.

After some debate it was:

Proposed: a grant of £1,500.00 would be awarded to include funding for the minor grants application.

All those present agreed.

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Langstone Community Council



Statement of Accounts

To the

31st December 2021

22-1-5 Jan Finance meeting

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Chairman's initials

Langstone Community Council

Member Information

Community Council Chair

Councillor Carol Bryant was elected Chairman in May 2019

Councillors

Langstone Councillors

	Party Affiliation	Date elected	Ward
Councillor Mrs Carol Bryant	Ind	Elected May 2017	Langstone
Councillor Mr Mark Griffiths	Ind	Elected May 2017	Langstone
Councillor Mrs Liza Duthie	Ind	Elected May 2017	Langstone
Councillor Mr Lance Humphries	Ind	Elected May 2017	Llanmartin
Councillor Mr Jon Straw	Ind	Elected March 2021	Langstone
Councillor Mrs Jacqueline Harring-Burn	Ind	Elected March 2021	Langstone
Councillor Mr Mike Harring-Burn	Ind	Elected March 2021	Langstone
Councillor Mrs Alison Jarman	Ind	Elected August 2021	Llandevaud
Councillor Mr Steve George	Ind	Elected August 2021	Langstone
Councillor Mr Martyn Kellaway	Ind	Elected August 2021	Langstone
Councillor Mr Andrew Tucker	Ind	Elected August 2021	Langstone
Councillor Mr Chris Romani	Ind	Elected August 2021	Langstone

During the current calendar year several councillors resigned from the Community Council

Mrs Jacqueline Ford, Mrs Rossi Hollister, Mrs Laura Ahearne, Mrs Dee Jenkins

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Notes to accompany the Budget Setting Process for 2022/23

Year month ending 31st December 2021

3. Principals to Accounting Policies

- **Accounting Convention**

The accounts have been prepared in accordance with proper practices as defined in the *Governance and Accountability for Local Councils in Wales A Practitioners Guide*, published by One Voice Wales and SLCC following the consultation with the Local Councils Audit Liaison Group.

- **Fixed Assets**

This section covers expenditure on acquisition, creation or improvement which will have a useful life of more than one year: assets are reported in the notes affixed to the accounts at current insurance values approximating to the lower or net of current replacement cost and net realisable value/s. Some Community assets are the subject of restrictive covenants as to their use and or future disposal. Such assets are therefore considered to have no appreciable value and are included at a nominal value only.

- **Debtors and Creditors**

The revenue accounts of the Council are maintained on an accrual basis in accordance with the above guidance. Therefore, it will not have a material effect on the years account or the Council annual budget.

- **Contracts**

The Council have a number of contracts, one with the Local Authority and further contracts on an ad-hoc basis with individuals and private companies.

- **Clerks contracted hours**

Employees are employed using the agreed pay scale with the NJC-working week for all Local Government staff of 37 hours. (SCP spinal column point LC1 point 21 the top of LC2 goes to SCP 23).

- **External loans**

The Council has no long-term borrowing or external loans. The Community Council lent a substantial amount of funding previously to another Community Council which was repaid prior to the start of this financial year. The Community Council previously provided a loan to Langstone Village Hall which has been repaid during the current financial year.

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- **Charity**

The community council has no charitable status. The Community Council has supported Langstone Village Hall with substantial financial support over the last several years by holding section 106 funding. Langstone Village Hall is controlled with Trustees and co-opted committee members, made up from hall users. The community council has one co-opted member who attends Langstone Village Hall committee meetings and provides verbal reports to the Community Council.

- **Reserves**

The Community Council maintain reserves to meet general and specific future expenditure.

- **Interest Income**

All interest is credited to the general investment account.

- **Balance Sheet year end December 2021 month 9 in the financial year.**

The precept that was set in January 2021 was £63,690, but the current precept received was £63,797 due to a calculation error. The precept was set against a proposed budget figure of £84,168. Currently there is a shortfall in the expenditure, down to a number of factors that can be contributed to the current restrictions that have been imposed on Councils and the wider communities.

Clerks Report

Receipts & payments month end 31/12/2021

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700	Community Events/Projects					
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22-1-5 Jan Finance meeting

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4711	Spring Event	0	630	630		630
4713	Children’s Party	0	420	420		420
	Community	2,294	11,918	9,624	0	9,624
	Events/Projects: - Indirect					
	Payments					
	Net Payments	(2,294)	(11,918)	(9,624)		
800	Capital Projects					
4730	Playpark Equipment	0	210	210		210
	Purchase					
	Capital Projects:- Indirect	0	210	210	0	210
	Payments					
	Net Payments	0	(210)	(210)		
999	VAT Data					
115	VAT refund	4,939	0	(4,939)		
	VAT Data: - Receipts	4,939	0	(4,939)		
515	VAT on Payments	3,093	0	(3,093)		(3,093)
	VAT Data: - Indirect	3,093	0	(3,093)	0	(3,093)
	Payments					
	Net Receipts over	1,846	0	(1,846)		
	Payments					
	Grand Totals: - Receipts	79,456	71,370	(8,086)		
	Payments	39,200	84,168	44,968	0	44,968
	Net Receipts over	40,256	(12,798)	(53,054)		
	Payments					
	Movement to/(from) Gen	40,256				
	reserve					

Bank/Cash investments and reconciliation up to 31 December 2021

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28/09/2017 POCKIT PREPAID CARD 0.00

Other Cash & Bank Balances £104,681.20
Unpresented Payments £8,993.15
Sub Balance: £95,688.05

All Cash & Bank Accounts 1 Unity Trust Current Account £94,878.31
2 Not used 0.00
3 Not used 0.00

22-1-5 Jan Finance meeting

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- **Grants**

Langstone Community Council made a number of Charitable and grant payments in 2021/22 to a variety of groups in the Community. Community Councillors actively support local groups where they provide interest and enjoyment for local residents.

- **Recreation Grounds**

Langstone Community Council has a lease on Centenary Field playground area located on Chepstow Road. Langstone Community Council maintains and contributes to the recreation grounds. Over the last financial year, the community council has also planted flowers in different locations around the Communities.

Over the last several years the Community Council has been in consultation with Newport City Council relating to a number of parcels of land. It would appear from the documents retained by the community council some of the lease agreements have not been completed and not registered with HMRC Land Register.

Members will be mindful the Clerk presented a report in July 2021 to give elected members an update on the land and the play equipment on land at Poppy Park Langstone. The Community Council have a Service Level Agreement with City of Newport Council. The Community Council entered into an agreement in 2017 following the installation of play equipment at Centenary Park and Poppy Park, Langstone.

It was reported that this land is not included on any lease agreement, nor can a registration can be found with HM Land Registry. The Community Council have been paying Newport City Council for safety inspections on this play equipment.

Since the report was presented in July 2021, the Community Council have met with officers from Newport City Council and it been confirmed that there is currently no lease between Newport City Council and the community council. Newport City Council have agreed a lease agreement for Poppy Park. This agreement will have a financial implication on the Community Council budget for the remainder of the financial year ending 31 March 2022.

There is a lack of information held in the Community Council's systems relating to the Memorial in Langstone so Newport City Council was contacted and a request was made for a copy of the lease/agreement. The community council had a meeting with an officer from Newport City Council and it was confirmed that the community council does not have a lease/agreement with Newport City Council. Therefore, the ownership and responsibility remain with Newport City Council. Langstone Community Council has a financial

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responsibility currently, as the community council has paid in advance for the cleaning of the Memorial until 2033.

- **Planning applications**

Since the Annual General Meeting in May 2021 the Council has received 28 Planning Applications for consideration for new developments and small domestic extensions to private dwellings. During this timeframe the Planning Authority has received several applications for removal of conditions. The Community Council are not consulted on all applications. The Council has made representations where Planning Applications were considered by the Planning Authorities Planning Committee.

- **New Development**

Since the Annual General Meeting in May 2021 the community council have not been consulted on any large developments.

- **Council Meetings**

The Community Council convened 5 ordinary meetings from the commencement of the new financial year. In addition, there were several task and finish meetings and Sub-Committee meetings.

- **Member training**

During the year, all councillors were informed about training events and were invited to attend. Members of the Council were provided with details of a number of training events throughout the year. All training was to be conducted in several different locations in South East Wales or remotely. All members were provided with dates for all training provided by One Voice Wales and other training providers during the financial year. These courses are run by One Voice Wales or services are contracted in where specialised subjects are required. From May 2021 up to date, courses offered were:

- New Councillor Induction
- Code of Conduct
- The Role of the Council
- The Role of the Councillor
- The Council as an Employer
- Understanding the Law
- The Council Meeting
- Local Government Finance
- Community Engagement

22-1-5 Jan Finance meeting

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All members were invited to a refresher training course relating to members Code of Conduct. All members will be summoned to attend GDPR refresher training in January 2022.

“The Government also hopes that elected members will avail themselves of relevant training wherever possible. Further guidance on training issues is given in the CIPFA Treasury Management Code”

- **The Local Government (Democracy) (Wales) Act 2013,**

Under the above Act, the Community Council publishes all minutes and other relevant documentation on their website www.Langstonecc.org.uk In addition, the Council publishes its papers electronically including a list of the Council’s members, each member’s name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council. If the Community Council is divided into Community wards, the ward the member represents is also published.

The Community Council must, in addition to the minutes, also publish their annual audited accounts electronically. In both these cases, Councils are only required to publish material produced after the date when section 55 came into force, i.e after 1 May 2015. Community Councils are not required to publish any information they are prevented from disclosing by any other legislation.

Existing legislation requires Community Councils to give notice of forthcoming Council meetings three clear days before the meeting is to be held by displaying a notice in a **conspicuous place** in the Community. In addition, all such notices are published electronically. All this information is published three clear days before the meeting.

Prior to commencement of section 58 of the Act, the register of interest needed to be available for inspection at Council offices at all reasonable hours. Section 58 of the Act requires that the register is also published electronically. During the elections in 2017 not all members returned a signed register for publication. In addition, the Act transfers responsibility for establishing and maintaining the register of interests from the principal authority’s monitoring officer to the ‘Proper Officer’ of each Community Council. The ‘Proper Officer’ in many cases being the clerk to the Council for this purpose. All elected members were reminded to return a signed copy.

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- **Power of Wellbeing of Future Generations. (Wales) Act 2015**

Langstone Community Council can be classed as a “public body” under this provision. *The community council must be mindful of the WCFG Act and the sustainable development principles that make reference to a public body doing something “in accordance with the sustainable development principle” which means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of “future generations to meet their own needs, the importance of balancing short-term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term”.*

- **General Data Protection Regulation (GDPR).**

The House of Commons in May 2018, during a Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all Parish, Town and Community Councils, Parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer. All other obligations under the General Data Protection Regulation (GDPR), came into force on 25th May 2018.

GDPR governs the use of personal data. It imposes important obligations on any persons or organisations, including Community Councils, which acquire, store, use or deal with personal data in any way. Failure to comply with any of the relevant Acts and any requirements within them can have serious legal consequences, including claims for compensation and possible criminal proceedings.

Since the AGM in May 2021, the community council has received a number of requests from the Public Service Ombudsman of Wales (PSOfW), the Information Commission Office (ICO) and a number of complaints from residents.

At the time of writing this Statement the community council nor any of the elected members have been found to have broken the members Code of Conduct or have been in conflict with GDPR regulations.

So, this can be recorded for members interest, from the 10 May 2021 to 29 December 2021 an estimated 180 hours have been spent replying and writing reports for the external agencies or replying to residents. This has an estimated cost of £2,400.00 on the Community Councils budget.

Community Councils are required to register with the Information Commissioner’s Office under the Data Protection Act and the GDPR. Organisations that process personal information need to register with the Information Commissioner’s Office (ICO), unless an exemption applies. The Information Commissioner has

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determined that Community Council's does process personal data and, unless an exemption applies, are required to register (eg. A Community Council would be exempt if no electronic records were kept ie. If everything was handwritten).

What identifies an individual ie 'data subject' could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors. If it is possible to identify an individual directly from the information you are processing, then that information may be personal data.

The community council have used corporate email addresses for the clerk and members for a number of years. All information is sent to those corporate email addresses. If emails need to be sent to personal email accounts those account holders will need to provide a Privacy Policy, to ensure the community councils processor complies with Article 4 s8 above.

22/222 Agenda Item 5. To consider projects and predicted expenditure to 31 March 2023

The clerk made reference to a number of one-off projects within the Community.

Members to consider holding a service of remembrance or similar, to thank those who have been in the front line during the ongoing pandemic.

Members thought that would be great boost to the local community and it was proposed to bring this back to the table in the next couple weeks.

Members to consider undertaking a safety audit in the wider community.

22/223 Agenda Item 6. To consider a draft budget and precept for 2022/23

The clerk explained to those present that it will be difficult to make prediction for the 2022/23 budget at this stage, but asked if members would consider deferring this until February. This was agreed by those present.

The clerk presented members with a report showing the different tax bases for setting the precept for the financial year 2022/23. The base rates can be found as an appendix to these minutes.

A wide and varied discussion took place with a wide range of views being expressed by members.

22-1-5 Jan Finance meeting

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The clerk explained the content of the report and the precept has been broken down into different precept bands and the report also shows an estimated house band width. The figures shown in the report may be subject to change depending on the finance department at Newport City Council

After some debate it was:

Resolved: to reduce the Precept for 2022/23 by 5%

All those in attendance agreed

22/224 **Agenda Item 7.** Members requests for items for inclusion on the agenda (Motions need to be tabled with the Proper Officer at least 10 clear days before the meeting.)

The Chair thanked everyone for attending and the meeting closed at 21.15hrs

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2022/23 Reduction by - 5%

- Precept **60,607.00**
 - Tax Base **1,926.51**

By Band	A	B	C	D	E	F	G	H	I
- Precept	£20.97	£24.47	£27.96	£31.46	£38.45	£45.44	£52.43	£62.92	£73.41

2022/23 increase by 0%

- Precept **63,797.00**
 - Tax Base **1,926.51**
 - Band D Equivalent £33.12

By Band	A	B	C	D	E	F	G	H	I
- Precept	£22.08	£25.76	£29.44	£33.12	£40.48	£47.84	£55.20	£66.24	£77.28

2022/23 increase by 2%

- Precept **65,073.00**
 - Tax Base **1,926.51**
 - Band D Equivalent £33.78

By Band	A	B	C	D	E	F	G	H	I
- Precept	£22.52	£26.27	£30.03	£33.78	£41.29	£48.79	£56.30	£67.56	£78.82

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2022/23 increase by 5%

- Precept	66,986.00
- Tax Base	1,926.51
- Band D Equivalent	£34.77

By Band	A	B	C	D	E	F	G	H	I
- Precept	£23.18	£27.04	£30.91	£34.77	£42.50	£50.22	£57.95	£69.54	£81.13

2021/22 increase by 7%

- Precept	68,262.00
- Tax Base	1,926.51
- Band D Equivalent	£35.43

By Band	A	B	C	D	E	F	G	H	I
- Precept	£23.62	£27.56	£31.49	£35.43	£43.30	£51.18	£59.05	£70.86	£82.67

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