

**Langstone Community Council**  
**Minutes of the Finance Meeting held on**  
**Wednesday 16 March 2022**  
**at 7.00 pm**

Date: 16 March 2022

In attendance:

Adrian Edwards Clerk

2 members of the public remotely.

Time: at 19.00hrs

Venue: Remote access by Zoom

**22/274** Cllr's Present  
C Bryant  
L Humphries  
J Straw  
A Jarman

Apologies received:  
J Harring-Burn  
A Tucker  
M Harring-Burn  
L Duthie

Absent:  
C Romani

**22/275** **Agenda Item 1.** Apologies for absence.

Cllr M Harring-Burn, J Harring-Burn, due to diary commitments

**22/276** **Agenda Item 2.** Declarations of interest

None, members will declare an interest as and when appropriate. The clerk reminded those present about declarations of interest and the forms need to be completed.

**22/277** **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.

**22/278** **Agenda Item 4.** To consider a Clerks report on the budget

The chair asked if all those present have a copy of the clerk's report. All those present confirmed they have received copies of the clerk's report. The clerk gave members information on the report up to month end 28 February 2022.

The clerk explained that members need to consider the first four columns. The clerk explained the amounts shown in the columns and invited members for any observations on the report presented to them. The amounts shown in those columns are all current.

Cllr Jarman proposed that the report is accepted seconded by Cllr Bryant.

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Chairman's initials .....

**All those present agreed.**

The clerk informed members that a member of the public has just logged into the meeting at 19:12

The clerk explained that the fifth column is the Projected Budget for 2022/23. It was explained that the Projected Budget and the income shows what the council agreed when setting the precept and that the precept should be reduced for the forthcoming financial year. It was explained that the income for 2022/23 will be £68,287.00 with an estimated expenditure of £71,568.00 with the balance taken from the reserve.

The clerk explained each column to members which follow a similar format to other years.

The chair asked members present if they have any questions. The clerk explained that he has some concern that the Community Council have been paying for maintenance on some of the recreation grounds when the Community Council don't have any formal lease or agreement. He explained that members will be aware of the meetings the Community Council convened with Newport City Council where concern was expressed in August 2021.

It was explained that Newport City Council make payments to the Community Council under former section 106 allocations from development in the community.

Cllr Straw proposed that the Projected Budget for 2022/23 is accepted and seconded by Cllr A Jarman.

**All those present agreed**

**22/279    Agenda Item 5.** To consider the funding of the 70<sup>th</sup> Jubilee celebrations that are ongoing.

The clerk explained that all members have been sent a transcript of all the items that have been considered as a wish list to be considered in the preparation. Members must be mindful that the items are a wish list and are not a full list and will be subject to change.

It was explained that a lot of work and commitment has been put into this by a small number of people wanting this to work in the community.

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There was some discussion over the cost and should the supply of food be free or be available by purchasing tickets. It was thought this will be more transparent following a meeting with the public. It was explained that if one event is chargeable that all should be the same.

The clerk explained that all members of the Community Council had been sent the papers for this meeting, but some members have chosen not to attend. The clerk explained that some members at this meeting have an interest, but something needs to be agreed in principle. If agreement cannot be confirmed the events are subject to cancellation.

The chair explained that the Community Council doesn't have the responsibility to micro manage the event, it is for the groups to manage. The Community Council will work in partnership with the groups, its for the groups to agree what stalls and entertainment will be provided on the weekend, not the Community Council. There was some discussion over the payments etc, it was explained that the Community Council invited local groups to a meeting to gauge the thoughts on holding a cerebration weekend.

It was explained that a decision needs to be made so no more time is wasted. The clerk explained that it was agreed on the 4<sup>th</sup> February that the Community Council would send purchase orders to traders or entertainers. It was explained that no budget has been set, this was to explore the expected costs and to gauge the expectation of what the communities would like. It was explained the budget for 2022/23 was presented early this evening and the budget headings are clear for everyone to see.

A question was asked by a member of the public. The chair asked if standing orders are suspended for one question to be asked. Cllr Jarman proposed seconded by Cllr Humphries that standing orders are suspended.

The questioner asked will there be an account and will there be an audit trail on the expenditure. It was also asked will the Community Council be making a payment of the estimated £12k to the group.

The clerk explained that there will be an audit trail, and the Community Council will not be paying any group an estimated amount. It was explained that the £12K figure is a wish list that been presented not a cost that will be payable.

The questioner asked if the payments will be fully managed by the Community Council and an audit trail will be retained. It was explained that all expenditure of the council will be monitored and recorded.

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The Chair said that a message has been put Facebook about the ability to gain access. The Clerk explained that the person who has made the post was sent the link at the same time as others who requested it. The clerk explained that the person was sent the link again this evening but has not logged on but accepted the email with the link.

The clerk said again there is misinformation on social media about him and the Community Council and he will robustly defend himself and the Community Council.

The chairman closed the meeting at 20:33 hrs

Event	Item
	<b>Thurs 2nd June Beacon lighting</b>
Beacon lighting	Alteration to Beacon
Beacon lighting	Gas for Beacon
Beacon lighting	Gas for Beacon
Beacon lighting	Beacon lighting music
Beacon lighting	Food for Beacon lighting
Beacon lighting	Porta-loos Thurs 2nd June
Beacon lighting Llandevaud Common	Different bins for recycling/rubbish
Beacon lighting	Event licence
Beacon lighting	Bugler
Beacon lighting and Llandevaud Common	Generators
Beacon lighting and Llandevaud Common	Fuel for generators
	<b>Fri 3rd June Llandevaud Hall</b>
Llandevaud Hall	Adults Fish and chip supper, attendees to pay for the food and bring their own drinks
Llandevaud Hall	Entertainment
Llandevaud Hall	Entertainment
	<b>Sat 4th June Llandevaud Hall Common</b>
Llandevaud Common	Licenced Bar/soft drinks approx costs summary below
<i>Llandevaud Common</i>	<i>Various Generators for band, inflatables, bar area</i>
<i>Llandevaud Common</i>	<i>30 KVA Generator</i>
<i>Llandevaud Common</i>	<i>230 volts 32 amp 20 mtr cables</i>
Llandevaud Common	Hog Roast Sat 4th (Up to 200 people total)
Llandevaud Common	Curry
Beacon lighting and Llandevaud Common	60x24cm strong plates for food
Llandevaud Common	Vinyl powder free gloves for food and drinks serving
Llandevaud Common	Chairs
Llandevaud Common	Rubbish sacks
Llandevaud Common	Lighting for the common

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Llandevaud Common	Event licences
Llandevaud Common	Music licence
Llandevaud Common	40ft Curtain sided trailer
Llandevaud Common	Steps for the trailer
Sat 4th Llandevaud Common	Local DJ
Sat 4th Llandevaud Common	Local Bands
Sat 4th Llandevaud Common	Porta-loos Sat 4th June
Sat 4th Llandevaud Common	Sound system will be needed for the bands (midday to 10pm):
Llandevaud Common	Pagodas and tents in the event of wet weather
Llandevaud Common	Line marker paint for pitches, stalls, music events
Llandevaud Common	Wooden Stocks
Beacon lighting and Llandevaud Common	First aid kit
Beacon lighting and Llandevaud Common	2 Jubilee Flags
Beacon lighting Llandevaud Common	Event tickets Beacon and Fish Supper
Llandevaud Common	Ice cream van
Llandevaud Common	Giant Jenga game
Llandevaud Common	Hessian Sacks for kids races
Llandevaud Common	Face painting
Llandevaud Common	Balloon animals
Llandevaud Common	Boules
Llandevaud Common	Toss the beanbag
Llandevaud Common	Ladder Game
Llandevaud Common	Obstacle race
Llandevaud Common	Fancy jubilee hat competitions
Llandevaud Common	Wool Knitting crochet or other craft lessons
Llandevaud Common	Bottle stall
Llandevaud Common	Raffle
Llandevaud Common	Cake baking competition
Llandevaud Common	Scouts stand to recruit new members
Llandevaud Common	Newport and Usk Vale Lions
Llandevaud Common	Security

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**Langstone Community Council  
Clerks Report  
Receipts & payments month end 28/02/2022  
& Projected Budget for 2022/23**

	Actual Year to Date	Current Annual Budget	Variance Annual Total	Funds Available	Projected Budget for 22/23
<u>100</u> <u>Income</u>					
1076    Precept	63,797	63,690	(107)		60,607
1100    Miscellaneous Income	22	0	(22)		0
1105    Payment of loans	3,017	0	(3,017)		0
1107    Allocation for park repairs	3,000	3,000	0		3,000
1108    Allocation for playground insp	4,680	4,680	0		4,680
Income: - receipts	74,517	71,370	(3,147)		68,287
Net receipts	74,517	71,370	(3,147)		68,287
<u>200</u> <u>Staff costs</u>					
4200    Staff costs	20,426	21,389	963	963	21,389
4215    Clerks mileage	1,006	210	(796)	(796)	1,200
Staff costs: - indirect payments	21,431	21,599	168	168	22,589
Net Payments	(21,431)	(21,599)	(168)		
<u>300</u> <u>Administration</u>					
4300    Insurance	1,232	998	(234)	(234)	1,240
4301    Bank Charges	89	113	24	24	125
4305    Membership subscriptions	536	714	178	178	530
4309    Postage	61	53	(8)	(8)	300
4310    Stationary	0	210	210	210	300

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4311	Printer Ink	(35)	53	88	88	100
4315	Office Equipment	595	105	(490)	(490)	500
4316	Information Technology	755	1,050	295	295	1,000
4320	Councillor expenses	37	315	278	278	300
4321	Councillor remuneration	0	1,890	1,890	1,890	2,800
4325	Councillor training	30	525	495	495	500
4330	Clerk training	0	126	126	126	200
4331	Books/reference material	0	21	21	21	30
4335	Conferences	0	525	525	525	200
4340	Audit	312	525	213	213	600
4344	Rent – storage	195	0	(195)	(195)	180
4345	Rent – office	5,730	7,035	1,305	1,305	570
4347	Security	71	0	(71)	(71)	50
4360	Chairman’s fund	42	420	378	378	300
4370	Website	905	263	(642)	(642)	900
4950	Lloyds Bank Card	313	0	(313)	(313)	0
	Administration: - Indirect payments	10,868	14,941	4,073	4,073	10,725
	Net payments	(10,868)	(14,941)	(4,073)		
<u>400</u>	<u>S137 Grants</u>					
4400	S137 Grants	4,900	4,358	(542)	(542)	5,000
	S137 Grants: – Indirect Payments	4,900	4,358	(542)	(542)	5,000
	Net Payments	(4,900)	(4,358)	(542)		

500     Concurrent Expenditure

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4348	LVH improvements	0	6,876	6,876	6,876	1,000
4405	Concurrent Grants	0	2,625	2,625	2,625	1,000
4500	Ground Maintenance	1,128	525	(603)	(603)	570
4505	Park Lease	0	32	32	32	32
4510	Playpark inspections	4,680	4,914	234	234	4,680
4517	Litter picking	0	315	315	315	100
4520	Playpark repairs	940	3,150	2,210	2,210	1,600
4605	Street Furniture Maintenance	520	105	(415)	(415)	400
4610	Annual Planting	967	1,050	83	83	1,200
4735	Road Safety	0	10,500	10,500	10,500	9,600
4740	Street furniture purchase	890	1,050	160	160	2,800
	Concurrent Expenditure: -	9,125	31,142	22,017	22,017	22,982
	Indirect Payments					
	Net Payments	(9,125)	(31,142)	(22,017)		
<u>700</u>	<u>Community Events/Projects</u>					
4700	Community Events	1,080	4,200	3,120	3,120	7,100
4701	Christmas Concert	293	630	337	337	400
4702	Christmas meal – Seniors	676	1,313	637	637	668
4704	VE Day Afternoon Tea	0	630	630	630	0
4707	Christmas Trees	621	3,150	2,529	2,529	650
4708	Autumn Event	0	630	630	630	406
4710	Remembrance Day	238	315	77	77	238
4711	Spring Event	0	630	630	630	300
4713	Children’s Party	0	420	420	420	300
	Community Events/Projects: -	2,907	11,918	9,011	9,011	10,062
	Indirect Payments					
	Net Payments	(2,907)	(11,918)	(9,011)		

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<u>800</u>	<u>Capital Projects</u>					
4730	Playpark Equipment Purchase	0	210	210	210	210
	Capital Projects: - Indirect Payments	0	210	210	210	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	3,366	0	(3,366)	(3,366)	
	VAT Data: - Indirect Payments	3,366	0	(3,366)	(3,366)	
	Net Receipts over Payments	1,573	0	(1,573)		
	Grand Totals: - Receipts	79,456	71,370	(8,086)		68,287
	Payments	52,598	84,168	31,570	31,570	71,568
	Net Receipts over Payments	26,858	(12,798)	(39,656)		(3,281)

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