

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 15<sup>th</sup> APRIL 2013 AT THE SEALAND PRIMARY SCHOOL.**

**PRESENT: Councillors:** Mrs S. Webber (Chairman), Mrs G Bullock, J. A. Dodd, J.J. Griffiths, Mrs C M Jones (County Councillor), N.Jones , A. Lewis, Mrs B.M.A Southall, M. Walker, and D. E. Wisinger.

Peter Richmond - the Clerk and Financial Officer.

There was one member of the public at the meeting.

Also in attendance for part of the meeting –  
Wayne Jones from Street Scene Flintshire County Council.  
PCSO Gareth Price.  
Romilly Scragg from North Wales News

**12/273            APOLOGIES FOR NON-ATTENDANCE**

Apologies were received and accepted from Councillor G. Shotton.

Apologies were not received from Councillor W.Morris.

**12/274            CODE OF CONDUCT DECLARATION**

RESOLVED – that it be noted that no declarations were made to Council at the beginning of the meeting.

**12/275            MATTERS RAISED BY THE PUBLIC**

No matters were raised.

**12/276            CHAIR'S ACTION SINCE 18<sup>th</sup> MARCH 2013**

There were no actions to report.

RESOLVED – that the report be noted.

**12/277            MINUTES OF THE MEETING OF COUNCIL HELD ON 18<sup>th</sup> MARCH 2013**

RESOLVED - that the minutes of the meeting of Council held on 18<sup>th</sup> March 2013 be confirmed as a true and correct record.

**12/278            FLOOD AWARENESS – SEALAND**

Councillor Norman Jones - Chief Flood Warden for Sealand gave an update on his work and advised that he had recently meet with Huw Webb from the Environment Agency to work on the Sealand Flood Plan. Norman explained that he has been working on the reactions / arrangements that would need to be in place in the event of a breach to the northern embankment. Councillors were given explanation / an actions pack and were informed of their designated areas. Councillors were encouraged to seek involvement of local residents with the flood planning arrangements. Further information will be given out at subsequent meetings.

RESOLVED – that the report be noted.

**12/279            COUNCIL'S CHAIN / BADGE OF OFFICE**

The Clerk reminded Council that at the previous meeting for Council it agreed to give further consideration on how additional links should be attached to the chain of office and that it was agreed that the Council should seek quotations to add additional links across the front of the chain and to obtain a complete new chain identical to the current chain. The Chairman advised that she will be contacting the service provider.

RESOLVED – that the report be noted.

**12/280            POLICE ISSUES**

The Chairman welcomed PCSO Gareth Price 2944 to the meeting.

- Further Bike Etching session will be provided in the summer holidays.
- Daily patrols are being done on the Cycle Path on the riverbank in relation to Drugs and bikes (can you urge anyone with information to contact 101 asap).
- The past month has been reasonably quiet in respect of Anti-Social Behaviour.
- PCSO attended the Garden City Youth Club recently and all seemed in order.
- There are still a few issues at the SPAR but regular visits are being done.
- If members of Council are interested in being signed up to the OWL they should contact Gareth.

- There has been an increase in racist graffiti which is being investigated.
- Cycleway – Blacon to Sealand - use of air rifles – Councillor Mike Walker to send his email to Gareth.
- Van still parked on Deeside Lane causing an obstruction.
- Parking outside Sealand CP School – regular checks are being undertaken.
- Speeding Traffic on Kingsley Road - regular checks will be undertaken.
- Parking Foxes Lane near to junction with Welsh Road – not on double yellow lines – regular checks are being undertaken.
- Youth Club – damaged hedges – Gareth needs dates / times in order to check CCTV.
- Problems in parking near to Chemists on Welsh Road, - situation may improve when County Council has agreed on its policy regarding parking enforcement.
- Following the previous meeting Sergeant Bethan Pritchard was advised that Council was most concerned when it was informed that PCSO's have to walk from Deeside Police Station to their beat areas which means that a significant amount of time is spent getting to and from Sealand. Council asked whether the PCSOs can be given cycles. Bethan had responded to the initial email seeking clarification of the Council's report but no further information has been received.

**12/ 281            ADDITIONAL CCTV PROVISION – 2013/14**  
**FINANCIAL YEAR**

The Clerk reminded Council that at the January 2013 Annual Finance Meeting it allocated £1285 to spend on CCTV improvements in the 2013/14 financial year

RESOLVED - that consideration to install additional CCTVs should be deferred to a later meeting of Council.

**12/282            FLINTSHIRE COUNTY COUNCIL MATTERS**

The Chairman welcomed Wayne Jones from Street Scene to report on relevant

matters on the agenda.

**a) Meadow View– Need for Additional off Street Car Parking**

RESOLVED - that the County Councillor's should arrange a site meeting to determine possible project details to achieve improved car parking for Meadow View.

**b) Improvement to Road Surface – Brookside.**

The County Councillor advised that the recently published Public Notice indicates that a number of roads will benefit from road surface repairs. Wayne Jones advised that he will make enquiries regarding the timetable for this work.

RESOLVED - that the reports be noted.

**c) Need to clarify re-routing of public right of way in the area of the closed steel works offices**

RESOLVED – that Pochins be asked again to provide an update on the situation regarding the Council's request for the footpath to be rerouted.

**d) New Dog Bins  
Green Lane Estate; Green Lane East – near to St.  
Bartholomew's Church and Claremont Avenue**

Wayne Jones advised that the dog bins as requested will be sited as soon as they arrive on site from the manufacturer.

RESOLVED - that the report be noted.

**e) Pot Holes – Bridleway – Green Lane East**

At the previous meeting John Griffiths advised that potholes in bridle way Green Lane East are the responsibility of Public Rights of Way - John Davies. The Clerk advised that he has referred the matter to John Davies. The Clerk will copy his email to Wayne Jones.

RESOLVED - that the report be noted.

**f) Green Lane East  
No Fly Tipping Sign, Dumped Rubbish and the Drain**

It was reported that the No Tipping Sign has been reinstated but the contact

telephone indicated on the sign isn't correct – Wayne Jones advised that he will investigate.

It was reported that the Clerk has been in touch with Gerywn Davies and it has been agreed that a metal mickey will be installed in the lane in order to attempt to reduce the amount of fly tipping.

The drain has been cleared of rubbish.

RESOLVED - that the report be noted.

**g) No Dog Fouling Signs – Farm Road: Kingsley Road: Queens Road**

Wayne Jones advised that the dog fouling signs have been placed on street lighting columns and sign posts. A supply was distributed to members of Council.

Wayne also confirmed that the 10 signs paid for by Council in 2012 have now been fitted to street lighting columns.

RESOLVED - that the report be noted.

**h) Damaged Road Surface – Welsh Road near to Hotel Leprechaun and Seahill Road**

Wayne Jones advised that cracks in the road surface at Welsh Road by Hotel Leprechaun and Seahill Road have been repaired. The Highways Engineer has been asked to carry out Class 1 repairs to the affected area.

RESOLVED – that the report be noted.

**i) Speed Limit Review – A548 Deeside Industrial Park**

The Clerk advised that at the previous meeting he reported that he had been informed by the County Council that the County Council is proposing to install a 50mph speed limit on the A548 at Sealand. The proposed length of the A548 is from the existing 40mph speed limit on the A548 Eastern Access Road, incorporating the circulatory of the A550/A548 interchange to a point approximately 100 metres North West of the Parkway roundabout at the Deeside Industrial Park.

The reduction in the speed limit will result in lower traffic speeds and the proposals have been designed to reduce risk of road casualties as this route has been identified as having a number of collisions

RESOLVED – that the report be noted.

**j) Foxes Lane and Green Lane East - Damaged Street Nameplates**

Wayne Jones advised that he will arrange for the reinstatement works to be undertaken

RESOLVED – that the report be noted.

**k) Green Lane East – Need to Clarify Whether Vehicular Access is Permitted**

RESOLVED – that the Clerk should refer this to PCSO Gareth Price for clarification.

**l) Claremont Avenue – Surface Coating**

It was reported that Claremont Avenue is going to be given a surface coating that will provide a water proof membrane.

RESOLVED – that the report be noted.

**m) Heavy Snow – StreetScene**

Members of Council expressed their appreciation for the excellent service provided by StreetScene during the recent bad weather

RESOLVED – that the report be noted.

**n) Geneneral Problem of Litter – Garden City**

Wayne Jones advised that he will attend to this report.

RESOLVED - that the report be noted

**12/283      LIGHTING MATTERS**

**a) Street Lighting Report**

The Clerk reported that his most recent lighting inspection of the Council's 149 columns and 151 lights took place on 13<sup>th</sup> April 2013 all lights were working. Light 129 on Welsh Road / Cedar Avenue is not switching off

RESOLVED – that the report be noted.

**b) Electrical Inspection – 40% of Street Columns**

The Clerk advised that the first 40% of the lights have been inspected by the Lighting Engineers at Flintshire County Council.

RESOLVED – that the report be noted.

**c) Review of Street Lighting Responsibilities – Flintshire County Council**

The Clerk advised that he had responded to the Head of Streetscene to the County Council's review of Street Lighting as outlined at the February 2012 meeting of Council. A reply is still awaited.

At the previous meeting the Clerk advised that he has heard that the County Council are considering taking over lights that have been brought up to adoption standard providing that a payment is made to cover for prospective maintenance and energy for a number of future years.

RESOLVED - that the report be noted.

**d) Possible Lighting Improvements – 2013/14**

The Clerk reminded Council that at the previous meeting he advised that he had been informed by the County Council of the following cost details –

North Green x 5 columns and Column 47 on East Green

Transfer of Services x6 £4,410

Take out, dispose and install 6 metre column x6 £4,110

Install 45w CPO Lantern (PEC & Lamp) x6 £2,791.50

Total £11,311.50 less 15% = £9,614.78

Total cost to install x 6 columns complete £9,614.78 (dependent upon 3 metre transfer of service)

The Clerk also reminded Council that at the previous meeting he advised that Council has one column at Green Lane West and is hoping to gain agreement from the County Council that it will take over the column providing Council covers 50% of the cost to replace it. The County Council has concluded that this was an anomaly and the light should have been taken over by the County Council when the adjacent highway works were implemented. The light has now been removed from the Council's asset register.

RESOLVED - that the Council should defer its decision regarding which columns should be replaced in the 2013/14 financial year to the next meeting of Council.

**12/284**            **FOXES LANE UNDERPASS**

It was reported at the previous meeting that Tom Humphreys from Conwy Council is preparing a project to improve the drainage issues at the underpass. The Chairman reported on the work that has recently been undertaken and questioned what has been done and the possible benefits. The Chairman is taking photographs which she will email to Tom Humphreys at Conwy Council requesting a project update.

RESOLVED - that the report be noted.

**12/285**            **SECTION 137 – LOCAL GOVERNMENT ACT 1971**  
**PAYMENT OF GRANTS**

**a)            Summary of Grant Payments – 2013/14 Financial Year**

The Clerk advised that the Government has confirmed that the appropriate sum for the S137 Expenditure Limit for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for the calculation of the Free Resource Base is based on the local population taken from the current electoral role of 2192 and £6.50 per head produces an upper limit of £14,248.

Grants will be considered for payment at the May 2013, November 2013 and February 2014 meetings of Council.

Allocation for the 2013/14 financial year is £4000.

RESOLVED:- that the report be noted.

**12/286**            **PLANNING APPLICATIONS**

The Clerk advised that he has been informed by the Head of Planning that Community Councils can receive details of planning applications either by hard copy or electronically but not both. As the electronic version provides Council and Councillors on email with far more information than hard copy that is the Clerk's preference.

The Clerk advised on the following planning applications had been received electronically from Flintshire County Council since the meeting of Council held on 18<sup>th</sup> March 2013.

050339 - Erection of a 3 car garage with store room above and conversion of existing garage into games room at White House, Sealand Road, Sealand, Flintshire, CH1 6BR

050589 - A material change of use of land to use for storage in connection with an adjacent building at Owl Halt Industrial Estate, Manor Road, Sealand, Deeside, CH5 2SB

050691 – Demolition of existing conservatory and single storey side extension and replacement with single storey side extension at Bank Farm House, Sealand Road, Sealand

RESOLVED:- that -

- i) no objections be raised in respect of planning applications – 050339, and 050691.
- ii) Objections be submitted in respect of 050589 on the basis that the application clearly is against the County Council’s planning policies – if approved the application would clearly have a detrimental impact on residents living at Manor Road – it will add to the nuisance of the area being visually intrusive as well as creating a traffic hazard onto Manor Road at its access / egress and in turn compound the existing traffic problems at the junction of Manor Road with Sealand Road.

#### **12/287                    NOTIFICATION OF PLANNING PERMISSIONS**

The Clerk advised that the Head of Planning had advised that the following planning application has been refused – Nil

The Clerk advised that the Head of Planning had advised that the following planning applications have been approved.

050249 - Construction of an anaerobic digestion plant for the purposes of waste treatment and generation of 500 kW renewable energy consisting of a reception building, 2 digestion tanks, a digestate product storage tank, 3 delivery storage tanks, 2 pasteurisers, CHP generation equipment including an exhaust stack, electrical grid connection at Former Grasser Works, Factory Road, Sandycroft, Flintshire.

050283- Application for removal or variation of a condition following grant of planning permission ref:046316 at Tata Steel UK Ltd Shotton Works, Weighbridge Road, Deeside Industrial Park, Deeside, CH5 2NH

050558 - Erection of a substation with associated works at 18 First Avenue, Deeside Industrial Park, Deeside, CH5 2NU.

RESOLVED - that the report be noted.

#### **12/288                    HMRC COMPLETION OF END OF YEAR 2012 -2013**

The Clerk advised that he has now set up the Council's HMRC Real Time Information (RTI) database and has successfully completed the April 2013 online RTI return for April 2013. This process will now be repeated on a monthly basis.

RESOLVED - that the report be noted.

**12/289                    ACCOUNTS FOR PAYMENT**

RESOLVED:- that the under mentioned accounts be approved for payment.

<b>Cheque No</b>	<b>Payable to</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>V a t Code</b>
002717	P. Richmond	Salary – March 2014	£571.49		
002718	HMRC	Income Tax – PR – March 2014	£187.60		
002719	Flintshire County Council	Street Lighting Inspection Checks	£500.00		
002720	Flintshire County Council	Lighting Maintenance January 2013	£283.13		
002721	Flintshire County Council	Lighting Maintenance February 2013	£283.13		
002722	Scottish Power	Street Lighting Energy 28/2/2013 to 31/3/13	£530.75	£88.46	659372008
002723	Hayes Dairy Ltd	School Milk – February 2013	£286.56		
<b>Total Spend</b>			<b>£2,642.66</b>	<b>£88.46</b>	

**12/290                    INCOME**

The Clerk advised that Council had received the following income –

Lloyd TSB	Bank Interest	£1.46	
<b>Total</b>			<b>£1.46</b>

RESOLVED - that the income be received.

**12/291                    CORRESPONDENCE**

The Clerk detailed the correspondence received by Council.

- Head of Planning – Flintshire County Council – PA 050339 Erection of a 3 car garage with store room above and conversion of existing garage into games room Planning meeting – 17<sup>th</sup> April 2013.
- Head of Culture and Leisure - Flintshire County Council – Further to previous correspondence the County Council’s match funding of £140k has been approved for match funding in 2013/14 for Children’s Play Area. The County has advised that the £5000 has been approved for the Kingsley Road Play Area. A draft upgrading scheme is being prepared for Council to consider. Upon receipt of your approval the scheme will be implanted and an invoice sent on its completion.
- One Voice Wales – Flints/Wrexham Area Committee – Town Hall, Mold 7pm on 18<sup>th</sup> April 2013.

**12/292            SEALAND COMMUNITY COUNCIL RECORDS**

The Clerk advised that he has been in communication with the County’s Archivist regarding the Council’s records that are held on deposit. The Clerk outlined copies of the new Deposit Agreement for all items on loan to the Records Office from Sealand Community Council – the agreement includes a schedule of all the records held on deposit.

The deposit includes three folders of bank statements which aren’t something that are usually kept for historical purposes as opposed to ledgers and account summaries. The Archivist has offered to confidentially dispose of these unless they are to be returned to Council.

RESOLVED – that

- i) the report be noted
- ii) the Clerk should sign the agreements
- iii) the Archivist should be asked to confidentially dispose of the bank statements held by him.

**12/293            INSURANCES – ZURICH TOWN, PARISH AND  
COMMUNITY COUNCILS AND ALLIANZ INSURANCE  
PLC – RENEWAL DATE – 1<sup>st</sup> JUNE 2013**

The Clerk advised that the Council has for many years has been insured by AON / Allianz Ltd and prior to that one of its predecessor companies

The Clerk has been in touch with other Council's and found that a significant number in Flintshire are with Zurich Town, Parish and Community Councils.

Zurich have now submitted a quotation based on -

- The organisation is a local government council
- The cover would run from 1st June 2013 until 31st May 2014
- The wages and salaries are £5,650 pa.
- No significant claims have been made in the last 3 years.
- Council is not currently in a Long Term Undertaking with its current insurance supplier, and as such, are happy to change to Zurich if the proposal is financially compelling.
- Council wishes to compare insurance quotations fairly and with a level of transparency; the best combination of price and cover will be chosen.
- You have asked for the insurance covers outlined in the attached cover summary.

Zurich believe they offer a market leading Town and Parish Council insurance policy, tailored to Council's needs. Our cover is comprehensive -

Cover Levels	Zurich Municipal / Allianz
Public Liability	£12 Million / £10 million
Employers Liability	£10 Million / £10 million
Fidelity Guarantee	£100,000/£250,000
Personal Accident	£50,000 Capital / £25,000 £200 Week / £100 week
Legal Expenses	£100,000 / £100,000
Money	£250,000 Crossed Cheques / £250,000 £5,000 In Transit / £2,500 £5,000 In Safe / £1,000
Libel and Slander	£250,000
All Risk's Excess	£100 / £125

**Value of Assets**

Item Description	Sum Insured	Excess
2 x Chains of Office	£3,922.00	£100/£125
3 x Noticeboards	£5,288.00	£100/£125
Office Equipment and Printer	£439.00	£100/£125
6 x Public Seats	£6,437.00	£100/£125
149 x Street Lights	£227,150.00	£100/£125
6 x Digital Recorder Cameras	£4,228.00	£100/£125

The excess stated applies to each and every loss.

The Age Limit on Councillors for Personal Accident cover is limited up to the day before a councillor's 90<sup>th</sup> Birthday. / No upper age limit.

**Pricing:**

The annual cost with Zurich / Allianz is detailed below including pricing for a 3 +2 year long term agreement (LTA), for which we will give you a further saving. I am enclosing an explanation of the terms governing LTA's.

Policy Term	Annual Premium including Insurance Premium Tax @ 6%
1 year	£3,025.97 / £5,247.06
3+2 year Long Term Agreement	£2,743.25 / Can be requested

RESOLVED – that the Clerk be thanked for his informative report and based on the comparative information that the Council should accept the insurance cover outlined by Zurich and note that the cover with Zurich is required to start on 1<sup>st</sup> June 2013.

**12/294      SEALAND MANOR COMMUNITY CENTRE**

The Chairman gave an update on the current position regarding demolition details and the use of the residual balances held by the Management Group.

The kitchen has now been removed and the County Council is awaiting to agree the contract to have the centre demolished. A review is being undertaken concerning asbestos.

The play equipment which Council part funded has been installed.

Remaining funds will be used to tidy the area following the removal of the centre.

RESOLVED – that the report be noted.

**12/295      SEALAND COMMUNITY COUNCIL – SUMMARY**  
**ACCOUNTS 2012/13 FINANCIAL YEAR**

The Clerk outlined the finalised overall expenditure and income for the 2012/13 financial year.

2012 / 13 Financial Year		Actual	Anticipated	Difference
<b>Income</b>	General Admin Inc. Precept	£53,000.00	£53,000.00	£0
	Bank Interest	£23.20	£20.00	£3.20
	Insurance Claims / Refunds	£22.93	£0.00	+£22.93
	VAT Refund	£1,366.08	£1,366	+£0.08
	Milk Claims	£679.17	£750.00	-£70.83
	<b>Total</b>	<b>£55,091.38</b>	<b>£55,136.00</b>	<b>-£44.62</b>
		Actual	Anticipated	Difference
<b>Expenditure</b>	Play Areas	£6,571.32	£6,570.00	-£1.32
	Staffing Costs	£7,437.00	£7,437.00	£0.00
	General Admin Costs	£5,190.36	£4,420.00	-£770.36
	S137 Grants	£3,125.00	£4,000.00	£875.00
	CCTV	£1,284.00	£4,000.00	£2,716.00
	Street Lighting	£23,633.72	£23,500.00	-£133.72
	Notice Boards	£1,200.00	£250.00	-£950.00
	Insurances	£5,377.54	£5,100.00	-£277.54
	Milk	£3,186.69	£3,750.00	£563.31
	Election Costs	£350.19	£3,000.00	£2,649.81
	<b>Total</b>	<b>£57,355.82</b>	<b>£62,027.00</b>	<b>£4,671.18</b>
<b>Current Summary</b>	Balance as at 31 March 2012	<b>£43,972.48</b>		

Total Expenditure	£57,355.82
Total Income	£55,091.38
Balance	-£2,264.44
<b>Overall balance as at 31<sup>st</sup> March 2013.</b>	<b>£41,708.04</b>
<b>VAT Costs for 2012/13</b>	<b>£1,500.21</b>

RESOLVED - that the report be noted.

12/296      SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2013/14 FINANCIAL YEAR

The Clerk outlined overall estimated expenditure and income for the 2013/14 financial year up to cheque number 002722.

2013 / 14 Financial Year		Actual	Anticipated	Difference
<b>Income</b>	General Admin Inc. Precept	£0.00	£53,000.00	£0
	Bank Interest	£0.00	£20.00	£0
	Insurance Claims / Refunds	£0.00	£0.00	£0
	VAT Refund	£0.00	£1,500.00	£0
	Milk Claims	£0.00	£750.00	£0
	<b>Total</b>	<b>£0.00</b>	<b>£55,270.00</b>	<b>£0</b>
<b>Expenditure</b>		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
	Play Areas	£0.00	£9,200.00	£0
	Staffing Costs	£0.00	£7,537.00	£0.
	General Admin Costs	£0.00	£4,870.00	£0
	S137 Grants	£0.00	£4,000.00	£0
	CCTV	£0.00	£1,285.00	£0
	Street Lighting	£0.00	£25,800.00	£0
	Notice Boards	£0.00	£500.00	£0

	Insurances	£0.00	£5,600.00	£0
	Milk	£0.00	£4,700.00	£0
	Election Costs	£0.00	£0.00	£0
	<b>Total</b>	<b>£0.00</b>	<b>£63,492.00</b>	<b>£0</b>
<b>C u r r e n t S u m m a r y</b>	Balance as at 31 March 2013	<b>£41,708.04</b>		
	Total Expenditure	<b>£0.00</b>		
	Total Income	<b>£0.00</b>		
	Balance	<b>£0.00</b>		
	<b>Overall balance as at 1<sup>st</sup> April 2013 - provisional</b>	<b>£41,708.04</b>		
	<b>VAT Costs for 2013/14</b>	<b>£0.00</b>		

<b>End of Year Prediction</b>	Balance as at 31 March 2013.	<b>£41,708.04</b>
	Total Anticipated Expenditure	£63,492.00
	Total Anticipated Income	£55,270.00
	Anticipated Balance for the year	- £8,222.00
	<b>Anticipated Overall Balance as at 31 March 2014</b>	<b>£34,111.11</b>

RESOLVED - that the report be noted.

**12/297                    SEALAND COMMUNITY COUNCIL – SUMMARY**  
**ACCOUNTS 2012/13 FINANCIAL YEAR**

The Clerk outlined the overall finalised expenditure and income for the 2012/13 financial year. The Clerk detailed that the closing bank balances are -

Account - no – 0388217 - £9,448.33

Account - no – 7326098 - £37,514.86

Total - £46,963.19

Less unpaid cheques of £5,255.15 – 18<sup>th</sup> March 2013 – 002715 of £255.15 and 002709 of £5,000

Total bank accounts - £46,963.19 – less unpaid cheques of £5255.15 leaves a closing balance of £41,708.04

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2012/13 financial year for £1500.21

RESOLVED: - that the report be noted

**12/298                    REPORT – ANNUAL FINANCIAL RETURN – 2012/13**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2013.

**Statement of Accounts**

<b>31-Mar-12</b>	<b>31-Mar-13</b>	
<b>£</b>	<b>£</b>	
£43,474	£43,972	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£50,000	£53,000	Total amount of precept income received in the year.
£1,484	£2,092	Total income or receipts as recorded in the cashbook minus the precept Includes support, discretionary and revenue grants
£7,337	£7,437	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£43,649	£49,919	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/ interest expenditure/payments.
£43,972	£41,708	Total balances and reserves at the end of the year.

£0.00	£0.00	Income and Expenditure Accounts only. The value of debts owed to the council at the year end.
£43,972	£41,708	All accounts. The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – this must agree with the reconciled cash book as per the bank reconciliation.
£0.00	£0.00	Income and Expenditure Accounts only. The value of monies owed by the council (except borrowing) at the year end
£43,972	£41,708	Total balances

£234,971	£247,414	The recorded current book value at 31 March of all fixed assets owned by the council and any other long-term assets e.g. loans to third parties, other investments to be held for the long term i.e. more than 12 months.
£0.00	£0.00	The outstanding capital balance as at 31 March of all loans from third parties.
N/A	N/A	Trust Fund Disclosure

The Accounts and Audit Regulations were amended in 2010. Process to follow is –

1. Draft the Annual Return sections 1 and 2 – Now Complete.
2. The Responsible Financial Officer signs Page 1
3. The Council approves the Return in draft and the Chair signs Page 1 – where indicated (April 2013 meeting of Council)
4. Pass the Return to the internal auditor along with all the Council's appropriate records – (24<sup>th</sup> April 2013– to be returned on 1<sup>st</sup> May 2013)
5. The Council approves the Return in draft and the Chair signs Page 1 – where indicated (May 2013 meeting of Council)
6. Send a copy of the Return to UHY Hacker Young with bank reconciliation and variance analysis together with requested documents.
7. UHY Hacker Young will send a letter at the end of the audit with details of their comments on the Return – if any.

8. Part 3 of the Return is signed by the Responsible Financial Officer.
9. The Council considers UHY's letter and approves the Return.
10. Part 3 of the Return is signed by the Chair

The original of the Return is sent to UHY for signature and closure of the audit.

## Section 2 – Annual governance statement

The Clerk outlined the Section 2 – Annual governance statement

We acknowledge as the members of SEALAND COMMUNITY COUNCIL our responsibility for ensuring that there is a sound system of internal control including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the Council's accounting statements for the year ended 31st March 2012 that -

	Agreed - Yes or No
We have approved the accounting statements accounts which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005(as amended) and proper practices.	YES
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES
We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005(as amended).	YES
We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the Internal Auditor.	Not yet
We have taken appropriate action on all matters raised in previous reports from internal and external audit	YES
We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them on the statement of accounts.	YES

Trust funds – in our capacity as trustee we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and if required, independent examination or audit.	N/A
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The Clerk advised that as the Responsible Financial Officer he has now signed Page 1.

Section 1 – Following certification by the Responsible Financial Officer the Council is now required to approve the accounting statements in Section 1

Section 2 – The Annual Governance Statement has been presented to the Council. To the best of our knowledge and belief and subject to your audit findings, the responses to each statement of assurance in Section 2 are accurate, complete and represent the Council’s final responses.

RESOLVED: - that –

- i) the report be noted.
- ii) Council should approve the Annual Return for the year ended 31<sup>st</sup> March 2013 as presented by the Council’s Responsible Financial Officer in line with Section 1 and Section 2 as reported to Council and that the Chairman be authorised to sign the required authorisation on page 1 of the Annual Return together with the Clerk as the Council’s Responsible Financial Officer.
- iii) the Chairman and Clerk should also sign off the Council’s ledger book.

**Notice of Appointment of Date for the Exercise of Electors’ Rights, Annual Return for the Year Ended 31 March 2013**

The Clerk advised that each year the Council’s annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs 1<sup>st</sup> May 2013 and ends on 30<sup>th</sup> May 2013.

The notice has been displayed since 10<sup>th</sup> April 2013

**12/299            DATA PROTECTION ACT – ICO REGISTRATION – Z3096829**

The Clerk advised that he has received confirmation from the ICO that the ICO has renewed Council’s registration which will expire on 18<sup>th</sup> April 2014

RESOLVED: - that the report be noted.

**12/300            MATTERS RAISED BY MEMBERS OF COUNCIL**

- Can a No Ball Games Sign be fitted to a street light column at Sealand Manor – County Councillor to action.
- Fly Tipping on Green Lane - near to railway bridge / adjacent to cycleway – Clerk to refer to StreetScene / Sustrans to ascertain responsibility to remove the rubbish

**12/300            MATTERS RAISED BY MEMBERS OF THE PUBLIC**

Problems with cars being parked in front of Ferry Lane Cottages which blocking access for residents. County Councillor will find out whether road markings can be provided saying “No Parking”.

Clerk to also refer to PCSO Gareth Price

The meeting opened at 6.30 pm and closed at 8.35 pm.

Note - Councillor Norman Jones left the meeting at 7.40pm

Signed ..... Monday 20<sup>th</sup> May 2013.

**Chair – Councillor Mrs. S. Webber - Sealand Community Council) PR**