

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 20<sup>th</sup> MAY 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, W. Morris, G. Shotton, Mrs B.M.A Southall, M. Walker, and D. E. Wisinger.

Peter Richmond - the Clerk and Financial Officer.

Also in attendance -

Wayne Jones - Street Scene Flintshire County Council.

Romilly Scragg - North Wales News

Jane Parry – Headteacher Sealand Primary School

Stephen Sheridan – Curate St Andrews Church

#### **13/1            APOLOGIES FOR NON-ATTENDANCE**

All Members of Council were at the meeting.

#### **13/2            CODE OF CONDUCT DECLARATION**

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

#### **13/3            MATTERS RAISED BY THE PUBLIC**

The Chairman invited Stephen Sheridan the new curate of St Andrews Church to the meeting.

Stephen explained that he lives at the Sealand Avenue vicarage. The Church is being changed over internally to become a very useful Community Meeting Centre – the pews have been removed. Stephen referred to recent church projects. St. Andrews is the daughter church to St.Ethelwold's at Shotton.

Stephen will be producing a monthly parish newsletter aiming to raise the profile of the school and community events / activities.

The Chairman thanked Stephen and said that she hoped that he would attend future meetings of the Council.

#### **13/4            CHAIR'S ACTION SINCE 15<sup>th</sup> APRIL 2013**

The Chairman advised that she attended the following meetings -

- i) One Voice Wales – Local Area Committee at Mold – 18<sup>th</sup> April 2013
- ii) Standards Committee at Llandudno – 19<sup>th</sup> April 2013
- iii) Together Creating Communities at Wrexham – 19<sup>th</sup> April 2013

RESOLVED – that the report be noted.

**13/5                    ELECTION OF CHAIRMAN FOR THE COUNCIL YEAR 2013/14**

The retiring Chairman thanked members of Council and the Clerk for their support during her year in office.

Members of Council expressed their thanks and appreciation for the work undertaken by the retiring Chairman during the past year.

There was one nomination proposed and seconded – Councillor Mrs.B.M.A. Southall.

Discussions took place about the need to increase the Chairman’s allowance for the 2013/14 Council year.

RESOLVED: - that –

- i) Councillor Mrs B.M.A Southall is elected Chairman for 2013/14.
- ii) the Chairman’s Allowance for 2013/14 be increased from £800 to £1300

**13/6                    ELECTION OF VICE CHAIRMAN FOR THE COUNCIL YEAR 2013/14**

The Clerk outlined the secret ballot voting arrangements that could be followed in the event of there being a contested election. This would require Council’s approval – a proposer and seconder being required.

There was two nominations proposed and seconded – Councillors J.A Dodd and N. Jones.

RESOLVED: - that –

- i) the voting for the position of Chairman be undertaken by secret ballot.
- ii) Councillor J.A. Dodd is elected Vice Chair for 2013/14.

**13/7                    MINUTES OF THE MEETING OF COUNCIL HELD ON 15<sup>th</sup> APRIL 2013**

RESOLVED - that the minutes of the meeting of Council held on 15<sup>th</sup> April 2013 be confirmed as a true and correct record.

**13/8                    FLOOD AWARENESS – SEALAND**

Councillor Norman Jones - Chief Flood Warden for Sealand advised that he had no further information to that given at the previous meeting of Council.

RESOLVED – that the report be noted.

### **13/9 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 retired Chairman advised that she will be contacting the service provider.

RESOLVED – that the report be noted.

### **13/10 POLICE ISSUES**

The Clerk advised that he had not received any communications or updates from PCSO Gareth Price 2944.

RESOLVED – that all the items below be deferred to the next meeting of Council.

- 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.
- Green Lane East – Need to Clarify Whether Vehicular Access is Permitted - Following the last meeting the Clerk referred this issue to PCSO Gareth Price for clarification. A reply is still awaited.
- 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.  
PCSO's are permitted to use police vehicle in special circumstances.

Bethan has advised that if they have to attend meetings such as council meetings lifts can be arranged with police colleagues if necessary , however PCSO's in the area are being encouraged to use the free public transport they are entitled to use when on duty and to walk their patch. From a public confidence point of view this makes them more visible, more accessible and more approachable and allows them to integrate more closely with their community. There is no reason whatsoever why they would stop covering an area or meeting that is n their patch.

### **13/11                    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.

### **13/12                    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**

The County Councillor advised that the provision of additional off street car parking is not on the Council's programme of works which would indicate that no works will take place before

2018.

RESOLVED - that the report be noted.

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

Wayne Jones advised that the works are programmed to be undertaken in August / September 2013.

RESOLVED - that the report be noted.

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

RESOLVED – that the matter be deferred pending receipt of the detailed planning application for this area that will include details of proposed public rights of way.

**d) New Dog Bins  
Green Lane Estate  
Green Lane East – near to St. Bartholomew’s Church  
Cycleway – Foxes Lane to Sealand Road**

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 Wayne Jones advised that potholes in the bridle way Green Lane East are the responsibility of Public Rights of Way - John Davies. The Clerk advised that he has again referred the matter to John Davies. Wayne Jones will also contact John Davies.

RESOLVED - that the report be noted.

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

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.

The Clerk advised that he has been informed by Gerwyn Davies - Anti-Social Behaviour Co-ordinator that he has apologised for the delay. A few of the County’s dummy cameras have been vandalised recently and have been away for repair. When we have one back consideration will be made to this area.

RESOLVED - that the report be noted.

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

The County Councillor advised that the outcome of the review will be announced shortly.

RESOLVED – that the report be noted.

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

Wayne Jones advised that he will arrange for the reinstatement works to be undertaken – he was under the impression that the work had actually been completed today.

RESOLVED – that the report be noted.

**i) Sealand Avenue – Need to Jet Out Highway Drains**

Wayne Jones advised that he will arrange for the Council's jetter to attend to the drains along Sealand Avenue.

RESOLVED – that the report be noted.

**j) 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.

**k) General Problem of Litter – Garden City**

RESOLVED - that an email be sent to [stephen.o.jones@flintshire.gov.uk](mailto:stephen.o.jones@flintshire.gov.uk) expressing the Council's appreciation for the amount of hard work and effort put in by Phil Bennett in collecting litter across the area of Sealand.

**13/13            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 19<sup>th</sup> May 2013 all lights were working.

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 – the next 20% will be undertaken in the 2014/15 financial year.

RESOLVED – that the report be noted.

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

The Clerk advised that he had received a letter from Steve Jones Head of StreetScene that following approval of the new Street Lighting Policy by Cabinet Flintshire County Council offers each Town and Community Council (T&CC) the option to procure energy for its own lighting through the County Council's procurement process. The maintenance of the lighting remains the responsibility of the T&CC.

Energy for County Council's lighting is procured on an annual basis by consultants acting on behalf of all Welsh authorities and the rate for 2013/14 financial year of 10.3 pence per kw/hour and Councils will be notified of the revised rate in January each year. The total annual costs will be recharged to each T&CC at the beginning of each calendar year together with a single annual handling charge of £50 per year.

If your Council wishes to take up this offer a full and precise record of your street lighting inventory will be required. If this is not currently available FCC can gather this information on your behalf at a cost of £15 per light – Council has 151 lights so the cost would be £2265. The Clerk advised that he has already produced this information prior to FCC taking over the maintenance of its lights.

In addition once this information is available from Council the inventory information will be entered into the County Council's lighting data base which will allow faults to be emailed to the Clerk. As the County Council maintains the Council's lighting this will be dealt completely by the County Council.

The Clerk advised that Council currently pays Scottish Power 12.0 pence per kw/hour – the County Council's charge will bring about a significant cost saving of 14.17% - equivalent to about £731 in a full year.

The invoicing process from the County Council will be zero rated for VAT which will mean a significant reduction in the Council's VAT expenditure.

RESOLVED - that –

- i) the report be noted
- ii) Council wishes to procure energy from Flintshire County Council's energy procurement contract at the rate agreed by the County Council and to commence immediately – or as soon as can be put in place.

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

RESOLVED - that the Council request updated quotations from Flintshire County Council in respect North Green x 5 columns and Column 47 on East Green together with the first 6 / 7 lights on Brookside running from Farm Road.

**13/14            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 previous Chairman has submitted photographs to Tom Humphreys at Conwy Council requesting a project update. The Clerk has also emailed.

Wayne Jones agreed to make arrangements to jet wash the area including the side of the underpass in order to help identify whether the recent repairs are actually alleviating the problem.

RESOLVED - that the Clerk should email Tom Humphreys at Conwy Council again request a progress report.

**13/15            SECTION 137 – LOCAL GOVERNMENT ACT 1971**  
**PAYMENT OF GRANTS**

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 1964 and £6.50 per head produces an upper limit of £12,766

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.

Councillor J. Griffiths referred to his discussion with Gareth Owens, County Council's Monitoring Officer and advised Council that it can pay a grant to an individual which was contra to the advice given by the Clerk. He advised the Clerk to check his facts with Gareth Owens.

RESOLVED:- that - -

- i) in accordance with Section 137 of the Local Government Act 1971 that the Council should award the following grant which is in the best interests of the area and its inhabitants.

Sealand Primary School - £1,000

Sealand Happy Group - £150



Declaration of Interest

**Sealand Primary School** – Councillors Mrs. C.M. Jones, N. Jones and Mrs.S. Webber

**Sealand Happy Group** – Councillor N.Jones

ii) the Clerk should contact Gareth Owens, County Council's Monitoring Officer to verify Councillor Griffiths' statement that Council can pay a grant to an individual rather than to an organisation where two or Sealand residents would benefit from the payment of the grant in accordance with Section 137 of the Local Government Act 1971.

### **13/16            PLANNING APPLICATIONS**

Flintshire County Council has advised Council that the option in their letter dated 25<sup>th</sup> July 2011 was to move from paper consultation to electronic consultation to improve the service given to Community Councils.

The benefits were to give access to more documents and plans. Speed up the 'delivery time'. i.e. postal copies could reduce the consultation period time by up to 3 days at either end. (6 days out of the 21 day consultation period). The County Council has confirmed that the Council will not provide paper consultation for planning applications.

The Clerk advised on the following planning applications had been received electronically from Flintshire County Council since the meeting of Council held on 15<sup>th</sup> April 2013.

050580 - Demolition of the building known as the Laboratory Building at Former Laboratory Building Shotton Point, 4 Shotton Works, Sealand, Deeside, Flintshire, CH5 2NH

050665 - Change of use of land from former haulage yard and storage and distribution site to a facility for the reception, processing, storage and sale of construction and demolition wastes and recycled aggregates together with the provision of a garage/workshop and weighbridge and siting of a portable building at Gary Catton Haulage Ltd, Glasfryn Yard, Zone 4, Weighbridge Road, Sealand, Deeside, Flintshire.

050730 - Engineering works to provide flood defence strengthening along 1.5km of the River Dee embankment, to include sheet piling to a maximum depth below ground of 12m and a minimum height of 7.2m AOD and a proposed temporary access route and site compound at RAF Sealand South Camp, Welsh Road, Sealand, Deeside, CH5 2RD

050737 - Two storey extension to provide two bedrooms with kitchen/diner and wc area at ground floor at 45 Sealand Avenue, Garden City, Deeside, CH5 2HN.

RESOLVED:- that no objections be raised in respect of planning applications 050580, 050665, 050730 and 050737.

### **13/17    NOTIFICATION OF PLANNING PERMISSIONS**

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

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

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

048031 – Demolish the extension to the former John Summers main office and carry out those works necessary to retain the original clock tower and core building at former offices – River Road.

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 the report be noted.

### **13/18 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>Vat Code</b>
002724	JDH Business Services Ltd	Internal Audit Fee	£218.40	£36.40	771744412
002725	Flintshire County Council	Standards Conference Fee	£70.00		
002726	Flintshire County Council	Lighting Maintenance – March 2013	£283.13		
002727	Sealand Primary School	Grant	£1000.00		
002728	Councillor Mary Southall	Chairman's Allowance 2013/14	£800.00		
002729	P. Richmond	Salary – May 2013	£577.56		
002730	HM Revenues and Customs Only	Income Tax – PR – May 2013	£188.00		
002731	AON Uk Ltd	Annual Insurance Premium	£2295.21		
002732	Wrexham – Bidston Rail Users Association	Annual Subscription	£10.00		

002733	Scottish Power	Street Lighting Energy 31/3/13 to 30.4/13	£514.09	£85.68	659372008
002734	Councillor Shelley Webber	Mileage Claim – Attendance at	£84.25		
002735	Sealand Happy Group	Grant	£150.00		
002736	Councillor Mary Southall	Additional Chairman’s Allowance 2013/14	£500.00		
<b>Total Spend</b>			<b>£6,690.64</b>	<b>£122.08</b>	

**13/19            INCOME**

The Clerk advised that Council had received the following income –

Flintshire County Council	1 <sup>st</sup> Precept Payment	£17,666.66	
HM Revenues and Customs	VAT Refund 12/13	£1500.21	
Lloyds TSB	Bank Interest	£1.46	
<b>Total</b>			<b>£19,168.33</b>

RESOLVED - that the income be received.

**13/20            CORRESPONDENCE**

The Clerk detailed the correspondence received by Council.

**Steve Jones - Head of Streetscene – Street Lighting Policy – proposed part night lighting – A548 (A550 junction to Papermill Lane, Oakenholt)**

The above road has been chosen as a site which could potentially operate a part night lighting arrangement. In order to share the detailed proposals the Council is invited to take part in a formal Risk Assessment of the project at the Main Conference Room at the Alltami workshop on Wednesday 22 May at 2pm.

Agreed – that the proposal be noted.

**Lyn Cadwallader – Chief Executive – One Voice Wales.**

Spring 2013 edition of “The Voice”.

**Head of Legal and Democratic Services – Local Government Act 1927 – Review of Community Boundaries**

Meeting on Thursday 23 May 2013 – 6pm at Connah’s Quay Town Council Offices.

Agreed – that in line with the recommended Councillor allocation of places as per size of the electorate and the likely increase in the electorate due to proposed housing developments in Sealand West that Council requests that the allocation for Sealand West be increased from 8 to 9 and Sealand East remains at 4.

### **Head of Planning – PA – 050339**

Erection of a 3 car garaged with store room above and conversion of existing garage into games room at White House, Sealand Road, Sealand. Planning and Control Committee on 15<sup>th</sup> May at 12pm at the Council Chamber, County Hall, Mold.

### **Jean Rosenfeld – Chair of Flintshire Local Access Forum**

Plenary Meeting to be held on 10<sup>th</sup> June 2013 at County Hall, Mold starting at 6.30pm

### **Delwyn Evans Communications Officer – Flintshire County Council.**

Flintshire County Council is hosting the North Wales Armed Forces Day 2013 at Deeside College on Saturday, 22 June (11am - 6pm). This is a regional event for Flintshire, Conwy, Denbighshire, Angelsey, Wrexham and Gwynedd and will provide an opportunity for local communities to show their support for the men and women of the United Kingdom's Armed Forces.

Preparations are well underway for the event which will showcase the roles of our Service Men and Service Women and provide an opportunity for the public to meet members of our Armed Forces. The day will feature a range of activities for the whole family and exhibitions will include a Military Village and a 'March on for a Muster.

Set out below are links to the North Wales Armed Day webpage (hosted on the Flintshire County Council website), Twitter profile and Facebook profile.

<http://www.flintshire.gov.uk/nwafd>

<http://www.siryfflint.gov.uk/dllagc>

[https://twitter.com/NWales\\_AFD](https://twitter.com/NWales_AFD)

<https://www.facebook.com/pages/North-Wales-AFD-Gogledd-Cymru-DLLA/339217256204084>

I would be grateful for any assistance you can give in publicising this event, such as posting links as prominently as possible on your council's website and displaying the publicity poster on your public noticeboards and on council premises. If you are able to, I would also be grateful if you could bring these links to the attention of as many individuals and organisations as you can and ask them (as well as yourselves!) to follow us on Twitter and Facebook and place a link to the webpage on their websites/intranets.

## **Delwyn Evans Communications Officer – Flintshire County Council.**

Operation Clean Up, which is being run by Flintshire County Council and North Wales Police, is continuing across the county.

During the first week of the operation in Buckley over 60 dog walkers were stopped to see if they were carry dog fouling bags; formal warnings were issued to five people for not carrying them.

Operation Clean Up continues the good work of Operation Pooper Snooper, which targeted irresponsible dog owners. The revised operation also now includes littering, fly tipping and graffiti. Both PCSOs and Police Officers will be undertaking enforcement work and there will be a zero tolerance approach to these crimes, with culprits caught being issued with a Fixed Penalty Notice of £75.

Enforcement staff from the Council, plain clothed police officers and PCSOs are carrying out patrols, spending a week at a time within different towns and villages in Flintshire.

Officers are targeting the following areas in the coming weeks:

Broughton, Mold, Connah’s Quay and Flint.

Ongoing patrols will also continue to be undertaken in other areas across the county.

Councillor Kevin Jones, Cabinet Member for Public Protection, Waste and Recycling, said:

“Operation Clean Up is an ongoing campaign. The first week of the operation went very well, and I am pleased that so many dog walkers are being responsible and carrying dog fouling bags with them. In adopting this more strengthened targeted approach to enforcement and by bringing in Police Officers alongside our Enforcement staff and PCSOs, I believe that we are sending out the strongest possible message that dog fouling, littering, fly tipping and graffiti is anti-social and will not be tolerated.”

Report incidents of dog fouling, littering, fly tipping and graffiti by contacting 01352 701234 or via email: [dogfouling@flintshire.gov.uk](mailto:dogfouling@flintshire.gov.uk); please quote times, places and names if possible.

## **Welsh Water – Notice to Residents**

Welsh water will be visiting Sealand to track down small kiosk style structures which are known as private pumping stations. Changes in the law will mean that they will be taken into the ownership of water compamnes like Welsh Water by 1 October 2016.

## **Stuart Jones - Rights Of Way Officer – Flintshire County Council**

It's just a quick update regarding Saltney Ferry Footbridge because we have had one or two enquiries here. The visible yellow notice boards that were placed onsite specifies that works were due to start 25th March for 8 weeks. That would've meant that the works would have finished this weekend just gone. Due to the adverse weather at the end of March, the contractors didn't actually start onsite until 2 weeks later so there is a minimum of 2 weeks delay to the original information. I say a minimum because the Structural Engineer has informed me that there are additional repairs that have been identified whilst the works have been on-going which could add another week or so on top of that as well.

The Engineer is in contact with the contractors and as soon as we have a better idea of a date that the works will be complete I will notify you.

RESOLVED – that all correspondence be noted.

**13/21            INSURANCES – ZURICH TOWN, PARISH AND COMMUNITY COUNCILS AND AON / ALLIANZ INSURANCE PLC – RENEWAL DATE – 1<sup>st</sup> JUNE 2013**

The Clerk referred to his report at the last meeting that provided a detailed comparison of insurance cover and costs provided AON / Allianz UK Ltd and Zurich Town, Parish and Community Councils.

Aon / Allianz have now advised that they will maintain the Council's cover as reported at the previous meeting but for £2,295.21 compared with their previous costing of £5,247.06. Both amounts include Insurance Premium, Tax at 6%.

Zurich have that they will maintain the Council's cover as reported at the previous meeting but for £2,403.95 compared with their previous costing of £3,025.97. Both amounts include Insurance Premium, Tax at 6%.

On the basis of costing and cover the Clerk recommended that Council should accept the costings and cover arrangements as provided by Aon / Allianz UK Ltd and for the new policy to commence on 1<sup>st</sup> June 2013

RESOLVED – that the Clerk be thanked for his report and based on the comparative information that the Council should accept the insurance cover outlined by Aon / Allianz UK Ltd for £2,295.21 and note that the cover is required to start on 1<sup>st</sup> June 2013.

**13/22            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.

There is a delay in concluding on contracts for the demolition of the centre whilst arrangements to remove the asbestos is concluded.

RESOLVED – that the report be noted.

**13/23            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 002733.

2 0 1 3 / 1 4 Financial Year		Actual	Anticipated	Difference
<b>Income</b>	General Admin Inc. Precept	£17,666.66	£53,000.00	-£35,333.34
	Bank Interest	£1.46	£20.00	-£18.54
	Insurance Claims / Refunds	£0.00	£0.00	£0
	VAT Refund	£1,500.21	£1,500.00	£0.21
	Milk Claims	£0.00	£750.00	£0
	<b>Total</b>	<b>£19,168.33</b>	<b>£55,270.00</b>	<b>-£36,101.67</b>
<b>Expenditure</b>		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
	Play Areas	£0.00	£9,200.00	£0
	Staffing Costs	£1,255.86	£7,537.00	£6,281.14
	General Admin Costs	£1,367.19	£4,870.00	£3,502.81
	S137 Grants	£1000.00	£4,000.00	£3,000.00
	CCTV	£0.00	£1,285.00	£0
	Street Lighting	£2,394.23	£25,800.00	£23,405.77
	Notice Boards	£0.00	£500.00	£0
	Insurances	£2,295.21	£5,600.00	£3,304.79
	Milk	£286.56	£4,700.00	£4,413.44
	Election Costs	£0.00	£0.00	£0
<b>Total</b>	<b>£8,599.05</b>	<b>£63,492.00</b>	<b>£54,892.95</b>	
<b>C u r r e n t Summary</b>	Balance as at 31 March 2013	<b>£41,708.04</b>		
	Total Expenditure	<b>£8,599.05</b>		
	Total Income	<b>£19,168.33</b>		
	Balance	<b>£10,567.82</b>		
	<b>Overall balance as at 20<sup>th</sup> May 2013</b>	<b>£52,277.32</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.

### **13/24            INTERNAL AUDIT – 2012/13 FINANCIAL YEAR**

The Clerk advised that the Internal Audit has been completed by JDH Business Services Ltd with only one issue to report. The audit was undertaken using the following tests as specified by the Audit Commission on Section 4 of the Annual Return for Local Councils in England and Wales:

- Checking that books of account have been properly kept throughout the year.
- Checking a sample of payments to ensure that the Council’s financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for.
- Reviewing the Council’s risk assessment and ensuring that adequate arrangements are in place to manage all identified risks.
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council’s reserves are appropriate.
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.
- Checking the accuracy of the asset and investments registers.
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s).
- Year-end testing on the accuracy and completeness of the financial statements.

Conclusion - On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council’s system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.



### **Issue 1**

Only a non-signed copy of the Clerk's contract was provided.

**Recommendation** – Clerk to include the signed copy for the next year's audit.

Actioned by the Clerk.

### **Issue 2**

The expense claim for April 2012 showed a mileage claim claimed at a rate of 50 p per mile other months claim at 45p per mile

**Recommendation** – Council need to review the mileage rate and ensure the Clerk is claiming at the correct rate

The Clerk advised that One Voice Wales recommend for cars over 1199cc that the mileage rate is 50.1p per mile. The Clerk explained that he was under the impression that to ensure the claim payment is not subject to taxation that it should be no more than 47p – hence decision to claim at 45p in the 2012/13 financial year and then 47p for the 2013/14 financial year.

RESOLVED – that the Clerk should be paid at the rate of 47p per mile with effect from 1<sup>st</sup> April 2013.

### **Issue 3**

Disaster recovery and business continuity risks are not identified in the annual risk assessment along with identified mitigating action such as regular offsite secure storage. The Clerk has assured the auditors that he addresses this risk. The Council needs to review the action as part of the risk assessment to ensure that the mitigation action meets their requirement.

RESOLVED that the –

- a) Council should regard this Potential Impact as High and the Likelihood of Occurrence as Medium.
- b) Council should put the following controls in place whilst noting that the Clerk has provided his own desktop and laptop computers to undertake his work together with two Hitachi backup drives and for the controls below to be recorded in the Council's Risk Assessment for 2013/14.
  - i) Clerk undertakes weekly backups alternating using two backup drives.
  - ii) Clerk undertakes random testing of the backed up data to ensure all saved correctly.
  - iii) One external hard drive to be stored away from site at Clerk's main place of employment the other remains at his home for ease of access.

- iv) The records on the Clerk's PC consist of minutes, agenda, letters, accounts and scanned documents of certain hard copy correspondence received.
- v) Most correspondence is actually done by email which can be accessed from any laptop / PC on the internet – the email traffic is therefore stored on the cloud by Google.
- vi) Clerk replicates all Sealand work at home on his personal PC and laptop so that he holds duplication of all work on the laptop and PC as well as two sets of backed up data.
- vii) All historical Council records are held on deposit by the County Archivist – full list of held records is in one of the folders. A copy has of course been scanned and now held on both my PC / laptop and two external hard drives.

**13/25                    REPORT – ANNUAL FINANCIAL RETURN – 2012/13**

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

1. Draft the Annual Return sections 1 and 2 – Complete.
2. The Responsible Financial Officer signs Page 1 – Complete
3. The Council approves the Return in draft and the Chair signs Page 1 – where indicated (April 2013 meeting of Council) – Complete
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) – Complete
5. The Council approves the Return in draft and the Chair signs Page 1 – where indicated (April 2013 meeting of Council) - Complete
6. Send a copy of the Return to UHY Hacker Young with bank reconciliation and variance analysis together with requested documents. ( Will be undertaken on 30<sup>th</sup> May 2013)
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 and that it is now complete following the internal audit

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 -

	<b>Agreed - Yes or No</b>
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.	YES
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

The Clerk advised that he will be submitting the Annual Return to the Council's external auditor – Hacker Young on 30<sup>th</sup> May 2013. The Clerk also advised that the Council is required to advise on variances greater than 10% subject to a minimum of £250 compared with the previous 2011/12 financial year – the Clerk outlined the letter he had prepared to send to the external auditor.

RESOLVED:- that the –

- i) report be noted and that the letter be endorsed.
- ii) Clerk be thanked for his excellent work.

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

