

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 18<sup>th</sup> APRIL 2016 AT THE SEALAND PRIMARY SCHOOL.**

**PRESENT: Councillors:** David Wisinger (Chairman), Mrs. Gwyneth Bullock, John Dodd, Mrs. Barbara Hinds, Mrs Chris Jones (County Councillor), Norman Jones, Alex Lewis, Mrs Mary Southall and Mike Walker (Vice Chairman).

Peter Richmond - the Clerk and Financial Officer.  
Also in attendance – three members of the public.

**15/278            APOLOGIES FOR NON-ATTENDANCE**

Apologies were received from Councillors John Griffiths, Wayne Morris and Mrs. Shelley Webber.

RESOLVED – that apologies be received and accepted

**15/279            CODE OF CONDUCT DECLARATION**

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

**15/280            MATTERS RAISED BY THE PUBLIC**

No matters were raised.

**15/281            CHAIR'S REPORT AND ACTIONS SINCE 21<sup>st</sup> MARCH 2016**

The Chair advised that he had recently attended two civic functions – Flintshire County Council and Saltney Town Council.

RESOLVED – that the reports be noted.

**15/282            MINUTES OF THE MEETING OF COUNCIL HELD 21<sup>st</sup> MARCH 2016**

RESOLVED - that the minutes of the Meeting of Council held on 21<sup>st</sup> March 2016 be confirmed as a true and correct record.

**15/283            COUNCIL'S CHAIN / BADGE OF OFFICE**

The Chairman advised that he has arranged for the chain to be engraved.

RESOLVED – that the report be noted.

**15/284      POLICE ISSUES**

The Chairman welcomed CPO Debbie Deveraux 2612 to the meeting.

1. Patrols have been continuing in the area.
2. Council advised again that a formal request for funding from the Sealand Youth Centre together with a copy of the Centre's most recent bank statement will be considered regarding their proposed summer holiday activities – the maximum payment will be £150.00.
3. Community Speed Watch the Councillors who volunteered will shortly be contacted by Martin Price.
4. Concern still being expressed about the fact some vehicles using the corner café are parking on Foxes Lane and preventing the bus from getting thorough to Sealand Manor. Police will investigate further.
5. Speed Check / Sealand Road – Debbie advised that these are taking place along Sealand Road.
6. Older Men appearing to be behaving suspiciously at Orchard Way and Welsh Road Recreation Field. Police will investigate.
7. The Clerk advised that he had received an email that had been copied to members of council advising that Inspector Dave Jolly would like to invite a representative from Council to the next North Flintshire Police Consultation Meeting. This informal meeting will be an opportunity for us all to discuss where we are currently in respect of performance and victim based crime, plans regarding the policing of North Flintshire and how the Police will be facilitating improved community engagement. It will also be an opportunity for members to raise the issues that are of concern to the residents in their community.

The meeting will be held at Deeside Police Station on Monday 16th May 2016 at 5.30pm – 7pm.

The Clerk advised that he informed Inspector Dave Jolly that the date coincides with Council's Annual General Meeting.

Councillor Shelley Webber offered to represent council at the police meeting.

Inspector Dave Jolly has advised that he would be happy to attend the meeting of Council to be held on Monday 20<sup>th</sup> June 2016 at 5.45pm.

RESOLVED – that –

- i) the reports be noted.
- ii) Inspector Dave Jolly be invited to attend the meeting of Council to be held on Monday 20th June 2016 at 5.45pm.

**15/285      FLINTSHIRE COUNTY COUNCIL MATTERS**

**a)      Litter Bins and Benches – Sealand Manor Recreation Field**

It was reported that the litter bins and benches will shortly be installed.

RESOLVED – that report be noted.

**b)      Additional Waiting Restrictions –Foxes Lane/Farm Road/Riverside Park**

The County Councillor advised that she has also requested waiting restrictions for Riverside Park and Farm Road as well as Foxes Lane.

RESOLVED – that the report be noted.

**c)      Welsh Road Recreation Field - Gate(s)**

The County Councillor advised that new gates will be installed on completion of the provision of the new multi-use games area.

RESOLVED – that the report be noted.

**d)      Ferry Lane Foot Bridge – Remedial Repairs / Vibration Noise Levels**

Wayne Jones advised that he is still chasing previous correspondence between the County Council and the supplier of the bridges' metal tubing.

RESOLVED – that the report be noted.

**e)      Bridleway - Green Lane East and West – Pot Holes**

Wayne Jones has advised the Clerk by email that he has spoken to Steve Bartley and he was sending the public rights of way officer to inspect Green Lane East and West.

The Clerk will email Steve Bartley again requesting a progress report.

RESOLVED – that the report be noted.

**f) Need to Reopen Public Right Way – Old Steel Works Offices**

RESOLVED – that Steve Bartley be asked to advise on whether this public right of way can be reopened following completion of the River Dee embankment works.

**g) Sealand Road – Access to fields – Planning Enforcement.**

RESOLVED – that the Planning Enforcement Officer be asked to check on the status of the field accesses along Sealand Road in order to clarify any planning enforcement issues.

**h) Blocked Grids - Near to Sandy Lane Cul-de- sac and Welsh Road / Spar Shop.**

RESOLVED – that Wayne Jones be asked to investigate.

**i) Concern about Drainage – Lagoon – Marsh Farm Road.**

Councillor John Dodd advised that he will arrange the date for the site meeting with Neil Parry.

RESOLVED – that the report be noted.

**j) Water Leaking from Walls – Foxes Lane Underpass**

The Clerk advised that it was reported at the February 2016 meeting that he had been informed by Wayne Jones that he had met Mark Middleton and Wyn Williams from NMWTRA who are responsible for the maintenance of the structure on Foxes lane on Wednesday 27<sup>th</sup> January 2016. Wyn has taken photos of the structure and the leaking walls and said that he will get back to Wayne when he gets the information as to what they can and will do to rectify the problem.

Wayne Jones advised that he will contact NMWTRA requesting a progress report.

RESOLVED – that the report be noted.

**k) Planning Enforcement Issues at the Owl – Manor Road**

RESOLVED – that a further email be sent to the Planning Enforcement Officer concerning the issues raised about this site -

- alleged persons sleeping in caravans.
- alleged persons urinating into hedges
- large lorries turning into The Owl / cars obstructing their turning movement

**15/286            LIGHTING MATTERS**

**a)        Street Lighting Report**

Of the 120 columns / 114 lights are working – 6 lights are not working at Ferry Lane.

The Clerk reminded Councillors that should they see a light that needs attention to phone / text or email the Clerk straightaway or to contact Wayne Jones.

RESOLVED – that the report be noted.

**b)        Lighting Improvements – 2016/17**

At the March 2016 meeting of Council it was agreed to replace and have adopted the following lights - Sealand Avenue Columns 91, 92 and 95 - Manor Road – 28, 29, 30, 35, 36 and 37.

Darell Jones – Flintshire County Council has advised that the quotation is -

- 1, £1,200 per column to be removed and replaced
2. £800 per column to be adopted from Sealand to FCC

9 columns total cost is £18,000

RESOLVED – that the –

- i) report be noted.
- ii) quotation for £18,000 be accepted and for Darell Jones – Flintshire County Council to be asked to undertake the work as soon as possible to ensure completion by December 2016.

**c)        Change of Street Lighting at High Grove Estate – Columns 31 and 32**

The Clerk advised that he has been informed that Column 31 will shortly be removed.

RESOLVED – that the report be noted.

**15/287            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

Allocation for the 2016/17 financial year is £3,500. £0.00 has been paid out.

RESOLVED – that the report be noted.

**15/288            GRANT REQUESTS**

**a)        RainbowBiz Limited**

The Clerk advised Council that he RainbowBiz Limited that Council has agreed that Council will make a contribution of £150 and that Council requires confirmation that the proposed plans will go ahead including dates – then Council will make payment.

RainbowBiz Limited will confirm the dates and details of the films to be shown in mid May 2016.

**b)        Freestyle Karate Kai UK**

The Clerk advised that Mick Golden Senior Instructor has provided his organisations most recent bank statement.

RESOLVED:- that in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £150.00 to the Freestyle Karate Kai UK which is in the best interests of the area and its inhabitants.

**c)        Calendar Girls Bingo**

RESOLVED:- that in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £150.00 to the Calendar Girls Bingo which is in the best interests of the area and its inhabitants

**d)        Sealand Primary School**

The Clerk advised that he had received a letter from the Head teacher saying that she is aware that over many years Sealand Community Council has generously supported Sealand School in an annual grant towards travel costs for our pupils attending a range of educational visits. During the last academic year we used the grant to fund travel to sporting events and subsidise travel costs for residential visits to Barmouth, Bala and Pentrellyncymer.

Obviously travel costs are continually rising in the current climate and therefore I am writing, on behalf of the governors, staff and pupils of Sealand School, to request a grant to once again support travel costs in the academic year 2016/17.

We would use the grant to subsidise transport costs as follows:

- Travel cost for our Year 5 residential visit to Min-y-Don, Barmouth

- Travel costs to Flintshire festival of sport – as a school we do not charge children for transport if we have invited them to attend an event.

Subsidising these visits will mean that many of our parents will find it easier to fund the board and lodgings aspect of our residential visits as the cost will not prove prohibitive. We are, as a school, extremely grateful for your continued support.

RESOLVED: -that in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £150.00 to Sealand Primary school which is in the best interests of the area and its inhabitants

Councillors Mrs Christine Jones, Alex Lewis and David Wisinger declared an interest regarding 15/288(d)

### **15/289            PLANNING APPLICATIONS**

The Clerk advised that the following planning applications had been received electronically from Flintshire County Council since the meeting of Council held on 21<sup>st</sup> March 2016.

055129 -Extension and alterations to loft at 14 Welsh Road, Garden City, Deeside, Flintshire, CH5 2RA

055195 - Change of use of existing industrial building to Indoor Trampoline Park with ancillary customer cafeteria at 37 First Avenue, Sealand, Deeside, Flintshire, CH5 2NU

055197 - Erection of extension to existing factory and new two storey offices and canteen at IWT Composites Limited, Fourth Avenue, Deeside Industrial Park, Deeside, CH5 2NR

RESOLVED: - that no objections be raised in respect of PA – 055129, 055925 and 055197.

### **15/290            NOTIFICATION OF PLANNING PERMISSIONS**

The Clerk advised that the Head of Planning had advised that the following planning applications have been considered –

053686 - Proposed development of solar photovoltaic panels and associated works including inverter housings, access tracks, security fencing and cameras at land east of Deeside Lane, Sealand, Flintshire. CH1 6BQ. Decision Type: Refused. Decision Date: 1 April 2016.  
Determination Level: Committee.

054758 - Variation of conditions 6, 9 and 42 and removal of condition nos. 17, 18, 19 and 20 attached to planning permission ref: 050125 at former Corus Garden City site Welsh Road, Garden City, Deeside. Decision Type: Approved. Decision Date: 16 March 2016.  
Determination Level: Delegated-Officer.

054952 - Erection of single storey extension to rear and access ramp at 21 Kingsley Road, Garden City. Deeside. Flintshire, CH5 2HZ Decision Type : Approved. Decision Date: 23 March 2016. Determination Level: Delegated-Officer.

054962 - Removal of condition no. 25 attached to planning permission ref: 051772 at Deeside Solar Park - land north Weighbridge Road, Sealand. Deeside. Flintshire. Decision Type: Approved. Decision Date: 1 April 2016. Determination Level: Delegated-Officer.

RESOLVED – that the report be noted

**15/291            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>
002964	Calendar Girls Bingo	Grant	£150.00		
002965	Freestyle Karate Kai UK	Grant	£150.00		
002966	P. Richmond	Salary – April 2016	£620.32		
002967	HM Revenues and Customs Only	Income Tax – PR – March 2016	£234.80		
002968	JOLORA	Web Site Maintenance January to March 2016	£108.00		
002969	Zurich Parish and Town Insurance	Annual Premium	£1099.65		
002970	JDH Business Services Ltd	Annual Internal Audit - Fee	£252.00	£42.00	771 7444 12
002971	Sealand Primary School	Grant	£1000.00		
002972	P. Richmond	Refund – 3 New Keys – Notice Boards	£7.50		
<b>Total Spend</b>			<b>£3,622.27</b>	<b>£42.00</b>	

**15/292            INCOME**



The Clerk advised that Council had received the following income –

Lloyds Bank – Interest	£1.98
	£2.04
<b>Total</b>	<b>£4.02</b>

RESOLVED - that the report be noted.

**15/293            COMMUNITY ASSET TRANSFER**

The Clerk advised that at the previous he reported that he had –

- i) requested and received from John Gray - FLVC the required forms for Council to proceed to Stage 2
- ii) requested Ian Bancroft – Flintshire County Council to provide Council with the required details and costings so that Council can make a Stage 2 submission in respect of the four Sealand play Areas – Kingsley Road; Riverside Park; Sealand Manor and Welsh Road.  
Not received

RESOLVED – that the report be noted.

**15/294            LAND DRAINAGE ISSUES**

Prior to the Meeting Neil Parry from Flintshire County Council reported on land drainage issues.

**Note**

Neil emailed Council on 19<sup>th</sup> April 2016 thanking Council for the invitation for me you to attend the Council Meeting on Monday 18<sup>th</sup> April 2016.

Neil provided a very useful booklet issued by N.R.W. entitled ' A Guide to your rights and responsibilities of riverside ownership in Wales.' This booklet is also applicable for ditches, streams and watercourses and in my opinion provides a comprehensive overview of the subject matter.

Neil will update Council in the near future regarding progress on the various drainage issues he looked at with Councillor Mike Walker.

The email and the booklet received from Neil was emailed to members of Council on 20<sup>th</sup> April 2016.

RESOLVED – that the report be noted.

**15/295**            **SEALAND FLOOD PLAIN**

Prior to the meeting there was a meeting with Keith Ivens and Richard Weston from the NRW.

NRW had requested Council to submit its questions ahead of the meeting and members of council were given a full written response to those questions.

A copy of the responses was given to members of Council and the Clerk

Agreed actions from the meeting –

NRW to email to the Clerk a digital copy of their report which should then be emailed to members of Council.

The Clerk to advise the press and to add to the news section on the Council’s web site that –

- a) if Sealand residents are experiencing problems with insurance the NRW can provide a standard ‘Insurance Related Request’ letter which will confirm the correct standard of protection afforded by the NRW defences. These letters can be requested by emailing: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk).
- b) should residents want confirmation of their flood risk we can provide an ‘Insurance Related Request letter’ which will give details of the risk together with NRW defence information. The email address is: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk)

RESOLVED – that the report be noted.

**15/296**            **SEALAND COMMUNITY COUNCIL – SUMMARY OF ACCOUNTS - 2015/16 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the 2015/16 financial year.

<b><u>2 0 1 5 / 1 6</u></b>				
Financial Year		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Income</b>	General Admin Inc. Precept.	£57,220.00	£57,000.00	£220.00
	Bank Interest	£23.04	£20.00	£3.04
	Insurance Claims / Refunds	£37.65	£0.00	£37.65
	VAT Refund	£904.08	£900.00	£4.08

	Milk Claims	£490.07	£500.00	-£9.93
	<b>Total</b>	<b>£58,674.94</b>	<b>£58,420.00</b>	<b>£254.84</b>
		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Expenditure</b>	Play Areas	£7,840.00	£8,000.00	£160.00
	Staffing Costs	£9,048.20	£9,049.00	£0.20
	General Admin Costs	£4,222.10	£4,130.00	-£92.10
	S137 Grants	£2,300.00	£2,000.00	-£300.00
	CCTV	£3,907.20	£4,000.00	£92.80
	Street Lighting	£26,337.79	£26,700.00	£362.21
	Street Furniture Repairs	£0.00	£500.00	£500.00
	Insurances	£2,356.02	£2,500.00	£143.98
	Milk	£2,358.15	£3,200.00	£841.85
	Chairman's Fund	£800.00	£800.00	£0.00
		<b>Total</b>	<b>£59,170.06</b>	<b>£60,879.00</b>
<b>C u r r e n t Summary</b>	Balance as at 31 March 2015	£42,772.74		
	Total Expenditure	£59,170.06		
	Total Income	£58,674.84		
	Balance	-£346.90		
	<b>Overall balance as at 31st March 2016</b>	<b>£42,277.72</b>		
	VAT Costs for 2015/16 financial year	£890.47		
<b>End of Year Prediction</b>	Balance as at 31 March 2015		£42,772.74	
	Total Anticipated Expenditure		£60,879.00	
	Total Anticipated Income		£58,420.00	

Anticipated Balance for the year	-£2,459.00
<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2016</b>	<b>£40,313.74</b>

**15/297      SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS  
2015/16 FINANCIAL YEAR**

The Clerk outlined the overall finalised expenditure and income for the 2015/16 financial year. The Clerk detailed that the closing bank balances are -

Account - no – 0388217 - £11,414.27  
Account - no – 7326098 - £36,625.15  
Total - £48,039.42

Less unpaid cheques of £5,761.70

Unpaid Cheque numbers – 002953 - £64.80: 002957 - £120.00: 002960 - £35.00: 002961 - £5,000.00: 002962 - £541.90

Total bank accounts - £ 48,039.42 less unpaid cheques of £5,761.70 leaves a closing balance of £42,277.72

The Clerk confirmed that he had submitted to HMRC the Council’s VAT claim for the 2015/16 financial year for £890.47

The Clerk also confirmed that he had completed the Council’s HMRC end of year on line processes for 2015/16 and has set up the on line process for the 2016/17 financial year.

RESOLVED: - that-

- i) the report be noted.
- ii) the Chair and Clerk sign off the appropriate pages for the 2015/16 financial year in the Council’s account book.

**15/298      SEALAND COMMUNITY COUNCIL – SUMMARY OF ACCOUNTS -  
2016/17 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the 2016/17 financial year up to cheque number 002972

**2 0 1 6 / 1 7**  
Financial Year

	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Income</b>			
General Admin Inc. Precept.	£0.00	£57,000.00	-£57,000.00
Bank Interest	£0.00	£20.00	-£20.00
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£0.00	£1,100.00	-£1,100.00
Milk Claims	£0.00	£750.00	-£750.00
<b>Total</b>	<b>£0.00</b>	<b>£58,870.00</b>	<b>-£58,870.00</b>
	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Expenditure</b>			
Play Areas	£0.00	£11,000.00	£11,000.00
Staffing Costs	£754.05	£9,049.00	£8,294.95
General Admin Costs	£468.57	£4,005.00	£3,536.43
S137 Grants	£1,300.00	£3,500.00	£2,200.00
Street Lighting	£0.00	£25,850.00	£25,850.00
Street Furniture Repairs	£0.00	£500.00	£500.00
Insurances	£1,099.65	£2,500.00	£1,400.35
Milk	£0.00	£3,100.00	£3,100.00
Chairman's Fund	£0.00	£800.00	£800.00
<b>Total</b>	<b>£3,622.27</b>	<b>£60,304.00</b>	<b>£56,681.73</b>
<b>C u r r e n t Summary</b>			
Balance as at 31 March 2016	£42,277.72		
Total Expenditure	£3,622.27		
Total Income	£0.00		
Balance	-£3,622.27		

End of Year Prediction	<b>Overall balance as at 18<sup>th</sup> April 2016</b>	<b>£38,655.45</b>
	VAT Costs for 2016/17 financial year	£42.00
	Balance as at 31 March 2016	£42,777.72
	Total Anticipated Expenditure	£60,304.00
	Total Anticipated Income	£58,870.00
	Anticipated Balance for the year	-£1,434.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2017</b>	<b>£40,843.72</b>

RESOLVED - that the report be noted.

**15/299      REPORT – ANNUAL FINANCIAL RETURN – 2015/16**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2016.

**Statement of Accounts**

<b>31-Mar-15</b>	<b>31-Mar-16</b>	
<b>£</b>	<b>£</b>	
£40,623	£42,773	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£53,000	£57,000	Total amount of precept income received in the year.
£3,358	£1,675	Total income or receipts as recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants
£7,693	£9,049	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 e.g. termination costs

£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£46,515	£50,121	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£42,773	£42,278	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.
£42,773	£42,278	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
£42,773	£42,278	Total balances

£262,447	£222,051	The original asset and investment register value of all fixed assets and any other long-term assets held at 31 March.
£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 2014. Process to follow is –

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Completed.
2. Pass the Return to the internal auditor along with all the Council's appropriate records – (11<sup>th</sup> April 2016 returned on 14<sup>th</sup> April 2016) Completed.

3. Council considers the Annual Return at a full Council meeting before 30<sup>th</sup> June 2015. Section 3 is signed by the person presiding at the meeting. Undertaken on 18<sup>th</sup> April 2016.
4. RFO/Clerk then sends the Annual Return and requested documents to the External Auditor by 11<sup>th</sup> July 2016.
5. External auditor completes the audit if there are no amendments the auditor will certify Section 3 send it back to Council for publication. If amendments are required the auditor will send the Return back to the Council for amendment and re-approval. The amended Return must then be sent back to the auditor for certification
6. The Council must publish the certified Annual Return by 30<sup>th</sup> September. If the Council is unable to publish the Annual Return by 30<sup>th</sup> September 2016 then it must publish statements together with a declaration and explanation that at the date of publication the auditor has given no opinion.

## 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 2016 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 2014(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, that 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 2014.	In progress
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 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
We have taken appropriate action on all matters raised in previous reports from internal and external audit.	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
We calculated and approved the council budget for the requirement of 2015-16 financial year in accordance with the Local Government Finance Act 1992 and proper practices – and issues the precept in accordance with Sections 39 to 42 of the of the Local Government Finance Act 1992	YES
We have received detailed financial reports setting out receipts and income and a summary of the Council’s financial position on a regular monthly basis.	YES
We have ensured that the Council’s internal audit is independent of its day-to –day decision - making process and maintenance of the accounting records and have agreed appropriate terms of reference for the internal audit	YES

Following certification by the Responsible Financial Officer the Council is now required to approve the Annual Governance Statement Part 1

The Clerk also outlined additional information required by the external auditor as set out in Appendix 3 and 4.

RESOLVED: - that –

- i) the report be noted.
- ii) Council should note and approve the Annual Return for the year ended 31<sup>st</sup> March 2016 as presented by the Council’s Responsible Financial Officer.
- iii) the Council approves the Annual Governance Statement noting its responsibility for ensuring that there is a sound system of internal controls, including the preparation of the accountancy statements. It be confirmed to the best of Council’s knowledge and belief with respect of the accountancy statements for the year ended 31 March 2016 – as outlined by the Clerk.
- iv) the Chairman and Clerk and should sign and date the certification by the Clerk and approval by the Chairman.
- v) the Chairman and Clerk should also sign the Council’s ledger book.

vi) on completion of the Annual Return process a copy should be added to the Council's web site.

vii) the Clerk be thanked for his excellent services in maintaining the Council's governance and finances.

### **Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2016**

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 from 13th June and ends on 8th July 2016.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 30th May 2016.

Note - Actually displayed from 17th April 2016.

RESOLVED: - that the report be noted.

### **15/300      SEALAND COMMUNITY COUNCIL – INTERNAL AUDIT REPORT 2015/16 FINANCIAL YEAR**

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd and their conclusion on the basis of their work the council's system of internal controls is in place, adequate for the purpose intended and effective.

The audit was undertaken using the following testing of the internal controls specified on the Annual Return for local councils in Wales.

- Books of account have been properly kept throughout the year.
- Standing Orders and Financial Regulations have been adopted and applied.
- The Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
- Adequate arrangements are in place to manage all identified risks.
- The annual precept request is the result of a proper budgetary process, budget progress is regularly monitored and the council's reserves are appropriate.
- Income procedures ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Wages and salaries to employees have been paid in accordance with Council approvals and PAYE and NI requirements have been properly applied.
- Asset and investment registers are accurate.

- Bank reconciliation procedures ensure the accuracy and timeliness of periodic and year-end bank account reconciliations.
- Year-end procedures ensure the accuracy and completeness of the financial statements.
- Recommendations for improvement are implanted on a timely basis.

#### Guidance Note

The new external auditor is requesting that the fixed asset value disclosed in the annual return should now only change if there are additions or disposals and that additions should be included at cost.

#### Recommendation

The asset register format should now include columns for assets showing insurance value, cost and value to be disclosed in the annual return.

This will ensure the asset register can always be agreed to the annual return and that the Council still monitors insurance values for assets to ensure -

1. All assets are insured and
2. Insurance cover is sufficient.

The Clerk advised that he had recently produced a summary AR in line with the recommendations above and this had been emailed to members of Council a copy had also been emailed to one Voice Wales and the internal auditor for comments.

RESOLVED: - that the report be noted.

#### **15/301            VIBRANT AND VIABLE PLACES – LANDSCAPING SCHEME – GARDEN CITY**

The County Councillor advised that work on the Welsh Road Recreation Field is progressing well.

RESOLVED – that the report be noted

#### **15/302            CORRESPONDENCE**

The Clerk advised that he had no correspondence.

RESOLVED – that the report be noted

#### **15/303            REVIEW OF CLERK’S SALARY**

The Clerk advised that he had omitted to mention that the NALC / SLCC had previously circulated details of the National 2014-16 National Salary Award in December 2014. New pay scales should have been implemented from 1<sup>st</sup> January 2015. The Clerk suggested that in his case they should be implemented with effect from 1<sup>st</sup> April 2016. The Clerk circulated copies of the NALC/SLCC communication dated November 2014 to members of Council in attendance at the meeting.

The Clerk reminded Council that he is contracted for a normal working week of 12 hours currently on point 25 - £21,734. The amount based on 12 hours a week is £7,049.

The Clerk admitted that he works in excess of the 12 hours.

The new scale point 25 is £22,212 and for 12 hours is £7,204.

The Clerk also advised that based on his time records he spends well in excess of the current 12 contracted hours a week on Council work.

RESOLVED – that the Clerk’s salary should be increased from £7,049 to £7,204 with effect from 1<sup>st</sup> April 2016.

**15/304            COUNCILORS – PERSISTENT ABSENCE**

The Clerk advised that Section 85 of the LG Act 1972 covers the issue.

Apologies do not count for attendance and the 6 months means that say the last meeting attended was 14th December 2015 would be 13th June 2016.

A member of council with an attendance issue could submit a letter to give a reason for the Council to approve an extension of the time. This would need to be received around the 4 month mark or even earlier if there is a recess month as that reduces their chances to attend.

An extension would usually be to cover short term problems such as illness, but it is up to the member to outline their reason to the Council in the letter.

RESOLVED – that the report be noted.

**15/305            ANNUAL INSURANCE COVER – AON UK LIMITED AND ZURICH TOWN AND PARISH INSURANCE**

The Clerk advised that he had reviewed the Council’s insurance cover and advised AON UK Limited and Zurich that from 1st April 2016 the Council has 120 lighting columns– the Lighting Engineer at Flintshire County Council advised that the Council should work on a total cover of £195,000. Chains of office to the value of £6933.56, notice boards valued at £5556.46, office equipment at £462.02, public seats of £6829.77 and digital recorder cameras at £5,269.40

The current policy runs to 1st June 2016.

The policy cover from 1st June 2016 has been received from AON and the renewal cost is £2,200.40 – payment includes (Premium, IPT and AON Administration Fee)

The policy cover from 1st June 2016 has been received from Zurich and the renewal cost is £1099.65 – payment includes (Premium, IPT and Zurich's Administration Fee)

The cover for the various liability areas, fidelity guarantee, all risks, legal expenses, personal accident, libel and slander, cover for money are broadly similar. Members of Council are covered under the relevant sections to the age of 90.

RESOLVED – that the –

- i) report be noted.
- ii) Council's accepts the quotation details as submitted by Zurich Town and Parish Insurance.

**15/306            MATTERS RAISED BY MEMBERS OF COUNCIL**

- Perimeter fence still needs to be repaired - Sealand Manor (Wayne Jones has contacted the Shooting School).
- Councillor Mike Walker to repair the notice board at Ferry Lane.
- Green Lane East – rubbish being dumped at a particular farm – Wayne Jones to investigate. Green Lane West – rubbish being dumped by the underpass – Wayne Jones to investigate.
- Report that Clwyd Alyn for new properties on Sealand Avenue are charging £6 for site maintenance. County Councillor will contact Clwyd Alyn.
- Urgent changes being made to traffic lights on Sealand Road.
- Clwyd Alyn having a fun day in August 2016.
- Crime prevention day to be held at The Hub.
- Flintshire County Council considering the provision of a Go Safe speed camera.

**15/307            MATTERS RAISED BY MEMBERS OF THE PUBLIC**

Garden City Reunion held since 1998 – 2016 event raised £135 for Deeside Hospital.

**15/308            DATE OF COUNCIL'S NEXT MEETING – 16<sup>th</sup> May 2016 – start at 6.30pm.**

RESOLVED – that the meetings of Council for 2016 be held on the following Mondays – 16<sup>th</sup> May, 20<sup>th</sup> June, 18<sup>th</sup> July, 19<sup>th</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November and 12<sup>th</sup> December.

15/ 309

**IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S  
CODE OF CONDUCT - DECLARATION OF INTEREST**

Member	Item	Minute Reference
Councillor Christine Jones	Grant request from Sealand Primary School	15/288 (d)
Councillor Alex Lewis	Grant request from Sealand Primary School	15/288 (d)
Councillor David Wisinger	Grant request from Sealand Primary School	15/288 (d)

The meeting opened at 6.30pm and closed at 8.30pm

..... Signed 16<sup>th</sup> May 2016