

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 17th SEPTEMBER 2018 AT SEALAND PRIMARY SCHOOL.

PRESENT: Councillors: Chris Jones (Chair and County Councillor), Jean Fairbrother, Barbara Hinds (Vice-Chair), Joan Keith, Alex Lewis, Mary Southall, Mike Walker, Sarah Wilson, Rhondda Whittaker and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

Wayne Jones: Streetscene – Flintshire County Council

Two members of the public.

18/97 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Norman Jones, Alex Lewis and Shelley Webber.

RESOLVED – that the apologies as submitted are received and accepted

18/98 CODE OF CONDUCT DECLARATION OF INTEREST

No Declarations were submitted at the beginning of the meeting.

RESOLVED – that the report be noted.

18/99 CHAIR'S REPORT AND ACTIONS SINCE 9th JULY 2018

The Chair advised that she had attended the Community Strategy Meeting at St. Bartholomew's Church on 20th August 2018.

The Chair also advised that she wishes to use the fund to cover the cost of refreshments at the Remembrance Sunday Service and at the Christmas Carol Service – Total cost £250.00. Plus, a £50 payment to the Deeside Silver Band who will be performing at the Christmas Carol Service.

Allocation is £800 – amount committed for spend - £300

RESOLVED – that the -

i) report be noted.

ii) council supports the above payments as outlined by the Chair.

The Clerk advised that the Chair agreed to the following payments being authorised on 20th August 2018

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003170	Flintshire County Council	Street Lighting Maintenance and Energy – May and June 2018	£711.90			Highways Act 1980 (301)
003171	JOLORA	Web Site Maintenance Monthly Retainer August 2018	£192.00	£32.00	294456 859	Local Govt Act 1972 (S142)
003172	Richie Hayes and Sons Dairy Ltd	School Milk – June and July 2018	£426.36			Local Govt Act 1971 (S137)
003173	P. Richmond	Expenses – August 2018	£85.75			Local Govt Act 1972 (S112)
Total			£1,416.01	£32.00		

RESOLVED – that the Chair’s action be endorsed.

The Clerk advised that after consulting all members of council that the Chair advised on not raising any objections to the following planning application -

058719 - Extension and remodelling works at Conva Tec Global Development Centre, including elevational enhancement of the existing building at Conva Tec GDC Building, First Avenue, Deeside Industrial Park, Deeside, CH5 2NU

RESOLVED – that the Chair’s action be endorsed.

18/100 MATTERS RAISED BY THE PUBLIC

No matters were raised.

18/101 MINUTES OF THE MEETING OF THE OF COUNCIL HELD ON 9th JULY 2018

RESOLVED - that the minutes of the Meeting of Council held on 9th July 2018 be confirmed as a true and correct record.

18/102 **POLICE ISSUES**

The Chair welcomes PCSO Chris Phillips 3686 to the meeting.

1. Riverbank cycle path - Shotton to Chester – Drugs Problem. Currently police are carrying out patrols.
2. Community Speed Watch - Councillor Mike Walker advised no further speed checks have been undertaken. It is planned to undertake further checks on Seahill Road and on Welsh Road on the approach to the blue bridge as part of the Project Edward initiative.
3. Cars doing U-turns – traffic lights Sealand Road/ Seahill Road – various times of the day. Also, traffic departing from St. Bartholomew’s Close having problems due to passing drivers not observing the departing traffic. CMB Craig Williams will be asked to carry out further visits.
4. Quad Bikes are again becoming an issue again. Late at night along Welsh Road and speeding and at Old Sealand Road. The police need to be advised by members of the public when these incidents are taking place.
5. Mini mopeds and green motor bike – Brookside. The police need to be advised by members of the public when these incidents are taking place.
6. Green Lane East – concern about through traffic and speeding traffic especially at weekends. The police are making visits. It was suggested that local residents should take photographs of the offending vehicles and then contact the police on 101.

There was a discussion about the current problem of anti-social behaviour across Garden City involving children agreed 8 to 10 years of age. Incidents have been reported to the police. The school has been involving their police liaison officer. The issue was also outlined in the school’s recent newsletter. The police need to be advised by members of the public when these incidents are taking place.

The Clerk advised that police’s web link and incident reporting on line process has been added to the council’s web site.

RESOLVED – that the report be noted.

18/103 **FLINTSHIRE COUNTY COUNCIL MATTERS**

a) Water Leaking from Walls – Foxes Lane Underpass

Wayne Jones previously reminded council that further information had come to light as Welsh Water think that there is a possible leak from a mains water pipe within the bridge structure. This is still being investigated and council will be kept informed.

Wayne Jones advised that the joints at the underpass are about to be resealed.

The County Councillor has again requested Mark Middleton to provide an update regarding the problem of water leaking down the walls of the underpass, this problem is still occurring and we have been told there is a leak. This issue needs to be resolved before winter.

RESOLVED – that Wayne Jones be asked to provide a progress report.

b) Underpass Lighting - Foxes Lane and Green Lane West

Wayne Jones previously advised that he still understands that it is still proposed to install new lighting at these two underpasses subject to funding being provided by NMWTRA.

RESOLVED – that Wayne Jones be asked to provide a progress report.

c) Ferry Lane Footbridge – Noise Nuisance

The County Councillor has again requested Mark Middleton to provide an update regarding the noise nuisance. Still no report.

RESOLVED – that the report be noted.

d) Car Sales – Sealand Road / St. Bartholomew's Court

Council has been advised that the planning application will not be considered until the complaints regarding the lights have been actioned. The lights need to be reviewed with the increasing hours of darkness.

RESOLVED – that the report be noted.

e) The Owl Industrial Estate – Manor Road

The County Councillor advised that she is awaiting a full report from the County Council's Enforcement Officer.

RESOLVED – that the report be noted.

f) Land opposite St. Bartholomew's Church

It was previously reported that two large galvanised gates have been installed together with fencing. The owner of the site is required to submit a planning application for the installation of the gates – it was reported that the gates have been painted green and that a planning application has been submitted.

The Clerk advised that a detailed letter had been received from a member of the public outlining their concerns about the future of this area of woodland and the need to maintain the relevant tree preservation orders.

The County Councillor advised that she will take the letter and attachments and circulate to the relevant officers at Flintshire County Council.

RESOLVED –the report be noted.

g) Pot Holes – Foxes Lane and Claremont Avenue

RESOLVED –the matter be deferred.

h) Foxes Lane – Parking by the Shops and on the grass verge at Riverside Park

It was reported that County Council’s Enforcement Officer has made recently booked cars at Riverside Park and will be asked by the County Councillor to visit and book offending parked cars at Foxes Lane.

RESOLVED –the report be noted.

i) Deeside Lane

RESOLVED – that the matter be deferred.

18/104 LIGHTING MATTERS

Council has 99 lights this will further reduced at 31st March 2019 by 9 lights leaving the Council’s stock at 90. The Clerk has been in contact with the county council to confirm that the 2018/19 charges for energy and maintenance will be based on 99 lights.

At the Annual Finance Meeting in December 2017 council agreed to replace and have adopted by Flintshire County Council an additional 9 lights in the 2018/19 financial year. The lights being - along Foxes Lane 60 to 65 (6) and Sealand Avenue 93, 94 and 115 (3). This will reduce the lighting stock to 90 as at 31st March 2019. The Clerk advised that all 9 new lights have been installed and that three of the original columns are still in place – columns 61,93 and 94.

The Clerk reminded Councillors again that should they see a light that needs attention to phone / text or email the Clerk straightaway or to contact Wayne Jones rather than leave to the next meeting of Council. This will ensure that lights can get fixed as soon as possible.

RESOLVED – that the report be noted.

18/105 **GRANT REQUESTS**

The Clerk advised that there were no grant requests for council to consider.

RESOLVED – that the report be noted.

18/106 **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 Section137 (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 2154 and £7.57 per elector produces an upper limit of £16,305.78.

The grant allocation for the 2018/19 financial year is £2,500. Spent so far - £1,468.75

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) - this power is again restricted again by the S137 limit (£7.57 per elector in any given financial year).

The school milk estimated expenditure for 2018/19 is £3,500. Spent so far - £1,026.00

The above indicates a total estimated Section137 (4) (a) of the Local Government Act 1972 expenditure of £6,000 in the 2018/19 financial year.

RESOLVED – that the report be noted.

18/107 **PLANNING APPLICATIONS**

The Clerk advised that there was one planning application received from Flintshire County Council.

058809 Erection of a two-storey extension with link to main bungalow and detached garage with 2m high front wall at The Smithy, Sealand Road, Sealand, Deeside, CH5 2LQ

RESOLVED – that no objections be raised in respect of PA 058809.

18/108 **ACCOUNTS FOR PAYMENT**

The Clerk referenced back to the July 2018 Minute 18/92 when council resolved the Clerk's annual salary should be £8,120 with effect from 1st April 2018 with the adjusted back dated salary being paid at the September 2018 meeting of council. The Clerk advised that the maximum monthly payment that can be paid to avoid NI being activated is £702 so an additional £45.17 has been added to the September salary leaving £53.98 still to be paid over the next two months.

RESOLVED: - that –

- i) the under mentioned accounts be approved for payment.
- ii) it be noted that the Lloyds Bank charges for the period as previously notified to Council – £5 per month.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003174	P. Richmond	Refund Stationery	£120.90			Local Govt Act 1972 (S112)
003175	P. Richmond	Salary etc. – September 2018	£688.36			Local Govt Act 1972 (S112)
003176	HM Revenues and Customs Only	Income Tax – PR –September 2018	£280.80			Local Govt Act 1972 (S112)
003177	JOLORA	Web Site Maintenance Monthly Retainer September 2018	£192.00	£32.00	294456859	Local Govt Act 1972 (S142)
Total Spend			£1,282.06	£32.00		

18/109 **INCOME**

The Clerk advised that Council had received the following income –

Flintshire County Council	Milk Subsidy Claim – January to March 2018	£118.71
Flintshire County Council	Milk Subsidy Claim – April to July 2018	£163.23
Flintshire County Council	Precept 2 nd payment	£19,000.00
Lloyds Bank	Interest	£1.76
Total		£19,282.70

RESOLVED – that the income be noted.

18/110 **CORRESPONDENCE**

A – Flintshire County Council (email dated 9th August 2018 – members of council advised on the same day)

NOTIFICATION OF DETERMINATION OF AN ENVIRONMENTAL IMPACT ASSESSMENT: 058270. PROPOSAL: Construction and operation of a waste management facility for the

management of municipal, commercial and industrial waste, comprising: a waste reception hall with ground level pit tipping area, sorting hall with associated equipment for separation and processing, a refused derived fuel (RDF) hall, control room, electrical room and workers facilities, anaerobic digestion tank farm and associated infrastructure on land off Weighbridge Road, Deeside Industrial Estate, CH5 2LF. Land lying to the south side of Weighbridge Road, Deeside Industrial Park, Deeside. CH5 2LL. Decision Type: Approved. Decision Date: 09/08/2018. Determination Level: Committee.

RESOLVED – that the correspondence be noted.

18/111 COMMUNITY TRANSPORT PROJECT

At an earlier meeting Council resolved that Kate Wilby – Community Transport be advised council understands that consideration is being given as part of the Flintshire Bus Services Review to withdraw the No 8 service that goes to Sealand Manor. The County Councillor has requested details about the number of passengers using the service and the cost in running the service. In the meantime, council requests that consideration, be given for a possible community transport service to be provided for Sealand Manor in line with the pilot scheme at Northop Hall. A reply is still awaited.

RESOLVED – that –

- i) the report be noted.
- ii) Kate Wilby should be invited to attend the next meeting of council at 6pm

18/112 THE AIRFIELDS DEVELOPMENT

It was reported that the site works have now started.

RESOLVED – that the report be noted.

**18/113 MATCHED FUNDING SCHEME
IMPROVEMENTS TO CHILDREN'S PLAY AREA - 2018/19
SEALAND MANOR**

It was reported that funds are being prepared to support the 2018/19 pay area works.

The Clerk referenced back to a letter received from Richard Roberts that outlined matched funding process for the 2018/19 financial year. The letter suggested that the Riverside Park play area has been identified as being the most in need in investment in Sealand. Council had earmarked £5,000 to enable improvements at Sealand Manor with the Sealand Manor community groups adding a further £5,000 enabling a submission of £10,000 to the county council for match funding. A site meeting has been arranged with Richard Roberts and Councillors Mary Southall and Shelley Webber.

RESOLVED – that the report be noted.

18/115 SEALAND FLOOD WARDENS

Councillor Norman Jones has advised by email that only one councillor has resigned from being a nominated Sealand Flood Warden. Councillor Norman Jones will submit the updated warden list at the next meeting of council.

Note – none of the recently elected new councillors are Sealand Flood Wardens.

RESOLVED – that the report be noted.

18/116 CHIMNEY EMISSIONS – KNAUF AT SANDYCROFT

RESOLVED –that the matter be deferred.

18/117 COMMUNITY DEFIBRILLATOR

The Clerk reminded Council that at the Annual Finance Meeting held in December 2017 Council earmarked £1,000 for the provision of an external defibrillator.

The Clerk advised that the relevant power to enable the council to purchase a defibrillator is Power of Well-Being, Local Government Act 2000 (S1-5).

The Manager of the Garden City Griffiths Pharmacy / Chemist is agreeable to the defibrillator being attached to an external wall at his premises.

The Clerk advised on the costings -

Costings -

Defibrillator - Zoll Medical Uk Ltd	£800 (exl VAT) - quote provided by Tomos Hughes
Cabinet	£384 (exl VAT) - - quote provided by Tomos Hughes
Electrician to fit box	£240 (exl VAT) - quote provided by Ffranc Electrician.

Total cost exl VAT is £1,424.00

Tomos Hughes has advised that free training to use the defibrillator will be provided by the Ambulance Service.

RESOLVED – that –

- a) the report ne noted.
- b) the Financial Regulations should be suspended with regard to securing three written estimates as above and should not apply re this minute.
- c) the costing outlined by the Clerk be accepted and for Tomos Hughes from the Welsh Ambulance Service to be advised accordingly.

18/118 **COMMUNITY STRATEGY- PUBLIC CONSULTATION**

The Clerk referred to the meeting held at St. Bartholomew's Church on 20th August 2018 where it was agreed that the door to door surveys would be conducted as follows -

CH- St Bartholomew's Court
Councillors Alex Lewis and Jean Fairbrother - RAF houses
Councillors Joan Keith and Barbara Hinds - Deeside Lane
Councillors Shelley Webber and Mary Southall - Sealand Manor
J and SS - end of Sealand Road to Manor Road including Villa Road

PL and JW - Manor Road and ret of Sealand Road to Ferry Lane
Councillors Mike Walker and Mikael Khan – High Grove Estate and Green Lane East
Councillors Chris Jones and Dave Wisinger – Ferry Lane.

Key Dates

Survey sheets to be printed and delivered to the above by 26th August.
Information collected and submitted to Jennifer Watson by 1st October
Public Meeting at St Bartholomew's on Monday 29th October at 7pm to discuss findings of the survey.

RESOLVED – that the report be noted.

18/119 **PAYMENT TO MEMBERS OF COMMUNITY COUNCILS**
INDEPENDENT REMUNERATION PANEL FOR WALES (IPRW)

At the May 2008 meeting it was agreed that

- i) Council noted that it should make the payment available to members of council unless the member of council should choose not to receive the payment; they would need to write to the Clerk advising that they do not wish to receive the £150 payment.
- ii) the Clerk should provide a template letter for members of council to sign indicating whether they wish to not receive the payment. The original letter was distributed to members of council at the June 2018 meeting of council and all councillors present signed the letters declining the payment. A new version of the letter was circulated at the July 2018 meeting and has now been signed by all members.

The Clerk advised that Councillors Mary Southall and Shelley Webber will shortly be attending the annual One Voice Wales Annual Conference at Llandrindod Wells and both have indicating that they will require to stay overnight. The Clerk advised that in the case of mandatory payments, the Council will need to decide whether to adopt the non-mandatory allowances. Mileage (Determination 48) and Overnight Expenses (Determination 49) are both deemed to be non-mandatory so the Council will need to adopt them in order for the members concerned to receive payment. The Clerk advised that overnight expenses have a

maximum ceiling but receipts must be provided and reimbursement of expenses actually incurred up to the set maximum may be claimed.

The Clerk advised that –

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

RESOLVED – that in the case of councillors attending the One Voice Wales Annual Conference, Council approves the implementation of the non-mandatory allowances Determination 48 and 49 and that Councillors Mary Southall and Shelley Webber may claim for attending the Conference.

18/120 SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003177

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£8.80	£20.00	-£11.20
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£281.941	£500.00	£218.06
Total	£38,598.34	£57,920.00	-£19,121.66
Expenditure	Actual	Anticipated	Difference
Bank Charges	£30.00	£60.00	£30.00
Chairman's Fund	£0.00	£800.00	£880.00
Staffing Costs	£4,987.05	£9,882.00	£4,894.95
General Admin Costs	£1,271.35	£3,320.00	£2,048.65
Council Web Site	£1,088.00	£2,000.00	£912.00
Insurances	£852.61	£1,000.00	£147.39
Defibrillator – LGA Act 2000(S2)	£0.00	£1,000.00	£1,000.00
Play Schemes and New Equipment	£0.00	£9,400.00	£9,400.00
Highways	£1,400.00	£0.00	-£1,400.00
Street Lighting	£2,462.79	£25,400.00	£22,937.21
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£1,468.75	£2,500.00	£1,031.25
School Milk – Section 137	£1,026.00	£3,500.00	£2,474.00
Total	£14,586.55	£59,062.00	£44,475.45

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£14,586.55
	Total income	£38,598.34
	Balance in year spend	£24,011.79
	Overall balance as at 17th September 2018	£64,002.94
	VAT Costs for 2018/19 financial year	£173.20
End of Year Prediction	Balance as at 31 st March 2018	£39,991.15
	Total anticipated expenditure	£59,062.00
	Total anticipated income	£57,920.00
	Anticipated balance for the year	-£1,342.00
	Anticipated Overall Balance as at 31st March 2019	£38,649.15

18/122 REPORT – ANNUAL FINANCIAL RETURN – 2017/18

The Clerk reported that he had been advised by letter dated 13th August 2018 by BDO on behalf of the Auditor General for Wales that they had completed the council's audit for the 2017/18 financial year. This had been emailed to all members of council

BDO advised that there were no matters which came to their attention which required the issuing of a separate additional issues arising report. The Annual Return is now required to be presented to council, now that the audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by council.

As required the Annual Return and Notice of Conclusion of Audit has been displayed on notice boards and the council's web site for the required 14 days.

The Clerk advised that a full copies of the both Annual Return and the Internal Auditor's report are required to be available for scrutiny on the council's web site. These have been added.

RESOLVED – that the –

- i) report be noted.
- ii) Clerk be thanked for his work in undertaking the 2017/18 financial year's audit.

18/123 VISIT TO PARC ADFER

The Clerk has previously advised that Nick Holmes, UK Market Manager, Wheelabrator Technologies has advised that members of council can visit the site on 10th October 2018 at 6pm. The site walk would need to start promptly at 6pm and he recommends that persons attending arrive at the site by 5:45pm to allow sufficient time to change into PPE. The number of attendees, shoe and jacket sizes will need to be confirmed by no later than 28th September 2018.

RESOLVED – that –

- i) the report be noted
- ii) nine councillors and the Clerk will be attending the site visit.

18/124 SUMMER PLAYSCHMES PROGRAMME 2018

All said that the events went well apart from the need for cover facilities to be provided for when it was raining and for seating / mats to be provided for the children to sit on.

RESOLVED – that the report be noted.

18/125

MILK SUBSIDY CLAIMS – FLINTSHIRE COUNTY COUNCIL

The Clerk advised that he had been informed by email by Debbie Duncan – Flintshire County Council on 6th August 2018 (members of council were advised the same day) that from April 2018, Flintshire County Council are no longer responsible for claiming the KS2 milk subsidy. This was something that we used to do on behalf of the facilities department which has now become Newydd. We continued to claim on behalf of Newydd for the transition period, however, they do not wish to continue with the scheme. This means that from April 2018 the County Council has stopped administering Sealand Community Council’s milk claims. Sealand will, however still be able to claim for its milk subsidy by registering online with the Rural Payments Agency.

The Clerk advised that after hours on the telephone the Council is now registered with the Rural Payments Agency and the required Form SCM/1 application for approval to claim subsidy was posted to the Rural Payments Agency on 7th August 2018. Approval of this application was received on 5th September 2018 which said council can claim subsidy for milk consumed on or after 10 August 2018.

The Clerk advised that the Rural Payments Agency won’t allow council to claim milk subsidies until September 2018 due to the registration only happening in August. However, Flintshire County Council will pay the correct amount of monies due to council as they failed to inform council in time to claim from April 2018

The Clerk advised that he has submitted a further form to the RPA advising on the details of its milk claim for 2018/19 school year which needs to be authorised by the RPA so that council can submit its first claim subsidy claim for the autumn term 2018.

The Clerk advised that Flintshire County Council has paid to council £118.71 on 13th August 2018 in respect of the January to March 2018 milk subsidy claim and £163.23 was paid on 14th September 2018 in respect of the April to July 2018 claim.

RESOLVED – that the report be noted.

18/126

AUDITOR GENERAL FOR WALES
STUDY OF THE EFFECTIVENESS OF INTERNAL AUDIT

The Clerk advised that he was informed by email on 6th August 2018 that the Auditor General for Wales is carrying out a study of the effectiveness of the internal audit. Members of council were advised of this by email also on 6th August 2018.

In the Auditor General’s 2016-17 Financial Management and Governance in Local Councils report, he noted

‘In 2018, I propose to undertake a national study on internal audit services at local councils to address the question ‘Do town and community councils in Wales have adequate and effective systems of internal audit in place?’

During 2018, we have consulted with One Voice Wales, the Society of Local Council Clerks and the audit firms. All support the need for the study, given that the internal audit function is fundamental to the limited assurance audit approach.

I am writing to let you know that this study, which will complement your annual audit of accounts, is due to commence in August 2018. Our review will examine whether:

- internal auditors are sufficiently independent of the Councils who appoint them;
- internal auditors are provided with adequate terms of reference setting out the scope of their work;
- internal audit work is properly carried out and conclusions supported by adequate evidence;
- internal auditors provide sufficient and appropriate reports to councils setting out their conclusions and recommendations; and
- Councils take appropriate action in response to recommendations made by internal audit.

The examination will focus on the arrangements Councils have in place to secure an adequate and effective system of internal audit and will be conducted by means of:

- an examination of key documentation held by Councils and internal auditors; and
- where necessary discussions with Clerks, Council Chairs and internal auditors.

Sealand Community Council has been identified as part of the sample of councils that will be reviewed to provide evidence to inform our conclusions.

I attach a questionnaire (Appendix 1) which the Auditor General for Wales requires Councils to complete as part of this study. The questionnaire also sets out what supporting documentation Councils are required to submit as part of this study. This questionnaire needs to be completed and returned to us by no later than 13th August 2018.

We are aiming to complete the bulk of our audit fieldwork by early October 2018. We anticipate sharing a draft of our report with Councils in early 2019. As part of the report clearance process we will share relevant aspects of our report with all named third parties to confirm its completeness and factual accuracy.

The Council will be charged the normal audit fee for the audit of the 2017-18 annual return. No additional audit fees will be charged to the Council for its participation in this study.

Please ensure that the contents of this letter are brought to the attention of the Council so they are aware of their involvement in the study.

The Clerk advised that he completed the survey on 6th August 2018 which was emailed to the Auditor General for Wales together with required documentation. The email was copied

to all members of council. This is email was subsequently acknowledged by the Auditor General thanking council for its prompt response.

RESOLVED – that he report be noted.

18/127 REMEMBRANCE SUNDAY SERVICE AND THE CHAIR’S CHRISTMAS CELEBRATIONS

RESOLVED - that –

- i) the dates for the Remembrance Sunday Service on 11th November 2018 and the Chair’s Christmas Celebrations on Tuesday 18th December 2018 be noted. The venue being St. Bartholomew’s Church.
- ii) 4 wreaths are required – the Clerk will liaise with Councillor Norman Jones.

18/125 MATTERS RAISED BY MEMBERS OF COUNCIL

Damage BSC seat on riverbank – refer to Wayne Jones.

18/126 MATTERS RAISED BY MEMBERS OF THE PUBLIC

_No matters were raised.

18/127 DATE OF COUNCIL’S NEXT MEETING – 15th OCTOBER 2018

RESOLVED – that the meetings of Council for the council year 2018 / 2019 be held on the following dates - 15th October 2018, 19th November 2018, 10th December 2018 (Annual Finance Meeting), 21st January 2019, 11th February 2019, 18th March 2019, 15th April 2019 and 20th May 2019 (AGM)

18/128 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

The meeting opened at 6.30pm and closed at 8.45pm

..... Signed 15th October 2018
Chairman of the Council.