

SEALAND COMMUNITY COUNCIL

**Peter Richmond
Clerk and Financial Officer
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1st December 2017

To – Members of Council.

Dear Councillor

Meeting of Council including the Annual Finance Meeting
Monday 11th December 2017

The next meeting of Council will be held on Monday 11th December 2017 at the Sealand Primary School **beginning at 6pm.**

Important that we bring to the meeting something that can go into the raffle at Sealand Christmas Carol Service on Tuesday 12th December that starts at 7.30pm.at - St. Bartholomew's Church.

The agenda is detailed below.

Yours sincerely



**Peter Richmond
Clerk & Financial Officer**

SEALAND COMMUNITY COUNCIL
MEETING OF COUNCIL - MONDAY 11th DECEMBER 2017
AGENDA

1. To receive the Notice of the Meeting.
2. To request members of the public to comment on matters relating to the agenda, or to raise matters for the Council's attention.
3. Declaration of Interest
4. To receive apologies for non-attendance.
5. To receive the Chairman's Report including actions taken since the meeting held on 20th November 2017.
6. To endorse the Minutes of the Meeting of Council held on 20th November 2017
Copy enclosed.
7. Matters Arising.
8. To receive details of the Council's current overall actual income and expenditure and estimated income and expenditure for the 2017/18 financial year. Copy will be circulated at the meeting.
9. To consider planning applications received from Flintshire County Council.

057737 - Change of use of land for temporary storage of cars and vans at Wood Farm, Deeside Lane, Sealand, Chester, CH1 6BP.
10. To consider requests for grant payments.
11. To approve accounts for payment.
12. To receive income.
13. To receive correspondence.
14. To Review and Endorse the Council's – Annual Investment Strategy -
Complaints Procedure - Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy - Information Security- Internal Financial Controls - Press Media Policy - Public Participation Protocol - Records Management Policy - Retention of Documents Policy - Risk Assessment Processes and Standing Orders.

Copies are all currently available on the Council's web site – copies have recently been circulated by email to members of council.

A master set will be held by the Clerk at the meeting.

15. To note the Council's Asset Registrar in respect of the 2017/18 financial year – position to be as at 31st March 2018.

Assets	Value – Purchase Price	Insurance Cover
Chains of Office	£6,059.90	£7,140.99
Notice Boards	£2,451.52	£5,723.71
Office Equipment	£855.00	£966.14
Public Seats	£2,085.00	£7,034.90
Street Lighting	£135,000 – proxy value see note below	£135,000
Digital Recorder Cameras	£4,326.00	£5,428.10
Total	£150,777.42	£161,293.84

A copy of the Asset Register is located on the Council's web site and a copy was emailed to members of Council earlier in the year.

Note - External Auditor - Local Council Audit Team have advised that where a cost value is unknown a proxy value must be given to the value of the asset. This proxy value can be the insurance value, however, once this proxy value is set, the value must not change. There should not be movements for revaluations, changes in insurance value, depreciation, impairment etc.

16. To receive details of matters requiring attention from Members of Council.
17. To receive details of matters requiring attention from Members of the Public.
18. To request that the Public be temporarily excluded from the meeting.
19. To approve the Council's Internal Auditor, JDH Business Services Ltd for the 2018/19 financial year and to approve the required "Letter of Engagement" with the Internal auditor
20. To receive the Clerk's Annual Financial Report – copy enclosed.
21. To consider and agree the following areas of expenditure for the 2018/19 financial year –
 - Clerk's Salary
 - Allowance for the Clerk.
 - Chairman's Fund
 - Free Resource Fund – re grant payments
 - Retention of school milk for Sealand Primary School.

- Street Lighting Fund – Energy, Maintenance and New Provision.
- Street Furniture Fund – Repair and Maintenance.
- Retention of Play Leadership Scheme – Two Sites.
- Additional Projects –Play Areas.
- Administration Budget.
- Council Web Site
- Determine Council’s Contingency Reserve
- Council Precept.

21. Date of Next Meeting - Monday 15th January 2018 – Venue Sealand Primary School – Start time 6.30pm.