

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE MEETING OF COUNCIL HELD ON 14<sup>th</sup> APRIL 2014 AT THE SEALAND PRIMARY SCHOOL.**

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

Peter Richmond - the Clerk and Financial Officer.

Also in attendance -  
Three members of the public.

#### **13/275      APOLOGIES FOR NON-ATTENDANCE**

RESOLVED – that the following apologies be accepted – Councillors Mrs. Barbara Hinds and Wayne Morris.

#### **13/276      REGISTER OF INTEREST**

The Clerk reminded Council that with the agenda for the February 2014 meeting he advised that members need to register their interests so the public, council staff and fellow members know about interests which may inform their approach to particular issues or give rise to a conflict of interest.

The Register is a document that can be consulted when (or before) an issue arises. It encourages openness in local government and allows others to consider whether or not members may have a conflict of interest.

The Register also protects members. Members are responsible for deciding whether or not they should declare an interest, personal and/or prejudicial, in a meeting, but it can be helpful for them to know early on if others think a conflict may arise. It is also important for public confidence that people who are interested in your council's meetings know about any interests that might have to be declared by its councillors. Details will added to the Council's web site.

All members present at the February meeting completed the forms and copies are now available on the Council's web site.

The Clerk will obtain the remaining two register of interest forms at the next meeting from Councillors John Dodd and Shelley Webber.

RESOLVED – that the report be noted.

**13/277            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.

**13/278            MATTERS RAISED BY THE PUBLIC**

No matters were raised.

**13/279            CHAIR'S ACTION SINCE 17<sup>th</sup> MARCH 2014**

The Chair advised that she had attended an area meeting for One Voice Wales at Llandudno on 3<sup>rd</sup> April 2014.

RESOLVED – that the Chairman's action be noted.

**13/280            MINUTES OF THE MEETING OF COUNCIL HELD ON 17<sup>th</sup> MARCH 2014**

RESOLVED - that the minutes of the meeting of Council held on 17<sup>th</sup> March 2014 be confirmed as a true and correct record subject to the following amendment-

**13/292            REMEMBRANCE SUNDAY**

At the meeting held on 17<sup>th</sup> February 2014 Councillor John Griffiths advised that he holds the standard and gauntlets. The British Legion standard is held at the Queensferry Drill Hall.

**13/281            FLOOD AWARENESS – SEALAND**

Councillor Norman Jones advised that he has emailed Huw Webb to advise on lessons learnt in Sealand and stressed that he considers it very important that the Northern Embankment is strengthened and increased in height. Norman also raised his concerns about the Broken Embankment that is in Connah's Quay and not Sealand, the need for Sealand Flood Wardens to be issued with ID badges and for the Headteacher at Sealand Primary School to be kept informed during flood alerts. Huw Webb's reply is still awaited.

RESOLVED – that that the report be noted.

**13/282            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.

Councillor Mrs. S. Webber advised that she has contacted the service provider who is preparing a quotation for Council to consider.

RESOLVED – that the report be noted.

**13/283      POLICE ISSUES**

The Clerk advised that PCSO Gareth Price has now been transferred to Holywell. Council will shortly be informed of the new PCSO for Sealand. In the meantime PCSO has provided an update report and best wishes have been sent to Gareth thanking him for his support for Sealand by the Clerk, Chairman and County Councillor.

1. Few reports of drug dealing on the cycle path but at the moment it comes under the Shotton patch but if you hear anything please contact 101.
2. ASB has lowered dramatically since the arrests of the local youths.
3. Youth club. No complaints but patrols are still continuing.
4. SPAR – Spoken with manager at the store, no issues.
5. OWL – Still need as many people to sign up as possible.

RESOLVED – that the report be noted.

**13/284      FLINTSHIRE COUNTY COUNCIL MATTERS**

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

The County Councillor advised Council that County Council approval has only been given for the outline planning application.

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

- b) **Speed Limit Review – Locations in Sealand**

RESOLVED – that this matter be deferred.

- c) **Ferry Lane Footbridge - Noise Complaints.**

The Clerk advised that he has observed the noise issue at the bridge.

RESOLVED – that the Clerk should email Martin Bishop requesting a progress report.

**d) Litter Bins – Sealand Manor Recreation Field**

RESOLVED – that the provision of two new litter bins should be deferred pending the completion of the landscaping work at the site of the former Community Centre.

**e) Need for a 40mph speed limit on Seahill Road**

The County Councillor re- confirmed that whilst the limit on the A548 is to going to be reduced, it is also proposed to reduce the speed limit on Seahill Road to 40 mph. She will update Council as soon as she has an implementation date for the changeover to 40mph.

RESOLVED – that the reported be noted.

**f) Enforcement Hot Spots – Parking – Riverside Park, Foxes Lane, Farm Road junctions with Welsh Road.**

The Clerk advised that at the previous meeting it was agreed that Faye Hughes, Administrative Officer, Environment Directorate be thanked for her reply and asked if further visits can be undertaken at the locations above between 8.45am to 9.15am and 2.45pm to 3.15pm. A further report is awaited.

It was also agreed that the County Councillor should investigate whether the yellow lines at Farm Road can be extended. The County Councillor confirmed that she is progressing this issue.

RESOLVED – that the reports be noted.

**g) Change of street lighting at High Grove Estate**

The Clerk reported that the Council has four lighting columns at this estate two will be part of the County Council's scheme and will be replaced by the County Council and adopted the remaining two are on private unadopted land at Station Cottages and will not be replaced by the County Council.

RESOLVED – that the report be noted.

**h) Missing Street Name Plate – Sandy Lane Square**

RESOLVED – that Wayne Jones be advised that a new street name plate is required at Sandy Lane Square.

**i) Replacement Notice Board for Ferry Lane**

The Clerk reminded Council that at the March 2014 meeting he advised that he had been informed by Wayne Jones that to replace the notice board would be a waste of money it only needs someone to put a piece of Perspex on the notice board so it would protect literature on the notice board. Wayne Jones has been asked to obtain a costing

RESOLVED – that the report be noted.

**j) Provision of White Line – Dropped Kerb – 16 Kingsley Road**

RESOLVED – that Wayne Jones be advised that the recently painted white line outside 16 Kingsley Road need to be reduced in length to correspond with the width of the vehicular access to the property.

**13/285            LIGHTING MATTERS**

**a) Street Lighting Report**

The Clerk reported that he had been advised prior to the meeting by the County Council that all lights 138 columns / 140 lights were working apart from one light at Cedar Avenue and one at Sandy Lane which have been reported to the County Council.

The Clerk reminded Council that at the previous meeting he reported that there had been an incident on Deeside Lane where one of the 5 columns had been hit by a large vehicle – almost certainly a tractor. The incident has been reported North Wales Police reference number – R0389133. The incident was reported to Aon Insurance on Monday 3<sup>rd</sup> March 2014 in order to commence the insurance claim. At the previous the Council accepted a quotation from the County Council’s Street Lighting Department to

- Call Out to Make Safe (under taken)
- Installation of Column and lantern as per SCC specification
- Installation and connection to cable network
- Site clearance and removal as required
- Electrical testing of installed system

Total - £1,227.50

The work has been completed. As soon as Council receives the invoice for the above it will be submitted to Aon Insurance to claim the refund of £1,227.50 less the £125 excess.

RESOLVED – that the report be noted.

**b) Electrical Inspection –Street Columns**

The Clerk advised that as there is budget remaining in the Council’s accounts for lighting for

the 2013/14 financial year he arranged for a further 26 lights to be inspected by the Lighting Engineers at Flintshire County Council in February 2014. The inspection will be completed in 2014/15.

RESOLVED – that the report be noted.

**c) Lighting Improvements – 2013/14 and 2014/15**

The new columns installed in the 2013/14 lighting project are all in place but the East Green Lights are still not connected to the mains supply. The Clerk will again contact Darell Jones the County Council's Street Lighting Manager.

The Clerk reminded Council that at the Annual Finance Meeting it allocated £14,000 for new / replacement columns for the 2014/15 financial year. This should enable 6 lights to be replaced, upgraded and adopted. This will mean that the Council's lighting stock will reduce to 132. The Clerk asked members of Council to consider sites for the lighting work to be undertaken. The work will need to extend from already adopted lights – which means at South Green, Sealand Manor or Brookside, Garden City. At the meeting held on 17<sup>th</sup> February 2014 it was resolved that three lights be upgraded and adopted at Brookside taking the new lights to the junction with Sealand Avenue and three upgraded and adopted lights be provided at Sealand Manor. The County Council has been asked to submit a quotation for this work.

RESOLVED – that the report be noted.

**13/286            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 2013/14 financial year was £4000. Spent was £1,575.00

Allocation for the 2014/15 financial year is £3000.

Grants will be considered for payment at the May 2014, November 2014 and February 2015 meetings of Council.

RESOLVED – that the report be noted.

**13/287            PLANNING APPLICATIONS**

The Clerk advised on the planning applications that had been received electronically from Flintshire County Council since the meeting of Council held on 17<sup>th</sup> March 2014.

051903 - Change of use to allow A1, B1, B2 and B8 use of the unit at Unit 68, Deeside Industrial Estate, Welsh Road, Garden City, Deeside, Flintshire. CH5 2LR.

051922 - Residential development to comprise of 3 No. 2 bedroom dwellings and 1No. 4 bedroom dwelling at Point House, Ferry Lane, Higher Ferry, Chester, CH1 6QF 051922

RESOLVED:-that no objections be raised in respect of 051903 and 051922.

### **13/288            NOTIFICATION OF PLANNING PERMISSIONS**

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

051597 – Change of use from workshop to gym for personal training use at Unit 49, Evans Business Centre, Minerva Avenue, Sealand. CH1 4QL.

Refused- 051749 – First floor extension over existing living accommodation at Lynton House, Sealand Road. CH5 2LQ

Withdrawn – Erection of 6 signs for Deeside Enterprise Zone at six signage sites within Deeside Enterprise Zone

RESOLVED - that the report be noted.

### **13/289            ACCOUNTS FOR PAYMENT**

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

<b>Cheque No</b>	<b>Payable to</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Vat Code</b>
002801	Flintshire County Council	Night inspection and energy December 2013	£427.92		
002802	Flintshire County Council	Night inspection and energy January 2014	£886.96		
002803	Flintshire County Council	Night inspection, Electrical Inspection 26 lights and energy February 2014	£1230.70		

002804	P. Richmond	Salary – April 2014	£577.14		
002805	HM Revenues and Customs Only	Income Tax – PR – April 2014	£189.60		
002806	Richie Hayes and Sons Dairy Ltd	School Milk – March 2014	£268.65		
<b>Total Spend</b>			<b>£3,580.97</b>		

### **13/290      INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	£2.49
<b>Total</b>	<b>£ 2.49</b>

RESOLVED - that the income be received.

### **13/291      CORRESPONDENCE**

The Clerk reported on the following correspondence –

Head of Planning – Public Speaking at meeting on 9<sup>th</sup> April 2014 re PA – 051499 – Application for the retention ..... at Ladybond Products Ltd, Riverside Chester. CH4 8RS.

Head of Planning – Flintshire Local Development Plan.

Head of Streetscene – Town and Community Footway Lighting – Meeting at County Hall, Mold on 13 May 2014 at 2pm

RESOLVED - that the correspondence and required actions be noted.

### **13/292      FLINTSHIRE SUMMER PAYScheme 2014** **Start date: Monday 21<sup>st</sup> July, 2014**

The Clerk advised that he has been advised by Flintshire County Council that they have now received confirmation of the level of grant funding available from Families First to fund the Summer Play Scheme Programme for this year. They aim to offer a breadth and quality of programme, making best use of the available resources.

The grant enables the County Council to offer match funding for two schemes of three weeks duration in each Town and Community Council area, at a cost to your Council of £898.20 per scheme or £1,796.40 in total.

Should your Council wish to increase the level of provision above three weeks to four or five this is available at £250.00 per week per location.

The Council had already agreed to extend the scheme for both sites for two weeks – the total cost to Council will be - £2,796.40 and this conformation has been given to the County Council.

They County plan to begin the recruitment process week commencing 16th March 2014; with short-listed candidates invited to interview during Easter, from 14<sup>th</sup> to the 25<sup>th</sup> April 2014. Can you please promote this information within your locality; details will be available via the Flintshire County Council website [www.flintshire.gov.uk](http://www.flintshire.gov.uk)

The Summer Play Scheme Programme, in partnership with local Town and Community Councils, is highly valued by children, families and communities. Please note that Welsh language Play Schemes, will again be provided in 2014.

RESOLVED – that the report be noted.

**13/293            KINGSLEY ROAD PLAY AREA**

The Clerk reminded Council that at the previous meeting he advised that he had received an email from Neil Moffatt, Director of Housing Services, Clwyd Alyn Housing Association thanking Council for its feedback. An inspection of the potholes as described has been referred to the maintenance department, in order that a suitable works order can be issued.

The Clerk had no further information to report.

RESOLVED – that the report be noted.

**13/294            REMEMBRANCE SUNDAY**

Councillor John Griffiths advised that he has the standard and gauntlets. The

At a previous meeting Jennifer Watson advised that the church will be providing a 4 year phase of exhibitions starting with 1914.

The following was agreed –

- We need a new section on the web site titled “First World War Centenary” Followed by “2014 will mark 100 years since the start of the First World War .this is a significant milestone in world history and events will be held in Sealand to commentate this historical event”. This has been actioned.
- Representation at the Remembrance Parade / Service - Councillor Alex Lewis to contact the Air Cadets – Councillor John Griffiths to contact the Army Cadets and

Jennifer Watson to contact the Sea Cadets – Still to be actioned.

- Jennifer Watson will put together the list of the fallen in combat 1914 onwards. This is in progress.
- For the service on Remembrance Sunday – to arrive by 10am. March to start from St. Bartholomew's Court at 10.30am Service at 11am. Refreshments after the event.

Prior to today's meeting Jennifer Watson advised that -

Over the next four years, St Bartholomew's Church Council intend to organise a series of themed events to mark the contributions made by the people of Sealand towards world peace. The church will host a series of exhibitions covering different aspects of Sealand's development during the last one hundred years including its contribution to the war effort during the 1914 - 18 campaign and beyond.

This is a community project aimed at raising an awareness of the heritage of Sealand among the residents. It will involve the bringing together of local resident volunteers, neighbours and friends during a series of informal coffee morning type events to talk about the 'old days' and to become reacquainted with our common heritage. Were there always two butchers in Garden City? Who remembers the school in the marsh or Mrs Tricker's shop at the end of Sealand Road where you could buy fizzy pop and get money back if you returned the empty bottles?

There is also a need for volunteers to help carry out research at the County Records Office to discover the facts behind Sealand's development – the transition of the Queensferry Flying School into RAF Sealand, the building of Garden City and the building of the Welsh Land Settlement (Sealand Manor). The Land Army Hostel also has a tale to tell.

We want to bring people together and to regenerate the social networks which once dominated the area of Sealand.

## THE LEGACY

The data gathered during this research project will contribute towards education and long life learning in Sealand through:

- annual exhibitions in St Bartholomew's Church, Sealand during 2014 - 18
- Heritage Information boards placed at strategic locations along a set of short heritage trails around Sealand
- an easy to read book detailing the history of the development of Sealand delivered free to every household in the area
- the establishment of a local history resource in Sealand

## PROPOSED EXHIBITION THEMES

- 2014 – The development of Sealand during the last one hundred years

- 2015 – tbc
- 2016 – The arrival of the Royal Flying Corps at Queensferry Flying Club and its transition to RAF Sealand – the first RAF Station in the UK
- 2017 – The 150th anniversary of St Bartholomew’s Church (15 Oct 1867)
- 2018 – Sealand’s contribution to WW1

2014

This year’s three day exhibition will take place on 1st – 3rd August 2014

Title - A One Hundred Year Snapshot of Sealand

When – Open daily 10am – 4pm

Where - St Bartholomew’s Church, Old Sealand Road, Sealand, CH1 6BR (5 minutes from Chester on A548 and 5 minutes from St David’s Park Hotel A55)

Content - Sealand has changed dramatically during the last 100 yrs and few of the newer residents are aware of its origins. This exhibition aims to address this by depicting the history of Sealand through the use of maps, pictures and local family history.

The exhibition will comprise of static exhibits, talks by local historians, a ‘Trip Down Memory Lane’ coffee mornings, a tea dance and a variety music hall evening

#### VOLUNTEERS URGENTLY NEEDED

If this ambitious project is going to succeed it needs support from the local community and this means you.

- Have you any photographs of Sealand as it used to be?
- Were you a pupil at Garden City Primary school?
- Did you work in the fields at Bee’s Nurseries or another of the farms?
- Do you want to find out about your family history in Sealand?

Jennifer advised that if local residents want to get involved in this project, or have a story to tell or photographs that can be used to email Jennifer [cj.wat@talktalk.net](mailto:cj.wat@talktalk.net)

If you would like to join in with the research groups and learn how to search for information in the County Records Office to contact Jennifer at [cj.wat@talktalk.net](mailto:cj.wat@talktalk.net)

RESOLVED – that –

- i) Jennifer Watson be invited to attend the June meeting at 6pm.
- ii) the project details as provided be added to the Council’s web site.
- iii) Council should provide a letter to Jennifer Watson confirming that it is fully supportive of the project and its aims to raise a general awareness of the heritage of Sealand among its inhabitants and sees many benefits in the bringing together of older and younger residents to tell of their experiences growing up in Sealand and the capturing of such information as living history. The Council is also pleased to see that much of this research will be used to form the basis of focused exhibitions and activities culminating in a Remembrance Service to mark the centenary of the end of WW1 on Sunday, 11 November 2018

**13/295      SNOOKER HALL – SEALAND AVENUE**

The County Councillor confirmed that building work should start in the summer 2014.

RESOLVED:- that the report be noted.

**13/296      SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS**

The Clerk outlined overall expenditure and income for the 2013/14 financial year up and expenditure and income for the 2014/15 financial year up to cheque number 002805.

**2 0 1 3 / 1 4**

Financial Year

		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Income</b>	General Admin Inc. Precept / contribution towards Council's web site.	£53,500.00	£53,000.00	£500.00
	Bank Interest	£21.81	£20.00	-£1.85
	Insurance Claims / Refunds	£0.00	£0.00	£0
	VAT Refund	£1,500.21	£1,500.00	£0.21
	Milk Claims	£771.15	£750.00	£21.15
	<b>Total</b>	<b>£55,793.17</b>	<b>£55,270.00</b>	<b>£523.17</b>
		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Expenditure</b>	Play Areas	£9,196.40	£9,200.00	£3.60
	Staffing Costs	7,536.70	£7,537.00	£0.30
	General Admin Costs	£6,534.05	£4,870.00	-£1,664.05
	S137 Grants	£1,575.00	£4,000.00	£2,425.00
	CCTV	£0.00	£1,285.00	£0
	Street Lighting	£26,763.44	£25,800.00	-£963.44
	Notice Boards	£0.00	£500.00	£0
	Insurances	£2,295.21	£5,600.00	£3,304.79
	Milk	£2,977.04	£4,700.00	£1,722.96
	Election Costs	£0.00	£0.00	£0
<b>Total</b>	<b>£56,877.84</b>	<b>£63,492.00</b>	<b>£6,614.16</b>	
C u r r e n t Summary	Balance as at 31 March 2013	£41,708.04		
	Total Expenditure	£56,877.84		
	Total Income	£55,793.17		

	Balance	-£1,084.67
	Overall balance as at end of the 2013/14 financial year.	£40,623.37
	VAT Costs for 2013/14 financial year	£646.11
End of Year Prediction	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
	Anticipated Overall Balance as at 31 March 2014	£33,586.04

**2 0 1 4 / 1 5**  
Financial Year

		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
<b>Income</b>	General Admin Inc. Precept / contribution towards Council's web site.	£0.00	£53,000.00	-£53,000
	Bank Interest	£0.00	£20.00	-£20.00
	Insurance Claims / Refunds	£0.00	£0.00	£0
	VAT Refund	£0.00	£750.00	-£750.00
	Milk Claims	£0.00	£600.00	-£600.00
	<b>Total</b>	<b>£0.00</b>	<b>£54,370.00</b>	<b>-£54,370.00</b>
<b>Expenditure</b>		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
	Play Areas	£0.00	£9,200.00	£9,200.00
	Staffing Costs	£641.05	£7,637.00	£6,995.95
	General Admin Costs	£125.69	£5,760.00	£5,634.31
	S137 Grants	£0.00	£3,000.00	£3,000.00
	CCTV	£0.00	£250.00	£250.00
	Street Lighting	£2,545.58	£25,100.00	£22,554.42
	Notice Boards	£0.00	£1000.00	£1000.00

	Insurances	£0.00	£2,500.00	£2,500.00
	Milk	£268.65	£3,800.00	£3,531.35
	<b>Total</b>	<b>£3,580.97</b>	<b>£58,247.00</b>	<b>£54,666.03</b>
C u r r e n t Summary	Balance as at 31 March 2014	£40,623.37		
	Total Expenditure	£3,580.97		
	Total Income	£0.00		
	Balance	-£ 3,580.97		
	Overall balance as 14 2014	£37,042.40		
	VAT Costs for 2014/15 financial year	£0.00		
End of Year Prediction	Balance as at 31 March 2014	£40,623.37		
	Total Anticipated Expenditure	£58,247.00		
	Total Anticipated Income	£54,370.00		
	Anticipated Balance for the year	-£3,877.00		
	Anticipated Overall Balance as at 31 March 2015	£36,746.37		

RESOLVED - that the report be noted.

**13/297      SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS**  
**2013/14 FINANCIAL YEAR**

The Clerk outlined the overall finalised expenditure and income for the 2013/14 financial year. The Clerk detailed that the closing bank balances are -

Account - no – 0388217 - £ 9971.74

Account - no – 7326098 - £ 31807.82

Total - £41,779.56

Less unpaid cheques of £1156.19

Cheque no – 002799 - £473.62 and 002800 £682.57

Total bank Accounts - £ 41,779.56 less unpaid cheques of £1,156.19 leaves a closing balance of £40,623.37

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2013/14 financial year for £646.11.

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2013/14 and has set up the on line process for the 2014/15 financial year.

RESOLVED: - that-

- i) the report be noted.
- ii) the Chair and Clerk sign off the appropriate pages for the 2013/14 financial year in the Council's account book.

**13/298            REPORT – ANNUAL FINANCIAL RETURN – 2013/14**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2014.

**Statement of Accounts**

<b>31-Mar-13</b>	<b>31-Mar-14</b>	
<b>£</b>	<b>£</b>	
£43,972	£41,708	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£53,000	£53,000	Total amount of precept income received in the year.
£2,092	£2,793	Total income or receipts as recorded in the cashbook minus the precept Includes support, discretionary and revenue grants
£7,437	£7,537	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).

£49,919	£49,341	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£41,708	£40,623	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.
£41,708	£40,623	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
£41,708	£40,623	Total balances

£247,414	£254,820	The recorded current book value at 31 March of all fixed assets owned by the council and any other long-term assets e.g. loans to third parties, other investments to be held for the long term i.e. more than 12 months.
£0.00		The outstanding capital balance as at 31 March of all loans from third parties.
N/A		Trust Fund Disclosure

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

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Now Complete.
2. Pass the Return to the internal auditor along with all the Council's appropriate records – (16<sup>th</sup> April 2014– to be returned on 23<sup>rd</sup> April 2014)
3. RFO then certifies page 1 of the Return before 30<sup>th</sup> June 2014 and presents the Return to Council –May 2014 meeting.
4. The Council approves the Return in draft and the Clerk and Chair signs Page 1 –May 2014 meeting of Council.
5. Send a copy of the Return to UHY Hacker Young / External Auditor with bank reconciliation and variance analysis together with requested documents.

6. UHY Hacker Young will send a letter at the end of the audit with details of their issues / comments on the proposed audit opinion. The Annual Return is not certified by the External Auditor at this stage.
7. RFO / Clerk certify Section 3 and present the Annual Return and the external audit report to Council.
8. Council approved the Return and RFO/Clerk and the Chair certify Section 3
9. Original copy of the Return is sent to the External Auditor.
10. External Auditor certifies Section 3 and sends back to Council for publication before 30<sup>th</sup> September 2014.

## Section 2 – Annual governance statement

The Clerk outlined the Section 2 – Annual governance statement

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

	<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.	Not yet
We have taken appropriate action on all matters raised in previous reports from internal and external audit	YES
We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them on the statement of accounts.	YES

Trust funds – in our capacity as trustee we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and if required, independent examination or audit.	N/A
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Section1 – Following certification by the Responsible Financial Officer the Council is now required to approve the accounting statements in Section 1

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

RESOLVED: - that –

- i) the report be noted.
- ii) Council should note the Annual Return for the year ended 31<sup>st</sup> March 2014 as presented by the Council’s Responsible Financial Officer in line with Section 1 and Section 2 as reported to Council.
- iii) the Chairman and Clerk should also sign off the Council’s ledger book.

**Notice of Appointment of Date for the Exercise of Electors’ Rights, Annual Return for the Year Ended 31 March 2014**

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

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs 1<sup>st</sup> May 2014 and ends on 30<sup>th</sup> May 2014.

The notice has been displayed since 10<sup>th</sup> April 2014 on the Council’s notice boards and on the Council’s web site.

RESOLVED: - that the report be noted.

**13/299      DATA PROTECTION ACT – ICO REGISTRATION – Z3096829**

The Clerk advised that he has received confirmation from the ICO that the ICO has renewed Council’s registration which will expire on 18<sup>th</sup> April 2015

RESOLVED: - that the report be noted.

**13/300      SEALAND COMMUNITY COUNCIL WEB SITE.**

The Clerk advised that two new radio buttons are in place one for Date of the Next Meeting / Time of Start of the Meeting and another for “Local Groups and Activities”  
RESOLVED – that the report be noted.

### **13/ 301      THE CHAIRMAN’S ALLOWANCE**

The Clerk reminded Council that at the March 2014 meeting Council resolved that for the next Council year 2014/15 the Chairman’s Allowance should be paid in part at the May 2014 meeting - £200 - and on receipt of the Chairman’s reported spend of that amount then the next instalment should be paid. Receipts should be obtained for all donations and contributions to local groups.

The Clerk reminded Council that it can pay the Chairman an allowance for the purpose of enabling him / her to meet the expenses of the Chairman’s office. Typical matters for which chairman’s allowance can be paid are ; cost of phone calls to the clerk, entertaining of visiting dignitaries, presents for children for events at the school, wreath for Remembrance Day, donations to local groups, Buffet after Remembrance Sunday service.

The Clerk suggested that for charitable or other donations to get Council’s approval first - if agreed the Chairman is given the Council cheque made out to the organisation to give to them and get them to sign a receipt. The payment coming from the allocated Chairman’s Allowance

RESOLVED - that the report be noted.

### **13/302      MATTERS RAISED BY MEMBERS OF COUNCIL**

Unauthorised advertising signs on the footway –

- Closure of St Andrews Church as a place of worship – now clarified that the church hasn’t closed – it’s now a Community Church.
- Consider arranging for Councillors to visit the Liverpool Coast Guard.
- Consideration to be given to funding the cost of providing all current pupils at Sealand Primary School with a mug to celebrate 100 years since the opening of the school. Headteacher to provide the Council with costs.
- Youths playing in the road – Farm Road.
- Loud motor cycle passing Manor Road – 11pm.
- Fly Tipping – Air Raid Shelter – Sealand Road. Brian Flyer owns the building.

### **13/303      MATTERS RAISED BY MEMBERS OF THE PUBLIC**

No matters were raised

### **13/304      DATE OF COUNCIL’S ANNUAL GENERAL MEETING - 19<sup>th</sup> MAY 2014**

RESOLVED – that the next meeting be held on Monday 19<sup>th</sup> May 2014 at 6.30pm.

The meeting opened at 6.30 pm and closed at 8.10 pm.

Signed .....

**Chair –Sealand Community Council) PR**