

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON 21<sup>st</sup> MAY 2018 AT SEALAND PRIMARY SCHOOL.**

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

Peter Richmond: Clerk and Financial Officer.  
Two members of the public.

Prior to the meeting members of Council met with Jennifer Watson from St Bartholomew's Church concerning Community Development needed in Sealand It was agreed that a Sealand newsletter should be produced that will include a survey to find out what local services are required. The project being led by Councillor Barbara Hinds.

#### **18/1            APOLOGIES FOR NON-ATTENDANCE**

Apologies were received from Councillors Shelley Webber and Rhondda Whittaker.

RESOLVED – that the apologies as submitted are received and accepted

Apologies were not received from Councillor Norman Jones.

#### **18/2            CODE OF CONDUCT DECLARATION OF INTEREST**

No Declarations were submitted at the beginning of the meeting.

RESOLVED – that the report be noted.

#### **18/3            CHAIR'S REPORT AND ACTIONS SINCE 16<sup>th</sup> APRIL 2018**

The Chair advised that he had recently attended the County Council's Area Forum and the meeting at Wheelabrator.

RESOLVED – that the report be noted.

#### **18/4            ELECTION OF CHAIR FOR THE COUNCIL YEAR 2018/19**

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

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

There was one nomination proposed and seconded – Councillor Chris Jones.

RESOLVED: - that Councillor Chris Jones be elected Chair for 2018/19

**18/5            ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2018/19**

There was one nomination proposed and seconded – Councillor Barbara Hinds.

RESOLVED: - that Councillor Barbara Hinds be elected Vice Chair for 2018/19

**18/6            BANK MANDATE – ACCOUNT SIGNATORIES - LLOYDS BANK**

The Clerk advised that Lloyds Bank have confirmed that the new Councillors Jean Fairbrother, Mikael Khan, Rhondda Whittaker and Sarah Wilson have been added as a signatories to the Council's bank accounts.

RESOLVED – that the report be noted.

**18/7            MATTERS RAISED BY THE PUBLIC**

Two members of the public were in attendance raising concerns about issues impacting on residents at Deeside Lane. These include -

- the car compound with over 1000 cars – this is subject to planning enforcement. Mark Tami MP is involved and has written to FCC. Legal officers and Enforcement officers from FCC are involved.
- Heavy car transporters using the unadopted lane and damaging the road surface. Deeside Lane is a single lane and the heavy vehicles are difficult to pass – the situation has worsened since the local landowner has fenced off the adjacent fields.
- at another site storing and assumed repairing accident vehicles is taking place – oil is leaking into the ground and causing contamination. Enforcement officers from FCC are involved.
- traffic flows re the above are taking place 7 days a week – 6am to 10pm.
- Concern about the use of what basically is a bridleway / footpath – Sam Tully from FCC is involved.
- A five a side competition recently held at a weekend with over 200 cars additional cars using Deeside Lane.
- concern about impact on residents who are trying to sell their properties.
- the total disregard by parties involved in the above on the local residents.

The Chair (County Councillor) advised –

i) she has been dealing with all of these issues for well over 18 months and during that time has been in communication with residents and all appropriate officers at Flintshire County Council.

ii) she will arrange as a matter of urgency a site meeting with all involved FCC officers to determine how the issues can be progressed.

**18/8**                    **MINUTES OF THE MEETING OF THE OF COUNCIL HELD ON**  
**16<sup>th</sup> APRIL 2018**

RESOLVED - that the minutes of the meeting of Council held on 16<sup>th</sup> April 2018 be confirmed as a true and correct record.

**18/9**                    **POLICE ISSUES**

There were no police in attendance.

1. Riverbank cycle path - Shotton to Chester.  
Previous police report - Non-covert and covert patrols are being undertaken.
2. Community Speed Watch - Councillor Mike Walker advised no further speed checks had been undertaken. It is planned to undertake further checks on Seahill Road and on Welsh Road on the approach to the blue bridge.
3. Cars doing U-turns – traffic lights Sealand Road/ Seahill Road – various times of the day. Previous police report - It was confirmed that CMB Craig Williams will continue to investigate.
5. Green Lane East – concern about through traffic and speeding traffic - Need for improved signage.

The Clerk reported that PCSO Christopher Phillips has advised by email that the police will not be able to specifically patrol Green Lane East due to other priorities. The police will at times show a presence when passing by the area. The signs specifically state that no motor vehicles are able to use the road at all, however there are houses, farms and kennels on the road. So, this is going to be difficult for the police to police. Someone would have to be seen entering one end and exiting the other end. Otherwise we are stopping people getting to their homes and the kennels.

Christopher further added if the police were to see someone committing the offence then they can deal with it accordingly, however due to resources and priorities he cannot guarantee that the police will be able to park up there for a period of time. Hopefully, the signs do the job now, however as I said it may be difficult as there are houses, farms and kennels there.

It was agreed that the above should be raised with the police at the next meeting they attend.

RESOLVED – that the report be noted.

**18/10**            **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.

RESOLVED – that the report be noted.

**b)       Underpass- 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 the report be noted.

**c)       Ferry Lane Footbridge – Noise Nuisance**

The County Councillor advised that Mark Middleton will be resuming responsibility for the bridge.

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.

RESOLVED – that the report be noted.

**e)       The Owl Industrial Estate – Manor Road**

The County Councillor Chris Jones 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 now been painted green and that a planning application has now been submitted.

RESOLVED –the report be noted.

**g) Old Sealand Road – Moss on the Pavement**

Wayne Jones previously advised that the moss has been sprayed and will shortly be sprayed again.

RESOLVED – that the report be noted.

**h) Chimney Emissions – Knauf – Sandycroft**

Complaints can be forwarded to Natural Resources Wales’ 24 hour service environmental incident hotline 03000 65 3000. These will be forwarded to me for assessment during working hours.

Elizabeth Voice at NRW has advised that she is in the process of writing progress report and will forward it Sealand Community council when it is complete. The operator has 3 weeks to review a compliance assessment report before it goes on the public register.

RESOLVED –that the report be noted.

**i) Pot Holes – Foxes Lane and Claremont Avenue**

It was reported that the pot holes are still there.

RESOLVED – that the matter be referred to Wayne Jones to action.

**j) Foxes Lane – Parking by the Shops**

RESOLVED – that the issue be again referred to the County Council’s Enforcement Officer requesting patrols to be carried out on Foxes lane as cars are constantly parking on the double yellow lines.

**k) Car Transporters using Deeside Lane**

This was discussed earlier in the meeting.

The County Councillor advised that an enforcement order is about to be issued to the local landowner.

RESOLVED – that the report be noted.

**18/11**            **LIGHTING MATTERS**

Council has 99 lights this will further reduced at 31<sup>st</sup> 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 31<sup>st</sup> March 2019. The Clerk advised that the installation work has started at both Foxes Lane and Sealand Avenue.

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.

**18/12**            **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.

Allocation for the 2018/19 financial year for grants is £2,500. Allocated so far is £18.75

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.

Giving 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.

**18/13**            **GRANT REQUESTS**

**a)      Sealand Rainbows**

The Clerk advised that the he had had sight of the group's cheque book and it was in order for council to consider the grant application.

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 Sealand Rainbows which are in the best interests of the area and its inhabitants.

Councillor Chris Jones declared an interest regarding the above grant application.

**b) Sealand Primary School**

The Clerk advised that the Head teacher of Sealand Primary School has submitted a grant request for the Council to help with the transport costs in providing educational visits for pupils at the school.

RESOLVED that in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £1,000 to Sealand Primary School which are in the best interests of the area and its inhabitants.

**18/14 PLANNING APPLICATIONS**

The Clerk advised that no planning applications had been received from Flintshire County Council.

057558 – Free standing, illuminated sign at Dandy's Topsoil, Yew Tree Farm, Sealand Road, Sealand, Chester, CH1 6BS

058270 - 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.

RESOLVED – that no objections be made regarding the above planning applications.

**18/15 ACCOUNTS FOR PAYMENT**

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

003143	Zurich Municipal	Annual Insurance Premium	£852.61			Local Govt Act 1972 (S111)
003144	JDH Business Services Ltd	Annual Internal audit Fee	£271.20	£45.20	771 7444 12	Local Govt Act 1972 (S111)
003145	JOLORA	Web Site Maintenance  The following cheques have been lost by JOLORA and have been cancelled – 15 <sup>th</sup> January 2018 003114 – 19 <sup>th</sup> February 2018 003126 and 19 <sup>th</sup> March 2018 003 131  3 payments of £160.00	£480.00			Local Govt Act 1972 (S142)
003146	P. Richmond	Salary etc. – May 2018	£680.28			Local Govt Act 1972 (S112)
003147	HM Revenues and Customs Only	Income Tax – PR – May 2018	£262.80			Local Govt Act 1972 (S112)
003148	JOLORA	Web Site Maintenance Monthly Retainer May 2018	£160.00			Local Govt Act 1972 (S142)
003149	Flintshire County Council	Street Lighting Maintenance and Energy – March 2018	£566.48			Highways Act 1980 (301)
003150	Richie Hayes and Sons Dairy Ltd	School Milk – April 2018	£179.55			Local Govt Act 1971 (S137)



003151	Sealand Rainbows	Grant payment	£150.00			Local Govt Act 1971 (S137
003152	Sealand Primary School	Grant payment	£1,000.00			Local Govt Act 1971 (S137
<b>Total Spend</b>			<b>£3,602.92</b>	<b>£0.00</b>		

## **18/16**      **INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest	£1.59
Flintshire County Council	Contribution to the 2018 Summer Playscheme	£911.00
Flintshire County Council	Milk Subsidy Summer Term 2017	£175.02
Flintshire County Council	Precept – 1 <sup>st</sup> instalment	£19,000.00
HMRC	VAT Refund – 2017/18	£307.60
	<b>Total</b>	<b>£20,395.21</b>

RESOLVED – that the income be noted.

## **18/18**      **CORRESPONDENCE**

Email from Constable 2669 CRAIG WILLIAMS - Project “Op skip jump” (previously copied to members of council.

I am a community beat manager for the Deeside area and I am currently working towards a project over the school summer holidays. This project is called “Op skip jump”. The operation is a community-based regeneration project involving students from Connah’s Quay high school who will work with the police to bring an area in need of tender loving care to bring it back to its former glory.

This project was run in Holywell last year where Holywell park was renovated and the school students received a reward of a trip to Flip out in Chester. The children who were a part of this project benefited from enhancing their team work skills and boosted their confidence.

I am aware that there are a number of areas that will be in need of rejuvenation but we are looking for recommendations from local town councils for areas that will be used by and will benefit the local community. Areas such as local parks, community centres a such alike.

Can this be brought to the attention of the local councillors as a matter of urgency so that the funding can be put in place at the earliest opportunity.

RESOLVED - that the report be noted.

Email from Lynda Humphreys, Staff / Communications and Staff Development Manager at North & Mid Wales Trunk Road Agent - Urgent carriageway resurfacing work – A494”  
(previously copied to members of council)

Please find attached letter notifying you of the urgent carriageway resurfacing work – A494 Aston Hill, Deeside (westbound).

A diversion Plan is also attached for your information.

RESOLVED - that the report be noted.

Email from Parc Adfer Jobs Fair Team  
(previously copied to members of council)

We would be most grateful if you could let us know if you are able to attend the preview of the Parc Adfer Jobs Fair, which is 11:00-12:00 on 22 May in the Conference Centre at Coleg Cambria.

RESOLVED - that the report be noted.

## **18/19            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.

The Clerk advised that Flintshire County Council is undertaking a review of the County subsidised bus network over the next three months to establish a sustainable, equitable and effective transport system for the future.

Currently, more than 55 bus routes operate across Flintshire on a daily basis. These journeys are operated by private bus companies which either run commercial bus services or routes subsidised by Flintshire County Council. Commercial routes are operated solely by bus companies with no input from the local authority on route direction or financial support, whereas subsidised routes are those funded wholly, or partially, by the Council. Around 60% of bus services in Flintshire are operated commercially and 40% are subsidised. This subsidy totals £1,068,352 per annum (including Welsh government Bus Service Support Grant Funding).

There is no statutory duty upon the Council to provide local bus services, or fund any form of public transport, but the Authority does have a statutory duty under the 1985 and 2000 Transport Acts to keep the bus network under review and intervene where it feels appropriate.

Historically, the subsidised bus routes in Flintshire have been established on a piecemeal basis, sometimes without real justification or business case for support. There is therefore a need to carry out a comprehensive review of the network and consider the commercial and supported network as a whole to ensure that it best reflects the current travel patterns of passengers and meets the evolving demand for transport to new developments.

The review will consider the current supported bus network and how best to prioritise increasingly limited public funding where there is most need and ensure that service delivery is consistent, fair and equitable across the County. The review will include areas of the County not currently served by public transport and consider the current commercial provision of services to key centres and identify any gaps where there is an existing or future need.

A six-week consultation will begin on the 23rd April to seek the opinion of members of the public and key stakeholders on the most appropriate transport solution. The consultation will seek information on individuals current travel habits including where and when transport is needed, the reason for that transport, and which of the four proposed options will deliver a sustainable transport solution in to the future:

- 1) Stop subsidising bus routes completely
- 2) Continue with the current subsidised routes only
- 3) Support bus routes on the core bus network and introduce Local Travel Arrangements in areas off the core network (such as rural communities)
- 4) Support bus routes on the core bus network and introduce a demand responsive “ring and ride” service in areas off the core network (such as rural communities).

To aid this, the County has been divided in to four geographical areas to prioritise and focus the transport need for individual communities. Sealand is in Area 2.

Five public engagement events are being held across the County for residents to speak to StreetScene officers for more information. They are taking place on the following dates:

Buckley: 26th April 2018, 4pm - 7pm Hawksbury Community Centre, Mills Lane, Buckley CH7 3HA.

Mold: 27th April 2018, 4pm - 7pm Mold Town Hall, Earl Road, Mold CH7 1AB

Holywell: 2nd May 2018, 4pm - 7pm Holywell Town Council, Bank Place, Holywell CH8 7TJ

Connah's Quay: 3rd May 2018 - 4pm - 7pm Connah's Quay Civic Centre, Wepre Drive, Connah's Quay CH5 4PJ

Flint: 10th May 2018, 4pm - 7pm Flint Town Hall, Holywell Street, Flint CH6 5NW

RESOLVED – that the report be noted.

**18/20            THE AIRFIELDS DEVELOPMENT**

There was no further action or information to report on.

RESOLVED – that the report be noted.

**18/21            PARKING PROBLEMS  
PROVISION OF YELLOW LINES – RIVERSIDE PARK**

The County Councillor advised all works have been completed. The Clerk advised that the invoice is still awaited.

RESOLVED – that the report be noted.

**18/22            MATCHED FUNDING SCHEME  
IMPROVEMENTS TO CHILDREN'S PLAY AREA 2017/18 AND 2018/19  
SEALAND MANOR**

The Clerk advised that the agreed play area works will be completed by late April 2018.

RESOLVED – that the report be noted.

**18/23            SEALAND FLOOD WARDENS**

RESOLVED – that -

- i) after careful consideration it was agreed that the council should withdraw its involvement in having members of council as being designated local flood wardens. It will however maintain its keen interest in monitoring the local drainage systems.
- ii) Kelly McLaughlin – Flood Awareness Officer be asked if she could provide a couple of flood awareness sessions for members of the public in Sealand

**18/24            SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003150

2018 / 19 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£1.59	£20.00	-£18.41
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£0.00	£500.00	£0.00
<b>Total</b>	<b>£19,309.19</b>	<b>£57,920.00</b>	<b>-£38,410.81</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£10.00	£60.00	£50.00
Chairman's Fund	£0.00	£800.00	£880.00
Staffing Costs	£1,646.96	£9,882.00	£8,235.04
General Admin Costs	£493.18	£3,320.00	£2,826.82
Council Web Site	£320.00	£2,000.00	£1,680.00
Insurances	£0.00	£1,000.00	£1,000.00
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	£0.00	£0.00	£0.00
Street Lighting	£1,132.96	£25,400.00	£24,267.04
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£18.75	£2,500.00	£2,481.25
School Milk – Section 137	£386.46	£3,500.00	£3,113.54
<b>Total</b>	<b>£4,860.92</b>	<b>£59,062.00</b>	<b>£54,201.08</b>

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£4,860.92
	Total income	£19,309.19
	Balance in year spend	£14,448.27
	<b>Overall balance as at 21<sup>st</sup> May 2018</b>	<b>£54,439.42</b>
	VAT Costs for 2018/19 financial year	£45.20
End of Year Prediction	Balance as at 31 <sup>st</sup> 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
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2019</b>	<b>£38,649.15</b>

**Key Dates for 2017/18 audit**

HMRC VAT claim submitted for 2017/18 for £307.60	1 <sup>st</sup> April 2018- completed.
HMRC Basic Tools on Line System set up for 2018/19	31 <sup>st</sup> March 2018 – completed.
Bank Reconciliation for 31 <sup>st</sup> March 2018	1 <sup>st</sup> April 2018 – completed.
Internal Audit	12 <sup>th</sup> April 2018 – collected records on 19 <sup>th</sup> April 2018 – completed.
Date of council meeting to approve accounting statements and to present annual return to smaller body prior to audit.	21 <sup>st</sup> May 2018 – To be Approved.
Display notice	From 30 <sup>th</sup> April 2018 to 13 <sup>th</sup> May 2018 Notices displayed on the council's web site and 5 notice boards from 15 <sup>th</sup> April 2018.
Make records available	From 14 <sup>th</sup> May 2018 to 11 <sup>th</sup> June 2018.  Now available.
Date of council meeting to receive internal audit report	21 <sup>st</sup> May 2018 – To be received and noted.
Send annual return to external auditor – BDO.	6 <sup>th</sup> June 2018
Annual return required by external auditor - BDO	12 <sup>th</sup> June 2018
Publication of audited accounts as soon as possible after completion of the audit – or in any event no later than	30 <sup>th</sup> September 2018

RESOLVED: - that the report be noted.

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd following testing of the internal controls specified on the Annual Return for local councils in Wales. On the basis of the internal audit work carried out, in their view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan.

The Clerk reported on the internal auditor's internal controls and internal audit testing.

**Issue** – Data Protection Law will change significantly on 25<sup>th</sup> May 2018 due to the EU Directive General Data Protection Regulations GDPR taking effect.

GDPR replaced the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provide enhance rights for individuals. Compliance with GDPR could have resource implications for local councils.

The Council has appointed the Clerk as the Data Protection Officer (DPO). The National Association for Local Councils (NALC) has issued guidance to councils that Clerks should not be designated as the DPO due to a conflict of interest.

**Recommendation** – The Council should review national guidance from the ICO and NALC to ensure that they are meeting GDPR requirements. The impact of GDPR on the council should be identified and the Data Protection Policy, risk assessment and internal controls should be updated accordingly.

The Clerk advised that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May 2018.

The Clerk advised that all requirements for the Council regarding GDPR are in place.

The Clerk has reviewed both council’s Risk Assessment and Internal Controls Policy and these are outlined in Minute 18/28 and 18/29.

RESOLVED – that –

- i) the report be noted.
- ii) council notes that it is not required to have a Data Protection Officer and further notes that all other GDPR requirements still apply and are in place.

**18/27                      REPORT – ANNUAL FINANCIAL RETURN – 2017/18**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2017

**Statement of Accounts**

<b>31-Mar-17</b>	<b>31-Mar-18</b>	
<b>£</b>	<b>£</b>	

£42,278	£36,987	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£57,000	£57,000	Total amount of income received in the year from local taxation (precept).
£1,602	£1,900	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.
£9,275	£9,882	Total expenditure or payments made to and on behalf of all 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).
£54,618	£46,014	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£36,987	£39,991	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.
£36,987	£39,991	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
£36,987	£39,991	Total balances

£165,777	£150,777	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



## 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 2018 that -

	Agreed - Yes or No
We have put in place arrangements for – <ul style="list-style-type: none"> <li>• effective financial management during the year and</li> <li>• the preparation and approval of the accounting statements.</li> </ul>	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 carries 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 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 accounting statement.	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 have considered the adequacy of the reserves held by the body in setting the budget for 2017/18 and 2018/19 and have appropriate plans in place for the use of these reserves.	YES
When awarding grants under section 137 of the Local Government Act 1972 we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	YES
The council has no obligation or intention to pay a gratuity to employees	YES

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

The Clerk outlined the letter and all required documents that Council will send with the Annual Return to the external auditor including those documents to be counter signed by the Chair and Clerk as being a true and record document

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 2018 as presented by the Council's Responsible Financial Officer including the required Accounting Statement being approved.
- iii) the Chairman and Clerk and should sign and date the required certification.
- iv) on completion of the Annual Return process a copy should be added to the Council's web site.
- v) 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 2018**

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 14<sup>th</sup> May to 11<sup>th</sup> June 2018.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 30<sup>th</sup> April 2018 – however these were all in place by 16<sup>th</sup> April 2018 and as on 18<sup>th</sup> May 2018 were still in place

RESOLVED: - that the report be noted.

**18/28            COUNCIL'S RISK ASSESSMENT 2018/19**

The Clerk advised that as required by the internal auditor he had reviewed and updated the council's 2018/19 Risk Assessment to take into account the impact of GDPR on the council.

The Clerk had taken this opportunity to do a complete review of the Risk Assessment.

Copies had been circulated prior to the meeting.

RESOLVED – that the –

- i) report be noted.
- ii) updated 2018/19 Council Risk Assessment be approved.

**18/29            COUNCIL'S INTERNAL CONTROLS 2018/19**

The Clerk advised that as required by the internal auditor he had reviewed and updated the council's 2018/19 Internal Controls to take into account the impact of GDPR on the council.

Copies had been circulated prior to the meeting.

RESOLVED – that the –

- i) report be noted.
- ii) updated 2018/19 Council Internal Controls be approved

**18/30            COUNCIL'S RECORDS RETENTION POLICY – 2018/19**

The Clerk advised that he had reviewed and updated the council's 2018/19 Records Retention Policy to take into account the impact of GDPR on the council.

Copies had been circulated prior to the meeting.

RESOLVED – that the –

- i) report be noted.
- ii) updated 2018/19 Council Records Retention Policy be approved.

**18/31            INFORMATION ASSET REGISTER – 2018/19**

The Clerk advised that he had decided to review and expand on the council's 2018/19 Information Asset Register as required by GDPR.

Copies had been circulated prior to the meeting.

RESOLVED – that the –

- i) report be noted.
- ii) updated 2018/19 Information Asset Register be approved.

**18/32                    PAYMENT TO MEMBERS OF COMMUNITY COUNCILS**  
**INDEPENDENT REMUNERATION PANEL FOR WALES (IPRW)**

The Clerk referred back to his report at the April 2018.

The Clerk advised that at the IRPW conference on Wednesday 9th May 2018. It was confirmed that the £150 payment to Members is a mandatory payment. (Determination 44: Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumable etc).

It was also confirmed the payment is be paid for the Municipal year, therefore May – May.

It is for the Council to decide how the £150 is to be paid, the options are via payroll which cannot be undertaken via the council's HMRC payroll system or the Clerk can make the payments cheque payment, with the Council authoring the payments on the monthly account sheets.

If cheque payment, no tax deductions will be taken. Therefore, it is advisable to include a disclaimer on the payment receipt, which the individual Councillors would sign to confirm receipt of the payment and that tax deductions were not taken at source, it would be the individual's responsibility to contact HMRC. The guidance given at the conference was not clear if this amount will be taxable.

The Council also needs to decide when they would like the payment to be made, that is, which month and also agree, should a Councillor leave mid-term of office, would they be asked to refund the Council a prorated amount of the £150.

As previously stated, this payment is a mandatory payment and should a Councillor choose not to receive this payment, they would need to write to the Clerk advising that they do not wish to receive the £150 payment.

RESOLVED: that –

- i) the report be noted.
- ii) Council notes 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.

- iii) the Clerk should provide a template letter for members of council to sign indicating whether they wish to not receive the payment.

**18/33            MATTERS RAISED BY MEMBERS OF COUNCIL**

Flooding in field near to Deeside Crescent / Sealand Road.

Improvements taking place to provide 14 parking bays at Orchard Way.

**18/34            MATTERS RAISED BY MEMBERS OF THE PUBLIC**

No matters were raised.

**18/35            DATE OF COUNCIL'S NEXT MEETING – 18<sup>th</sup> JUNE 2018**

RESOLVED – that the meetings of Council for 2018 be held on the following dates - 18<sup>th</sup> June 2018, 9<sup>th</sup> July 2018, 17<sup>th</sup> September 2018, 15<sup>th</sup> October 2018, 19<sup>th</sup> November 2018, 10<sup>th</sup> December 2018 (Annual Finance Meeting), 21<sup>st</sup> January 2019, 11<sup>th</sup> February 2019, 18<sup>th</sup> March 2019, 15<sup>th</sup> April 2019 and 20<sup>th</sup> May 2019 (AGM)

**18/36            CHRISTMAS CAROL CONCERT – TUESDAY 18<sup>th</sup> DECEMBER 2018**

RESOLVED – that the above date be noted.

**18/37            IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST**

Council Member	Item	Minute Reference
Chris Jones	Grant request submitted by Sealand Rainbows.	18/13 a)

The meeting opened at 6.30pm and closed at 8.20 pm

..... Signed            18<sup>th</sup> June 2018  
Chairman of the Council.