

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 20th APRIL 2015 AT THE SEALAND PRIMARY SCHOOL.

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

Peter Richmond - the Clerk and Financial Officer.

Also in attendance –

Five members of the public.

Wayne Jones - Street Scene Flintshire County Council
Acting Sergeant 1829 Mike Wilson
PC 229 Martin Price

14/267 APOLOGIES FOR NON-ATTENDANCE

Apologies received and accepted from Councillors John Dodd, John Griffiths, Wayne Morris and Shelley Webber.

The Chairman explained that John Dodd's wife Sheila has been in hospital for a few weeks following an accident. All present extended their very wishes to Sheila.

The Clerk will send an appropriate best wishes card to Sheila.

RESOLVED – that the report be noted,

14/268 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.

14/269 MATTERS RAISED BY THE PUBLIC

No matters were raised.

14/270 CHAIR'S ACTION SINCE 16th MARCH 2015

The Chairman advised that he had approved the following action

Objections submitted in respect of planning application – 052887- Outline application for the erection of 6no dwellings at (Former garage site) Land rear of 31 Welsh Road, Garden City, Deeside. CH5 2HU.

Council has major concerns about this planning application.

- a. The site in question is totally inadequate for any residential development due to the restrictive nature of the site.
- b. Council is very concerned that the development will lead to a major loss of privacy to existing properties that back onto this site. These properties would also suffer from a risk of visual intrusion.
- c. If the development was approved the new properties would be far too close to existing properties and they would also suffer from visual intrusion from the existing properties..
- d. The access to the proposed site is totally inadequate for vehicular traffic flows.
- e. The access is not a public access and is not adopted – the surface is very poor and the access width narrow.
- f. Access onto Welsh Road is a major hazard and dangerous due to siting issues caused by the nearness to existing properties which leads to restrictive visibility in accessing Welsh Road.
- g. To compound the access / egress position it is near to a pedestrian crossing which heightens the potential traffic hazard.
- h. Council also raises concerns about the existing issues at this site of poor surface water drainage which is further compounded as this area sits within a high risk flood area.

RESOLVED – that the Chairman’s actions be endorsed.

14/271 MINUTES OF THE MEETING OF COUNCIL HELD ON 16th MARCH 2015

RESOLVED - that the minutes of the Meeting of Council held on 16th March 2015 be confirmed as a true and correct record.

14/272 COUNCIL’S CHAIN / BADGE OF OFFICE

The Clerk advised that the new Chain had been delivered and all the Council requirements had been met so payment had made.

The Clerk passed the new Chain to the Chairman. All members viewed the new Chain. All Chairman who have been Chairman and have worn the badge are now recorded on one of the Chains.

RESOLVED – that the report be noted.

14/273 POLICE ISSUES

The Chairman welcomed Acting Sergeant Mike Wilson and PC 229 Martin Price to the meeting.

1. Complaints about parking on the footway on Farm Road / Sealand Primary School – Police to action.

Wayne Jones advised that a section of fencing and bollards will shortly be installed along the footway at Farm Road outside the school that will stop vehicles parking on the footway.

2. Travellers on the Cycleway by Seahill Road.

The police advised that the travellers arrived on Friday 17th April 2015 and straight away all relevant parties were advised.

Access was gained by lifting the access gates from their hinges. Sustrans will ensure that the gates cannot be removed in the future.

Sustrans have eviction orders in place and bailiffs issued these today for departure at 9pm. Bailiffs will visit the site again at 7am.

Sustrans have requested the bailiffs to provide a quote to have the site cleared off rubbish etc. left by the travellers.

Sustrans have said that this is the first time travellers have sited themselves on a Sustrans cycle route.

The County Councillor thanked the police for their hard work and efforts in ensuring the quick departure of the travellers.

Note - the travellers left the site at midnight on 20th April 2015

RESOLVED – that the reports be noted.

14/274 CCTV - SEALAND

The Clerk reminded Council that at the previous Council meeting Council accepted the quotation submitted by Wrexham Digital Surveillance Ltd (now known as Connected Security Integrated Systems) for the plus model with an HD 360 degree pan/tilt/zoom camera but with the addition of built in 100 metre infrared night vision for use in complete darkness £3,256 plus VAT - £651.20 – Total £3,907.20. The CCTV has been delivered to Darell Jones, Alltami Depot, Alltami Road, Alltami. CH7 6LG- a location for its install needs to be decided.

Following the previous meeting the Clerk advised Darell Jones that the Council's remaining 5 CCTVs are to be relocated as agreed by Council and notified to Darell Jones.

RESOLVED – that PC 229 Martin Price be asked to advise on the police’s preferred location for the new CCTV.

14/275 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 that she has been advised that the public right of way will be reinstated.

RESOLVED – that the report be noted.

b) Litter Bins – Sealand Manor Recreation Field

It was reported that the locations for the litter bins has been agreed.

RESOLVED – that report be noted.

c) Additional Waiting Restrictions – Farm Road and Foxes Lane

The Clerk referred to a previous meeting of Council when he reported on correspondence with the County Council regarding Council’s requests for additional waiting restrictions. These relate to Farm Road and Foxes Lane at their junctions with Welsh Road. These sites are now on the appropriate list for consideration. At the February 2015 meeting Council resolved to advise Ian Jones - Senior Engineer (Traffic) that it was reported that on 4th February 2015 a bus could not pass the parked traffic on Foxes Lane and requesting an urgent update regarding Council’s request for extended waiting restrictions at Foxes Lane. Ian confirmed that the location is on the County Council’s list for consideration.

RESOLVED – that Wayne Jones should ask that Enforcement Officers to monitor Foxes Lane regarding the ongoing parking issues.

d) Fly Tipping – Green Lane East

It was reported that issue is still taking place.

RESOLVED – that the report be noted.

e) Ferry Lane Bridge – Remedial Repairs / Noise Levels

The Clerk advised that the bridge repairs had been carried out.

Wayne Jones advised that the situation will be monitored.

RESOLVED – that the report be noted.

f) Possible Pollution Tall Industrial Chimney at Sandycroft

The County Councillor advised that Natural Resources Wales are investigating the reports of pollution and Council will be given a report of their findings.

The Clerk should request a progress report.

RESOLVED – that the report be noted.

g) Manor Road – Mud on Highway

Wayne Jones advised that he has arranged for the mud to be removed.

RESOLVED – that the report be noted.

h) Sealand Manor - West Green Ditch

Wayne Jones advised that he will advise Neil Parry that the ditch needs to be cleaned out.

RESOLVED – that the report be noted.

i) Green Lane East – Clarification of Responsivity to Maintain as a Bridleway

RESOLVED – that Stuart Jones be asked to advise.

14/276 LIGHTING MATTERS

a) Street Lighting Report

All lights 128 columns / 130 lights were working apart from Columns – lighting reduction from 138/140 took place at 31st March 2015.

- 129 at Cedar Close – the power connection is still being investigated.
- 105 at Sandy Lane – new column still needs to be connected to the mains supply

RESOLVED – that the report be noted.

b) Electrical Inspection –Street Columns

The Clerk reminded Council that he has been informed by Darell Jones that all lights have now been electrically tested and a report outlining work that is required to be undertaken including costs will be issued to Council shortly. All lights are required to be electrically tested every five years.

RESOLVED – that the report be noted.

c) Lighting Improvements – 2015/16

The Clerk reminded Council that at the Annual Finance meeting held on 19th January 2015 Council agreed to proceed in the 2015/16 financial year with Phase 1 - Columns 40 / 41 / 42 / 38 / 54 (Greens) Sealand Manor cost £7,000 plus commuted sum of £4,725 Total £11,725) and Phase 2 to include replacement of 119 and 120 at Dee Road, Garden City.

Five lights have been installed at Sealand Manor – works to transfer the mains supply and the removal of the original columns still needs to be undertaken.

RESOLVED – that the report be noted.

d) Change of Street Lighting at High Grove Estate

The Clerk reminded Council that the lighting works have been completed and that Council Columns 31 and 32 will shortly be removed following adoption of the highways and lights at this location. That will leave Columns 33 and 34 both located on the unadopted link to Station Cottages.

Following the February 2015 meeting the Clerk advised Darell Jones at the County Council that light 32 should only be removed provided it doesn't impact on the lighting of 33 and 34.

RESOLVED – that the report be noted.

14/277 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 2015/16 financial year is £2000 - the previous stipulation on payment dates has been removed.

At the previous meeting Council referred to the grant request received from Sue Willder from Flintshire Disability Forum (FDF). A financial statement has been requested but so far not received.

RESOLVED: - that the report be noted.

14/278 PLANNING APPLICATIONS

The Clerk advised that no planning applications that had been received electronically from Flintshire County Council since the meeting of Council held on 16th March 2015 apart from 052887- already reported in the meeting.

RESOLVED: - that the report be noted.

14/279 NOTIFICATION OF PLANNING PERMISSIONS

The Clerk advised that the Head of Planning had advised that the following planning

053148. Application for removal or variation of a condition following grant of planning permission. (052360) at Units 105-106, Tenth Avenue, Deeside Industrial Park, Deeside, Flintshire, CH5 2UA. Decision Type: Approved.

053233 - Display of 2no. internally illuminated, freestanding totem signs at Deeside Industrial Park, Deeside, Flintshire, CH5 2NU. - Decision Type: Approved

053358 - Change of use to residential hostel for locally employed workers at Hyperion House, Deeside Lane, Sealand, Chester, CH1 6BP - Withdrawn

RESOLVED - that the report be noted.

14/280 ACCOUNTS FOR PAYMENT

RESOLVED:- that –

- i) in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £1000 to Sealand Primary School which are in the best interests of the area and its inhabitants.
- ii) the under mentioned accounts be approved for payment.

Cheque No	Payable to	Details	Amount	VAT	Vat Code
002879	Connected Security Ltd	New CCTV	£3,907.20	£651.20	863151140
002880	Flintshire County Council	Lighting Energy, Maintenance and Repairs – January 2015	£584.13		
002881	Flintshire County Council	Lighting Energy, Maintenance and Repairs – February 2015	£584.13		
002882	JOLORA	Web Site Maintenance since 21 January 2015	£73.33		
002883	P. Richmond	Salary – March 2015	£645.05		
002884	HM Revenues and Customs Only	Income Tax – PR – March 2015	£234.80		
002885	JDH Business Services Ltd	Internal Audit Fee 2014/15	£235.20	£39.20	771 7444 12
002886	Sealand Primary	Grant	£1000.00		

	School				
002887					
Total Spend			£7,263.84	£690.4	

14/281 **INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Bank Interest	£1.70
Total		<u>£1.70</u>

RESOLVED - that the income be received.

14/282 **CORRESPONDENCE**

Chief Officer Planning and Environment – Flintshire County Council – re 052887- Outline application for the erection of 6no dwellings at (Former garage site) Land rear of 31 Welsh Road, Garden City, Deeside, CH5 2HU. Planning and Control Committee on 22nd April 2015 – 1pm Council Chamber, County Hall, Mold.

Chief Officer Planning and Environment – Flintshire County Council – re 052626 - The construction and operation of an Energy Recovery Facility (referred to as an ‘ERF’) and ancillary facilities, comprising offices and welfare facilities, visitor centre, bottom ash recycling and maturation facilities, access roads and weighbridge facilities, electrical compound, together with peripheral landscaping and security fencing. The proposals also make provision for a rail connection, sidings and associated infrastructure at ERF, Deeside Industrial Park, Weighbridge Road, Sealand, Flintshire Planning and Control Committee on 17th April 2015 – 2.30pm Council Chamber, County Hall, Mold

Note – this PA has been refused.

RESOLVED – that the report be noted.

14/283 **SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2014/15 FINANCIAL YEAR**

The Clerk outlined the overall finalised expenditure and income for the 2014/15 financial year. The Clerk detailed that the closing bank balances are -

Account - no – 0388217 - £4,211.78
Account - no – 7326098 - £42,112.04
Total - £46,323.82

Less unpaid cheques of £3,550.88

Cheque no – 002872 - £3,365.88: 002877 - £35.00: 002878 - £150.00

Total bank Accounts - £ 46,323.82 less unpaid cheques of £3,550.88 leaves a closing balance of £42,772.94

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2014/15 financial year for £904.08

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2014/15 and has set up the on line process for the 2015/16 financial year.

RESOLVED: - that-

- i) the report be noted.
- ii) the Chair and Clerk sign off the appropriate pages for the 2014/15 financial year in the Council's account book.

14/284 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS

The Clerk outlined the detailed expenditure and income for the 2014/15 financial year.

2014/15

Financial Year

Income

	Actual	Anticipated	Difference
General Admin Inc. Precept / Payment from Welsh Audit office of £30	£53,030.00	£53,000.00	£30.00
Bank Interest	£21.70	£20.00	£1.70
Insurance Claims / Refunds	£2,377.59	£0.00	£2,377.59
VAT Refund	£646.11	£750.00	-£103.89
Milk Claims	£282.52	£600.00	-£317.48
Total	£56,357.92	£54,370.00	£1,987.92

Expenditure

	Actual	Anticipated	Difference
Play Areas	£7,796.40	£9,200.00	£1,403.60
Staffing Costs	£7,692.60	£7,637.00	-£55.60
General Admin Costs (inc new Chain of Office)	£8,745.19	£5,760.00	-£2,985.19
S137 Grants	£1,847.96	£3,000.00	£1,152.04
CCTV	£0.00	£250.00	£250.00
Street Lighting	£23,134.42	£25,100.00	£1,965.58
Notice Boards	£0.00	£1,000.00	£1,000.00
Insurances	£2,356.02	£2,500.00	£143.98
Milk	£2,635.76	£3,800.00	£1,164.24
Total	£54,208.35	£58,247.00	£4,038.65

Current Summary

Balance as at 31 March 2014	£40,623.37
Total Expenditure	£54,208.35
Total Income	£56,357.92
Balance	£2,149.57
Overall balance as at 31 st March 2015	£42,772.94
VAT Costs for 2014/15 financial year	£904.08

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.

14/285 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS

The Clerk outlined expenditure and income for the 2015/16 financial year up to Cheque number 002885 - .

2015/16

Financial Year

Income

	Actual	Anticipated	Difference
General Admin Inc. Precept.	£0.00	£57,000.00	-£57,000.00
Bank Interest	£0.00	£20.00	-£20.00
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£0.00	£900.00	£0.00
Milk Claims	£0.00	£500.00	-£500.00
Total	£0.00	£58,420.00	-£58,420.00

Expenditure

	Actual	Anticipated	Difference
Play Areas	£0.00	£8,000.00	£8000.00
Staffing Costs	£754.05	£9,049.00	£8,294.95
General Admin Costs	£434.33	£4,930.00	£4,495.67
S137 Grants	£0.00	£2,000.00	£2,000.00
CCTV	£3,907.20	£4,000.00	£92.80
Street Lighting	£1,168.26	£26,700.00	£25,531.74
Street Furniture Repairs	£0.00	£500.00	£500.00
Insurances	£0.00	£2,500.00	£2,500.00
Milk	£0.00	£3,200.00	£3,200.00
Total	£6,263.84	£60,879.00	£54,615.16

Current Summary

Balance as at 31 March 2015	£42,772.74
Total Expenditure	£6,263.84
Total Income	£0.00
Balance	-£6,263.84
Overall balance as at 20 th April 2015	£36,508.90
VAT Costs for 2015/16 financial year	£690.40

End of Year Prediction

Balance as at 31 March 2015	£42,772.74
Total Anticipated Expenditure	£60,879.00
Total Anticipated Income	£58,420.00
Anticipated Balance for the year	-£2,459.00
Anticipated Overall Balance as at 31 March 2016	£40,313.74

RESOLVED - that the report be noted.

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2015.

Statement of Accounts

31-Mar-14	31-Mar-15	
£	£	
£41,708	£40,623	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.
£2,793	£3,358	Total income or receipts as recorded in the cashbook minus the precept Includes support, discretionary and revenue grants
£7,537	£7,693	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).
£49,341	£46,515	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£40,623	£42,773	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.
£40,623	£42,773	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
£40,623	£42,773	Total balances

£254,820	£262,447	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	£0.00	The outstanding capital balance as at 31 March of all loans from third parties.
N/A	N/A	Trust Fund Disclosure

The Accounts and Audit Regulations were amended in 2014. Process to follow is –

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Completed.
2. Pass the Return to the internal auditor along with all the Council’s appropriate records – (9th April 2015 returned on 16th April 2015) Completed.
3. Council considers the Annual Return at a full Council meeting before 30th June 2015. Section 3 is signed by the person presiding at the meeting. To be undertaken on 20th April 2015.
4. RFO/Clerk then sends a copy of the Annual Return and requested documents to the External Auditor.
5. External auditor completes the audit if there are no amendments the auditor will certify Section 3 send it back to Council for publication. If amendments are required the auditor will send the Return back to the Council for amendment and re-approval. The amended Return must then be sent back to the auditor for certification
6. The Council must publish the certified Annual Return by 30th September. If the Council is unable to publish the Annual Return by 30th September 2015 then it must publish statements together with a declaration and explanation that at the date of publication the auditor has given no opinion.

Section 2 – Annual governance statement

The Clerk outlined the Section 2 – Annual governance statement

We acknowledge as the members of SEALAND COMMUNITY COUNCIL our responsibility for ensuring that there is a sound system of internal control including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the Council’s accounting statements for the year ended 31st March 2015 that -

	Agreed - Yes or No
We have approved the accounting statements accounts which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014(as amended) and proper practices.	YES
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES

We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, 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 2014..	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 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

Section1 – Following certification by the Responsible Financial Officer the Council is now required to approve the accounting statements in Section 3

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 31st March 2015 as presented by the Council's Responsible Financial Officer in line with Section 1 and Section 2 as reported to Council.
- iii) the Council approves the accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement for Section 3 to signed by the Chairman of Council.
- iv) the Chairman and Clerk should also sign the Council's ledger book.

Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2015

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 29th April and ends on 30th May 2015.

The notice has been displayed since 14th April 2015 on the Council's notice boards and on the Council's web site.

RESOLVED: - that the report be noted.

14/287 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS
2014/15 FINANCIAL YEAR

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd and there were no issues to report – the auditor has provided a guidance note for the 2016/17 financial year.

The audit was undertaken using the following tests as specified by the Audit Commission on Section 4 of the Annual Return for Local Councils in England and Wales:

- Checking that books of account have been properly kept throughout the year.
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for.
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks.
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate.
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.
- Checking the accuracy of the asset and investments registers.
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s).
- Year-end testing on the accuracy and completeness of the financial statements.

Conclusion - On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

Guidance Note

An area of potential risk for the Council in 2015/16 is ensuring they meet the requirements of The Pension Regulator with respect to auto enrolment, or they may face fines. Even if staff are not eligible to be auto enrolled into a pension scheme the Council may still have to complete a declaration of compliance.

Recommendation – The Council should review this risk if they have not already done so and ensure that they meet any requirements of The Pension Regulator – see www.thepensionsregulator.gov.uk for further information.

The Clerk advised that he has been in contact with The Pension Regulator and Council's auto enrolment date is 1st April 2017 and he is now recorded as the Council's contact.

The Clerk will keep the Council informed on this issue.

RESOLVED: - that the report be noted.

14/288 LETTER OF ENGAGEMENT BETWEEN SEALAND COMMUNITY COUNCIL AND JDH BUSINESS SERVICES LTD FOR CONTINUING INTERNAL AUDIT SERVICES

The Clerk outlined the purpose of this letter which is to acknowledge that the Council has reviewed its Internal Audit arrangements at its meeting held on 20th April 2015 and wishes to continue with using the services of JDH Business Services Ltd, an arrangement which has been in place since 2005. The Council in making this decision is mindful of the professional approach and expertise in audit matters by the company and the helpful and timely way it carries out this function. It is confirmed that the company is entirely independent of Sealand Community Council and has never been used for any professional service other than the annual internal audit.

Respective responsibilities of Sealand Community Council and JDH Business Services Ltd as Internal Auditors

The Council's responsibilities

To prepare and approve accounts for each financial year in accordance with the Accounts and Audit Regulations in force at the time and proper accounting practice.

Maintaining an adequate system of internal control including measures designed to prevent and detect fraud and corruption.

Undertaking 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.

Carrying out an assessment of the risks facing the Council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

To make available to the Internal Auditors, as and when required, all the Council's books of accounts and records and related information necessary to carry out their work and also full disclosure of any relevant information.

As part of normal procedures the Council may be required to provide written confirmation of any information or explanations given orally to the Internal Auditors during the course of their work.

To respond to any Annual Action Plan items indicated in the report of the Internal Auditor as reported to the Council.

Internal Auditors responsibilities

These are solely confined to carrying out the internal audit testing as specified by the Audit Commission for Wales in Section 4 of the Annual Return and are currently as follows:

Checking that books of accounts have been properly kept throughout the financial year.

Checking that the Council's Financial Regulations and Standing Orders have been met, payments are supported by invoices, expenditure is approved and VAT correctly accounted for.

Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks including the disclosure of Members personal interests and investment strategy.

Verifying that the annual precept request is the result of a proper budgetary process: that the budget progress has been regularly monitored and the Council's reserves are appropriate.

Checking income records to ensure that the income has been received, recorded and promptly banked and VAT is correctly accounted for.

Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.

Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements by way of RTI to HMRC have been properly applied.

Checking the accuracy of the asset and investment registers.

Testing the accuracy and timeliness of periodic and year-end bank account reconciliations.

Year-end testing on the accuracy and completeness of the financial statements.

Fees

The Council will meet the fee of each annual internal audit for the work spent on the basis of the responsibilities detailed above and if it necessary to carry out work outside of these it is acknowledged that this will involve an additional fee.

Agreement and Terms

The terms in this letter shall take effect for internal audit for the 2015-16 financial year which is due to take place in April 2016. It is agreed that this letter remains effective until it is replaced by way of the Council renewing the appointment of JDH Business Services Ltd on an annual basis in January each year for internal audit that will take place after the commencement of the next financial year.

We confirm that we have read and understood the contents of this letter and agree that it accurately reflects the services that we have instructed you to provide.

RESOLVED – that –

- i) the report be noted.
- ii) the letter of engagement be approved and for it to be signed by the Chairman and Clerk

14/289 COMMUNITY ASSET TRANSFER

The Clerk reminded that at the previous meeting the expression of interest form had been approved and submitted to Flintshire Local Voluntary Council. In respect of the four play Areas – Kingsley Road; Riverside Park; Sealand Manor and Welsh Road

RESOLVED – that reported be noted.

14/290 COUNCIL'S 2015 REMEMBRANCE SUNDAY SERVICE

RESOLVED – that a letter be sent to Rev. Stephen Green at The Vicarage, St. Ethelwold's Church, Shotton advising that Council is considering which church to hold its 2015 Remembrance Sunday Service and to request Rev. Stephen Green to set out the details of the service and timings should the service be held at St. Andrews Church at Garden City.

14/291 MATTERS RAISED BY MEMBERS OF COUNCIL

- Perimeter fence needs to be inspected and repaired - Sealand Manor Rec Field.
- Letter to Chief Constable – North Wales Police asking for clarification of certain events when the travellers arrived on Friday 17th April 2015 at the cycleway off Seahill Road, Sealand.

14/292 **MATTERS RAISED BY MEMBERS OF THE PUBLIC**

Peter Siddorn Chairman of the Ferry Lane Residents Association raised the issue again regarding PA (No. 053203) for a touring caravan site for 88 caravans on the field adjacent to their site.

Clerk explained that the PA has still not been received by Council and that a further email will be sent to the County Council asking when Council will be asked for its comments.

Peter also advised that he is aware that Cheshire West and Chester Council (CWAC) have provided their comments to the PA.

Peter also referred to a PA for housing development for a site off Sealand Road in Chester and asked about the impact on drainage – County Councillor to investigate.

He is very disappointed that the residents association has not been informed about the application and with a deadline of Tuesday, 17th March, this has left very little time for residents to respond. The Clerk advised that Council has not received this planning application and the County Councillor advised that it had only recently been referred to her and that the response date will more than likely be mid April 2015.

14/293 **DATE OF COUNCIL'S NEXT MEETING – 18th MAY 2015**

RESOLVED – that the meetings of Council for 2015 be held on the following Mondays – 18th May – Annual General Meeting; 15th June 20, 20th July, 14th September (1 week early) , 19th October, 16th November and 14th December 9 (1 week early)

14/294 **DECLARATION OF INTEREST**

Councillors Mrs. Chris Jones, Norman Jones, Alex Lewis and David Wisinger declared an interest re 14/280 grant request from Sealand Primary School.

The meeting opened at 6.30pm and closed at 8.35pm

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Signed 18th May 2015 – Chairman of Council