

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 18th APRIL 2016 AT THE SEALAND PRIMARY SCHOOL.

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

Peter Richmond - the Clerk and Financial Officer.
Also in attendance – three members of the public.

15/299 REPORT – ANNUAL FINANCIAL RETURN – 2015/16

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2016.

Statement of Accounts

| 31-Mar-15 | 31-Mar-16 | |
|------------------|------------------|--|
| £ | £ | |
| £40,623 | £42,773 | Total balances and reserves at the beginning of the year as recorded in the council's financial records. |
| £53,000 | £57,000 | Total amount of precept income received in the year. |
| £3,358 | £1,675 | Total income or receipts as recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants |
| £7,693 | £9,049 | 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 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). |
| £46,515 | £50,121 | Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments. |
| £42,773 | £42,278 | 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. |

| | | |
|---------|---------|---|
| £42,773 | £42,278 | 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 |
| £42,773 | £42,278 | Total balances |

| | | |
|----------|----------|---|
| £262,447 | £222,051 | 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 |

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 – (11th April 2016 returned on 14th April 2016) 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. Undertaken on 18th April 2016.
4. RFO/Clerk then sends the Annual Return and requested documents to the External Auditor by 11th July 2016.
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 2016 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 2016 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, 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. | To be completed |
| 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 the statement of accounts. | 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 calculated and approved the council budget for the requirement of 2015-16 financial year in accordance with the Local Government Finance Act 1992 and proper practices – and issues the precept in accordance with Sections 39 to 42 of the of the Local Government Finance Act 1992 | YES |
| We have received detailed financial reports setting out receipts and income and a summary of the Council's financial position on a regular monthly basis. | YES |
| We have ensured that the Council's internal audit is independent of its day-to –day decision - making process and maintenance of the accounting records and have agreed appropriate terms of reference for the internal audit | YES |

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

The Clerk also outlined additional information required by the external auditor as set out in Appendix 3 and 4.

RESOLVED: - that –

- i) the report be noted.

- ii) Council should note and approve the Annual Return for the year ended 31st March 2016 as presented by the Council's Responsible Financial Officer.
- iii) the Council approves the Annual Governance Statement noting its responsibility for ensuring that there is a sound system of internal controls, including the preparation of the accountancy statements. It be confirmed to the best of Council's knowledge and belief with respect of the accountancy statements for the year ended 31 March 2016 – as outlined by the Clerk.
- iv) the Chairman and Clerk and should sign and date the certification by the Clerk and approval by the Chairman.
- v) the Chairman and Clerk should also sign the Council's ledger book.
- vi) on completion of the Annual Return process a copy should be added to the Council's web site.
- vii) 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 2016

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 13th June and ends on 8th July 2016.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 30th May 2016.

Note - Actually displayed from 17th April 2016.

RESOLVED: - that the report be noted.

..... Signed 16th May 2016