

SEALAND COMMUNITY COUNCIL

MINUTES OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON 19th JANUARY 2015 AT THE SEALAND PRIMARY SCHOOL.

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

Peter Richmond - the Clerk and Financial Officer.

Also in attendance –

Four members of the public.

Wayne Jones – Flintshire County Council

14/212 FINANCIAL REPORT –2014/15 and 2015/16 **FINANCIAL YEARS**

The Clerk advised:-

- a) that a precept is an order to the charging authority – Flintshire County Council to pay a requested sum to the precept authority – Sealand Community Council and that that the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.
- b) 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.
- c) on details of anticipated income and expenditure for the 2014/15 and 2015/16 financial years.
- d) on his previous request that in line with his Contract of Employment dated 19th October 2009 that he can progress from Point 24 to Point 25 on the NJC Scale with effect from 1st April 2015. The Clerk is contracted for a normal working week of 10 hours. The full amount for Points 24 and 25 are £21,067 and £21,734. The amount based on 10 hours a week is £5693 and £5874. This was approved by Council at its December 2014 meeting and to take effect from 1st April 2015. Payment is net with the Council deducting income tax at 40% and making payment to the HMRC.
- e) that at the December 2014 meeting he advised that based on his time records he spends well in excess of 10 hours a week on Council work – the figure is averaging 15 hours a week. Travel time to and from Sealand is not included in the 15 hours. Council agreed that review of the Clerk's hours be undertaken at the Annual Finance Meeting. To assist Council he suggested an increase to 12 hours.
- f) the allowance is paid to the Clerk for the use of his private telephone, computer and a contribution towards the cost of maintaining his residence in which a room is dedicated as an office. The payment for 2014/15 is £ 2,000.00. Details of the payment are

submitted on an annual basis to the HMRC. The Clerk advised that the payment should not be increased for the 2015/16 financial year.

- g) that expenses incurred in carrying out his duties are also reimbursed. The expenditure being incurred on behalf of the Council as part of its administration and running cost, i.e., stamps, payphone for daytime calls, and travelling expenses. NJC rate for Casual Users being paid for car mileage within Sealand and as required mileage to venues outside Sealand – 47p per mile.
- h) the estimated income for the current 2014/15 financial year is £55,471 and estimated expenditure is £55,156. The opening balance at 1 April 2014 was £40,623. The estimated opening balance at 1 April 2015 is estimated at approx. £40,938 assuming all planned expenditure takes place which may not be the case.

RESOLVED:-that the report be noted.

14/213 ALLOWANCES AND SALARY

The Clerk reminded Council that the Internal Auditor had advised in July 2008 that Inland Revenue rules that payments to the Chair are subject to NI & Income Tax unless claimed as expenses and the Chairman should secure vouchers/supporting receipts for all expenditure and submit to Council. Any excess over the amount of total actual expenses could be potentially deemed taxable by HMRC unless repaid to the Council.

RESOLVED: -that -

- a) the Clerk's hours be increased from 10 to 12 with effect from 1st April 2015 and for his contract to be amended and resigned at the next meeting.
- b) the following be agreed for 2015/16 -

	£
• Chair's Allowance	800
• Clerk's Salary	7,049
• Clerk's Allowance	2,000_____
Total	£9,849

14/214 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

- a) grant payments for the 2015/16 financial year be restricted to a maximum of £150.00 apart from Sealand Primary School who should receive up to a maximum of £1000.00.
- b) Free Resources Fund should be £2,000.00.

Total - £2,000.

14/215 SCHOOL MILK

RESOLVED:-that the Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £3,200.

Total - £3,200

14/216 PLAYLEADER SCHEME 2013 AND PLAY AREA IMPROVEMENTS

RESOLVED:- that the Council –

- a) should support both proposed Play Schemes – overall estimated cost £3,000
- b) should advise the Head of Leisure Services of its decision.
- c) should allocate £5000 for possible matched funding for play equipment.

Total - £8,000

14/217 STREET LIGHTING

RESOLVED:-that the following be allocated:-

	£
Energy	4,700
Repairs and Maintenance	6,000
New / Replacement Columns	16,000
(Phase 1 - Columns 40 / 41 / 42 / 38 / 54 (Greens) Sealand Manor –will 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)	
Total	£26,700

14/218 OTHER AREAS OF EXPENDITURE

RESOLVED:- that the following funds be allocated:-

	£
Printer Cartridges	700
Street Furniture Repairs -	500
CCTV Repairs / New Purchase	4,000
Insurances	2,500
Stationery	125
Annual Subscriptions	520
Audit Fees	650
Conferences	350
Council's Web Site	600
Postage / Mileage/Telephone	1,100
Engraving Chain of Office	50
Data Protection Registration	35
Total	£ 11,130

14/219 PRECEPT 2015/16

The Clerk advised that the Council had agreed to an indicated expenditure of £60,879. Estimated income excluding precept is £1,270. Estimated opening balance at 1 April 2015 is £40,938.

To achieve an estimated balance at 1st April 2016 of £41,000 a precept of £59,671 is required.

The Clerk advised that the County Council require a completion of a precept mandate form to be signed by the Chairman and Clerk. The Clerk outlined the form -

Current year's precept – 2014/15 - £53,000

Current Tax Base of equivalent Band D properties is £1,138.42

The current Band D charge is £46.56

The precept for 2015/16 - £57,000

Tax Base for 2015/16 of equivalent Band D properties is £1,141.28

The band D charge for 2015/16 will be £49.94

The increase in the Band D charge amount is £3.38

The percentage increase in the 2015/16 band D charge compared to the 2014/15 band D charge is 7.26%

RESOLVED:- that –

- a) the precept for 2015/16 be set at £57,000.00 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.
- b) the Clerk be thanked for his excellent and informative financial report.