

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9th JULY 2018 AT SEALAND
PRIMARY SCHOOL.**

PRESENT: Councillors: Chris Jones (Chair and County Councillor), Jean Fairbrother, Barbara Hinds (Vice-Chair), Norman Jones, Joan Keith, Alex Lewis, Shelley Webber, Mary Southall, Mike Walker, Rhondda Whittaker and David Wisinger.

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

Prior to the meeting members of Council gave a presentation to the Clerk in recognition of his 40 years service as Clerk to the Council.

**18/87 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2017/18
FINANCIAL YEAR**

The Clerk advised that in line with council's Financial Regulations and audit requirements he submits details of the Council's overall bank balances in respect of – as at 30th June, 30th September, 31st December and 31st March each year.

The position as at 30th June 2018 is –

Account - no – 0388217 - £7,367.26
Account - no – 7326098 - £45,234.43
Total - £52,601.69
Less unpaid cheques

003144 - £271.20
003153 - £1,400.00
003157 - £213.18
003158 - £617.93
003159 - £192.00
003160 - £23.00

Total unpaid cheques - £2,717.31

Total bank accounts - £ 52,601.69 less unpaid cheques of £2,717.31 leaves a closing balance of £49,884.38

The Vice Chair authorised the reconciliation calculations as being a correct record.

RESOLVED: - that the report be noted

18/88

SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003166

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£5.34	£20.00	-£14.66
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
Total	£19,312.94	£57,920.00	-£38,407.06
Expenditure	Actual	Anticipated	Difference
Bank Charges	£20.00	£60.00	£40.00
Chairman's Fund	£0.00	£800.00	£880.00
Staffing Costs	£4,117.40	£9,882.00	£5,764.60
General Admin Costs	£794.19	£3,320.00	£2,525.81
Council Web Site	£704.00	£2,000.00	£1,296.00
Insurances	£852.61	£1,000.00	£147.39
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	£1,400.00	£0.00	-£1,400.00
Street Lighting	£1,750.89	£25,400.00	£23,649.11
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£1,318.75	£2,500.00	£1,181.25
School Milk – Section 137	£599.64	£3,500.00	£2,900.36
Total	£11,557.48	£59,062.00	£47,504.52

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£11,557.48
	Total income	£19,312.94
	Balance in year spend	£7,755.46
	Overall balance as at 9th July 2018	£47,746.61
End of Year Prediction	VAT Costs for 2018/19 financial year	£109.20
	Balance as at 31 st 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
	Anticipated Overall Balance as at 31st March 2019	£38,649.15

Key Dates for 2017/18 audit

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

RESOLVED: - that the report be noted.

The meeting opened at 6.30pm and closed at 8.30 pm

..... Signed 17th September 2018
Chairman of the Council.