

## SEALAND COMMUNITY COUNCIL

### MINUTES OF THE MEETING OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 20<sup>th</sup> MAY 2019 AT SEALAND PRIMARY SCHOOL.

**PRESENT: Councillors** Barbara Hinds (Chair), Bob James, Chris Jones (County Councillor), Norman Jones (Vice Chair), Mikael Khan, Mike Walker, Shelley Webber, Rhondda Whittaker, Sarah Wilson and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

#### **19/23            INTERNAL AUDIT REPORT 2018/19 FINANCIAL YEAR**

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.

No issues were arising, a robust set of books and records has been maintained throughout the financial year and all internal control objectives have been met.

Copies of the internal audit report has been emailed to members of council and as is required a copy has been added to the financial section on the council's web site. A further copy will be given to the External Auditor.

RESOLVED: - that the report be noted.

#### **19/24            REPORT – ANNUAL FINANCIAL RETURN – 2018/19**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2019

#### **Statement of Accounts**

<b>31-Mar-18</b>	<b>31-Mar-19</b>	
<b>£</b>	<b>£</b>	
£36,987	£39,991	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).
£1,900	£804	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.

£9,882	£10,120	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).
£46,014	£49,176	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£39,991	£38,499	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.
£39,991	£38,499	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
£39,991	£38,499	Total balances

£150,777	£140,711	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 2019 that -

	<b>Agreed - Yes or No</b>
<p>We have put in place arrangements for –</p> <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, 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 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 statements.	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 adopted standing orders and financial regulations as appropriate.	YES
We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	YES
All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.	N/A

The Clerk outlined the letter and all required documents that Council will send with the Annual Return to the external auditor. A copy has previously been emailed to all members of council.

The external auditor has requested that the completed Annual Return and all supporting information needs to have been received by the external auditor by 11<sup>th</sup> June 2019. This will include photographs showing the audit notice as displayed on the council's notice boards.

RESOLVED: - that –

- i) the report be noted.
- ii) it be noted that an interim copy of the Annual Return should be added to the Council's web site before 16<sup>th</sup> June 2019 with a final version being added on completion of the audit.
- iii) the Chair and Clerk be authorised to sign the Annual Return
- iv) the Clerk be thanked for his excellent work in maintaining the Council's governance and finances.

**19/25            NOTICE OF AUDIT- 2018/19 FINANCIAL YEAR**

The Clerk referenced the Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2019.

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 has previously outlined the public notice and details of the public inspection arrangements. Inspection runs from 1<sup>st</sup> July 2019 to 26<sup>th</sup> July 2019.

The notices are now on display on the Sealand notice boards and on the Council's web site.

RESOLVED: - that the report be noted.

**19/26            SUMMARY OF ACCOUNTS – 2019/20 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for 2019/20 financial year up to cheque number 003249.

RESOLVED – that the report be noted.

2019/20 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£1.31	£22.00	-£20.69
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£639.67	£308.00	£331.67
Milk Claims	£0.00	£500.00	-£500.00
<b>Total</b>	<b>£19,640.98</b>	<b>£57,830.00</b>	<b>-£38,189.02</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£5.00	£60.00	£55.00
Chairman's Fund	£0.00	£800.00	£800.00
Staffing Costs	£1,686.54	£10,120.00	£8,433.46
General Admin Costs	£493.51	£4,200.00	£3,706.49
Council Web Site	£384.00	£2,304.00	£1,920.00
Insurances	£811.20	£1,000.00	£88.80
Defibrillator – LGA Act 2000(S2)	£0.00	£75.00	£75.00
Play Schemes and New Equipment	£0.00	£10,500.00	£10,500.00
Highways	£0.00	£0.00	£0.00
Street Lighting	£1,009.90	£24,900.00	£23,890.10
CCTV Maintenance	£0.00	£250.00	£250.00
Grants – Section 137	£150.00	£2,200.00	£2,050.00
School Milk – Section 137	£220.40	£3,500.00	£3,279.60
<b>Total</b>	<b>£4,759.85</b>	<b>£59,809.00</b>	<b>£55,049.15</b>

Current Summary	Balance as at 31 March 2019 including £25,000 contingency fund.	£38,499.21
	Total expenditure	£4,759.85
	Total income	£19,640.98
	Balance in year spend	£14,881.13
	<b>Overall balance as at 20th May 2019</b>	<b>£53,380.34</b>
	VAT Costs for 2019/20 financial year	£109.56
End of Year Prediction	Balance as at 31 <sup>st</sup> March 2019	£38,499.21
	Total anticipated expenditure	£59,809.00
	Total anticipated income	£57,830.00
	Anticipated balance for the year	-£1,979.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2020</b>	<b>£36,520.21</b>

**19/27                    PAYMENT TO MEMBERS OF COMMUNITY COUNCILS**

The Clerk referenced back to Minute 18/335 at the April 2019 meeting of Council regarding -

The Clerk reported that Determination 40 which relates to Councils in Group A and B making a payment available to each of their members of £150 per year for the costs incurred in respect of telephone usage, information technology, consumable etc. The payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. A letter for this purpose was circulated to members of council.

The Clerk advised that he has now received signed letters from all Councillors advising that they do not wish to receive the payment of £150.00 in respect of the 2019/20 financial year.

RESOLVED: - that the report be noted.

**19/30                    COUNCIL'S PHYSICAL ASSET REGISTER – OCTOBER 2018**

The Clerk advised that a copy of the updated Asset Physical Register will shortly be added to the Council's web and a copy will also be emailed to members of Council. Also, a copy of the summary of the Council's assets April 2016 to June 2019 will also be added to the Council's web and a copy will also be emailed to members of Council

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<b>Assets</b>	<b>Value – Purchase Price</b>	<b>Insurance Cover</b>
<b>Chains of Office</b>	£6,059.90	£7,575.88
<b>Notice Boards</b>	£2,451.52	£6,072.28
<b>Office Equipment</b>	£855.00	£1,024.98
<b>Public Seats</b>	£2,085.00	£7,463.33
<b>Street Lighting-</b>	£111,250 – proxy value see note below.	£111,250
<b>Digital Recorder Cameras</b>	£4,326.00	£5,758.67
<b>Defibrillator and Cage</b>	£1,184.00	£1,219.52
<b>Total</b>	£128,211.42	£140,364.66

Note - External Auditor - Local Council Audit Team have previously advised that where a cost value is unknown a proxy value must be given to the value of the asset. This proxy value can

be the insurance value, however, once this proxy value is set, the value must not change. There should not be movements for revaluations, changes in insurance value, depreciation, impairment etc.

RESOLVED – that the updated asset register be noted.

**19/35                    DATE OF COUNCIL’S NEXT MEETING – 17<sup>th</sup> JUNE 2019**

RESOLVED – that the meetings of Council for 2019 be held on the following dates  
17<sup>th</sup> June, 15<sup>th</sup> July, 9<sup>th</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November and 9<sup>th</sup> December (Annual Finance Meeting)

**19/36                    IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST**

Council Member	Item	Minute Reference
David Wisinger	Grant requests from Councillors Chris Jones and David Wisinger declared an interest regarding the grant requests received from Sealand Primary School and Sealand and Queensferry Dementia Friendly Communities.	19/13
Chris Jones	Grant requests from Councillors Chris Jones and David Wisinger declared an interest regarding the grant requests received from 50+ in Flintshire Advisory Group, Sealand Primary School and Sealand and Queensferry Dementia Friendly Communities.	19/13

The meeting opened at 6.30pm and closed at 8.45 pm

..... Signed                    17<sup>th</sup> June 2019 Chair of the Council.