

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 17th SEPTEMBER 2018 AT SEALAND PRIMARY SCHOOL.

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

Peter Richmond: Clerk and Financial Officer.

Wayne Jones: Streetscene – Flintshire County Council

Two members of the public.

18/120 SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003177

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£8.80	£20.00	-£11.20
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£281.941	£500.00	£218.06
Total	£38,598.34	£57,920.00	-£19,121.66
Expenditure	Actual	Anticipated	Difference
Bank Charges	£30.00	£60.00	£30.00
Chairman's Fund	£0.00	£800.00	£880.00
Staffing Costs	£4,987.05	£9,882.00	£4,894.95
General Admin Costs	£1,271.35	£3,320.00	£2,048.65
Council Web Site	£1,088.00	£2,000.00	£912.00
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	£2,462.79	£25,400.00	£22,937.21
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£1,468.75	£2,500.00	£1,031.25
School Milk – Section 137	£1,026.00	£3,500.00	£2,474.00
Total	£14,586.55	£59,062.00	£44,475.45

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£14,586.55
	Total income	£38,598.34
	Balance in year spend	£24,011.79
	Overall balance as at 17th September 2018	£64,002.94
	VAT Costs for 2018/19 financial year	£173.20
End of Year Prediction	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

18/122 REPORT – ANNUAL FINANCIAL RETURN – 2017/18

The Clerk reported that he had been advised by letter dated 13th August 2018 by BDO on behalf of the Auditor General for Wales that they had completed the council's audit for the 2017/18 financial year. This had been emailed to all members of council

BDO advised that there were no matters which came to their attention which required the issuing of a separate additional issues arising report. The Annual Return is now required to be presented to council, now that the audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by council.

As required the Annual Return and Notice of Conclusion of Audit has been displayed on notice boards and the council's web site for the required 14 days.

The Clerk advised that a full copies of the both Annual Return and the Internal Auditor's report are required to be available for scrutiny on the council's web site. These have been added.

RESOLVED – that the –

- i) report be noted.
- ii) Clerk be thanked for his work in undertaking the 2017/18 financial year's audit.

**18/126 AUDITOR GENERAL FOR WALES
STUDY OF THE EFFECTIVENESS OF INTERNAL AUDIT**

The Clerk advised that he was informed by email on 6th August 2018 that the Auditor General for Wales is carrying out a study of the effectiveness of the internal audit. Members of council were advised of this by email also on 6th August 2018.

In the Auditor General's 2016-17 Financial Management and Governance in Local Councils report, he noted

'In 2018, I propose to undertake a national study on internal audit services at local councils to address the question 'Do town and community councils in Wales have adequate and effective systems of internal audit in place?'

During 2018, we have consulted with One Voice Wales, the Society of Local Council Clerks and the audit firms. All support the need for the study, given that the internal audit function is fundamental to the limited assurance audit approach.

I am writing to let you know that this study, which will complement your annual audit of accounts, is due to commence in August 2018. Our review will examine whether:

- internal auditors are sufficiently independent of the Councils who appoint them;

- internal auditors are provided with adequate terms of reference setting out the scope of their work;
- internal audit work is properly carried out and conclusions supported by adequate evidence;
- internal auditors provide sufficient and appropriate reports to councils setting out their conclusions and recommendations; and
- Councils take appropriate action in response to recommendations made by internal audit.

The examination will focus on the arrangements Councils have in place to secure an adequate and effective system of internal audit and will be conducted by means of:

- an examination of key documentation held by Councils and internal auditors; and
- where necessary discussions with Clerks, Council Chairs and internal auditors.

Sealand Community Council has been identified as part of the sample of councils that will be reviewed to provide evidence to inform our conclusions.

I attach a questionnaire (Appendix 1) which the Auditor General for Wales requires Councils to complete as part of this study. The questionnaire also sets out what supporting documentation Councils are required to submit as part of this study. This questionnaire needs to be completed and returned to us by no later than 13th August 2018.

We are aiming to complete the bulk of our audit fieldwork by early October 2018. We anticipate sharing a draft of our report with Councils in early 2019. As part of the report clearance process we will share relevant aspects of our report with all named third parties to confirm its completeness and factual accuracy.

The Council will be charged the normal audit fee for the audit of the 2017-18 annual return. No additional audit fees will be charged to the Council for its participation in this study.

Please ensure that the contents of this letter are brought to the attention of the Council so they are aware of their involvement in the study.

The Clerk advised that he completed the survey on 6th August 2018 which was emailed to the Auditor General for Wales together with required documentation. The email was copied to all members of council. This email was subsequently acknowledged by the Auditor General thanking council for its prompt response.

RESOLVED – that the report be noted.

The meeting opened at 6.30pm and closed at 8.45pm

..... Signed 15th October 2018

Chairman of the Council.