

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL FINANCE MEETING OF THE COUNCIL HELD ON
11th DECEMBER 2017 AT ST. BARTHOLOMEW'S CHURCH.**

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

Peter Richmond: Clerk and Financial Officer.

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**17/192 SEALAND COMMUNITY COUNCIL
SUMMARY OF ACCOUNTS - 2017/18 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2017/18 financial year up to cheque number 003108.

		Actual	Anticipated	Difference
Income				
	General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
	Bank Interest	£11.69	£24.00	-£12.31
	Insurance Claims / Refunds	£0.00	£0.00	£0.00
	VAT Refund	£389.11	£500.00	-£110.89
	Milk Claims	£404.84	£500.00	-£95.16
	Total	£38,805.84	£58,024.00	-£19,218.16
Expenditure				
	Bank Charges	£45.00	£60.00	£15.00
	Chairman's Fund	£300.00	£800.00	£500.00
	Staffing Costs	£7,411.32	£9,276.00	£1,864.68
	General Admin Costs	£2,810.21	£3,795.00	£984.79
	Insurances	£893.98	£1,200.00	£306.02
	Election Costs	£240.91	£4,500.00	£4,250.09
	Play Areas	£4,038.00	£8,100.00	£4,062.00
	Highways	£0.00	£700.00	£700.00
	Street Lighting	£22,392.62	£23,400.00	£1,007.38
	CCTV Maintenance	£660.00	£1,000.00	£340.00
	Grants – Section 137	£2,000	£2,500.00	£500.00
	School Milk – Section 137	£1,731.85	£3,200.00	£1,468.15
	Total	£42,532.89	£58,531.00	£15,998.11
Current Summary	Balance as at 31 March 2017 including £25,000 contingency fund.	£36,987.43		
	Total Expenditure	£52,532.89		
	Total Income	£38,805.84		
	Balance	-£3,727.05		
	Overall balance as at 11th December 2017	£33,260.38		
	VAT Costs for 2017/18 financial year	£173.80		
End of Year Prediction	Balance as at 31 March 2017		£36,987.43	
	Total Anticipated Expenditure		£58,531.00	
	Total Anticipated Income		£58,024.00	
	Anticipated Balance for the year		-£507.00	
	Anticipated Overall Balance as at 31st March 2018		£36,480.43	

17/195 **COUNCIL'S STANDING ORDERS, POLICIES, REGULATIONS AND PROTOCOLS**

The Clerk advised that Council is required to review on annual basis and then endorse the Council's Standing Orders - Financial Regulations – Internal Financial Controls – Annual Investment Strategy – Risk Assessment Processes, Freedom of Information Access Arrangements, Complaints Procedure, GDPR - Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press Media Policy, Public Participation Protocol, Retention of Documents Policy Copies have previously been provided to members of Council and are all currently available on the Council's web site.

The Clerk advised that the following had been updated – Internal Financial Controls – Annual Investment Strategy and Risk Assessment processes.

A master set was held by the Clerk at the meeting for scrutiny. Copies of all are available on the council's web site.

RESOLVED – that

- a) the report be noted.
- b) consideration of the Clerk's Risk Assessment Reports be accepted as the formal risk assessment for 2017 and that this is again be undertaken in December 2018.
- c) in relation to the key risks, these be identified as relating to the Council's assets, bank accounts, internal controls and insurance cover for statutory and other purposes.
- d) the arrangements highlighted in the Risk Assessment Report items 1a) to 1d) and 3a) to 3l) of the report be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.
- c) JDH Business Services Ltd be reappointed as the Council's internal auditor and for a letter of engagement to be issued for the 2018/19 financial year.
- d) the changes to the Internal Financial Controls and Annual Investment Strategy be noted.
- f) the following be endorsed – Standing Orders - Financial Regulations – Internal Financial Controls – Annual Investment Strategy – Risk Assessment Processes, Freedom of Information Access Arrangements, Complaints Procedure, Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press Media Policy, Public Participation Protocol, Retention of Documents Policy.

17/196 **COUNCIL'S ASSET REGISTER**

Assets	Value – Purchase Price	Insurance Cover
Chains of Office	£6,059.90	£7,140.99
Notice Boards	£2,451.52	£5,723.71
Office Equipment	£855.00	£966.14
Public Seats	£2,085.00	£7,034.90
Street Lighting	£135, 000 – proxy value see note below	£135,000
Digital Recorder Cameras	£4,326.00	£5,428.10
Total	£150,777.42	£161,293.84

The Clerk advised that a copy of the updated Asset Register has been added to the Council's web site dated September 2017 and a copy then was emailed to members of Council.

Note - External Auditor - Local Council Audit Team have 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 asset register be noted.

17/197 REQUEST FOR PUBLIC TO BE TEMPORARILY EXCLUDED FROM THE MEETING

RESOLVED: - that in view of the special nature of the business to be transacted it is advisable in the public interest that the public is excluded.

17/198 FINANCIAL REPORT – 2017/18 and 2018/19

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 the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.
- b) 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 £7.42 per head produces an upper limit of £14,572.00
- c) on details of anticipated income and expenditure for the 2017/18 and 2018/19 financial years.

- d) the Clerk is contracted for a working week of 12 hours. Payment is net with the Council deducting income tax at 40% and making payment to the HMRC. The Clerk advised that he works well in excess of 12 hours a week.
- e) 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 2017/18 is £ 2,000.00. Details of the payment are submitted on an annual basis to the HMRC. The Clerk requested that the payment should not be increased for the 2018/19 financial year.
- f) 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.
- g) the estimated income for the current 2017/18 financial year is £57,911 and estimated expenditure is £58,544. The opening balance at 1 April 2017 was £36,987. The estimated opening balance at 1 April 2018 is estimated at approx. £36,354 assuming all planned expenditure takes place which may not be the case.

RESOLVED: -that the report be noted.

17/199 ALLOWANCES AND SALARY

RESOLVED: - that the following be agreed for 2018/19 -	£
• Chair’s Fund	800
• Clerk’s Salary	7,882
• Clerk’s Allowance	2,000
Total	£10,682

17/200 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

- i) grant payments for the 2018/19 financial year be restricted to a maximum of £150 apart from Sealand Primary School who should receive up to a maximum of £1000.
- ii) Free Resources Fund should be £2,500 - **Total - £2,500**

17/201 SCHOOL MILK

RESOLVED: -that Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £3,500. **Total - £3,500**

17/202 PLAYLEADER SCHEMES 2018 AND PLAY AREA IMPROVEMENTS

RESOLVED: - that Council should –

- i) support both proposed Play Schemes – overall estimated cost £4,400
 - ii) advise the Head of Leisure Services of its decision.
 - iii) allocate £5000 for possible matched funding for play equipment.
- Total - £9,400**

17/203 **STREET LIGHTING**

RESOLVED: -that the following be allocated and for members of council to determine at the January 2018 meeting which 9 lights should be replaced and adopted in the 2018/19 financial year.

The lights being along Foxes Lane 60 to 65 (6) and Sealand Avenue 93 to 94 and 115 (3)

	£
Energy	3,500
Repairs and Maintenance	3,900
New / Replacement Columns	18,000 (9 lights)
Total	£25,400

17/204 **OTHER AREAS OF EXPENDITURE**

RESOLVED: - that the following funds be allocated: -

	£
Election Costs	0
Bank Charges	60
Printer Cartridges	700
Street Furniture Repairs -	200
CCTV Repairs	200
Defibrillator	1,000
Insurances	1,000
Stationery	75
Annual Subscriptions	520
Audit Fees	530
Conferences	250
Council's Web Site	2,000
Postage / Mileage	1,000
Engraving Chain of Office	10
Data Protection Registration	35
Total	£7,580

17/205 **PRECEPT 2018/19**

The Clerk advised that the Council had agreed to an indicated expenditure of £59,062

Estimated income excluding precept is £720. Estimated opening balance at 1st April 2018 is £36,354. To achieve an estimated balance at 1st April 2019 of £36,000 a precept of £57,988 is required.

After a full discussion it was agreed to set a precept of £57,000

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

Current year's precept – 2017/18 - £57,000
Current Tax Base of equivalent Band D properties is £1,155.47
The current Band D charge is £49.33

The precept for 2018/19 - £57,000
Tax Base for 2018/19 of equivalent Band D properties is £1,176.40
The band D charge for 2018/19 will be £48.46
The decrease in the Band D charge amount is £0.87
The percentage decrease in the 2018/19 Band D charge compared to the 2017/18 Band D charge is 1.76%

RESOLVED: - that the –

i) precept for 2018/19 be set at £57,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.

ii) Clerk be thanked for his usual excellent and informative financial report

17/206 COUNCIL RESERVES – 2018/19

The Clerk made reference to the council's policy on Financial Reserves and advised that the recommended amount to be held in reserves for contingency purposes is proportionately 6-9 months of gross expenditure – estimated expenditure for 2018/19 is £59,062 – 6 months is equivalent to £29,531.

RESOLVED - that of the estimated carry forward of £36,354 at 1st April 2018 an amount of £25,000 will be held as a Contingency Reserve to assist cash flow in the event of unforeseen occurrences. The remaining funds being required to cover council expenditure until the first precept payment is made by Flintshire County Council during the 2018/19 financial year.