

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 8th APRIL 2019 AT SEALAND PRIMARY SCHOOL.

PRESENT: Councillors Chris Jones (Chair and County Councillor), Jean Fairbrother, Barbara Hinds (Vice-Chair), Bob James, Alex Lewis, Mary Southall, Rhondda Whittaker and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

One member of the public.

Wayne Jones - StreetScene

18/328 SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for the 2018/19 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 31st March 2019 is –

Account - no – 0388217 - £13,907.21

Account - no – 7326098 - £31,534.05

Total - £45,441.26

Less unpaid cheque

003226 - £5,000.00

003228 - £100.00

003231 - £100.00

003232 - £192.00

003235 - £1,195.44

003237 - £354.61

Total - £6,942.05

Total bank accounts - £45,441.26 less the unpaid cheques of £6,942.05 leaves a closing balance of £38,499.21. This amount agrees with the reported summary income and expenditure report as at 31st March 2019

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

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2018/19 financial year for £639.67

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2018/19 and has set up the on-line process for the 2019/20 financial year.

RESOLVED: - that the report be noted

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£57,000.00	£57,000.00	£0.00
Bank Interest	£23.02	£20.00	£3.02
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£473.47	£500.00	-£26.53
Total	£57,804.09	£57,920.00	£84.09
Expenditure	Actual	Anticipated	Difference
Bank Charges	£60.00	£60.00	£0.00
Chairman's Fund	£855.00	£800.00	-£55.00
Staffing Costs	£10,119.80	£9,882.00	-£237.80
General Admin Costs	£3,071.68	£3,320.00	£248.32
Council Web Site	£2,240.00	£2,000.00	-£240.00
Insurances	£852.61	£1,000.00	£147.39
Defibrillator – LGA Act 2000(S2)	£1,646.81	£1,000.00	-£646.81
Play Schemes and New Equipment	£9,949.00	£9,400.00	-£549.00
Highways	£1,400.00	£0.00	-£1,400.00
Street Lighting	£24,706.33	£25,400.00	£693.67
CCTV Maintenance	£0.00	£200.00	£200.00
Grants – Section 137	£2,068.75	£2,500.00	£431.25
School Milk – Section 137	£2,326.05	£3,500.00	£1,173.95
Total	£59,296.03	£59,062.00	-£234.03

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£59,296.03
	Total income	£57,804.09
	Balance in year spend	-£1,491.94
	Overall balance as at 31st March 2019	£38,499.21
	VAT Costs for 2018/19 financial year	£639.67
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

18/329 **INTERNAL AUDIT REPORT 2018/19 FINANCIAL YEAR**

The Clerk outlined the requirement on council for the internal audit and referred to the audit form (that was emailed to members of council for information on 26th March 2019) he is required to include various working papers and documentation when presenting for audit. Failure to do so may result in a delay in completing council's internal audit and additional audit costs. The internal audit will commence on Monday 15th April 2019 and will conclude on Thursday 18th April 2019.

RESOLVED: - that the report be noted.

18/330 **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

31-Mar-18	31-Mar-19	
£	£	
£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 -

	Agreed - Yes or No
We have put in place arrangements for – <ul style="list-style-type: none"> • effective financial management during the year and • the preparation and approval of the accounting statements. 	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, that 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.	In progress
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 advised that the above will be presented to Council at its next meeting following completion of the internal audit. Following certification by the Responsible Financial Officer the Council is required to approve the Annual Governance Statement Part 2

The Clerk outlined the letter and all required documents that Council will send with the Annual Return to the external auditor including those documents to be counter signed by the Chair and Clerk as being a true and record document.

The external auditor has requested that the completed Annual Return and all supporting information needs to have been received by the external auditor by 11th 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 16th June 2019 with a final version being added on completion of the audit.
- iii) the Clerk be thanked for his excellent services in maintaining the Council's governance and finances.

18/331 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 outlined the public notice and details of the public inspection arrangements. Inspection runs from 1st July 2019 to 26th July 2019.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 16th June 2019.

RESOLVED: - that the report be noted.

18/332 SUMMARY OF ACCOUNTS – 2019/20 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2019/20 financial year up to cheque number 003237.

RESOLVED – that the report be noted.

2019/20 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£0.00	£57,000.00	-£57,000.00
Bank Interest	£0.00	£22.00	-£22.00
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£0.00	£308.00	-£308.00
Milk Claims	£0.00	£500.00	-£500.00
Total	£0.00	£57,830.00	-£57,830.00
Expenditure	Actual	Anticipated	Difference
Bank Charges	£0.00	£60.00	£60.00
Chairman's Fund	£0.00	£800.00	£800.00
Staffing Costs	£843.29	£10,120.00	£9,276.61
General Admin Costs	£91.18	£4,200.00	£4,108.82
Council Web Site	£192.00	£2,304.00	£2,112.00
Insurances	£0.00	£1,000.00	£147.39
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	£0.00	£2,200.00	£2,200.00
School Milk – Section 137	£0.00	£3,500.00	£3,500.00
Total	£2,136.47	£59,809.00	£57,672.53

Current Summary	Balance as at 31 March 2019 including £25,000 contingency fund.	£38,499.21
	Total expenditure	£2,136.47
	Total income	£0.00
	Balance in year spend	-£2,136.47
	Overall balance as at 8th April 2019	£36,362.74
	VAT Costs for 2019/20 financial year	£32.00
End of Year Prediction	Balance as at 31 st 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
	Anticipated Overall Balance as at 31st March 2020	£36,520.21

18/333 **ACCESS TO INFORMATION - MEMBERS ALLOWANCES AND EXPENSES**
2018/19

The Clerk advised that a notice advising that – “In the 2018/19 financial year Sealand Community Council made no payments to its members of Council in respect of the remuneration of community and town councils as determined by the Independent Remuneration Panel of Wales” has been added to notices section on the web site and the on the council’s notice boards.

A copy has also been sent to the Independent Remuneration Panel for Wales.

RESOLVED – that the report be noted

18/334 **PAYMENT TO MEMBERS OF COMMUNITY COUNCILS**

The Clerk advised on information received from the Independent Remuneration Panel for Wales.

In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings
Community and Town Council Group Income *or* Expenditure in 2018-19 of:
A £200,000 and above
B £30,000 - £199,999
C Below £30,000

Sealand Community Council is in Group B

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.

Determination 42: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 43: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the

HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 44: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of

- subsistence expenses to its members at the maximum rates set out below on
- the basis of receipted claims:
- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Determination 45: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £54.00 for each period not exceeding 4 hours
- Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours

Determination 46: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Determination 47: Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed. It was noted that the Council has previously agreed to have a Chair's Fund in place which is not an allowance.

Determination 48: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

In addition the report pointed out that in relation to payment to members for the 2018/19 financial year then these need to be listed and sent to the Panel and displayed on the council's web site and Council notice boards – refer to Minute 18/333.

RESOLVED: That in relation to the 2019/20 financial year, the determinations required concerning payments to Members be as follows:

Determination 40 - Payment of £150 paid to Members – to be paid by Council
 Determination 42 – Is applicable as relating to Councils in Group B
 Determination 43 – Is applicable as relating to Councils in Group B
 Determination 44 – Is applicable as relating to Councils in Group B
 Determination 45 – Is applicable as relating to Councils in Group B
 Determination 46 – Is applicable as relating to Councils in Group B
 Determination 47 – Is applicable as relating to Councils in Group B
 Determination 48 – Is applicable as relating to Councils in Group B

18/308 DATE OF COUNCIL’S NEXT MEETING – 8th APRIL 2019

RESOLVED – that the meetings of Council for 2019 be held on the following dates
 8th April 2019, 20th May 2019(AGM), 17th June, 15th July, 9th September, 21st October, 18th
 November and 9th December (Annual Finance Meeting)

18/309 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

The meeting opened at 6.30pm and closed at 8.30 pm

..... Signed 8th April 2019
 Chair of the Council.