

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 10<sup>th</sup> APRIL 2017**

**PRESENT: Councillors:** Mike Walker (Chairman), John Dodd, Mrs Chris Jones (County Councillor), Mrs. Joan Keith, Alex Lewis (Vice Chairman), Mrs Mary Southall, Shelley Webber and David Wisinger.

Peter Richmond - the Clerk and Financial Officer.

Also in attendance – 3 members of the public.

**16/304            SEALAND COMMUNITY COUNCIL – SUMMARY OF ACCOUNTS -**  
**2016/17 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the 2016/17 financial year.

**2016/17**

Financial Year

**Income**

	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
General Admin Inc. Precept.	£57,000.00	£57,000.00	£0.00
Bank Interest	£23.30	£20.00	£3.30
Insurance Claims / Refunds	£118.30	£0.00	£118.30
VAT Refund	£890.47	£1,100.00	-£209.53
Milk Claims	£570.27	£750.00	-£179.73
<b>Total</b>	<b>£58,602.34</b>	<b>£58,870.00</b>	<b>-£267.66</b>

**Expenditure**

	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Play Scheme and Equipment	£7,840.00	£11,000.00	£3,160.00
Staffing Costs	£9,275.22	£9,049.00	-£226.22
General Admin Costs	£5,509.84	£4,005.00	-£1,504.84
S137 Grants	£2,525.00	£3,500.00	£975.00
Bank Charges	£45.00	£0.00	-£45.00
Street Lighting inc CCTV repairs	£31,653.40	£25,850.00	£5,803.40
Highways	£1,500.00	£500.00	-£1,000.00
Insurances	£1,099.65	£2,500.00	£1,400.35
Milk – Section 137	£3,644.52	£3,100.00	-£544.52
Chairman's Fund	£800.00	£800.00	£0.00
<b>Total</b>	<b>£63,892.63</b>	<b>£60,304.00</b>	<b>-£3,588.63</b>

Current  
Summary

Balance as at 31 March 2016	£42,277.72
Total Expenditure	£63,892.63
Total Income	£58,602.34
Balance	-£5,290.29
<b>Overall balance as at 20<sup>th</sup> March 2017</b>	<b>£36,987.43</b>
VAT Costs for 2016/17 financial year	£389.11

End of Year  
Prediction

Balance as at 31 March 2016	£42,777.72
Total Anticipated Expenditure	£60,304.00
Total Anticipated Income	£58,870.00
Anticipated Balance for the year	-£1,434.00
<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2017</b>	<b>£40,843.72</b>

RESOLVED - that the report be noted.

**16/305            SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS  
2016/17 FINANCIAL YEAR**

The Clerk advised that in line with council's Financial Regulations 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 31<sup>st</sup> March 2017 is –

Account - no – 0388217 - £1,485.31  
Account - no – 7326098 - £35,718.72  
Total - £37,204.03

Less unpaid cheque 003045 for £216.60

Total bank accounts - £ 37,204.83 less unpaid cheque of £216.60 leaves a closing balance of £36,987.43

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2016/17 financial year for £389.11

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2016/17 and has set up the on-line process for the 2017/18 financial year.

RESOLVED: - that-

- i) the report be noted.
- ii) the Chair and Clerk sign off the appropriate pages for the 2016/17 financial year in the Council's account book.

**16/306            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 003053

	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept		£57,000.00	
Bank Interest		£24.00	
Insurance Claims / Refunds		£0.00	
VAT Refund		£500.00	
Milk Claims		£500.00	
<b>Total</b>		<b>£58,024.00</b>	
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges		£60.00	<b>£60.00</b>
Chairman's Fund		£800.00	<b>£800.00</b>
Staffing Costs	<b>£823.48</b>	£9,276.00	<b>£3,770.00</b>
General Admin Costs	<b>£441.43</b>	£3,795.00	<b>£3,353.57</b>
Insurances		£1,200.00	<b>£1,200.00</b>
Election Costs		£4,500.00	<b>£4500.00</b>
Play Areas		£8,100.00	<b>£8,100.00</b>
Highways		£700.00	<b>£700.00</b>
Street Lighting	<b>£589.40</b>	£23,400.00	<b>£22,810.60</b>
CCTV Maintenance	<b>£660.00</b>	£1,000.00	<b>£340.00</b>
Grants – Section 137		£2,500.00	<b>£2,500.00</b>
School Milk – Section 137		£3,200.00	<b>£3,200.00</b>
<b>Total</b>	<b>£1,249.40</b>	<b>£58,531.00</b>	<b>£56,016.69</b>

Current Summary	Balance as at 31 March 2017	£36,987.43	
	Total Expenditure	£1,249.40	
	Total Income	£0.00	
	Balance	-£1,249.40	
	<b>Overall balance as at 10<sup>th</sup> April 2017</b>	<b>£35,783.03</b>	
	VAT Costs for 2017/18 financial year	£110.00	
End of Year Prediction	Balance as at 31 March 2016	£37,006.58	
	Total Anticipated Expenditure	£58,531.00	
	Total Anticipated Income	£58,024.00	
	Anticipated Balance for the year	-£507.00	
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2018</b>	<b>£36,499.58</b>	

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2017

### Statement of Accounts

<b>31-Mar-16</b>	<b>31-Mar-17</b>	
<b>£</b>	<b>£</b>	
£42,773	£42,278	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).
£1,675	£1,602	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.
£9,049	£9,275	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).
£50,121	£54,618	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£42,278	£36,987	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.
£42,278	£36,987	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
£42,278	£36,987	Total balances

£222,051	£165,777	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

### **Key Dates for 2017/18**

HMRC VAT Claim for 2016/17 for £389.11	1 <sup>st</sup> April 2017- completed
HMRC Basic Tools on Line System set up for 2017/18	31 <sup>st</sup> March 2017 - completed
Bank Reconciliation for 31 <sup>st</sup> March 2017	1 <sup>st</sup> April 2017 - completed
Internal Audit	13 <sup>th</sup> April 2017 – collect records on 27 <sup>th</sup> April 2017
Date of council meeting to approve accounting statements and to present annual return to smaller body prior to audit.	10 <sup>th</sup> April 2017 – completed.
Display notice	From 1 <sup>st</sup> May to 14 <sup>th</sup> May 2017 Notices displayed on web site and notice boards from 10 <sup>th</sup> April 2017
Make records available	From 15 <sup>th</sup> May to 12 <sup>th</sup> June 2017
Date of council meeting to receive internal audit report	15 <sup>th</sup> May 2017
Send annual return to external auditor – BDO.	6 <sup>th</sup> June 2017
Annual return required by external auditor - BDO	13 <sup>th</sup> June 2017
Publication of audited accounts as soon as possible after completion of the audit – or in any event no later than	30 <sup>th</sup> September 2017

### **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 2017 that -

	Agreed - Yes or No
We have put in place arrangements for – <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, 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 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 the statement of accounts.	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 registered as an employer with the HM Revenue and Customs and operate Pay As You Earn as part of our payroll arrangements or	YES
We do not need to register for PAYE because none of employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	
We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	YES
We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	YES

Following certification by the Responsible Financial Officer the Council is required to approve the Annual Governance Statement Part 1

RESOLVED: - that –

- i) the report be noted.
- ii) Council should note and approve the Annual Return for the year ended 31<sup>st</sup> March 2017 as presented by the Council's Responsible Financial Officer. The Accounting

statement being approved.

- iii) the Chairman and Clerk and should sign and date the certification by the Clerk and approval by the Chairman.
- iv) the Chairman and Clerk should also sign the Council's ledger book.
- v) on completion of the Annual Return process a copy should be added to the Council's web site.
- vi) the Clerk be thanked for his excellent services in maintaining the Council's governance and finances.

**Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2017**

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 15<sup>th</sup> May and ends on 12<sup>th</sup> June 2017.  
The notice is required to be displayed on the Sealand notice boards and the Council's web site from 1<sup>st</sup> May 2017

RESOLVED: - that the report be noted.

**16/308      THE PENSION REGULATOR**

The Clerk referred back to minute 16/234 - 16<sup>th</sup> January 2017.

The Clerk advised that Council has now completed its statutory declaration of compliance with the Pension Regulator and this has been confirmed by The Pension Regulator letter dated 4<sup>th</sup> April 2017.

RESOLVED – that the report be noted.

The meeting opened at 6.30pm and closed at 8.05pm

..... Signed      15<sup>th</sup> May 2017