

SEALAND COMMUNITY COUNCIL

**MINUTES OF FIRST ANNUAL GENERAL MEETING OF THE NEW COUNCIL
HELD ON 15th MAY 2017**

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

Peter Richmond - the Clerk and Financial Officer.

Wayne Jones = Street Scene – Flintshire County Council

Also in attendance – 2 members of the public.

**17/24 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 003062

	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£1.48	£24.00	-£22.52
Insurance Claims / Refunds		£0.00	
VAT Refund	£389.11	£500.00	-£110.89
Milk Claims		£500.00	
Total	£19,390.59	£58,024.00	-£38,633.41
Expenditure	Actual	Anticipated	Difference
Bank Charges	£5.00	£60.00	£55.00
Chairman's Fund		£800.00	£800.00
Staffing Costs	£1,646.96	£9,276.00	£7,629.04
General Admin Costs	£1,298.05	£3,795.00	£2,496.95
Insurances	£893.98	£1,200.00	£306.02
Election Costs		£4,500.00	£4500.00
Play Areas		£8,100.00	£8,100.00
Highways		£700.00	£700.00
Street Lighting	£1,116.30	£23,400.00	£22,283.70
CCTV Maintenance	£660.00	£1,000.00	£340.00
Grants – Section 137		£2,500.00	£2,500.00
School Milk – Section 137	£466.45	£3,200.00	£2,733.55
Total	£2,242.75	£58,531.00	£52,444.26

Current Summary	Balance as at 31 March 2017	£36,987.43
	Total Expenditure	£2,242.75
	Total Income	£19,390.59
	Balance	£17,147.84
	Overall balance as at 15th May 2017	£54,135.27
	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

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REPORT – ANNUAL FINANCIAL RETURN – 2016/17

Key Dates for 2017/18

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

The Clerk outlined the information required to be sent to the External auditor.

RESOLVED: - that the report be noted.

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INTERNAL AUDIT REPORT 2015/16 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, subject to the issues reported in the action plan.

- The audit was undertaken using the following testing of the internal controls specified on the Annual Return for local councils in Wales.

- Books of account have been properly kept throughout the year.
- Standing Orders & Financial Regulations have been adopted and applied
- The Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for.
- Adequate arrangements are in place to manage all identified risks
- The annual precept request is the result of a proper budgetary process; budget progress is regularly monitored and the council's reserves are appropriate.
- Income procedures ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Wages and salaries to employees have been paid in accordance with Council approvals and PAYE and NI requirements have been properly applied.
- Asset and investments registers are accurate
- Bank Reconciliation procedures ensure the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year End Procedures ensure the accuracy and completeness of the financial statements
- Recommendations for Improvement are implemented on a timely basis

Guidance Note

The street lighting contract with Flintshire County Council (FCC) expired in 2015/16. Street Lighting expenditure in the year is in excess of the threshold of £3,000 required for 3 written estimates in the Financial Regulations. The Clerk has explained that FCC are maintaining the lights to the required level and then adopting them on a phased basis.

Recommendation

The contract with Flintshire County Council should be updated and signed by both parties to the agreement. This is currently being actioned by the clerk.

Clearly FCC are in practice the only provider that could carry out this service as they then formally adopt the street lights as their own assets. However, the minutes should state this is the case so that standard Financial Regulations with regard to securing three written estimates should not apply.

RESOLVED: - that –

- i) the report be noted.
- ii) in respect of the expenditure undertaken in the 2016/17 financial year with Flintshire County Council in respect of all areas of street lighting – total being £

£31,653.40 that Financial Regulations should have been suspended with regard to securing three written estimates should not apply. It be noted that this will not be the case for the 2017/18 financial year as the anticipated expenditure is £23,400.00.

- iii) it be noted that Flintshire County Council is preparing a Service Level Agreement for its lighting support contract for council for the 2017/18 financial year.

17/27 ACCESS TO INFORMATION: MEMBERS ALLOWANCES AND EXPENSES

The Clerk referred to the Local Government Democracy (Wales) Act 2013 and the work undertaken by the Remuneration Panel for Wales. Section 151 of the Local Government (Wales) Measure 2011 requires relevant authorities including this Council to arrange for the publication within its area of the remuneration received by members and co-opted members. This information must be published and provided to the Panel no later than 30 September following the end of the financial year to which the payment relates. The following must be provided about payments made by Council to named members –

- Attendance allowance
- Financial loss allowance
- Payments for costs incurred in respect of telephone usage / broadband
- Allowances made to the Chair
- All travel and subsistence expenses and other payments received by each named member.

The Clerk advised that the Council had not made any such payments to members of Council and he has advised the Remuneration Panel for Wales that no payments were made in the 2016/17 financial year. A notice to that effect has as is required been placed on the Council's web site and the Council's notice boards.

The Clerk reminded Council that at its meeting held on 14th September 2015 it resolved that –

- i) payment of a civic allowance to the Chairman undertaking the functions of that office be discontinued with effect from the 2015/16 municipal year.
- ii) the Chairman be entitled to reimbursement of expenses incurred and to bring forward suggested assistance for organisations for Council's endorsement up to the provision previously allocated in the budget for allowance purposes - £800.00
- iii) the Chairman's use of the fund including requests for payment be brought to Council through "Chair's Report and Actions".

RESOLVED – that –

- i) the report be noted.
- ii) that the following payments should apply for the 2017/18 financial year –
Payment of Chairman's Fund and reimbursement of members travel expenses when undertaking approved duties – payable at the HMRC rate of £0.47 per mile.

The meeting opened at 6.30pm and closed at 8.15pm

..... Signed 19th June 2017