

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 18th MAY 2020 ON LINE VIA GO TO MEETING

PRESENT: Councillors Barbara Hinds (Chair), Mrs Gwyneth Bullock, Jean Fairbrother, Ashley Griffiths, Chris Jones (County Councillor), Bob James, Norman Jones (Vice Chair), Mikael Khan, Alex Lewis, Mary Southall, Mike Walker and Brian Ward.

Peter Richmond: Clerk and Financial Officer

COVID 19 – Update Report

The Clerk advised on further updates provided by One Voice Wales – details had been circulated before the meeting.

Introduction

New meeting regulations have now been Issued by the Welsh Government. The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 has now come into force.

They apply to Principal Councils, Community Councils, National Park Authorities, Fire and Rescue Authorities and the Swansea Bay Port Health Authority.

Broadly the regulations set out the following:

Remote attendance

All members can remotely participate in meetings. This applies to meetings held before 1st May 2021. Audio participation is all that will be required. Members should be able to speak and be heard by each other. Despite this welcome flexibility, it is unlikely that community or town council meetings will return to normal for some months and Councils now have the opportunity to lawfully meet remotely in accordance with the regulations.

AGMs

Councils will not need to hold their AGM in May and can be held on any date in 2020 as determined by the Clerk to the Council

Other meetings

Other meetings that would normally be required to be held at specific times in the council calendar can now be held on a remote basis at any time before May 1st 2021. It is possible however, that the regulations could be rescinded should there be any change in the current situation.

Attendance at meetings (The “Six Month Rule”)

The rule that disqualifies members for failing to attend a relevant meeting in a continuous six-month period is suspended as of April 22nd 2020. This in effect means that a member who has not attended a relevant meeting for six months before 22nd April 2020 and whose absence has not been approved by the Council is effectively disqualified. If the six-month period occurs on or after 22nd April 2020 the period up to the first remote meeting of the Council will be waived but at that first meeting the member will either need to be in attendance or his/her absence approved otherwise the disqualification will come into effect.

Participating in Meetings

One Voice Wales has recently sent out an initial advice note on remote working setting out guidelines for participating in meetings and specific advice on suggestions for participants and Chairs. However, given recent queries from Councils since the regulations were released, we think it is necessary to provide some additional advice and guidance specifically relating to teleconferencing and video conferencing.

They became aware of concerns about the use of ZOOM for video conferencing and teleconferencing last week and decided to take some advice from Welsh Government. The response received is as follows:

“An update from our Chief Digital Officer’s team on video conferencing.

Welsh Government does not use Zoom and does not recommend its use. Zoom does not meet our security requirements and UK central government are currently planning to cease further use of Zoom. Our preferred standards are MS Teams / Skype for Business but we may also use GoTo Meeting which you can join simply with a guest account using a browser and will be more straight forward to join for some organisations.

Interestingly, by and large, local authorities are blocking or discouraging the use of Zoom as of latest updates from them. The fashion seems to be subsiding somewhat. The only pushback is that Zoom can integrate with some simultaneous translation software, but security is the priority.”

Consequently, One Voice Wales would not recommend the use of ZOOM for the reasons set out above however we understand that it will be for individual community or town councils to determine whether they use it based on their own risk assessment. We are aware that there is a ZOOM for Business product and as this is a paid for service, we understand the security is better but again are not recommending it based on the above advice.

The Clerk confirmed that Council’s on line meeting will be through Go To Meeting as recommended by One Voice Vales.

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RESOLVED – that the report be noted.

20/1 MATTERS RAISED BY THE PUBLIC

No matters were raised

20/2 APOLOGIES FOR NON-ATTENDANCE

Apologies were not received from Councillor David Wisinger.

20/3 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2020/21

The Clerk referenced minute ref 19/321 – meeting held on Monday 20th April 2020 – it was resolved that the Annual General Meeting will be held on 18th May 2020 and noted that the current Chair and Vice Chair will be re-elected to ensure business continuity for the Council for the next 12 months.

RESOLVED – that Councillor Barbara Hinds be elected Chair for the Council year 2020/21

20/4 ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2020/21

The Clerk referenced minute ref 19/321 – meeting held on Monday 20th April 2020 – it was resolved that the Annual General Meeting will be held on 18th May 2020 and noted that the current Chair and Vice Chair will be re-elected to ensure business continuity for the Council for the next 12 months.

RESOLVED – that Councillor Norman Jones be elected Vice-Chair for the Council year 2020/21.

**20/5 NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87(2))
VACANCIES FOR THREE COUNCILLORS**

The Clerk advised that the three new councillors Gwyneth Bullock, Ashley Griffiths and Brian Ward had completed and signed the required Declaration of Acceptance of Office and Register of Interest.

Their contact details have been added to the Council's website.

The Clerk advised that the Council's Bank Mandate needs to be updated to have removed the three previous members of Council and for the inclusion of the newly co-opted members of Council. All three new councillors have completed and returned the required bank mandate form.

The Clerk will arrange to visit the Chair to obtain her counter signature required for the bank mandates

RESOLVED – that the report be noted.

20/6 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

20/7 CHAIR'S REPORT AND ACTIONS SINCE 20th APRIL 2020

The Chair advised that she has not attended any meetings since the previous Council meeting on 20th April 2020.

RESOLVED – that the report be noted.

20/8 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 20th APRIL 2020

RESOLVED - that –

- i) the minutes of the meeting of Council held on 20th April 2020 be confirmed as a true and correct record.
- ii) Clerk should visit the Chair to obtain a signed copy of the said minutes for record retention.

20/9 CHAIR'S FUND 2020/21

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2020/21 financial year is £800.00. No payments have been made in the current financial year.

Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11).

RESOLVED – that the report be noted.

20/10 POLICE ISSUES

The Clerk advised that Inspector Gareth Cust is unable to attend the meeting.

The previous report was -

1. Riverbank cycle path - Shotton to Chester (in particular by the Railway Bridge / John Summers old offices) – Drugs Problem.
2. Ferry Lane – Drugs Problem

3. Garden City – Drugs Problem
4. Community Speed Watch
Update Report - John Norris is still to sort out new jackets and the need for a Speed Watch sign. Councillor Ashley Griffiths advised that he would like to assist with the Community Speed Watch.
5. Cars are still doing U-turns – traffic lights Sealand Road/ Seahill Road.
Police have previously said they will continue to visit the location.
Update Report - Wayne Jones to be asked for a progress report.
6. CCTV and laptop –The Inspector previously advised that the issue is being reviewed. The Clerk previously reminded the Inspector that Council has agreed to pass ownership of its CCTV to the Police thus enabling the Police to not require the involvement of a third party.

Additional report about a van in the ditch on Green Lane East. Councillor Mike Walker had reported by email to Inspector Gareth Cust. A reply has not been received. The Councillor will forward the said email to the Clerk. The Clerk will email the Inspector.

RESOLVED – that the report be noted.

20/11 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Underpass - Foxes Lane

Mark Middleton has advised that he has been informed by Nic Wright - Principal Structures Manager- North & Mid Wales Trunk Road Agent

He inspected at the end of the recent long dry spell. The photos as provided show the carriageway and footway to be dry. It is accepted that the underpass remains wet and damp immediately after rainfall which is inevitable given the location. It is also accepted that the leakage of sub-surface water from the fill behind the wing walls through some of the wing walls joints will remain for several days after rainfall and that during this period the only water or dampness visible in the underpass will be due to this slow leakage. It is likely that the complaints from the Community Council relate to the slow leakage from the wall joints. At this point it is worth noting that whilst this leakage might be unusual and unsightly it is not causing damage and is not creating a hazard. The leakage is an inevitable consequence of the design and cannot be rectified without complete re-construction of the wing walls. This is unwarranted given the cost of these works when compared with the marginal improvement in utility. He also noted that one wall joint is leaking a lot more than the others and this is the joint where the cross-footway channel has been installed.

The photos show evidence of staining in the carriageway channels and on the carriageway where dampness has lingered. If an additional gulley were to be installed close to the end of the footway channel the water issuing from the footway channel could discharge directly

into the new gully. This would reduce the presence of surface water in the channel and hence reduce or eliminate the unsightly appearance of damp on the carriageway. Is this something Flintshire County Council could action. (Note – Wayne Jones has been asked to investigate)

The polysulphide seals in the wing walls were replaced in 2019. The 2019 work is of a poor quality and is to be repeated again this year.

RESOLVED – that –

- i) the report be noted.
- ii) Wayne Jones as above be asked to provide a progress report.

b) Ferry Lane Footbridge – Noise Nuisance

The Clerk advised that Mark Middleton was asked to submit a further progress report to be received by Council for its meeting on Monday 16th March 2020. A reply has not been received.

RESOLVED – that Mark Middleton be asked again to submit a progress report. The email to Mark to be copied to Stephen O Jones.

c) Car Sales – Sealand Road / Land St. Bartholomew's Court

The County Councillor advised that the site is now the subject of two planning applications – 061235 and 061236. Reference minute 19/305.

RESOLVED – that the report be noted.

d) Land opposite St. Bartholomew's Church – The Spinney

RESOLVED –the matter be deferred.

e) Deeside Lane – Various Issues

The County Councillor referenced an appeal by the applicant regarding an alleged breach of control. Letter to the County Councillor from Chief Officer Planning and the Environment was dated 6th May 2020. The Clerk advised that Council had not received a similar letter – he will investigate

RESOLVED –the matter be deferred.

f) Car Park – Welsh Road (Griffiths Pharmacy)

RESOLVED –the matter be deferred.

g) Speed Limit – Ferry Lane – 30 mph

Claire Parry has previously advised that the Authorities Speed Limit Review is still to be completed.

RESOLVED – that the report be noted.

h) Dandy’s Top Soil – Sealand Road

The Clerk referenced the report provided at the June 2019 meeting as provided by Karl Slater. Following the previous meeting the Clerk had emailed Karl Slater twice requesting an update. A reply has not been received.

RESOLVED – that Karl Slater at Flintshire County Council be asked to provide an update report regarding this site.

i) Sealand Ditches – Site Meeting and Detailed Report

RESOLVED – Neil Parry to be asked to provide a progress report on all issues raised by Council and by individual members of Council.

j) Pot Holes – Manor Road and Sealand Avenue.

The various potholes have been reported to Streetscene.

RESOLVED – that the report be noted.

k) Matched Funding Scheme – 2019/20 – Play Equipment – Riverside Park

The Clerk has previously advised that he has been informed by Richard Roberts Play Design Officer that the £5,000 match funding has been approved, a scheme will be prepared and presented in due course. This is still awaited.

RESOLVED – Richard Roberts be asked to outline details of the Riverside Park play area project.

l) Keep Wales Tidy Project

Wayne Jones has previously advised that he is still awaiting literature from Keep Wales Tidy when he gets this he will send it out and give an update regarding the litter picking Champions and hubs for litter collecting equipment.

RESOLVED – that the report be noted.

m) Vehicle being driven on to grass verge at Meadow View, Sealand Manor

The Clerk advised on emails received from the County Council. The County Councillor advised that John Allen at Flintshire County Council had recently retired.

RESOLVED – that the report be noted.

n) Dog Bins Required on River Dee Riverbank Footpath – South side

The Clerk advised that the requests should be referred to either Saltney or Queensferry Community Councils depending on the location being suggested for the provision of the dog bins.

RESOLVED – that the report be noted.

o) Deeside Industrial Park – Zone 1

RESOLVED- that Ian Bushell be asked again to provide Council with a copy of the County Council's Zone 1 traffic plan

p) Overgrown Grass - Site of former Air Raid Shelter – Sealand Road

RESOLVED – that the County Councillor should arrange for Wayne Jones to ask the owner(s) of the said site to cut back the over grown grass.

20/12 COUNCIL'S STREET LIGHTING

The Clerk advised that all of the Council's 80 lights are working.

Council has for the 2020/21 financial year agreed to upgrade and have adopted the following lights 9 lights - 107 and 108 on Stafford Road, 110 to 113 on Maplewood Avenue and 116 to 118 on Queens Road. That just leaves 119 and 120 to be replaced at Dee Road. This will reduce the council's lighting stock from 80 to 71 at 1st April 2021.

The Clerk reminded Council that at the February 2020 meeting it resolved that the Financial Regulations should be suspended with regard to securing three written estimates that should not apply with regard to the Council's required street lighting maintenance and adoption contract. The Clerk advised that he has again raised this matter with Jamie Bennett in that he still awaits a copy of the County Council's street lighting maintenance and adoption draft contract for 2020/2023. Jamie Bennett advised again that this will shortly be with Council.

RESOLVED – that the -

i) report be noted.

- ii) Clerk should liaise with Jamie Bennett regarding whether a single replacement column and adopted by Flintshire County Council could replace columns 119 and 120 at Dee Road, Garden City.

20/13 SECTION 137 – LOCAL GOVERNMENT ACT 1972
PAYMENT OF GRANTS

The Clerk advised that Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes

The Clerk advised that 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.

The amount per elector is £8.32 and this applies to the 2020/21 financial year. The recently issued electoral role from Flintshire County Council at January 2020 indicates a total of 2168 (Sealand East 879 and Sealand West 1289). For the 2020/21 financial year the maximum expenditure is $2132 \times £8.32 = £17,738.24$. Allocated spend is £2,500 for grants and £2,800 for school milk. Total £5,300

Spent to date is £165.00 for school milk.

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) - this power is again restricted again by the S137 limit £8.32 in 2020/21.

RESOLVED - the report be noted.

20/14 PLANNING APPLICATIONS

The Clerk advised on the planning applications have been received from Flintshire County Council.

061287 - Display of 4no. non-illuminated Wordmark Signs on each elevation of the property and non-illuminated directional Signs across the site at Amazon - Plot A, The Airfields RAF Sealand South Camp, Welsh Road, Sealand, Deeside, CH5 2RD

RESOLVED – that no objections be raised in respect of PA 061287.

The Clerk reminded Council that Jolora Ltd had not presented the following cheque payments

003272 - £192.00- 9th September 2019 ,003277 - £192.00- 9th September 2019
 003294 - £192.00- 18th November 2019, 003311 - £228. 00- 9th December 2019
 003313 - £192.00- 9th December 2019 ,003319 - £192.00 – 20th January 2020
 003330 - £192.00 – 10th February 2020 and 003333 - £192.00 – 16th March 2020

The above payments have all been cancelled and confirmation of the cancellations from Lloyds Bank has been received. A replacement payment cheque number 003356 as below is for £1,572.00. As the payments were recorded in the 2019/20 financial year so payment of 003356 will not be counted as a payment in the 2020/21 financial year.

The Clerk advised that the following cheques have still not been presented for payment

003338 - £40.00 – 16th March 2020 - ICO
 003341 - £50.00 – 16th March 2020 – Calendar Girls Bingo
 003342 - £50.00 – 16th March 2020 – Sealand and Queensferry Memory Cafe
 003343 - £50.00 – 16th March 2020 – St. Bartholomew's Church
 003345 - £50.00 – 16th March 2020 – Sealand Manor Residents Association

RESOLVED: - that –

- i) the under mentioned accounts be approved for payment.
- ii) the Clerk will now arrange with three members of Council for the cheques to be signed.
- iii) it be noted that the Lloyds Bank charges for the period as previously notified to Council – £5 per month.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003353	JDH Business Services Ltd	Internal Audit Charge 2019/20	£276.00	£46.00	771744412	Local Govt Act 1972 (S111)
003354	Zurich Municipal	Annual Insurance Premium	£779.12			Local Govt Act 1972 (S111)
003355	Flintshire County Council	Street Lighting Energy Charges – February and March 2020	£478.52			Highways Act 1980 (301)

003356	Jolora Ltd	Replacement payments – refer to report above. - £1572.00				Local Govt Act 1972 (S142)
003357	Jolora Ltd	Quarterly Web Maintenance Charges – May, June and July 2020.	£576.00	£96.00	294456859	Local Govt Act 1972 (S142)
003358	P. Richmond	Salary etc. – May 2020	£666.10			Local Govt Act 1972 (S112)
003359	HMRC	PR – Income Tax £355.60 and NI £21.68 May 2020	£377.28			Local Govt Act 1972 (S112)
003360	Flintshire County Council	Street Lighting Maintenance and Repairs – September 2019 to March 2020	£1,244.15			Highways Act 1980 (301)
Total Spend			£3,153.02	£142.00		

20/16 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	£1.48
Flintshire County Council	1 st Precept payment from Flintshire County Council	£19,000.00
Total		£19,001.48

RESOLVED – that the income be noted.

20/17 CORRESPONDENCE

The Clerk advised that some general correspondence had been emailed to members of council which did not need reporting at the meeting.

RESOLVED - that the report be noted.

20/18 FRIENDS OF SEALAND – BUILDING PROJECT – ST. BARTHOLOMEW’S CHURCH

It was reported that internal work has resumed.

RESOLVED - that the report be noted.

20/19 PROVISION OF BENCHES AT STONELEIGH CLOSE – GARDEN CITY

RESOLVED - that the Clerk should again contact Mike Angel requesting an update on the provision of the two benches requested by the County Councillor.

20/20 PLAY LEADERSHIP SCHEME 2020

RESOLVED: - that the matter be deferred.

20/21 AIRFIELDS DEVELOPMENT UPDATE

The Clerk referenced the report given at the meeting of Council held on 16th March 2020.

Keith Webster, Principal Consultant for ANCER SPA Ltd has

Keith had advised that he could attend the meeting of Sealand Community Council on the 20th April 2020 at 6pm to provide a progress update on on-going development of the Airfields, Deeside site. The meeting has been postponed and will be rearranged for when meetings resume at Sealand Primary School.

RESOLVED – that the report be noted.

20/22 SUMMARY OF ACCOUNTS – 2020/21 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2020/21 financial year up to cheque number 003360.

The Clerk also advised that he had submitted the Council’s VAT claim for the 2019/20 financial year to HMRC and had also submitted the Council’s Spring Term 2020 milk claim to the Rural Payment Agency.

2020/21 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£19,000.00	£57,000.00	-£38,000.00
Bank Interest		£1.48	£22.00	-£20.52
Insurance Claims / Refunds		£0.00	£0.00	£0.00
VAT Refund		£0.00	£400.00	-£400.00
Milk Claims		£0.00	£400.00	-£400.00
Total		£19,001.48	£57,822.00	-£38,820.52
Expenditure		Actual	Anticipated	Difference
Bank Charges		£0.00	£60.00	-£60.00
Chairman's Fund		£0.00	£800.00	-£800.00
Staffing Costs		£1,821.52	£10,669.00	-£8,847.48
General Admin Costs		£560.64	£2,840.00	-£2,279.36
Council Web Site		£1,306.00	£2,304.00	-£998.00
Insurances		£770.12	£875.00	£104.88
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	£2,500.00	-£2,500.00
Street Lighting		£1,722.67	£23,700.00	-£21,977.33
CCTV Maintenance		£0.00	£250.00	-£250.00
Grants – Section 137		£0.00	£2,500.00	-£2,500.00
School Milk – Section 137		£165.00	£2,800.00	-£2,635.00
Total		£6,350.95	£59,873.00	£53,522.05
Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46		
	Total expenditure	£6,350.95		
	Total income	£19,001.48		
	Balance in year spend	£12,650.53		
	Overall balance as at 18 th May 2020	£53,725.99		
End of Year Prediction	VAT Costs for 2020/21 financial year	£262.00		
	Balance as at 31 st March 2020	£41,075.46		
	Total anticipated expenditure	£59,873.00		
	Total anticipated income	£57,822.00		
	Anticipated balance for the year	-£2,051.00		
Anticipated Overall Balance as at 31st March 2021		£ 39,024.46		

RESOLVED – that the report be noted

20/23 INTERNAL AUDIT 2019/20 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 Clerk reported on the internal auditor's internal controls and internal audit testing.

Copies of the internal audit report was emailed to members of council.

Issue 1 – The P11D Expenses and Benefits Form 2019/20 did not appear to have completed correctly.

Recommendation – The Clerk should ensure that the P11D form is completed correctly

Follow up - The P11D form will not be required in 2020/21 as the Clerk's salary and the payment to cover essential IT costs / phones / and office provision are now subsumed as a single payment and the combined payment is taxed as PAYE at 40%.

Issue 2 – The Financial Regulations relating to the procurement process include accountants, surveyors and planning consultants as specialist services that can be excluded from the Council's standard procurement process. The Wales Audit Office has taken the view that these services cannot be classed as specialist.

Recommendation – The Council should amend their financial regulations as per the 2019 model financial regulations issued by One Voice Wales.

Follow up - Note – the model financial regulations issued by One Voice Wales did not include the above recommendation. The Clerk has changed the wording in the financial regulations and this will be referred to Council in November 2020 for adoption when all policies etc are reviewed.

Issue 3 – Section 10 of the Financial Regulations refers to a Purchase Order system: An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be appropriate.

Copies of orders shall be retained.

This does not reflect the current practice where a purchase order system is not in place.

Recommendation – The Council should ensure that orders for works, goods and services are made as per the financial regulations of the Council.

Follow up - Council will work to this requirement

RESOLVED: - that the report be noted.

20/24 REPORT – ANNUAL FINANCIAL RETURN – 2019/20

The Clerk advised on a letter received from the Welsh Government dated 30th April 2020 and emailed to all members of Council on 2nd May 2020.

The Accounts and Audit (Wales) Regulations 2014 already make provision for an authority having to delay preparing and publishing their annual financial accounts. By virtue of regulation 10(4) we have advised authorities that by including a note on websites to say why they haven't prepared or published their accounts within existing deadlines then they are complying with legislation. As such there has been no need for us to make amendments to the regulations to change the statutory deadlines as required in England. However, it remains important for all bodies to prepare their annual accounts on a timely basis. To provide some certainty and a framework for completion of the annual accounts, we recommend Welsh authorities adopt a timetable for the 2019-20 accounts in line with the revised English requirements. This will require preparation and certification of draft accounts by 31st August 2020 and publication of final audited accounts by 30th November 2020 for all local government bodies in Wales. We would encourage councils to approve earlier wherever possible and engage with their auditors to help manage overall pressure on Audit Wales. If working towards this later timetable, bodies will need to ensure they publish the required notices as set out in the Regulations.

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2020.

Statement of Accounts

31-Mar-19	31-Mar-20	
£	£	
£39,991	£38,499	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).
£804	£1,105	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.
£10,120	£10,687	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).
£49,176	£44,842	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£38,499	£41,075	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.
£38,499	£41,075	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
£38,499	£41,075	Total balances
£140,711	£128,211	The 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

Annual governance statement – Part 1

We acknowledge as the members of the 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 accounting statements for the year ended 31 March 2020, 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.	Not as yet
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 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 prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	YES
We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	YES

The Clerk outlined the letter and all required documents that Council will send with the Annual Return to the external auditor. Copies have been checked through by the Chair and Vice Chair. Copies will now be emailed to all members of Council.

The external auditor had previously requested that the completed Annual Return and all supporting information needs to have been received by 10th July 2020.

The external auditor has more recently advised that the Clerk should hold on to the Council's submission for now. It is also best to wait until Council receives a further communication from Audit Wales.

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 2020 with a final version being added on completion of the audit.
- iii) the Chair and Clerk be authorised to sign the Annual Return
- iv) the Clerk should visit the Chair so that the Annual Return can be signed in the presence of the Clerk.
- v) the Clerk be thanked for his excellent work in maintaining the Council's governance and finances.

20/25 COUNCIL'S PHYSICAL ASSET REGISTER MAY 2020

The Clerk referred to the following documents that were emailed to members of Council on 28th April 2020

- a) Asset Register – May 2020
- b) Asset Register Summary May 2016 to May 2020
- c) Street Lighting Inventory – April 2020

The Clerk highlighted the information contained in the reports

Assets	Value – Purchase Price	Insurance Cover
Chairs of Office	£6,059.90	£7,803.15
Notice Boards	£2,451.52	£6,254.45
Office Equipment	£855.00	£1,055.73
Public Seats	£2,085.00	£7,687.23
Street Lighting-	£100,000.00 – proxy value see note on the Asset Register.	£100,000.00
Digital Recorder Cameras	£4,326.00	£5,931.43
Defibrillator and Cage	£1,184.00	£1,256.11
Total	£116,961.42	£129,988.10

RESOLVED – that –

- i) the report be noted.
- ii) copies of a) to c) as above be added to the Council's web site replacing the 2019 documents.

20/26 NOTICE OF AUDIT- 2019/20 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 2020.

The Clerk advised on the public notice as advised on by Audit Wales that will be required to be published on the Council's web site but not on the Council's 5 notice boards.

Publication of audited accounts for the year ended 31 March 2020

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2020 Sealand Community Council publish its accounting statements for the year ended 31 March 2020 together with any certificate, opinion, or report issued, given or made by the Auditor General.

The accounting statements in the form of an annual return have been published on the Council's website. However, the accounts are published before the conclusion of the audit.

Due to the impact of COVID-19, the Auditor General has not yet issued an audit opinion.

RESOLVED: - that the report be noted

20/27 MATTERS RAISED BY MEMBERS OF COUNCIL

No matters were raised.

20/28 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

20/29 DATE OF COUNCIL'S NEXT MEETING – 15th JUNE 2020 – Starting at 6pm

20/30 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference
No items were declared.		

The meeting opened at 6pm and closed at 7.15pm

..... Signed 18th June 2020