

SEALAND COMMUNITY COUNCIL

DECISIONS SUMMARY OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON 13th DECEMBER 2021 at ST. BARTHOLOMEW'S CHURCH AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

PRESENT: Councillors Norman Jones (Chair), Jean Fairbrother, Ashley Griffiths, Barbara Hinds, Chris Jones (County Councillor), Alex Lewis, Mary Southall, Brian Ward and David Wisinger (Vice-Chair).

Peter Richmond: Clerk and Financial Officer.

Paul Edwards: StreetScene.

21/181 MATTERS RAISED BY THE PUBLIC – OPEN FORUM

No issues had been submitted to the Clerk before the meeting.

The Clerk had not received a request to hold a hybrid meeting.

RESOLVED – that the report be noted

21/182 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillors Gwyneth Bullock and Bob James

RESOLVED – that the report be noted

21/183 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

21/184 CHAIR'S REPORT AND ACTIONS SINCE 15th NOVEMBER 2021

The Chair advised that there were no actions or reports.

RESOLVED – that the report be noted.

21/185 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 15th NOVEMBER 2021

RESOLVED - that the minutes of the Meeting of Council held on 15th November 2021 be confirmed as a true and correct record.

21/186 CHAIR'S FUND 2021/22

RESOLVED – that –

i) the proposed payment from the Chair's Fund of £100 to Chester and District Committee for Deaf People VIP be endorsed.

ii) it be noted that of the £800 allocation approx. £375.00 had been expended.

21/191 PLANNING APPLICATIONS

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

| PA Number | Application details | Location |
|-----------|--|---|
| 063721 | Erection of a Paper Processing Mill to produce and manufacture tissue paper (B2, B8 use class) with ancillary B1a office space; associated servicing and infrastructure including car parking, HGV parking and vehicle and pedestrian circulation; noise mitigation features; earthworks to create development platforms; creation of drainage features including a new outfall to the River Dee; water treatment plant; and landscaping | The Airfields (Airfields Delta), Welsh Road, Sealand, Deeside, Flintshire |

RESOLVED – that no objections be raised with regard to the outlined planning application 063721.

21/192 ACCOUNTS FOR PAYMENT

RESOLVED: - that

- i) the under mentioned accounts be approved for payment.
- ii) it be noted that the Lloyds Bank charges for the most recent periods are £7.00 per month with an additional charge of £0.85 per cheque is £10.40 – 4 cheques x £0.85 = £3.40 and £16.35 - £7.00 11 cheques x £0.85 = £9.35

| Cheque No | Payable to | Details | Amount | VAT | Vat Code | Expenditure Powers |
|-----------|---------------------------|---|---------|--------|-----------|--|
| 003467 | St Bartholomew's Church | Hire sessions – November and December 2021/ additional electricity charge October- Total £82.00 Remembrance Sunday Service Refreshments - £75.00 | £157.00 | | | £82.00 Local Govt Act 1972 (S150) £75.00 Ancillary Power Local Government Act 1972 (S11). |
| 003468 | Jolora Ltd | Standard Hosting Package and Domain name renewal | £228.00 | £38.00 | 294456859 | Local Govt Act 1972 (S142) |
| 003469 | Flintshire County Council | Invoice TX096377 November Lighting Maintenance and Invoice TX 096409 | £344.25 | | | Highways Act 1980 (301) |

| | | | | | | |
|------------------------|--|--|------------------|---------------|--|---|
| | | Repairs at Riverside Park | | | | |
| 003470 | Cheque Destroyed | | | | | |
| 003471 | HMRC | December r 2021 Income Tax PR £379.20 and Employers NI £29.14 | £408.34 | | | Local Govt Act 1972 (S112) |
| 003472 | P. Richmond | Salary etc. December 2021 | £714.77 | | | Local Govt Act 1972 (S112) |
| 003473 | Chester and District Committee for Deaf People VIP | Payment from the Chair's Fund | £100.00 | | | Ancillary Power Local Government Act 1972 (S11). |
| 003474 | Society of Local Council Clerks | Annual Subscription | £171.00 | | | Miscellaneous Powers LGA 1972 (S111) |
| Total Spend | | | £2,123.36 | £38.00 | | |

21/193 INCOME

The Clerk advised that Council had received the following income –

| | | |
|--------------|------------------|----------|
| Lloyds Bank | Interest payment | £0.29 |
| Total | | £ |

RESOLVED – that the income be noted.

21/194 CORRESPONDENCE

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

RESOLVED - that the report be noted.

21/195 FRIENDS OF SEALAND – FIGTREE PROJECT – ST. BARTHOLOMEW'S CHURCH

There was no report.

21/196 LOCAL GOVERNMENT AND ELECTIONS(WALES) ACT 2021

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence;

declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

The Clerk advised that he produced a decisions summary of the October 2021 meeting a copy has been added to the web site and circulated to members of Council. This will now be continued for all future meetings

From April 2022 community and town councils will have a duty to prepare and publish a report about the council's priorities, activities and achievements. The first report must relate to the financial April 2021- March 2022 and be published as soon as reasonably practicable after April 2022.

NOTE –One Voice Wales have advised that they are seeking clarification on this issue.

The Clerk previously advised that he had produced an early draft of the Council's 2021/22 Annual Report which had been circulated to members of Council.

RESOLVED: - that the report be noted

21/197 ANNUAL FINANCIAL RETURN – 2020/21 FINANCIAL YEAR

RESOLVED – that the matter be deferred pending further information from Audit Wales.

21/198 SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2021/22 financial year up to cheque number 003472.

| 2021/22 Financial Year | | Actual | Anticipated | Difference |
|---|--|--------------------|--------------------|-------------------|
| Income | | | | |
| General Admin Inc. Precept | | £38,000.00 | £57,000.00 | -£19,000.00 |
| Bank Interest and Refund of Fees | | £9.26 | £5.00 | £4.26 |
| Refund Flintshire County Council | | £287.71 | £0.00 | £287.72 |
| VAT Refund | | £799.60 | £800.00 | -£0.40 |
| Milk Claims | | £0.00 | £200.00 | -£200.00 |
| Total | | £39,096.58 | £58,005.00 | £18,908.42 |
| Expenditure | | Actual | Anticipated | Difference |
| Bank Charges | | £106.35 | £60.00 | -£46.35 |
| Chair's Fund | | £75.00 | £800.00 | £725.00 |
| Staffing Costs | | £9,041.61 | £11,396.00 | £2,354.39 |
| Admin Costs inc audit charges | | £2,652.04 | £2,640.00 | -£12.04 |
| Council Web Site | | £1,956.00 | £2,400.00 | £444.00 |
| Insurances | | £669.51 | £770.00 | £100.49 |
| LGA Act 2000(S2) / Speed Gun- Section 137 | | £242.34 | £75.00 | -£167.34 |
| Play Schemes and New Equipment | | £5,715.60 | £10,500.00 | £4,784.40 |
| Highways / Street Furniture Repairs | | £0.00 | £1,600.00 | £1,600.00 |
| Street Lighting | | £26,967.80 | £26,950.00 | -£17.80 |
| Grants – Section 137 | | £250.00 | £2,200.00 | £1,950.00 |
| School Milk – Section 137 | | £0.00 | £2,000.00 | £2,000.00 |
| Total | | £47,676.25 | £61,391.00 | £13,714.75 |
| Current Summary | Balance as at 1 st April 2021 including £25,000 contingency fund. | £45,903.78 | | |
| | Total expenditure | £47,676.25 | | |
| | Total income | £39,096.58 | | |
| | Balance | -£8,579.67 | | |
| | Overall balance as 13 th December 2021 | £37,324.11 | | |
| End of Year Prediction | VAT Costs for 2021/22 financial year | £428.48 | | |
| | Balance as at 1 st April 2021 including £25,000 contingency fund. | £45,903.78 | | |
| | Total anticipated expenditure | £61,391.00 | | |
| | Total anticipated income | £58,005.00 | | |
| | Anticipated balance for the year | -£3,386.00 | | |
| | Anticipated Overall Balance as at 31st March 2022 | £ 42,517.78 | | |

2022/23

The Clerk advised that the Council has an indicated estimated expenditure of £62,699 for the 2022/23 financial year. Estimated income excluding precept for the 2022/23 financial year is £506. Estimated opening balance at 1st April 2022 is £44,461. To achieve an estimated balance at 1st April 2023 of £44,000 a precept of £61,732 is required.

With the increasing number of properties in Sealand the Tax Base of equivalent B and D properties has increased from 1,221.57 in 2021/22 to 1,367.40 in 2022/23. The 2021/22 current Sealand B and D charge is £46.66. The figures below illustrate the positive impact the increase from 1,221.57 to 1,367.40 will have on the Sealand Precept

| | Precept £57,000 | Precept £60,000 | Precept £62,000 |
|----------------|-----------------|-----------------|-----------------|
| B and D Charge | £41.68 | £43.88 | £45.34 |
| Decrease | £4.98 | £2.78 | £1.32 |
| Decrease % | 10.67% | 5.96% | 2.87% |

After a full discussion it was agreed to set a precept of £60,000.

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 based on the decision to raise a Precept of £60,000 -

Current year's precept – 2021/22 - £57,000

Current Tax Base of equivalent Band D properties is £1,227.57

The current Band D charge is £46.66

The precept for 2022/23 - £60,000

Tax Base for 2022/23 of equivalent Band D properties is £1,367.40

The band D charge for 2022/23 will be £43.88

The decrease in the Band D charge amount is £2.78

The percentage decrease in the 2022/23 Band D charge compared to the 2021/22 Band D charge is 5.96%

RESOLVED: - that the –

- i) precept for the 2022/23 financial year be set at £60,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chair to sign the required precept mandate.
- ii) Clerk be thanked for his usual excellent and informative and very clear financial report.

21/208 COUNCIL RESERVES – 2022/23

The Council's policy on Financial Reserves recommends an amount to be held in reserves for contingency purposes should be proportionately 6-9 months of gross expenditure – estimated expenditure for 2022/23 is £62,699 – 6 months is equivalent to £31,350. I advise that of the estimated carry forward of £44,461 at 1st April 2022 an amount of £25,000 should 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 2022/23 financial year. The Council's Policy on Reserves will need to be amended accordingly.

RESOLVED – that of the estimated carry forward of £44,461 at 1st April 2022 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 2022/23 financial year. The Council's Policy on Reserves will be amended accordingly.

21/210 **DATE OF COUNCIL'S NEXT MEETING – 17th JANUARY 2022– Starting at 6pm at St. Bartholomew's Church**

21/211 **IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST**

| Council Member | Item | Minute Reference |
|----------------|------|------------------|
| | | |

The meeting opened at 6pm and closed at 8pm

..... Signed 17th January 2022

PR – 15th December 2021