

## **SEALAND COMMUNITY COUNCIL**

### **DECISION SUMMARY OF THE MEETING OF COUNCIL HELD ON 13<sup>th</sup> APRIL 2022 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ**

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

Peter Richmond: Clerk and Financial Officer.

#### **21/311      POLICE ISSUES**

##### **a)      Community Speed Watch – Sealand Avenue, Welsh Road and Sealand Road**

Councillor Ashley Griffiths advised that with Councillor Brian Ward they will have carried out two speed checks on Welsh Road and by the Amantola Restaurant during the current week.

RESOLVED – that the report be noted.

##### **b)      Sealand – Police walkabout – to be rearranged**

There was no report.

##### **c)      Bi-monthly meetings between North Wales Police, local councils (town and community)**

The first on line meeting on Teams was cancelled and will be rearranged.

RESOLVED – that the report be noted.

#### **21/315      PLANNING APPLICATIONS**

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

PA Number	Application details	Location
064164	Part two storey and part single storey extension	The Poultry Farm, Sealand Road, Sealand, Chester, Flintshire, CH1 6BS
064300	Application for removal or variation of a condition following grant of planning permission. (063101)	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, Flintshire, CH5 2RD
064334	New tank farm, cooling tower and roof top extension works	Sherwin Williams Parkway, Second Avenue, Sealand, Flintshire, CH5 2NN

064345	Housing development sales signage and flags	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, Flintshire, CH5 2RD
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RESOLVED – that no objections raised in respect of the reported planning applications

## **21/316            NATIONAL PAY AWARD SETTLEMENT AND PAYROLL PROVIDER UPDATE**

As of 1st April 2021, all local council staff with a contractual entitlement will have a 1.75% increase applied to their pay scales, resulting in all such staff receiving full years back pay. NALC have reissued the relevant pay scales to enable councils to make any payments due to staff.

In 2021/22 the Clerk received a salary of £10,590 – the owed amount is £183.00. This amount has been added to the April 2022 salary payment

At the May 2021 meeting it was resolved that it be agreed that the Clerk should move to scale point 24 with effect from 1<sup>st</sup> April 2022 and then point 25 at 1<sup>st</sup> April 2023 and point 26 at 1<sup>st</sup> April 2024. Based on contracted 16 hours worked the salary for 2022/23 will be £12,398.

Point scale 24 was £28,672 and from 1<sup>st</sup> April 2021 increased to £29,174. Pro rata 16 hours this is £12,398 to £12,615. Wainwrights Accountants advised they have adjusted the monthly payment accordingly from 1<sup>st</sup> April 2022.

### Payroll Provider

Wainwrights Accountants have provided full details of the following -

1. Analysis of the Clerk's pay during the 2022/23 Tax Year – Summary of monthly gross pay, tax deducted, net pay and employer NIC.
2. Payslips for the 2022/23 Tax Year.
3. PAYE Payment Schedule for the 2022/23 Tax Year – Details of PAYE to pay to HMRC each month.
4. Their invoice for payment

RESOLVED – that the report be noted.

## **21/317            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 period is £12.10 re £7.00 per month with an additional charge of £0.85 per cheque – 6 x £0.85 = £5.10 = Total £12.10

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003493	P. Richmond	Salary etc. April 2022	£858.77			Local Govt Act 1972 (S112)
003494	HMRC	April 2022 Tax PR £493.60 and Employers NI £71.67	£565.27			Local Govt Act 1972 (S112)

003495	Zurich Municipal	Annual Insurance Charge	£628.95			Local Govt Act 1972 (S111)
003496	Wainwrights Accountants	Annual Charge Payroll Services	£150.00	£25.00	932721925	Local Govt Act 1972 (S111))
003497	Wrexham Bidston Rail Users Association	Annual Subscription	£25.00			Miscellaneous Powers LGA 1972 (S111)
003498	Jolora Ltd	Retainer - half day web site maintenance – April and May 2022	£384.00	£64.00	292256859	Local Govt Act 1972 (S142)
003499	Audit Wales Office	External Audit Fee – re 2021/22	£200.00			Local Govt Act 1972 (S111)
003500	J.G. Copiers Ltd	Laser Jet Toners for HP 552 printer	£736.80	£122.80	767915577	Local Govt Act 1972 (S111)
003501	Flintshire County Council	Energy Street Lighting – January to March 2022	£723.75			Highways Act 1980 (301)
<b>Total Spend</b>			<b>£4,272.54</b>	<b>£211.80</b>		

## 21/330 ANNUAL FINANCIAL RETURN – 2021/22

The Clerk advised on recent email communications received from Audit Wales and copied to all members of Council.

The Clerk outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2022.

### **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 2022 as outlined by the Clerk.

#### **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**

Section 137(1) of the 1972 Act permits the 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. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both

section 137(1) and (3) for the financial year 2021-22 was £8.41per elector.

In 2021-22, the Council made payments totalling £492.34 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

The Clerk advised that the report / Annual Return will again 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 referred again to the letter dated 17<sup>th</sup> March 2022 received from Audit Wales that had been emailed to members of Council.

1. Following completion of the internal audit the annual return must be certified by the RFO and approved by Council, by 30<sup>th</sup> June 2022.
2. Council must send the completed annual return and all requested information by 1st August 2022. Requested information consists of -

#### **Accounting statements**

1. Bank reconciliation as at 31 March 2022.
2. Explanation of variances between the 2020-21 and 2021-22 accounts reported in this year's annual return. A template for explanation of variances is attached to the covering email.
3. If applicable, an explanation of any differences (i.e. restatements) between the 2020-21 accounts included in last year's annual return and the 2020-21 accounts reported on this year's annual return.

#### **Annual Governance Statement**

1. An explanation of the Council's internal controls and approval arrangements for payments made by the Council.
2. A copy of the audit notice displayed on the Council's notice board and website.

RESOLVED: - that the report be noted.

#### **21/334      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 8.15pm

..... Signed    16<sup>th</sup> May 2022