

SEALAND COMMUNITY COUNCIL**DECISIONS SUMMARY OF THE MEETING OF COUNCIL HELD ON 18th SEPTEMBER 2023 AT SEALAND COUNTY PRIMARY SCHOOL, FARM ROAD, GARDEN CITY. CH5 2HH**

PRESENT: Councillors: Ashley Griffiths (Chair), Gwyneth Bullock, Jean Fairbrother, Barbara Hinds (Vice-Chair), Chris Jones (County Councillor), Lionel Prouve, Mary Southall, Brian Ward, Shelley Webber and David Wisinger.

Wayne Jones - StreetScene- Flintshire County Council
Robin Davies – Acting Headteacher- Sealand Primary School
Peter Richmond - Clerk and Financial Officer.

23/83 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors: Norman Jones, Alex Lewis and Linda Thomas.

RESOLVED – that the apologies be received and accepted

23/94 PLANNING APPLICATIONS

PA Number	Application details	Location
000746/23	Erection of a two-storey side extension with first floor terrace (resubmission of 064379	2 Mill Cottages, Ferry Lane, Sealand, CH1 6QQ
000767/23	New dust extraction unit to specific and dedicated areas of the production unit – and this supplies fuel to the new biomass boilers	Unit 34A & 34B, First Avenue, Deeside Industrial Park, Flintshire, CH5 2NU
000787/23	Application for reserved matters following outline approval of 061125	Plot 3, The Airfields, Northern Gateway, Sealand, Flintshire, CH5 2RD
000810/23	Application for approval of reserved matters following approval of 061125.:	Plot D, The Airfields, Northern Gateway, Sealand, Flintshire, CH5 2RD

RESOLVED – that no objections be raised in respect of the above planning applications.

23/95 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 £9.55 re £7.00 per month with an additional charge of 3 cheques x £0.85 = £2.55. The next period will be for £12.10 re £7.00 per month with an additional charge of 6 cheques x £0.85 = £5.10

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
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003584	Flintshire County Council	Council Contribution – 2023 Summer Playscheme	£6,377.60			Local Govt Act (Miscellaneous Provisions Act) 1976 (\$19)
003585	Jolora Ltd	Web Site Maintenance - 2 months	£384.00	£64.00	294456859	Local Govt Act 1972 (\$142)
003586	P. Richmond	September 2023 Salary etc	£787.09			Local Govt Act 1972 (\$112)
003587	HMRC	September 2023 Income Tax - £461.60 and Emp NI - £54.62	£516.22			Local Govt Act 1972 (\$112)
Total Spend			£8,064.91	£64.00		

23/96 INCOME

Lloyds Bank	Interest payment	£34.18
Flintshire County Council	Precept – 2 nd payment	£20,666.67
Total Income		£20,700.85

RESOLVED – that the income be noted.

23/99 2023 COUNCIL INFORMATION BOOKLET

Councillor Brian Ward provided an update to Council before the meeting.

REESOLVED – that-

- Brian be thanked for his work on the draft Information Booklet.
- the proposed Information Booklet should not be produced.
- a QR Code be added to Council's agenda which when scanned will take the person to the Council's web site

23/100 ANNUAL FINANCIAL RETURN – 2022/23 AND NOTICE OF AUDIT

The Clerk advised that the following public notice needs to be displayed on the Council's notice boards and the web site.

Publication of audited accounts for the year ended 31 March 2023

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2023, Sealand Community Council publish its accounting statements for the year ended 31 March 2023 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.

RESOLVED – that the report be noted.

Richard Roberts – AURA - Play Design Officer advised Council before the meeting that the main priority is to remove the facility and to make the area safe to use for wheeled play on the flat tarmac surface. It was agreed that Richard will advise on the costs to provide roadway graphics at the site following the removal of the skate facility and costs for possible fitness equipment. Costs being provided as part of the Joint Funding Initiative. Richard will also provide notices at the site outlining proposals to remove the skate facility. A copy of the notice will be provided to Council.

Note – The Acting Headteacher agreed later in the meeting to advise his pupils about the removal of this facility and to find out whether they would be interested in helping to raise funds to provide a new skate facility. Councillors said they would be keen to support this initiative.

RESOLVED – that the report be noted.

The Clerk advised that Council is required to review on annual basis its policies and procedures – these consist of the Biodiversity Policy / Notice - Annual Investment Strategy - Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy – Grants Policy – Information Asset Register, Information Security- Internal Financial Controls Policy - Press and Social Media Policy - Public Participation Protocol - Records Management Policy - Retention of Records Policy - Risk Assessment Processes - Scheme of Delegation , Multi Location Meetings Policy, Members Self-Regulatory Protocol, Standing Orders and Training Plan. The only documents that need to be updated and endorsed / adopted are the Annual Investment Strategy - Biodiversity Policy / Notice – Information Asset Register, Internal Financial Controls Policy, Risk Assessment Processes and Training Plan. (Copies have been circulated by email). Copies of all other documents referenced above can found on the Council’s web site.

RESOLVED- that -

- a) the report be noted.
- b) consideration of the Clerk’s Risk Assessment Report be accepted as the formal risk assessment for the 2024/25 financial year.
- c) in relation to the key risks, these are identified as relating to the Council’s assets, bank accounts, internal controls, and insurance cover for statutory and other purposes.
- d) the arrangements highlighted in the Risk Assessment details that Council is taking all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls and that the Risk Assessment 2024/25 be noted.
- e) JDH Business Services Ltd be reappointed as the Council’s internal auditor.
- f) the Annual Investment Strategy 2024/25 - Biodiversity Policy / Notice – Information Asset Register, Internal Financial Controls Policy 2024/25, Risk Assessment Processes and Training Plan be approved.
- h) the following be endorsed without requiring amendments – Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy – Grants Policy - Information Security- Press and social media Policy - Public Participation Protocol - Records Management Policy - Retention of Records Policy - Scheme of Delegation, Multi Location Meetings Policy, Members Self-Regulatory Protocol and Standing Orders.

23/105 DATE OF COUNCIL’S NEXT MEETING – 16th OCTOBER 2023

23/106 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE

The meeting opened at 6.15 pm and closed at 7.50pm

..... Signed 16th October 2023