

**SEALAND COMMUNITY COUNCIL**  
**DECISIONS SUMMARY OF THE MEETING OF COUNCIL HELD ON 16<sup>th</sup> SEPTEMBER 2024 AT SEALAND**  
**COUNTY PRIMARY SCHOOL, FARM ROAD, GARDEN CITY. CH5 2HH**

**PRESENT: Councillors:** Barbara Hinds (Chair), Christine Jones (County Councillor), David Wisinger (Vice-Chair), Brian Ward, Lionel Prouve, Linda Thomas, Shelley Webber, Mary Southall and Jean Fairbrother.

One member of the public.

Robin Davies – Deputy Headteacher- Sealand Primary School.

Richard Roberts – Aura Wales – Play Design Officer.

Ashley Griffiths – Clerk and Financial Officer.

**24/91 APOLOGIES FOR NON-ATTENDANCE**

Apologies were received from Councillors Norman Jones, Alex Lewis, and Gwyneth Bullock.

RESOLVED – that the apologies be received and accepted.

**24/92 NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87 (2))**

**VACANCY FOR ONE COUNCILLOR**

Ashley Griffiths (Clerk) advised that Flintshire County Council had informed him that no request for an election had been received within fourteen days of the original Notice date, and it is for the Council to fill the vacancy by co-option. Council is required to give public notice of co-option in accordance with Section 116 of the Local Government (Wales) Measure 2011.

The Council agreed to readvertise the public notice of co-option for the week commencing the 23rd day of September, which will be advertised until the 13th day of October per the recommendation of the Democratic Services department of Flintshire County Council. This will be emailed to Council members, attached to the notice boards, and added to the Council's website.

RESOLVED – that the report be noted.

**24/97 CHAIR'S FUND 2024/25**

Ashley Griffiths (Clerk) reminded the Council that the agreed spend for the Chair's Fund for the 2024/25 financial years is £800.00. Payments are being made under expenditure powers—Ancillary Power Local Government Act 1972 (S1).

Payments to date -

The Chair proposed a payment of £50.00 to 50 Plus Action Group (Flintshire), which works within the Sealand community.

RESOLVED – that the proposed payment be endorsed and the Chair's Fund should cover the refreshments at St Bartholomews Church for the Remembrance Service on Sunday, November 10<sup>th</sup> at 10:30 AM and the Christmas Concert on Wednesday, December 18<sup>th</sup> at 7:00 PM.

## **24/101 SECTION 137 – LOCAL GOVERNMENT ACT 1972 – PAYMENT OF GRANTS**

The 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 Welsh Government has advised that the Section 137 Expenditure Limit for 2024/25 is £10.81 per elector. The electoral roll from Flintshire County Council was 2538 in December 2022. So, per elector produces a total of £28,062.76.

The Allocated spend in 2024/25 is Section 137 grants of £3,035.00 and for school milk £0.00.

Spending in 2024/25 so far is £300.00.

A grant request has been received from 50 Plus Action Group (Flintshire) – An up-to-date copy of the bank statement has been provided.

RESOLVED—that, in accordance with Section 137 of the Local Government Act 1971, the Council should award 50 Plus Action Group (Flintshire) a grant of £150.00, which is in the best interests of the area and its inhabitants.

RESOLVED – that the report be noted.

## **24/102 PLANNING APPLICATIONS**

PA Number	Application details	Location
COU/000 659/24	Conversion of existing shippon and store to dependant relative annex and store.	Meadowbrook Farm, Green Lane East, Sealand, Deeside, CH5 2LH.
FUL/0004 26/24	Extension to front and rear of the property and creation of a dormer bungalow. Change the external appearance from brick and stone finish to a modern off-white K-Render.	10, Manor Road, Sealand, Deeside, CH5 2SA

RESOLVED – that no objections should be raised with respect to the above planning applications.

## **24/103 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 £7.85 - re £7.00 per month with an additional charge of 1 cheque x £0.85 = £0.85

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003639	One Voice Wales	Annual Subscription	£677.00			Miscellaneous Powers LGA 1972 (S111)

003640	Flintshire County Council	Monthly street light inspection for 41 columns, April - June 2024	£313.90	£52.32	636613732	Highways Act 1972 (301)
003641	Jo-Lora Ltd	Web Site Maintenance	£384.00	£64.00	294456859	Local Govt Act 1972 (S142)
003642	Ashley Griffiths	August 2024 Salary etc	£939.84			Local Govt Act 1972 (S112)
003643	Ashley Griffiths	September 2024 Salary etc	£939.84			Local Govt Act 1972 (S112)
Direct Debit Payment	Nest	Pension	£46.90			Local Govt Act 1972 (S112)
003644	50 Plus Action Group (Flintshire)	Grant	£150.00			Section 137 of the Local Government Act 1971
003645	50 Plus Action Group (Flintshire)	Payment from the Chair's Fund 2024/25	£50.00			Ancillary Power Local Government Act 1972 (S1)
003646	Flintshire County Council	Supply and installation of 1 Lantern (Riverside Park)	£237.00	39.50	636613732	Highways Act 1980 (301)

<b>Total Spend</b>			<b>£3738.48</b>	<b>£155.82</b>		
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#### **24/104 INCOME**

Lloyds Bank	Interest payment 09/08/2024	£53.26
Flintshire County Council	Second precept payment	£21333.33
Lloyds Bank	Interest payment 09/09/2024	£49.64
<b>Total Income</b>		<b>£21,436.23</b>

RESOLVED – that the income received be noted.

#### **24/107 WELSH ROAD SKATE FACILITY**

At the Annual Finance Meeting held on 11<sup>th</sup> December 2023, Council resolved to allocate £11,000 to jointly fund the skate ramps outlined by Richard Roberts, AURA (Play Design Officer), in the 2024/25 financial year. On the 30<sup>th</sup> of April 2024, Richard Roberts advised the Council that Flintshire County Council had allocated £105,000 for its 2024/25 budget for the match-funding of improvement works to children's play areas and informed the Council if they wanted to proceed with the agreed program.

Richard Roberts advised the Council on September 16, 2024, that an order for graphics for a mini scooter and trike area has been put on hold until the Council decides which option to pursue.

Option A, Scooter, and trike area graphics: This cost has been agreed upon, and Sealand Community Council has paid the agreed sum of £1100. Match funding has been processed and allocated at £1100, with a total cost of £2200 for the purchase price and installation. Aura Wales has agreed to pick up the cost of superficial tarmac repairs.

Option B: One skate ramp, approximate cost of £20000, plus a new tarmac surface costing £15000 to allow the operator to function correctly and safely in terms of the transition from ramps to tarmac, total cost of the project approximately £35000.

Option C, A Concrete free-standing skate park costing £85000

RESOLVED— that Richard Roberts, AURA (Play Design Officer), should be advised of the Council's views on the proposed plan.

#### **24/110 CURRENT SAVINGS STRATEGY**

Clerk Ashley Griffiths reported to the Council that the previous Clerk thoroughly analysed how the Council holds its reserves and deduced that the current way of having all monetary assets with one

banking group was satisfactory and in line with savings expectations. Furthermore, the Clerk announced he would get more guidance from One Voice Wales on options available to the Council.

RESOLVED – that the Clerk will report to the Council with further guidance.

#### **24/111 REVIEW OF COUNCIL POLICIES AND PROCEDURES**

The Clerk Ashley Griffiths advised that the Council is required to review on an 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 be found on the Council’s website.

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 2025/26 financial year.
- c) The key risks relate 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 detail are that the Council takes all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls and that the Risk Assessment 2025/26 be noted.
- e) JDH Business Services Ltd be reappointed as the Council’s internal auditor.
- f) The Annual Investment Strategy 2025/26 - Biodiversity Policy / Notice – Information Asset Register, Internal Financial Controls Policy 2025/26, Risk Assessment Processes and Training Plan be approved.
- g) 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.

**24/113 EXTERNAL AUDIT - ANNUAL FINANCIAL RETURN – 2023/24 FINANCIAL YEAR AND NOTICE OF AUDIT**

Ashley Griffiths (Clerk) conveyed the council's external audit requirement, noting that the documents will be partly delivered to South Wales via recorded delivery and that the remainder will be uploaded to the objective portal. He also mentioned the public notice and details of the public inspection arrangements for the 2023/24 financial year, specifically that they are on the Council website and notice boards. Inspection runs from the 1<sup>st</sup> of July to 26 July between 10:00 and 17:00 on Monday to Friday in line with Section 30 of the Public Audit Wales Act 2004, which gives the elector the right to inspect the Council's accounts.

The Clerk advised that the completed Annual Return and most of the requested information were uploaded to the objective portal on July 10<sup>th</sup>, 2024, and 2 documents were posted via special delivery to Audit Wales on July 18<sup>th</sup>, 2024.

**Publication of audited accounts for the year ended 31 March 2024**

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2024, Sealand Community Council publish its accounting statements for the year ended 31 March 2024 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.

**24/116 DATE OF COUNCIL'S NEXT MEETING – 21<sup>st</sup> OCTOBER 2024.**

**24/117 IN ACCORDANCE WITH THE SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT**

**DECLARATION OF INTEREST**—Two Council members, Cllr Norman Jones, declared an interest to the Council before the meeting concerning 16<sup>th</sup> September 2024, Agenda item number 8, PA Number COU/000659/24. Cllr Christine Jones declared an interest in minute number 24/99 (c).

The meeting opened at 6 pm and closed at 8:22 pm.

..... Signed 21<sup>st</sup> October 2024

Barbara Hinds, Chair of the Council