

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16th APRIL 2018 AT SEALAND
PRIMARY SCHOOL.**

PRESENT: Councillors: Alex Lewis (Chair), Jean Fairbrother, Chris Jones (County Councillor and Vice Chair), Joan Keith, Mary Southall, Mike Walker, Rhondda Whittaker and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

One member of the public.

Wayne Jones - StreetScene

17/308 SUMMARY OF ACCOUNTS - 2017/18 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for the 2017/18 financial year and for the 2018/19 financial year up to cheque number 003142.

| 2017/18 Financial Year | Actual | Anticipated | Difference |
|---------------------------------|-------------------|--------------------|-------------------|
| Income | | | |
| General Admin Inc. Precept | £57,000.00 | £57,000.00 | £0.00 |
| Bank Interest | £19.31 | £24.00 | -£4.69 |
| Contribution – 2018 Play scheme | £911.00 | £0.00 | +£911.00 |
| VAT Refund | £389.11 | £500.00 | -£110.89 |
| Milk Claims | £580.06 | £500.00 | £80.06 |
| Total | £58,899.48 | £58,024.00 | £875.48 |
| Expenditure | Actual | Anticipated | Difference |
| Bank Charges | £60.00 | £60.00 | £0.00 |
| Chairman's Fund | £800.00 | £800.00 | £0.00 |
| Staffing Costs | £9,881.76 | £9,276.00 | -£605.76 |
| General Admin Costs | £5,058.78 | £3,795.00 | -£1,263.78 |
| Insurances | £893.98 | £1,200.00 | £306.02 |
| Election Costs | £249.91 | £4,500.00 | £4,250.09 |
| Play Areas | £9,038.00 | £8,100.00 | -£938.00 |
| Highways | £0.00 | £700.00 | £700.00 |
| Street Lighting | £24,433.74 | £23,400.00 | -£1,033.74 |
| CCTV Maintenance | £660.00 | £1,000.00 | £340.00 |
| Grants – Section 137 | £2,300.00 | £2,500.00 | £200.00 |
| School Milk – Section 137 | £2519.59 | £3,200.00 | £680.41 |
| Total | £55,895.76 | £58,531.00 | £2,635.24 |

| | | |
|------------------------|---|-------------------|
| Current Summary | Balance as at 31 March 2017 including £25,000 contingency fund. | £36,987.43 |
| | Total expenditure | £55,895.76 |
| | Total income | £58,899.48 |
| | Balance | £1,917.70 |
| | Overall balance as at 31st March 2018 | £39,991.15 |
| | VAT Costs for 2017/18 financial year | £307.40 |
| End of Year Prediction | Balance as at 31 st March 2017 | £36,987.43 |
| | Total anticipated expenditure | £58,531.00 |
| | Total anticipated income | £58,024.00 |
| | Anticipated balance for the year | -£507.00 |
| | Anticipated Overall Balance as at 31st March 2018 | £36,480.43 |

| 2018 / 19 Financial Year | Actual | Anticipated | Difference |
|----------------------------------|------------------|--------------------|-------------------|
| Income | | | |
| General Admin Inc. Precept | £0.00 | £57,000.00 | £0.00 |
| Bank Interest | £0.00 | £20.00 | £0.00 |
| Insurance Claims / Refunds | £0.00 | £0.00 | £0.00 |
| VAT Refund | £0.00 | £200.00 | £0.00 |
| Milk Claims | £0.00 | £500.00 | £0.00 |
| Total | £0.00 | £57,920.00 | £0.00 |
| Expenditure | Actual | Anticipated | Difference |
| Bank Charges | £0.00 | £60.00 | £60.00 |
| Chairman's Fund | £0.00 | £800.00 | £880.00 |
| Staffing Costs | £823.48 | £9,882.00 | £9,058.52 |
| General Admin Costs | £102.38 | £3,320.00 | £3,217.62 |
| Council Web Site | £160.00 | £2,000.00 | £1,840.00 |
| Insurances | £0.00 | £1,000.00 | £1,000.00 |
| Defibrillator – LGA Act 2000(S2) | £0.00 | £1,000.00 | £1,000.00 |
| Play Schemes and New Equipment | £0.00 | £9,400.00 | £9,400.00 |
| Highways | £0.00 | £0.00 | £0.00 |
| Street Lighting | £566.48 | £25,400.00 | £24,833.52 |
| CCTV Maintenance | £0.00 | £200.00 | £0.00 |
| Grants – Section 137 | £18.75 | £2,500.00 | £2,481.25 |
| School Milk – Section 137 | £206.91 | £3,500.00 | £3,293.09 |
| Total | £1,878.00 | £59,062.00 | £57,184.00 |

| | | |
|------------------------|---|-------------------|
| Current Summary | Balance as at 31 March 2018 including £25,000 contingency fund. | £39,991.15 |
| | Total expenditure | £1,878.00 |
| | Total income | £0.00 |
| | Balance in year spend | -£1,878.00 |
| | Overall balance as at 16th April 2018 | £38,113.15 |
| | VAT Costs for 2018/19 financial year | £0.00 |
| End of Year Prediction | Balance as at 31 st March 2018 | £39,991.15 |
| | Total anticipated expenditure | £59,062.00 |
| | Total anticipated income | £57,920.00 |
| | Anticipated balance for the year | -£1,342.00 |
| | Anticipated Overall Balance as at 31st March 2019 | £38,649.15 |

17/309

SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2017/18
FINANCIAL YEAR

The Clerk advised that in line with council's Financial Regulations he submits details of the Council's overall bank balances in respect of – as at 30th June, 30th September, 31st December and 31st March each year.

The position as at 31st March 2018 is –

Account - no – 0388217 - £7,862.62

Account - no – 7326098 - £38,229.09

Total - £46,091.71

Less unpaid cheques

003106 - £160.00

003114 - £160.00

003120 - £250.00

003126 - £160.00

003131 - £160.00

003134 - £35.00

003135 - £175.56

003136 - £5,000.00

Total unpaid cheques - £6,100.56

Total bank accounts - £ 46,091.71 less unpaid cheques of £6100.56 leaves a closing balance of £39,991.15.

The Vice Chair authorised the reconciliation calculations as being a correct record.

The Clerk advised that he has contacted JOLORA to request them to present the above 4 cheques for £160.00 for payment. JOLORA have advised that they have moved offices and are looking for the cheques.

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2017/18 financial year for £307.60.

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2017/18 and has set up the on-line process for the 2018/19 financial year.

RESOLVED: - that the report be noted.

17/310

INTERNAL AUDIT AND EXTERNAL AUDIT - 2017/18 FINANCIAL YEAR

The Clerk advised that the council's internal auditor is in the process of undertaking the internal audit of the council's accounts.

The Clerk outlined the requirement on council for the internal audit and that with the audit form (that was emailed to members of council for information on 28th March 2018) he is required to include various working papers and documentation when presenting for audit. Failure to do so may result in a delay in completing council's internal audit and additional audit costs. The internal audit commenced on 12th April 2018 and will close on 19th April 2018. The Clerk will report on the internal audit at the May meeting of council.

The Clerk also outlined the requirements of the external audit and the additional information that will be required to be provided to the external auditor.

The Clerk will report full details of the external audit at the May 2018 meeting of council.

RESOLVED: - that the report be noted.

..... Signed 21st May 2018.
Chairman of the Council.