

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 20th APRIL 2020 ON LINE

PRESENT: Councillors Barbara Hinds (Chair), Jean Fairbrother, Ashley Griffiths, Chris Jones (County Councillor), Bob James, Norman Jones (Vice Chair), Mikael Khan, Mary Southall, Mike Walker, Brian Ward, and David Wisinger.

Peter Richmond: Clerk and Financial Officer

19/313 SUMMARY OF ACCOUNTS – 2019/20 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2019/20 financial year.

RESOLVED – that the report be noted.

2019/20 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£57,000.00	£57,000.00	£0.00
Bank Interest		£20.98	£22.00	-£1.02
Insurance Claims / Refunds		£0.00	£0.00	£0.00
VAT Refund		£639.67	£308.00	£331.67
Milk Claims		£444.34	£500.00	-£55.66
Total		£58,104.99	£57,830.00	£274.99
Expenditure		Actual	Anticipated	Difference
Bank Charges		£60.00	£60.00	£0.00
Chairman's Fund		£760.00	£800.00	£40.00
Staffing Costs		£10,688.60	£10,120.00	-£568.80
General Admin Costs		£3,319.80	£4,200.00	£880.20
Council Web Site		£2,532.00	£2,304.00	-£228.00
Insurances		£811.20	£1,000.00	£88.80
Defibrillator – LGA Act 2000(S2)		£0.00	£75.00	£75.00
Play Schemes and New Equipment		£9,877.90	£10,500.00	£622.10
Highways		£0.00	£0.00	£0.00
Street Lighting		£22,766.57	£24,900.00	£1,133.43
CCTV Maintenance		£0.00	£250.00	£250.00
Grants – Section 137		£2,500.00	£2,200.00	-£300.00
School Milk – Section 137		£2,212.67	£3,500.00	£1,287.33
Total		£55,528.74	£59,809.00	£4,280.26
Current Summary	Balance as at 31 March 2019 including £25,000 contingency fund.	£38,499.21		
	Total expenditure	£55,528.74		
	Total income	£58,104.99		
	Balance in year spend	£2,576.25		
End of Year Prediction	Overall balance as at 31st March 2020	£41,075.46		
	VAT Costs for 2019/20 financial year	£467.56		
	Balance as at 31 st March 2019	£38,499.21		
	Total anticipated expenditure	£59,809.00		
	Total anticipated income	£57,830.00		
	Anticipated balance for the year	-£1,979.00		
	Anticipated Overall Balance as at 31st March 2020	£36,520.21		

19/314 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2019/20
FINANCIAL YEAR

The Clerk advised that in line with council's Financial Regulations and audit requirements 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 2020 is – Account - no – 0388217 - £14,263.75 and Account - no – 7326098 - £34,555.03. Total - £48,818.78

Less unpaid cheques -

*003272 - £192.00- 9th September 2019
*003276 - £192.00- 9th September 2019
*003294 - £192.00- 18th November 2019
*003311 - £228.00- 9th December 2019
*003313 - £192.00- 9th December 2019
*003319 - £192.00 – 20th January 2020
*003330 - £192.00 – 10th February 2020
003332 - £231.80 – 16th March 2020
*003333 - £192.00 – 16th March 2020
003336 - £5,000.00 – 16th March 2020
003337 - £171.00 – 16th March 2020
003338 - £40.00 – 16th March 2020
003340 - £50.00 – 16th March 2020
003341 - £50.00 – 16th March 2020
003342 - £50.00 – 16th March 2020
003343 - £50.00 – 16th March 2020
003345 - £50.00 – 16th March 2020
003346 - £478.52 – 16th March 2020

Total unpaid cheques - £7,743.32 – * note Jolora Ltd have apologised for not presenting their cheques.

Total bank accounts – £48,818.78 less unpaid cheques of £7,743.32 leaves a closing balance of £41,075.46. This amount cross references with the summary of income and expenditure report as at 31st March 2020 as circulated by the Clerk.

The Vice Chair was posted a copy for his authorisation of the reconciliation calculations as being a correct record. This will be posted back this week.

RESOLVED: - that the report be noted

19/311 SUMMARY OF ACCOUNTS – 2020/21 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2020/21 financial year up to cheque number 003352

2020/21 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£0.00	£57,000.00	-£57,000.00
Bank Interest		£0.00	£22.00	-£22.00
Insurance Claims / Refunds		£0.00	£0.00	£0.00
VAT Refund		£0.00	£400.00	-£400.00
Milk Claims		£0.00	£400.00	-£400.00
Total		£0.00	£57,822.00	-£57,822.00
Expenditure		Actual	Anticipated	Difference
Bank Charges		£0.00	£60.00	-£60.00
Chairman's Fund		£0.00	£800.00	-£800.00
Staffing Costs		£910.76	£10,669.00	-£9,758.24
General Admin Costs		£157.62	£2,840.00	-£2,682.38
Council Web Site		£730.00	£2,304.00	-£1,574.00
Insurances		£0.00	£875.00	-£875.00
Defibrillator – LGA Act 2000(S2)		£0.00	£75.00	-£75.00
Play Schemes and New Equipment		£0.00	£10,500.00	-£10,500.00
Highways		£0.00	£2,500.00	-£2,500.00
Street Lighting		£0.00	£23,700.00	-£23,700.00
CCTV Maintenance		£0.00	£250.00	-£250.00
Grants – Section 137		£0.00	£2,500.00	-£2,500.00
School Milk – Section 137		£165.00	£2,800.00	-£2,635.00
Total		£1,963.38	£59,873.00	£57,909.62
Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46		
	Total expenditure	£1,963.38		
	Total income	£0.00		
	Balance in year spend	-£1,938.38		
	Overall balance as at 20th April 2020	£39,112.08		
End of Year Prediction	VAT Costs for 2020/21 financial year	£120.00		
	Balance as at 31 st March 2020			
	Total anticipated expenditure	£59,873.00		
	Total anticipated income	£57,822.00		
	Anticipated balance for the year	-£2,051.00		
Anticipated Overall Balance as at 31st March 2021		£ 39,024.46		

RESOLVED – that the report be noted

19/315 INTERNAL AUDIT 2019/20 FINANCIAL YEAR

The Clerk has previously outlined the requirement on council for the internal audit and referred to the audit form (that has been emailed to members of council for information) 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 Thursday 16th April 2020 with a return of all documents on Thursday 23rd April 2020.

RESOLVED – that the report be noted.

19/316 REPORT – ANNUAL FINANCIAL RETURN – 2019/20

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2020.

Statement of Accounts

31-Mar-19	31-Mar-20	
£	£	
£39,991	£38,499	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£57,000	£57,000	Total amount of income received in the year from local taxation (precept).
£804	£1,105	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.
£10,120	£10,687	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses e.g. termination costs
£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£49,176	£44,842	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£38,499	£41,075	Total balances and reserves at the end of the year.

£0.00	£0.00	Income and Expenditure Accounts only. The value of debts owed to the council at the year end.
£38,499	£41,075	All accounts. The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book as per the bank reconciliation.
£0.00	£0.00	Income and expenditure accounts only. The value of monies owed by the council (except borrowing) at the year end
£38,499	£41,075	Total balances

£140,711	£128,211	The asset and investment register value of all fixed assets and any other long-term assets held at 31 March.
£0.00	£0.00	The outstanding capital balance as at 31 March of all loans from third parties.
N/A	N/A	Trust Fund Disclosure

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 2020, that:

	Agreed - Yes or No
We have put in place arrangements for – <ul style="list-style-type: none"> • effective financial management during the year and • the preparation and approval of the accounting statements. 	YES
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	YES

We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	In progress
We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.	YES
We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the Internal Auditor.	YES
We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate have included them on accounting statements.	YES
We have taken appropriate action on all matters raised in previous reports from internal and external audit.	YES
Trust funds – in our capacity as trustee we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and if required, independent examination or audit.	N/A
We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	YES
We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	YES

The Clerk advised that the above 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 to the letter dated 25th March 2020 received from the external auditor – BDO – that had been emailed to members of Council on 2nd April 2020 that advised -

1. Following completion of the internal audit the annual return must be certified by the RFO and approved by the Council, by 30th June 2020. Failure to do so will result in a qualified audit opinion.
2. Council must send the completed annual return and all requested information by 10th July 2020. However, BDO will not be able to issue their audit opinion until after 29th July 2020.
3. When the Annual Return is returned all requested supporting information needs to be provided including photographs showing the audit notice as displayed on the council's

notice boards.

RESOLVED: - that –

- i) the report be noted.
- ii) it be noted that an interim copy of the Annual Return should be added to the Council's web site before 16th June 2020 with a final version being added on completion of the audit.
- iii) the Clerk be thanked for his excellent services in maintaining the Council's governance and finances.

19/317 NOTICE OF AUDIT- 2019/20 FINANCIAL YEAR

The Clerk referenced the Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2020.

The Clerk advised that each year the Council's annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs from 1st July 2020 to 28th July 2020.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 1st June 2020.

RESOLVED: - that the report be noted

The meeting opened at 6.15pm and closed at 7.45pm

..... Signed 18th May 2020