

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON 9th DECEMBER 2019
AT SEALAND PRIMARY SCHOOL.**

PRESENT: Councillors Barbara Hinds (Chair), Jean Fairbrother, Chris Jones (County Councillor), Bob James, Mary Southall, Mike Walker, and David Wisinger.

Two members of the public.

Peter Richmond: Clerk and Financial Officer.

19/200 SUMMARY OF ACCOUNTS – 2019/20 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2019/20 financial year up to cheque number 003313

RESOLVED – that the report be noted.

| 2019/20 Financial Year | | Actual | Anticipated | Difference |
|----------------------------------|---|-------------------|--------------------|--------------------|
| Income | | | | |
| General Admin Inc. Precept | | £38,000.00 | £57,000.00 | -£19,000.00 |
| Bank Interest | | £11.68 | £22.00 | -£10.32 |
| Insurance Claims / Refunds | | £0.00 | £0.00 | £0.00 |
| VAT Refund | | £639.67 | £308.00 | £331.67 |
| Milk Claims | | £259.62 | £500.00 | -£240.38 |
| Total | | £38,910.97 | £57,830.00 | -£18,919.03 |
| Expenditure | | Actual | Anticipated | Difference |
| Bank Charges | | £40.00 | £60.00 | £20.00 |
| Chairman's Fund | | £450.00 | £800.00 | £350.00 |
| Staffing Costs | | £7,994.23 | £10,120.00 | £2,125.77 |
| General Admin Costs | | £1,851.63 | £4,200.00 | £2,348.37 |
| Council Web Site | | £1,918.00 | £2,304.00 | £386.00 |
| Insurances | | £811.20 | £1,000.00 | £88.80 |
| Defibrillator – LGA Act 2000(S2) | | £0.00 | £75.00 | £75.00 |
| Play Schemes and New Equipment | | £4,877.90 | £10,500.00 | £5,622.10 |
| Highways | | £0.00 | £0.00 | £0.00 |
| Street Lighting | | £3,809.26 | £24,900.00 | £21,090.74 |
| CCTV Maintenance | | £0.00 | £250.00 | £250.00 |
| Grants – Section 137 | | £2,500.00 | £2,200.00 | -£300.00 |
| School Milk – Section 137 | | £1,398.52 | £3,500.00 | £2,101.48 |
| Total | | £25,650.74 | £59,809.00 | £34,158.26 |
| Current Summary | Balance as at 31 March 2019 including £25,000 contingency fund. | £38,499.21 | | |
| | Total expenditure | £26,650.74 | | |
| | Total income | £38,910.97 | | |
| | Balance in year spend | £13,260.23 | | |
| End of Year Prediction | Overall balance as at 9th December | £51,759.44 | | |
| | VAT Costs for 2019/20 financial year | £371.56 | | |
| | 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 | | |

19/201 REQUEST FOR PUBLIC TO BE TEMPORARILY EXCLUDED FROM THE MEETING

RESOLVED: - that in view of the special nature of the business to be transacted it is advisable in the public interest that the public is excluded.

19/202 FINANCIAL REPORT – 2019/20 and 2020/21

The Clerk advised: -

- a) that a precept is an order to the charging authority – Flintshire County Council to pay a requested sum to the precept authority – Sealand Community Council and that the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.
- b) that 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 amount per elector is £8.32 and this applies to the 2020/21 financial year – an increase from £8.12. The recently issued electoral role from Flintshire County Council indicates a total of 2121 (Sealand East 861 and Sealand West 1260). The amount per elector is £8.32 producing a total of £17,646.72.
- c) on details of anticipated income and expenditure for the 2019/20 and 2020/21 financial years.
- d) the Clerk is contracted for a working week of 14 hours. Payment is net with the Council deducting income tax at 40% on the full income and making payment to the HMRC.
- e) in the past council has paid an amount to cover costs incurred wholly, exclusively and necessarily in the performance of the office of the Clerk to the Council. This covers the essential use of the Clerk's private telephone, mobile phone, dedicated computer, dedicated laptop, independent back up devices, broadband line, scanner, office storage and a contribution towards the heating and lighting cost for maintaining a room dedicated as an office. These have been reviewed to ensure that the Clerk is not subsidising the council and the amount for 2020/21 is proposed at £1650 - £137.50 per month.
- f) that non-IT expenses incurred in carrying out his duties are also reimbursed. The expenditure being incurred on behalf of the Council as part of its administration and running cost, i.e. stamps and travelling expenses. NJC rate for Casual Users / HMRC approved mileage rate being paid for car mileage within Sealand and as required mileage to venues outside Sealand – £0.45p per mile.
It was noted that the members of council still wish to have agenda, minutes and reports printed by the Clerk.
- g) the estimated income for the current 2019/20 financial year is £58,060 and estimated expenditure is £56,143. The opening balance at 1 April 2019 was £38,499. The estimated opening balance at 1 April 2020 is £40,416 assuming all planned expenditure takes place which may not be the case.

RESOLVED: -that the report be noted together with the agreed payment to cover the Clerk's expenditure in providing most of the IT facilities necessary to carry out his role as Clerk plus

a contribution towards the use of his telephones /broadband line and his dedicated office room.

19/203 PAYMENTS TO THE CLERK AND CHAIR'S FUND

| | |
|--|----------------|
| RESOLVED: - that the following be agreed for 2020/21 - | £ |
| • Chair's Fund | 800 |
| • Clerk's Salary | 9,019 |
| • Clerk's payment to cover essential IT costs / phones / and office provision | 1,650 |
| Total | £11,469 |

19/204 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

i) grant payments for the 2020/21 financial year be restricted to a maximum of £150 apart from Sealand Primary School who should receive up to a maximum of £1,000.

ii) Free Resources Fund should be £2,500 - **Total - £2,500**

19/205 PROVISION OF SCHOOL MILK – SEALAND PRIMARY SCHOOL

RESOLVED: -that Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £2,800. **Total - £2,800**

19/206 PLAYLEADER SCHEMES 2019 AND PLAY AREA IMPROVEMENTS

RESOLVED: - that Council should –

i) support both proposed Play Schemes – overall estimated cost £5,500 which includes the cost for the provision of gazebos and seating for both sites

ii) advise the Head of Leisure Services of its decision.

iii) allocate £5,000 for possible matched funding for play equipment.

Total - £10,500

19/207 STREET LIGHTING

RESOLVED: -that the following be allocated

| | |
|---|------------------------------|
| Energy | £2,800 |
| Repairs and Maintenance | £2,900 |
| New / Replacement Columns minute 19/192) | £18,000 (9 lights – refer to |
| Total | £23,700 |

19/208 OTHER AREAS OF EXPENDITURE

RESOLVED: - that the following funds be allocated: -

| | |
|---------------------------------------|---------------|
| Election Costs | £0 |
| Bank Charges | £60 |
| Street Furniture Repairs | £400 |
| CCTV Repairs | £250 |
| Defibrillator | £75 |
| Insurances | £875 |
| Stationery | £125 |
| Annual Subscriptions | £520 |
| Audit Fees | £490 |
| Conferences - attendance | £260 |
| Council's Web Site | £2,304 |
| Postage / Mileage | £1,000 |
| Engraving Chain of Office | £10 |
| Data Protection Registration | £35 |
| Car Park improvements – Welsh Road | £2,500 |
| Total | £8,904 |

19/209 PRECEPT 2020/21

The Clerk advised that the Council had agreed to an indicated estimated expenditure of £59,873 for the 2020/21 financial year.

Estimated income excluding precept for the 2020/21 financial year is £822. Estimated opening balance at 1st April 2020 is £40,416. To achieve an estimated balance at 1st April 2021 of £38,000 a precept of £56,635 is required.

After a full discussion it was agreed to set a precept of £57,000.

The Clerk advised that the County Council require the completion of a precept mandate form to be signed by the Chairman and Clerk. The Clerk outlined the form -

Current year's precept – 2019/20 - £57,000

Current Tax Base of equivalent Band D properties is £1,176.83

The current Band D charge is £48.44

The precept for 2020/21 - £57,000

Tax Base for 2020/21 of equivalent Band D properties is £1,163.00

The band D charge for 2020/21 will be £49.01

The increase in the Band D charge amount is £0.57

The percentage increase in the 2020/21 Band D charge compared to the 2019/20 Band D charge is 1.18%

RESOLVED: - that the –

i) precept for the 2020/21 financial year be set at £57,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.

ii) Clerk be thanked for his usual excellent and informative and very clear financial report.

19/210 COUNCIL RESERVES – 2020/21

The Clerk made reference to the council's policy on Financial Reserves and advised that the recommended amount to be held in reserves for contingency purposes is proportionately 6-9 months of gross expenditure – estimated expenditure for 2020/21 is £60,523 – 6 months is equivalent to £30,262.

RESOLVED – that of the estimated carry forward of £40,416 at 1st April 2020 an amount of £25,000 will be held as a Contingency Reserve to assist cash flow in the event of unforeseen occurrences. The remaining funds being required to cover council expenditure until the first precept payment is made by Flintshire County Council during the 2020/21 financial year. The Council's Policy on Reserves will be amended accordingly.

19/211 MATTERS RAISED BY MEMBERS OF COUNCIL

- Samaritans signs to be provided at the Saltney Ferry footbridge – Wayne Jones advised that the posts are in place for the signs.
- Wheelabrator – can a further visit be arranged for members of council. Councillor Alex Lewis to arrange.

19/212 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

19/213 DATE OF COUNCIL'S NEXT MEETING – 20th JANUARY 2020

RESOLVED – that the 2020 meetings be held on – 20th January, 10th February, 16th March, 20th April, 18th May, 15th June, 13th July, 21st September, 19th October, 16th November and 14th December.

19/214

**IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF
CONDUCT - DECLARATION OF INTEREST**

| Council Member | Item | Minute Reference |
|----------------|---------------------------|------------------|
| | No Declarations were made | |

The meeting opened at 6pm and closed at 7.50 pm

..... Signed 20th January 2020
Chair of the Council.