

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL'S ANNUAL FINANCE MEETING HELD ON 10<sup>th</sup> DECEMBER 2018 AT SEALAND PRIMARY SCHOOL.**

**PRESENT: Councillors:** Chris Jones (Chair and County Councillor), Jean Fairbrother, Barbara Hinds (Vice-Chair), Norman Jones, Mary Southall, Mike Walker, Rhondda Whittaker, Shelley Webber and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

**18/212      SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003205.

RESOLVED – that the report be noted.

2018 / 19 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£15.14	£20.00	-£7.05
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£281.94	£500.00	£218.06
<b>Total</b>	<b>£38,604.68</b>	<b>£57,920.00</b>	<b>-£19,115.32</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£45.00	£60.00	£15.00
Chairman's Fund	£300.00	£800.00	£500.00
Staffing Costs	£7,589.99	£9,882.00	£2,292.01
General Admin Costs	£2,145.45	£3,320.00	£1,174.55
Council Web Site	£1,664.00	£2,000.00	£336.00
Insurances	£852.61	£1,000.00	£147.39
Defibrillator – LGA Act 2000(S2)	£1,646.81	£1,000.00	-£646.81
Play Schemes and New Equipment	£4,949.00	£9,400.00	£4,451.00
Highways	£1,400.00	£0.00	-£1,400.00
Street Lighting	£4,166.45	£25,400.00	£21,233.55
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£1,918.75	£2,500.00	£581.25
School Milk – Section 137	£1,519.24	£3,500.00	£1,980.76
<b>Total</b>	<b>£28,197.30</b>	<b>£59,062.00</b>	<b>£30,864.70</b>

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£28,197.30
	Total income	£38,604.68
	Balance in year spend	£10,407.38
	<b>Overall balance as at 10<sup>th</sup> December 2018</b>	<b>£50,398.53</b>
	VAT Costs for 2018/19 financial year	£543.67
End of Year Prediction	Balance as at 31 <sup>st</sup> 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
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2019</b>	<b>£38,649.15</b>

**18/215            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.

**18/216            FINANCIAL REPORT – 2018/19 AND 2019/20**

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) the Government has confirmed that 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 of 2154 and £8.12 per head produces an upper limit of £17,490.48
- c) on details of anticipated income and expenditure for the 2018/29 and 2019/20 financial years.
- d) the Clerk is contracted for a working week of 12 hours. Payment is net with the Council deducting income tax at 40% and making payment to the HMRC. The Clerk advised that he works well in excess of 12 hours a week.
- e) the allowance is paid to the Clerk for the use of his private telephone, computer and a contribution towards the cost of maintaining his residence in which a room is dedicated as an office. The payment for 2018/29 is £ 2,000.00. Details of the payment are submitted on an annual basis to the HMRC. The Clerk requested that the payment should not be increased for the 2019/20 financial year.
- f) that 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, payphone for daytime calls, and travelling expenses. NJC rate for Casual Users being paid for car mileage within Sealand and as required mileage to venues outside Sealand – 47p per mile.
- g) the estimated income for the current 2018/19 financial year is £57,830 and estimated expenditure is £60,878. The opening balance at 1 April 2018 was £39,991. The estimated opening balance at 1 April 2019 is estimated at approx. £36,943 assuming all planned expenditure takes place which may not be the case.

RESOLVED: -that the report be noted.

**18/217            ALLOWANCES AND SALARY**

RESOLVED: - that the following be agreed for 2019/20 -	<b>£</b>
• Chair’s Fund	800
• Clerk’s Salary	8,120

• Clerk's Allowance	2,000
<b>Total</b>	<b>£10,920</b>

**18/218      PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT**

RESOLVED: - that –

i) grant payments for the 2019/20 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 £2,200 - **Total - £2,200**

**18/219      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 £3,500. **Total - £3,500**

**18/220      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**

**18/221      STREET LIGHTING**

RESOLVED: -that the following be allocated

Energy	£3,100
Repairs and Maintenance	£3,800
New / Replacement Columns minute 18/197)	£18,000 (9 lights – refer to
<b>Total</b>	<b>£24,900</b>

**18/222      OTHER AREAS OF EXPENDITURE**

RESOLVED: - that the following funds be allocated: -

Election Costs	£700
Bank Charges	£60
Printer Cartridges	£500
Street Furniture Repairs -	£400
CCTV Repairs	£250
Defibrillator	£75
Insurances	£900
Stationery	£125
Annual Subscriptions	£520

Audit Fees	£650
Conferences - attendance	£260
Council's Web Site	£2,304
Postage / Mileage	£1,000
Engraving Chain of Office	£10
Data Protection Registration	£35
<b>Total</b>	<b>£7,789</b>

**18/223      PRECEPT 2019/20**

The Clerk advised that the Council had agreed to an indicated estimated expenditure of £59,809

Estimated income excluding precept for the 2019/20 financial year is £1,272.00. Estimated opening balance at 1<sup>st</sup> April 2019 is £36,943. To achieve an estimated balance at 1<sup>st</sup> April 2020 of £36,000 a precept of £57,594 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 – 2018/19 - £57,000  
 Current Tax Base of equivalent Band D properties is £1,176.40  
 The current Band D charge is £48.45

The precept for 2019/20 - £57,000  
 Tax Base for 2019/20 of equivalent Band D properties is £1,176.83  
 The band D charge for 2019/20 will be £48.44  
 The decrease in the Band D charge amount is £0.01  
 The percentage decrease in the 2019/20 Band D charge compared to the 2018/19 Band D charge is 0.02%

RESOLVED: - that the –

- i) precept for 2019/20 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 financial report.

**18/224      COUNCIL RESERVES – 2019/20**

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 2019/20 is £59,809 – 6 months

is equivalent to £29,904.

RESOLVED - that of the estimated carry forward of £36,943 at 1<sup>st</sup> April 2019 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 2019/20 financial year.

..... Signed                      21<sup>st</sup> January 2019  
Chairman of the Council.