

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 14th DECEMBER 2020 ON LINE VIA GO TO MEETING

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

Peter Richmond: Clerk and Financial Officer

Wayne Jones: Flintshire County Council - StreetScene

20/173 SUMMARY OF ACCOUNTS – 2020/21 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2020/21 financial year up to cheque number 003399.

2020/21 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£9.45	£22.00	-£12.55
Cancelled payment from 2019/20	£50.00	£0.00	£50.00
VAT Refund	£467.56	£400.00	£67.56
Milk Claims	£109.13	£400.00	-£290.87
Total	£38,636.14	£57,822.00	-£19,185.86
Expenditure	Actual	Anticipated	Difference
Bank Charges	£40.00	£60.00	£20.00
Chairman's Fund	£350.00	£800.00	£450.00
Staffing Costs	£8,404.20	£10,669.00	£2,264.80
Admin Costs inc printer cartridges	£2,808.51	£2,840.00	£31.49
Council Web Site	£2,686.00	£2,304.00	-£382.00
Insurances	£770.12	£875.00	£104.88
Defibrillator – LGA Act 2000(S2)	£0.00	£75.00	-£75.00
Play Schemes and New Equipment	£1,743.28	£10,500.00	£8,756.72
Highways	£0.00	£2,500.00	£2,500.00
Street Lighting	£27,057.27	£23,700.00	-£3,357.27
CCTV Maintenance	£0.00	£250.00	£250.00
Grants – Section 137	£1,350.00	£2,500.00	£1,150.00
School Milk – Section 137	£165.00	£2,800.00	£2,635.00
Total	£45,374.38	£59,873.00	£14,498.62

Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46
	Total expenditure	£45,374.38
	Total income	£38,636.14
	Balance in year spend	-£6,738.24
	Overall balance as of 14 th December 2020	£34,337.22
	VAT Costs for 2020/21 financial year	£703.60
End of Year Prediction	Balance as at 31 st March 2020	£41,075.46
	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.

20/174 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.

20/175 FINANCIAL REPORT – 2020/21 and 2021/22

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 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 amount per elector is £8.32 and this applies to the 2020/21 financial year. For the 2021/22 financial year this has increased to £8.41 per elector. The current electoral role from Flintshire County Council at December 2020 indicates a total of 2152 (Sealand East 874 and Sealand West 1278). The amount per elector is £8.41 producing a total of £18,098.32. Allocated spend in the 2020/21 financial year is £2,500 for grants and £2,800 for school milk. Total £5,300.
- c) on details of anticipated income and expenditure for the 2020/21 and 2021/22 financial years – as circulated with the agenda.
- 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. The Council also pays the employer's National Insurance contribution to 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 were reviewed in December 2019 to ensure that the Clerk is not subsidising the council and the amount for 2020/21 was £1650 - £137.50 per month. This payment is combined with the Clerk's salary and paid through PAYE.
- 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. stationery, printer cartridges, 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.
- g) the estimated income for the current 2020/21 financial year is £57,908 and estimated expenditure is £58,200. The opening balance at 1 April 2020 was £41,075. The estimated opening balance at 1 April 2021 is £40,783 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 whilst noting that the payment is subject to PAYE.

20/176 PAYMENTS TO THE CLERK AND CHAIR'S FUND

RESOLVED: - that the following be agreed for 2021/22 -	£
• Chair's Fund	800
• Clerk's Salary	9,266
• Clerk's payment to cover essential IT costs / phones / and office provision	1,650
Total	£12,196

20/177 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

- i) grant payments for the 2021/22 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

20/178 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 £2,000.

20/179 PLAYLEADER SCHEMES 2019 AND PLAY AREA IMPROVEMENTS

RESOLVED: - that Council should –

- i) support both proposed Play Schemes – overall estimated cost £5,500.
- ii) advise the Head of Leisure Services of its decision.
- iii) allocate £5,000 for possible matched funding for play equipment.

Total - £10,500

20/180 STREET LIGHTING

RESOLVED: -that the following be allocated

Energy	£2,650
Repairs and Maintenance	£2,800
New / Replacement Columns minute 20/163 iii))	£21,650 (10 lights – refer to
Total	£26,950

20/181 OTHER AREAS OF EXPENDITURE

RESOLVED: - that the following funds be allocated: -

Election Costs	£0
Bank Charges	£60
Street Furniture Repairs	£400
Payment to FCC to provide two benches at Stoneleigh Close	£1,200
Printer repairs and cartridges	£500
Defibrillator – Energy	£75
Insurances	£770
Stationery	£75
Annual Subscriptions	£500
Audit Fees	£540
Conferences - attendance	£260
Council's Web Site	£2,400
Postage / Mileage	£720
Engraving Chain of Office	£10
Data Protection Registration	£35
Total as above	£7,545

Summary of the agreed allocations Minute 20/176 to Minute 20/180

Clerk and Chairs Fund	£12,196
Free Resource Fund – Grants	£2,200
Free Resource Fund – School Milk	£2,000
Playleader Scheme	£5,500
Joint funded project play areas	£5,000
Street Lighting	£26,950
Total as above	£53,846
Full Total	£61,391

20/182 PRECEPT 2021/22

The Clerk advised that the Council had agreed to an indicated estimated expenditure of £61,391 for the 2021/22 financial year.

Estimated income excluding precept for the 2021/22 financial year is £1,005. Estimated opening balance at 1st April 2021 is £40,783. To achieve an estimated balance at 1st April 2022 of £38,000 a precept of £57,603 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 – 2020/21 - £57,000

Current Tax Base of equivalent Band D properties is £1,163.00

The current Band D charge is £49.01

The precept for 2021/22 - £57,000

Tax Base for 2021/22 of equivalent Band D properties is £1,221.57

The band D charge for 2021/2 will be £46.66

The decrease in the Band D charge amount is £2.35

The percentage decrease in the 2021/22 Band D charge compared to the 2020/21 Band D charge is 4.79%

RESOLVED: - that the –

- i) precept for the 2021/22 financial year be set at £57,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chair to sign the required precept mandate.
- ii) Clerk be thanked for his usual excellent and informative and very clear financial report.

20/183 COUNCIL RESERVES – 2021/22

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 2021/22 is £61,391 – 6 months is equivalent to £30,695.

RESOLVED – that of the estimated carry forward of £40,783 at 1st April 2021 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 2021/22 financial year. The Council's Policy on Reserves will be amended accordingly.

20/184 FUTURE AUDIT ARRANGEMENTS – AUDIT YEAR 2020/21 ONWARDS

The Clerk referenced back to minute 20/150 November 2020 when he advised Council that Audit Wales have determined new audit arrangements for community and town councils to be applied from the audit of the 2020-21 accounts that incorporates a three-year cycle of two limited procedure audits and a transaction-based audit for each council. The introduction of the transaction-based audits will be staggered across the first three years of the new arrangements.

Audit Wales sent an email on 11th December 2020 which was copied on the same day to all members of Council that provided a schedule for the new audit arrangements. The schedule is listed by county and then by community. It identifies which year councils will receive the

transaction-based audit and the two years that the basic audit procedures will be applied. Council is basic for 2020/21 and 2021/22 and then full in 2022/23

RESOLVED – that the report be noted.

20/185 MATTERS RAISED BY MEMBERS OF COUNCIL

No Matters were raised.

20/186 MATTERS RAISED BY MEMBERS OF THE PUBLIC

20/187 DATE OF COUNCIL’S NEXT MEETING – 18th JANUARY 2021 – Starting at 6pm

20/188 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

The meeting opened at 6pm and closed at 7.45pm

..... Signed 18th January 2021