

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 15th FEBRUARY 2021 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
One member of the public

20/229 REPORT – ANNUAL FINANCIAL RETURN – 2019/20

The Clerk advised that he had contacted the Council's external auditor BDO on 25th January 2021 to obtain an update on the approval of the Council's Annual Financial Return. He was advised that BDO had a query on the return but inadvertently hadn't sent the relevant email to the Clerk in November 2020. One query related to the reduction in the Fixed Asset amounts which the Clerk advised related to the reduction in the number of the Council's street lights – this had been outlined in the Clerk's report provided with the return. BDO also advised that the Clerk should have dated his signature on the return to the date of the May meeting rather than the date when both the Chair and Clerk signed – the day after. The issue was further compounded as the Welsh Government and Wales Audit were using an incorrect email address for Council. As a result, the Clerk was unaware of the publishing requirements for the 2019/20 audit. This information should have been received in August 2020. Both the Welsh Government and Wales Audit have apologised for their error. The Clerk has referred this to One Voice Wales as they have concerns about this matter.

As a result of the above the required notice has been published on the Council's web site. This would have been published earlier with September 2020 dates had the relevant communication been received.

Notice of date appointed for the exercise of electors' rights under the Public Audit (Wales) Act 2004

SEALAND COMMUNITY COUNCIL
Financial year ended 31 March 2020

1. Date of announcement 8th February 2021
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc. relating

to them for 20 working days on reasonable notice. For the year ended 31 March 2020, these documents will be available on reasonable notice by appointment to the Clerk of the Council, Peter Richmond, 3 Blakeley Court, Raby Mere, Wirral. CH63 0ND – email sealandcc@gmail.com / |Tel 0151 334 2247 commencing from 22nd February 2021 to 19th March 2021.

3. From 22nd March 2021 until the audit has been completed, Local Government Electors and their representatives also have:
 - the right to question the Auditor General about the accounts. The Auditor General can be contacted via BDO
 - the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General via BDO. A copy of the written notice must also be given to the Council.

BDO can be contacted at: BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL

2. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

The Clerk advised that the notice was added to the Council's web site on 2nd February 2021.

BDO have been advised and will now complete the review of the file and have it ready for sign off after 22nd March 2021.

RESOLVED - that the report be noted.

20/230 SUMMARY OF ACCOUNTS – 2020/21 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2020/21 financial year up to cheque number 003407.

2020/21 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£57,000.00	£57,000.00	£0.00
Bank Interest	£9.97	£22.00	-£12.03
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	£57,636.66	£57,822.00	-£185.34
Expenditure	Actual	Anticipated	Difference
Bank Charges	£65.05	£60.00	-£5.05
Chairman's Fund	£700.00	£800.00	£100.00
Staffing Costs	£10,268.56	£10,669.00	£400.44
Admin Costs inc printer cartridges	£3,177.96	£2,840.00	-£337.96
Council Web Site	£3,262.00	£2,304.00	-£958.00
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	£29,587.32	£23,700.00	-£5,887.32
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	£51,089.29	£59,873.00	£8,783.71

Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46
	Total expenditure	£51,089.29
	Total income	£57,636.66
	Balance in year spend	£6547.37
	Overall balance as 15 th February 2021	£47,622.83
End of Year Prediction	VAT Costs for 2020/21 financial year	£799.60
	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.

20/231 INTERNAL AUDIT PLAN 2020/21 FINANCIAL YEAR

The Clerk advised on the letter and attachment received from the Council’s appointed internal auditor – JDH Business Services Ltd.

The Clerk outlined the requirements for Council to have the internal audit undertaken.

A copy of the said letter was emailed to all members of Council on 12th February 2021.

RESOLVED – that the report be noted.

The meeting opened at 6pm and closed at 7.20pm

..... Signed 15th March 2021