

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 18<sup>th</sup> OCTOBER 2021 at ST. BARTHOLOMEW'S CHURCH**

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

Peter Richmond: Clerk and Financial Officer.

Paul Edwards: StreetScene.

**21/141            ANNUAL FINANCIAL RETURN – 2020/21 FINANCIAL YEAR**

The Clerk advised that he had been informed on 27<sup>th</sup> September 2021 by Audit Wales that the audit work is currently underway in respect of those annual returns that have been submitted to Audit Wales. Councils may have already been contacted by members of the audit team with queries arising from the audit work. A number of unforeseen circumstances has resulted in some delays to the audit work. The email as provided set out the steps Council may need to take in the event that Council does not receive an Audit Certificate before the end of September. If Council does not receive an Audit Certificate before the 30<sup>th</sup> September, Council should publish the required notice (in a prominent place in the community and on the Council's website). Council can then publish its annual return on its website as detailed in the notice.

The Clerk advised that the required notice has been added to the web site and notice boards. A copy of the preliminary Annual Return had already been added to the web site.

RESOLVED – that the report be noted.

**21/142            BANK RECONCILLATION – 30<sup>th</sup> SEPTEMBER 2021**

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 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March each year. The position as at 30<sup>th</sup> September 2021 is –

Account - no – 0388217 - £32,757.74

Account - no – 7326098 - £40,567.72

Total - £73,325.46

Less unpaid cheques all dated 20<sup>th</sup> September 2021 –

003442 - £146.75

003444 - £576.00 – this cheque was cancelled for payment on 15<sup>th</sup> October 2021.

003445 - £146.75

003448 - £21,500

Total - £22,369.50

Total bank accounts – £73,325.46 less unpaid cheques of £22,369.50 leaves a closing balance of £50,955.96. This amount cross references with the summary of income and expenditure report as at 30<sup>th</sup> September circulated by the Clerk.

The Vice Chair authorised the reconciliation calculations as being a correct record.

RESOLVED: - that the report be noted

**21/143            SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2021/22 financial year up to cheque number 003458. This information was circulated by email before the meeting.

2021/22 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£8.61	£5.00	£3.61
VAT Refund	£799.60	£800.00	-£0.40
Milk Claims	£0.00	£200.00	-£200.00
<b>Total</b>	<b>£38,808.21</b>	<b>£58,005.00</b>	<b>£19,196.79</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£79.60	£60.00	-£19.60
Chair's Fund	£0.00	£800.00	-£800.00
Staffing Costs	£7,035.03	£11,396.00	-£4,360.97
Admin Costs inc audit charges	£2,305.99	£2,640.00	-£334.01
Council Web Site	£1,152.00	£2,400.00	-£1,248.00
Insurances	£669.51	£770.00	£100.49
Defibrillator – LGA Act 2000(S2) / Speed Gun- Section 137	£242.34	£75.00	-£167.34
Play Schemes and New Equipment	£0.00	£10,500.00	-£10,500.00
Highways / Street Furniture Repairs	£0.00	£1,600.00	-£1,600.00
Street Lighting	£24,237.80	£26,950.00	-£2,712.20
Grants – Section 137	£0.00	£2,200.00	-£2,200.00
School Milk – Section 137	£0.00	£2,000.00	-£2,000.00
<b>Total</b>	<b>£35,722.27</b>	<b>£61,391.00</b>	<b>£25,668.73</b>

Current Summary	Balance as at 1 <sup>st</sup> April 2021 including £25,000 contingency fund.	£45,903.78
	Total expenditure	£35,722.27
	Total income	£38,808.21
	Balance	£3,085.94
	Overall balance as 18 <sup>th</sup> October 2021	£48,989.72
	VAT Costs for 2021/22 financial year	£294.48
End of Year Prediction	Balance as at 1 <sup>st</sup> April 2021 including £25,000 contingency fund.	£45,903.78
	Total anticipated expenditure	£61,391.00
	Total anticipated income	£58,005.00
	Anticipated balance for the year	-£3,386.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2022</b>	<b>£ 42,517.78</b>

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**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 7.50pm

..... Signed 15<sup>th</sup> November 2021