

SEALAND COMMUNITY COUNCIL

MINUTES OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON 13th DECEMBER 2021 at ST. BARTHOLOMEW'S CHURCH AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

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

Peter Richmond: Clerk and Financial Officer.

Paul Edwards: StreetScene.

21/197 ANNUAL FINANCIAL RETURN – 2020/21 FINANCIAL YEAR

RESOLVED – that the matter be deferred pending further information from Audit Wales.

21/198 SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2021/22 financial year up to cheque number 003472.

2021/22 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest and Refund of Fees	£9.26	£5.00	£4.26
Refund Flintshire County Council	£287.71	£0.00	£287.72
VAT Refund	£799.60	£800.00	-£0.40
Milk Claims	£0.00	£200.00	-£200.00
Total	£39,096.58	£58,005.00	£18,908.42
Expenditure	Actual	Anticipated	Difference
Bank Charges	£106.35	£60.00	-£46.35
Chair's Fund	£75.00	£800.00	£725.00
Staffing Costs	£9,041.61	£11,396.00	£2,354.39
Admin Costs inc audit charges	£2,652.04	£2,640.00	-£12.04
Council Web Site	£1,956.00	£2,400.00	£444.00
Insurances	£669.51	£770.00	£100.49
LGA Act 2000(S2) / Speed Gun- Section 137	£242.34	£75.00	-£167.34
Play Schemes and New Equipment	£5,715.60	£10,500.00	£4,784.40
Highways / Street Furniture Repairs	£0.00	£1,600.00	£1,600.00
Street Lighting	£26,967.80	£26,950.00	-£17.80
Grants – Section 137	£250.00	£2,200.00	£1,950.00
School Milk – Section 137	£0.00	£2,000.00	£2,000.00
Total	£47,676.25	£61,391.00	£13,714.75

Current Summary	Balance as at 1 st April 2021 including £25,000 contingency fund.	£45,903.78
	Total expenditure	£47,676.25
	Total income	£39,096.58
	Balance	-£8,579.67
End of Year Prediction	Overall balance as 13 th December 2021	£37,324.11
	VAT Costs for 2021/22 financial year	£428.48
	Balance as at 1 st 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
	Anticipated Overall Balance as at 31st March 2022	£ 42,517.78

The Clerk advised on his Financial Report as circulated: -

- 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) Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes

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 £8.82 and this applies to the 2022/23 financial year. The most recent electoral role from Flintshire County Council at December 2021 indicates a total of 2393. The amount per elector of £8.82 produces a total of £21,106.26.

Allocated spend in 2021/22 is Section 137 grants of £2,200 and for school milk £2,000.

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) – this power is again restricted again by the S137 limit £8.82 for 2022/23.

Section 137 payments so far in the 2021/22 financial year are for the Speed Gun under the powers of Well Being - £242.24 and a grant payment to the Earl Haig Poppy Appeal for £250.00.

- c) on details of anticipated income and expenditure for the 2021/22 and 2022/23 financial years – as circulated.
- d) the Clerk is contracted for a working week of 16 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 employers National Insurance contribution to HMRC.
- e) refer to Minute 21/80 – meeting 19th July 2021.

RESOLVED – that it be agreed that the Clerk should move to scale point 24 with effect from 1st April 2022 and then point 25 at 1st April 2023 and point 26 at 1st April 2024. Based on contracted 16 hours worked the salary for 2022/23 will be £12,398 and it be agreed that with effect from 1st April 2022 that the home allowance payment is £312. Noting that the internal auditor advised on 22nd April 2021 that this amount is non-taxable.

- f) that IT expenses will be reimbursed by the Council.

- g) 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.
- h) the estimated income for the current 2021/22 financial year is £58,094 and estimated expenditure is £59,537. The opening balance at 1 April 2021 was £45,904. The estimated opening balance at 1 April 2022 is £44,461 assuming all planned expenditure takes place which may not be the case.

RESOLVED: - that the following funds be allocated: -

Annual Subscriptions	£750
Audit Fees	£600
Bank Charges	£135
Chair's Fund	£800
Chain of Office - Engraving	£10
Clerk's salary and allowance	£12,710
Conferences - attendance	£200
Council's Web Site	£2,304
Data Protection Registration	£35
Defibrillator – Energy	£75
Election Costs *	£4,500
Free Resource Fund (S137) – Grants	£3,000
Free Resource Fund (S137)– School Milk	£1,500
Hire Costs – St Barts	£400
Insurances	£700
Joint funded project play areas	£5,000
NI Employers contribution	£480
Playleader Scheme	£5,800
Postage / Mileage	£1,000
Printer, Computers repairs etc. and printer cartridges	£500
Stationery	£100
Street Furniture Repairs – Seats / Notice Boards	£400
Street Lighting – Repairs, Maintenance and Replacement / Adoption of 7 lights at Riverside Park * the number of new lights could be increased depending on the 2022 election costs	£21,700
Full Total	£62,699

21/207 PRECEPT 2022/23

The Clerk advised that the Council has an indicated estimated expenditure of £62,699 for the 2022/23 financial year. Estimated income excluding precept for the 2022/23 financial year is £506. Estimated opening balance at 1st April 2022 is £44,461. To achieve an estimated balance at 1st April 2023 of £44,000 a precept of £61,732 is required.

With the increasing number of properties in Sealand the Tax Base of equivalent B and D properties has increased from 1,221.57 in 2021/22 to 1,367.40 in 2022/23. The 2021/22 current Sealand B and D charge is £46,66. The figures below illustrate the positive impact the increase from 1,221.57 to 1,367.40 will have on the Sealand Precept

	Precept £57,000	Precept £60,000	Precept £62,000
B and D Charge	£41.68	£43.88	£45.34
Decrease	£4.98	£2.78	£1.32
Decrease %	10.67%	5.96%	2.87%

After a full discussion it was agreed to set a precept of £60,000.

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 based on the decision to raise a Precept of £60,000 -

Current year's precept – 2021/22 - £57,000
 Current Tax Base of equivalent Band D properties is £1,227.57
 The current Band D charge is £46.66

The precept for 2022/23 - £60,000
 Tax Base for 2022/23 of equivalent Band D properties is £1,367.40
 The band D charge for 2022/23 will be £43.88
 The decrease in the Band D charge amount is £2.78
 The percentage decrease in the 2022/23 Band D charge compared to the 2021/22 Band D charge is 5.96%

RESOLVED: - that the –

- i) precept for the 2022/23 financial year be set at £60,000 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.

21/208 COUNCIL RESERVES – 2022/23

The Council's policy on Financial Reserves recommends an amount to be held in reserves for contingency purposes should be proportionately 6-9 months of gross expenditure – estimated expenditure for 2022/23 is £62,699 – 6 months is equivalent to £31,350. I advise that of the estimated carry forward of £44,461 at 1st April 2022 an amount of £25,000 should 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 2022/23 financial year. The Council's Policy on Reserves will need to be amended accordingly.

RESOLVED – that of the estimated carry forward of £44,461 at 1st April 2022 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 2022/23 financial year. The Council's Policy on Reserves will be amended accordingly.

21/211 **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 8pm

..... Signed 17th January 2022