

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE MEETING OF COUNCIL HELD ON 13<sup>th</sup> APRIL 2022 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ**

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

Peter Richmond: Clerk and Financial Officer.

#### **21/322            SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION – 31<sup>st</sup> MARCH 2022**

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 30th June, 30th September, 31st December and 31st March each year.

The position as at 31<sup>st</sup> March 2022 is –

Account - no – 0388217 - £8,180.51 - Account - no – 7326098 - £36,857.44

Total - £45,037.95

Total bank accounts – £45,037.95 less unpaid cheques of £798.50 as outlined by the Clerk leaves a nett balance of £44,239.45. This amount cross references with the summary of income and expenditure report as at 31<sup>st</sup> March 2022 as circulated by the Clerk.

The bank reconciliation statement including copies of the appropriate bank statements were circulated to all members of Council by email on 5<sup>th</sup> April 2022

The Vice Chair signed two hard copies of the bank reconciliation statement.

RESOLVED: - that the report be noted

#### **21/323            INTERNAL AUDIT 2021/22 FINANCIAL YEAR**

The Clerk had previously outlined the requirement to council for the internal audit and referred to the audit form (that has been emailed to members of council for information) he is required to include various working papers and documentation when presenting for audit. Failure to do so may result in a delay in completing council's internal audit and additional audit costs. The internal audit commences on Thursday 21<sup>st</sup> April 2022 with a return of all documents on Thursday 28<sup>th</sup> April 2022.

RESOLVED: - that the report be noted.

#### **21/329 SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR AND THE 2022/23 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the 2021/22 financial year and outlined the expenditure and income for the 2022/23 financial year up to cheque number 003499

2021/22 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£57,000.00	£57,000.00	£0.00
Bank Interest and Refund of Fees	£10.61	£5.00	£5.27
Refund Flintshire County Council	£287.72	£0.00	£287.72
VAT Refund	£799.60	£800.00	-£0.40
Milk Claims	£0.00	£200.00	-£200.00
<b>Total</b>	<b>£58,097.93</b>	<b>£58,005.00</b>	<b>£92.93</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£143.50	£60.00	-£83.50
Chair's Fund	£800.00	£800.00	£0.00
Staffing Costs	£12,039.49	£11,396.00	-£643.49
Admin Costs inc audit charges / St Barts Rental	£4,019.52	£2,640.00	-£1,379.52
Council Web Site inc VAT	£2,340.00	£2,400.00	£60.00
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	£10,715.60	£10,500.00	-£215.60
Highways / Street Furniture Repairs	£0.00	£1,600.00	£1,600.00
Street Lighting	£28,542.30	£26,950.00	-£1,592.30
Grants – Section 137	£250.00	£2,200.00	£1,950.00
School Milk – Section 137	£0.00	£2,000.00	£2,000.00
<b>Total</b>	<b>£59,762.26</b>	<b>£61,391.00</b>	<b>£1,628.74</b>

Current Summary	Balance as at 1 <sup>st</sup> April 2021 including £25,000 contingency fund.	£45,903.78
	Total expenditure	£59,762.26
	Total income	£58,097.93
	Balance	-£1,664.33
End of Year Prediction	Overall balance as 31 <sup>st</sup> March 2022	£44,239.45
	VAT Costs for 2021/22 financial year	£492.48
	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>

2022/23 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£0.00	£60,000.00	-£60,000.00
Bank Interest and Refund of Fees	£0.00	£6.00	-£6.00
VAT Refund	£0.00	£500.00	-£500.00
Milk Claims	£0.00	£0.00	-£200.00
<b>Total</b>	<b>£58,097.59</b>	<b>£60,506.00</b>	<b>-£60,506.00</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£0.00	£135.00	£135.00
Chair's Fund	£0.00	£800.00	£800.00
Staffing Costs	£1,305.92	£13,190.00	£11,884.08
Admin Costs inc audit charges / St Barts Rental	£493.12	£3,670.00	£3,176.88
Council Web Site inc VAT	£384.00	£2,304.00	£1,920.00
Insurances	£628.95	£700.00	£71.05
Election Costs	£0.00	£4,500.00	£4,500.00
Play Schemes and New Equipment	£0.00	£10,800.00	£10,800.00
Highways / Street Furniture Repairs	£0.00	£400.00	£400.00
Street Lighting	£0.00	£21,700.00	£21,700.00
Grants – Section 137	£0.00	£3,000.00	£3,000.00
School Milk – Section 137	£0.00	£1,500.00	£1,500.00
<b>Total</b>	<b>£2,811.99</b>	<b>£62,699.00</b>	<b>£59,887.01</b>

Current Summary	Balance as at 1 <sup>st</sup> April 2022 including £25,000 contingency fund.	£44,239.45
	Total expenditure	£2,811.99
	Total income	£0.00
	Balance	-£2,811.99
End of Year Prediction	Overall balance as 13 <sup>th</sup> April 2022	£41,427.46
	VAT Costs for 2022/23 financial year	£89.00
	Balance as at 1 <sup>st</sup> April 2022 including £25,000 contingency fund.	£44,239.45
	Total anticipated expenditure	£62,699.00
	Total anticipated income	£60,506.00
	Anticipated balance for the year	-£2,193.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2023</b>	<b>£ 42,046.45</b>

The Clerk advised on recent email communications received from Audit Wales and copied to all members of Council.

The Clerk outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2022.

### **Annual governance statement – Part 1**

We acknowledge as the members of the Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022 as outlined by the Clerk.

#### **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**

Section 137(1) of the 1972 Act permits the 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. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £492.34 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

The Clerk advised that the report / Annual Return will again be presented to Council at its next meeting following completion of the internal audit. Following certification by the Responsible Financial Officer the Council is required to approve the Annual Governance Statement Part 2

The Clerk referred again to the letter dated 17<sup>th</sup> March 2022 received from Audit Wales that had been emailed to members of Council.

1. Following completion of the internal audit the annual return must be certified by the RFO and approved by Council, by 30<sup>th</sup> June 2022.
2. Council must send the completed annual return and all requested information by 1st August 2022. Requested information consists of -

#### **Accounting statements**

1. Bank reconciliation as at 31 March 2022.
2. Explanation of variances between the 2020-21 and 2021-22 accounts reported in this year's annual return. A template for explanation of variances is attached to the covering email.
3. If applicable, an explanation of any differences (i.e. restatements) between the 2020-21 accounts included in last year's annual return and the 2020-21 accounts reported on this year's annual return.

#### **Annual Governance Statement**

1. An explanation of the Council's internal controls and approval arrangements for payments made by the Council.
2. A copy of the audit notice displayed on the Council's notice board and website.

RESOLVED: - that the report be noted.

**21/334            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 8.15pm

..... Signed    16<sup>th</sup> May 2022