

SEALAND COMMUNITY COUNCIL

MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE NEW COUNCIL HELD ON 16th MAY 2022

PRESENT: Councillors: David Wisinger (Chair), Gwyneth Bullock, Ashley Griffiths (Vice- Chair), Barbara Hinds, Bob James, Chris Jones, Alex Lewis, Lionel Prouve, Mary Southall, Linda Thomas and Brian Ward.

Peter Richmond - Clerk and Financial Officer.

Wayne Jones – StreetScene.

22/25 SUMMARY OF ACCOUNTS – 2022/23 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for the and outlined the expenditure and income for the 2022/23 financial year up to cheque number 003505

2022/23 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£20,000.00	£60,000.00	-£40,000.00
Bank Interest and Refund of Fees	£0.35	£6.00	-£5.65
VAT Refund	£492.48	£500.00	-£7.52
Total	£20,492.83	£60,506.00	-£40,013.17
Expenditure	Actual	Anticipated	Difference
Bank Charges	£12.10	£135.00	£122.90
Chair's Fund	£0.00	£800.00	£800.00
Staffing Costs	£2,401.30	£13,190.00	£10,788.70
Admin Costs inc audit charges / St Barts Rental	£1,681.62	£3,670.00	£1,988.38
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	£723.75	£21,700.00	£20,976.25
Grants – Section 137	£0.00	£3,000.00	£3,000.00
School Milk – Section 137	£0.00	£1,500.00	£1,500.00
Total	£5,831.72	£62,699.00	£56,867.28

Current Summary	Balance as at 1 st April 2022 including £25,000 contingency fund.	£44,239.45
	Total expenditure	£5,831.72
	Total income	£20,492.83
	Balance	£14,661.11
	Overall balance as 15 th May 2022	£58,900.56
	VAT Costs for 2022/23 financial year	£263.10
End of Year Prediction	Balance as at 1 st 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
	Anticipated Overall Balance as at 31st March 2023	£ 42,046.45

22/26 **INTERNAL AUDIT 2021/22 FINANCIAL YEAR**

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd following testing of the internal controls specified on the Annual Return for local councils in Wales. On the basis of the internal audit work carried out, in their view the council's system of internal controls are adequate for the purpose intended and effective. The Clerk reported on the internal auditor's internal controls and internal audit testing processes – a copy had been circulated to all members of Council. A copy has also been added to the Council's web site.

The internal auditor advised that no internal control issues identified. The Council has maintained a robust set of books and records for the financial year.

RESOLVED: - that the report be noted.

22/27 **ANNUAL FINANCIAL RETURN – 2021/22**

The Clerk advised that as RFO/Clerk he had signed the Certification of the Annual Return on 5th May 2022 certifying that the accounting statements contained in the Annual Return presents fairly the financial position of the Council its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2022. 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

- i) the report be noted.
- ii) it be noted that an interim copy of the Annual Return should be added to the Council's web site with a final version being added on completion of the audit.
- iii) the Chair be authorised to sign the Annual Return under resolution 22/26iii) confirming that these accounting statements and Annual Governance Statement are approved by the Council.

22/28 **NOTICE OF AUDIT- 2021/22 FINANCIAL YEAR**

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs from 4th July to 29th July 2022. The notice is required to be displayed on the Sealand notice boards and the Council's web site no later than 15th June 2022.

RESOLVED: - that the report be noted

The meeting opened at 6pm and closed at 8.15pm