

SEALAND COMMUNITY COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 15th MAY 2023 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

PRESENT: Councillors: Ashley Griffiths (Chair), Gwyneth Bullock, Barbara Hinds (Vice-Chair), Chris Jones (County Councillor), Norman Jones, Alex Lewis, Lionel Prouve, Mary Southall, Brian Ward, Shelley Webber and David Wisinger

Peter Richmond - Clerk and Financial Officer.

23/21 COUNCIL'S PHYSICAL ASSET REGISTER JUNE 2023

The Clerk referred to the following documents that were recently emailed to members of Council Asset Register – June 2023 and Asset Register Summary April to June 2023 and the June 2023 Street Lighting Inventory.

Assets	Value – Purchase Price	Insurance Cover
Chairs of Office	£6,059.90	£9,934.03
Notice Boards	£2,451.52	£7,962.41
Office Equipment	£475.00	£700.00
Public Seats	£2,085.00	£9,786.47
Street Lighting	£62,250	£62,250.00
Dummy Digital Recorder Cameras	£1,070	£2,546.16
Defibrillator and Cage	£1,184.00	£1,599.12
PR1000 Hand Held Radar Gun	£192.00	£237.31
Total	£75,767.42	£95,015.50

RESOLVED – that –

- i) the report be noted.
- ii) it be noted that copies of the Council Asset Register – June 2023, Asset Register Summary April 2016 to June 2023 and the June 2023 Street Lighting Inventory have been added to the Council's web site replacing the existing documents.

23/22 INTERNAL AUDIT 2022/23 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. Based on 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 was circulated to all members of Council on 26th April 2023. A copy has also been added to the Council's web site. The internal auditor advised that no internal control issues were identified. The Council has maintained a robust set of books and records for the financial year.

RESOLVED: - that the report be noted.

23/23 SUMMARY OF ACCOUNTS –2023/24 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2023/24 financial year up to cheque number 003571.

2023/24 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£20,666.66	£62,000.00	-£41,333.34
Bank Interest and Refund of Fees	£24.07	£30.00	-£5.93
VAT Refund	£5,374.47	£500.00	£4,874.47
Total	£26,065.20	£62,530.00	-£36,464.80
Expenditure	Actual	Anticipated	Difference
Bank Charges	£14.65	£150.00	£135.35
Chairman's Fund	£0.00	£800.00	£800.00
Staffing Costs	£2,416.92	£14,848.00	£12,431.08
General Admin inc St Barts rental costs	£936.55	£4,395.00	£3,458.45
Insurances	£642.45	£650.00	£7.55
Play Schemes and New Play Equipment	£0.00	£11,378.00	£11,378.00
Street Furniture Repairs	£0.00	£200.00	£200.00
Street Lighting	£0.00 (inc VAT £0.00)	£25,800.00(exc VAT)	£25,800.00
Council Web Site	£384.00 (inc VAT of £64.00)	£2,400.00(inc VAT)	£2,016.00
S137 - Grants	£0.00	£4,000.00	£4,000.00
School Milk - Section 137	£0.00	£0.00	£0.00
Total	£4,394.57	£64,621.00	£60,226.43

Current Summary	Balance as at 1 st April 2023 including £25,000 contingency fund.	£41,104.96
	Total expenditure	£4,394.57
	Total income	£26,065.20
	Balance	£21,670.63
Overall balance as at 15th May 2023		£62,775.59
VAT Costs for 2023/24 financial year		£151.50
End of Year Prediction	Balance as at 1 st April 2023 including £25,000 contingency fund.	£41,104.96
	Total anticipated expenditure	£64,621.00
	Total anticipated income	£62,530.00
	Anticipated balance for the year	-£2,091.00
	Anticipated Overall Balance as at 31st March 2024	£ 39,013.96

23/24 ANNUAL FINANCIAL RETURN – 2022/23

The Clerk advised on an email dated 28th April 2023 (copied the same day to members of Council) from Deryck Evans - Audit Manager – Audit Development and Guidance Audit Wales. He has received numerous requests for the audit notice and documentation requirements for the 2022-23 audits. Unfortunately, we are not yet in a position to issue the audit notice setting out the date by which documents must be submitted or where to drop off records for the triennial full audits. We aim to resolve these issues shortly within the context of the larger Audit Wales programme of work.

To assist councils to prepare for the audit, Deryck enclosed details of the information they will require – this was outlined by the Clerk. The “Full audit Instructions” set out what additional information will be required for those councils having a full audit this year. Also included “TCC_audit_cycle_by_county” to help identify whether your council is subject to a full audit this year. Sealand CC full audit will be for 2023-24. Audit Wales will issue the audit notice as soon as they can. The Clerk outlined the additional supporting information required by Audit Wales.

The Clerk advised that as RFO/Clerk he had signed the Certification of the Annual Return on 1st May 2023 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 2023.

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 23/26 iii) confirming that the accounting statements and Annual Governance Statement are approved by Council.

23/27 DATE OF COUNCIL’S NEXT MEETING – 19th JUNE 2023

**23/28 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE**

The meeting opened at 6pm and closed at 7.45pm

..... Signed 19th June 2023.