

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 17th APRIL 2023 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

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

Peter Richmond - Clerk and Financial Officer.

One Member of the public

Wayne Jones from StreetScene.

22/289 SUMMARY OF ACCOUNTS – 2022/23 AND 2023/24 FINANCIAL YEARS

The Clerk outlined the expenditure and income for the 2022/23 financial year and for the expenditure and income for the 2022/23 financial year up to cheque number 003566.

The Clerk advised that he had submitted Council's 2022/23 VAT claim to HMRC for £5,374.47 and had copied to all members of Council for information.

| 2022/23 Financial Year | Actual | Anticipated | Difference |
|--|--------------------------------------|------------------------|-------------------|
| Income | | | |
| General Admin Inc. Precept | £60,000.00 | £60,000.00 | £0.00 |
| Bank Interest and Refund of Fees | £82.06 | £6.00 | £76.06 |
| VAT Refund | £492.48 | £500.00 | -£7.52 |
| Total | £60,574.54 | £60,506.00 | £68.54 |
| Expenditure | Actual | Anticipated | Difference |
| Bank Charges | £137.55 | £135.00 | -£2.55 |
| Chairman's Fund | £800.00 | £800.00 | £0.00 |
| Staffing Costs | £14,284.80 | £13,190.00 | -£1,094.80 |
| General Admin inc St Barts rental costs | £3,996.07 | £3,670.00 | -£326.07 |
| Insurances | £628.95 | £700.00 | £71.05 |
| Play Schemes and New Play Equipment | £11,160.00. | £10,800.00 | -£360.00 |
| Street Furniture Repairs | £0.00 | £400.00 | £400.00 |
| Street Lighting | £28,253.49 (inc VAT £4,723.57) | £21,700.00(exc VAT) | -£6,553.49 |
| Election Costs - Representation of the Peoples Act 1983 - RPA1983 S36C | £246.17 | £4,500.00 | £4,253.83 |
| Council Web Site | £2,652 (inc VAT of £442) | £2,304.00 (inc VAT) | -£348.00 |
| S137 - Grants | £1,550.00 | £3,000.00 | £1,450.00 |
| School Milk - Section 137 | £0.00 | £1,500.00 | £1,500.00 |
| Total | £63,709.03 | £62,699.00 | -£1,010.03 |

| | | |
|---|--|--------------------|
| Current Summary | Balance as at 1 st April 2022 including £25,000 contingency fund. | £44,239.45 |
| | Total expenditure | £63,709.03 |
| | Total income | £60,574.54 |
| | Balance | -£3,134.49 |
| Overall balance as at 31st March 2023 | | £41,104.96 |
| VAT Costs for 2022/23 financial year | | £5,374.47 |
| 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 |

| 2023/24 Financial Year | Actual | Anticipated | Difference |
|---|-----------------------------|---------------------|--------------------|
| Income | | | |
| General Admin Inc. Precept | £0.00 | £62,000.00 | -£62,000.00 |
| Bank Interest and Refund of Fees | £0.00 | £30.00 | -£30.00 |
| VAT Refund | £0.00 | £500.00 | -£500.00 |
| Total | £0.00 | £62,530.00 | -£62,530.00 |
| Expenditure | Actual | Anticipated | Difference |
| Bank Charges | £0.00 | £150.00 | £150.00 |
| Chairman's Fund | £0.00 | £800.00 | £800.00 |
| Staffing Costs | £1,208.46 | £14,848.00 | £13,639.54 |
| General Admin inc St Barts rental costs | £285.70 | £4,395.00 | £4,109.30 |
| 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 | £2,520.61 | £64,621.00 | £62,100.39 |

| | | |
|---|--|--------------------|
| Current Summary | Balance as at 1 st April 2023 including £25,000 contingency fund. | £41,104.96 |
| | Total expenditure | £2,520.61 |
| | Total income | £0.00 |
| | Balance | -£2,520.61 |
| Overall balance as at 17th April 2023 | | £38,584.35 |
| VAT Costs for 2023/24 financial year | | £94.00 |
| 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 |

22/290 **SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION –**
31st MARCH 2023

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 31st March 2023.

Account - no 0388217 – £8,187.03 - Account - no – 7326098 - £37,939.50 Total - £46,126.53

| Unpaid - Cheque number | Payable to | Amount - £ |
|------------------------|---------------------------|------------|
| 003556 | Information Commissioner | 40.00 |
| 003557 | Flintshire County Council | 4,581.57 |
| 003560 | St. Bartholomew’s Church | 400.00 |
| Total | | 5,021.57 |

Total bank accounts – £46,126.53 less unpaid cheques of £5,021.57 as outlined by the Clerk leaves a nett balance of £41,104.96. This amount cross references with the summary of income and expenditure report as at 31st March 2023 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 6th April 2023. The Vice Chair signed two hard copies of the bank reconciliation statements.

RESOLVED: - that the report be noted.

22/291 **INTERNAL AUDIT PLAN 2022/23 FINANCIAL YEAR**

The Clerk advised on the email dated 30th March 2023 and attachment received from the Council’s appointed internal auditor – JDH Business Services Ltd. A copy of the said email was circulated to all members of Council on 30th March 2023.

The Clerk 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 21st April 2022 with a return of all documents on Thursday 28th April 2022.

The Clerk advised that he had submitted the signed letter of engagement to JDH Business Services Ltd on 13th April 2023.

RESOLVED – that the report be noted.

22/292 **ANNUAL FINANCIAL RETURN – 2022/23**

The Clerk advised on recent email communication dated 29th March 2023 received from **Deryck Evans** - Audit Manager – Audit Development and Guidance Audit Wales and copied to all members of Council. We are continuing to clear the 2021-22 audits as quickly as we can. Once we have issued the audit opinions, we pass a schedule of completed audits to our finance team, who will then issue invoices.

We are not yet in a position to issue the audit notices for the 2022-23 audits. Given the issues we have had with resourcing in the last year or two and an ongoing backlog of older audits that we are

still clearing, we have decided not to issue the notices until we have confirmed the date from which our audit team will be in place. The community and town council audit programme are being slotted into our wider work programme. We will write to you again as soon as the timing is confirmed.

In the meantime, we recommend that Councils prepare and approve the annual returns as soon as you are able to. We will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice.

The format of the annual return is much like previous years. Some additional narrative has been included in the Accounting Statement related to staff costs and the Trust Funds disclosures have been consolidated into one item in the annual governance statement.

The Clerk outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2023.

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 2023 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 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £1,550 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 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

RESOLVED: - that the report be noted.

22/295 DATE OF COUNCIL'S NEXT MEETING – 15th MAY 2023

**22/296 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE**

The meeting opened at 6pm and closed at 7.55pm

..... Signed 15th May 2023

