

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 28<sup>th</sup> APRIL 2025 AT SEALAND COUNTY PRIMARY  
SCHOOL, FARM ROAD, GARDEN CITY. CH5 2HH**

**PRESENT: Councillors:** Barbara Hinds (Chair), Christine Jones (County Councillor), David Wisinger (Vice-Chair), Brian Ward, Mary Southall, Bob James, and Alex Lewis.

**Others:** Robin Davies – Headteacher – Sealand Primary School.

One member of the public.

Two Members of GWELLA (Flintshire Libraries and Leisure Limited).

**Officer:** Ashley Griffiths – Clerk and Financial Officer.

**24/301 APOLOGIES FOR NON-ATTENDANCE**

Apologies were received from Councillors Shelley Webber, Jean Fairbrother, Linda Thomas, Gwyneth Bullock, Norman Jones and Lionel Prouvé.

RESOLVED – that the apologies be received and accepted.

**24/326 SUMMARY OF ACCOUNTS –2024/25 AND 2025/26 FINANCIAL YEARS**

Ashley Griffiths (Clerk) outlined the expenditure and income for the 2024/25 and 2025/26 financial year up to cheque number 003698. Note that outstanding cheque numbers not banked by organisations: -

- (No: 003688) from March 2025, totalling £50.00

Totalling £50.00

Sealand Community Council - Summary Accounts						
2024/25 Financial Year						
Income				Actual	Anticipated	Difference
	Precept			£64,000.00	£64,000.00	£0.00
	Bank Interest and Refund of Fees			£622.14	£500.00	£122.14
	VAT Refund Flintshire County Council			£0.00	£0.00	£0.00
	VAT Refund HMRC			£1,050.52	£2,000.00	-£949.48
	Total			£65,672.66	£66,500.00	-£827.34
Expenditure				Actual	Agreed Spend	Balance
	Bank Charges			£156.75	£150.00	-£6.75
	Chairman's Fund			£800.00	£800.00	£0.00
	Staffing Costs			£17,371.86	£15,375.00	-£1,996.86
	General Admin etc			£2,458.91	£4,500.00	£2,041.09
	Insurances			£625.99	£650.00	£24.01
	Play Schemes and New Play Equipment			£11,663.20	£18,665.00	£7,001.80
	Street Furniture Repairs			£0.00	£200.00	£200.00
	Street Lighting			£20,324.20	£26,200.00	£5,875.80
	Council Web Site			£2,532.00	£2,400.00	-£132.00
	S137 - Grants			£1,650.00	£3,035.00	£1,385.00
	Total			£57,582.91	£71,975.00	£14,392.09
	Current Summary	Balance 1st April 2024 inc £25,000 contingency fund			£55,951.88	
Total Expenditure			£57,582.91			
Total Income			£65,672.66			
Balance			£8,089.75			
Balance as at 31 March 2025			£ 64,041.63			
VAT Costs for 2024/25 Financial Year			£976.18			
End of Year Prediction						
	Balance as at 1st April 2024			£55,951.88		
	Total Anticipated Expenditure			£71,975.00		
	Total Anticipated Income			£66,500.00		
	Balance Expenditure compared with income at 31st March 2024			-£5,475.00		
	Anticipated Closing Balance as at 31 March 2025			£ 50,476.88		

Sealand Community Council - Summary Accounts						
2025/26 Financial Year						
Income				Actual	Anticipated	Difference
	Precept			£0.00	£64,000.00	-£64,000.00
	Bank Interest and Refund of Fees			£47.48	£525.10	-£477.62
	VAT Refund Flintshire County Council			£0.00	£0.00	£0.00
	VAT Refund HMRC			£0.00	£1,000.00	-£1,000.00
	<b>Total</b>			<b>£47.48</b>	<b>£65,525.10</b>	<b>-£65,477.62</b>
Expenditure				Actual	Agreed Spend	Balance
	Bank Charges			£0.00	£150.00	£150.00
	Chairman's Fund			£0.00	£800.00	£800.00
	Staffing Costs			£1,920.36	£14,592.65	£12,672.29
	General Admin inc			£1,110.00	£4,266.64	£3,156.64
	Insurances			£0.00	£650.00	£650.00
	Play Schemes and New Play Equipment			£0.00	£16,813.00	£16,813.00
	Street Furniture Repairs			£0.00	£200.00	£200.00
	Street Lighting			£576.70	£28,750.00	£28,173.30
	Election Costs			£0.00	£0.00	£0.00
	Council Web Site			£408.00	£2,400.00	£1,992.00
	S137 - Grants			£0.00	£3,035.00	£3,035.00
	<b>Total</b>			<b>£4,015.06</b>	<b>£71,657.29</b>	<b>£67,642.23</b>
Current Summa	Balance 1st April 2025 inc £25,000 contingency fund			<b>£64,041.63</b>		
	Total Expenditure			£4,015.06		
	Total Income			£47.48		
	Balance			-£3,967.58		
	<b>Balance as at 28th April 2025</b>			<b>£ 60,074.05</b>		
	<b>VAT Costs for 2025/26 Financial Year</b>			<b>£284.12</b>		
End of Year Prediction						
	Balance as at 1st April 2025			£64,041.63		
	Total Anticipated Expenditure			£71,657.29		
	Total Anticipated Income			£65,525.10		
	Balance Expenditure compared with income at 31st March 2025			-£6,132.19		
	Anticipated Closing Balance as at 31 March 2026			<b>£ 57,909.44</b>		

#### **24/327 SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION – 31<sup>ST</sup> MARCH 2025**

In line with the Council's Financial regulations and audit requirements, the Clerk submits details of the Council's overall bank balance in respect of – as at the 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March each year.

Account – No 0388217 - £6,346.66 - Account – No 7326098 - £58,664.97. Total - £65,011.63

Unpaid – Cheque number	Payable to	Amount - £
003678	Jolora Ltd	384.00
003681	Information Commissioner Office	52.00
003682	Jolora Ltd (JUNE REPLACEMENT)	384.00
003687	Sealand County Primary School	50.00
003688	50 Plus Action Group	50.00
003689	St Bartholomew's church council	50.00
Total		970.00

Total bank accounts - £65,011.63 less unpaid cheques of £970.00 as outlined above, leaves a net balance of £64,041.63. This amount cross-references with the summary of income and expenditure report as at 31<sup>st</sup> March 2025.

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

RESOLVED – that the report be noted.

#### **24/328 INTERNAL AUDIT PLAN 2024/25 FINANCIAL YEAR**

The Clerk outlined the requirements for the internal audit and referred to the audit form completed to the members of Council for information on how the audit is conducted. The form must include various working papers and documentation; failure to do so may result in a delay in completing the council's internal audit and additional audit costs. Subsequently, this could delay the External Audit.

The Clerk advised Council that he had submitted the Audit checklist form and annual return, uploaded various documents to the online portal for JDH Business Services Ltd, and handed over additional documents for the internal audit on April 24, 2025, at Pontblyddyn Cricket Club.

RESOLVED – That the report be noted.

#### **24/329 EXTERNAL AUDIT – ANNUAL FINANCIAL RETURN 2024/25 FINANCIAL YEAR**

The Clerk gave an overview of the requirement to Council for the external audit noting that the documents can be sent to the Cardiff office via recorded delivery or By secure data transfer via Objective Connect with a deadline of the 30th June 2025 and mandated the Council to publish an audit notice by the 16th of June on all notice boards and Council website for a minimum of 14 calendar days, after the forementioned period it is the requirement of Council to allow the electors 20 working days of inspection from the 1st July to the 28th of July. Section 30 of the Public Audit Wales Act 2004 gives the rights of the elector to inspect the Council's accounts.

The clerk received the audit notice 2025 for the audit of accounts and noted to council that he will send the relevant documents to the auditors in the near future after he has received the internal

audit back and outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2025.

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 2025 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 2024-25 was £10.81 per elector. In 2024-25, the Council made payments totalling £1,650.00 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 the Council following the 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.

#### **24/330 EXTERNAL AUDIT - ANNUAL FINANCIAL RETURN – 2023/24 FINANCIAL YEAR AND NOTICE OF AUDIT**

Ashley Griffiths (Clerk) conveyed the council's external audit requirement, noting that the documents will be partly delivered to South Wales via recorded delivery and that the remainder will be uploaded to the objective portal. He also mentioned the public notice and details of the public inspection arrangements for the 2023/24 financial year, specifically that they are on the Council website and notice boards. Inspection runs from the 1<sup>st</sup> of July to 26 July between 10:00 and 17:00 on Monday to Friday in line with Section 30 of the Public Audit Wales Act 2004, which gives the elector the right to inspect the Council's accounts.

The Clerk advised that the completed Annual Return and most of the requested information were uploaded to the objective portal on July 10<sup>th</sup>, 2024, and 2 documents were posted via special delivery to Audit Wales on July 18<sup>th</sup>, 2024.

#### **Publication of audited accounts for the year ended 31 March 2024**

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2024, Sealand Community Council publish its accounting statements for the year ended 31 March 2024 together with any certificate, opinion, or report issued, given, or made by the Auditor General. The accounting statements in the form of an annual return have been published on the Council's website. However, the accounts are published before the conclusion of the audit.

Ashley Griffiths (Clerk) informed the Council that Dyfrig Henson (Audit Wales) contacted the Council on the 30<sup>th</sup> day of January to ask for further information to be sent to the audit office due to the previously uploaded documents to the Objective Connect portal having become inaccessible to him

because the information was not extracted. Dyfrig Henson is working on the file, so all previously sent information has been reuploaded to the portal.

RESOLVED – that the report be noted.

**24/336   DATE OF COUNCIL'S NEXT MEETING – 19<sup>th</sup> MAY 2025.**

**24/337   IN ACCORDANCE WITH THE SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT**  
**DECLARATION OF INTEREST—** One Council member declared an interest to the Council.

Cllr Christine Jones declared an interest in minute number 24/312(b).

The meeting opened at 6:00 pm and closed at 8:40 pm.

..... Signed 19<sup>th</sup> May 2025

Chairperson of the Council