

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 19th MAY
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, Alex Lewis, Shelley Webber, Jean Fairbrother, Gwyneth Bullock, Norman Jones, Lionel Prouvé and Linda Thomas (Hybrid).

OFFICER: Ashley Griffiths – Clerk and Financial Officer.

25/24 SUMMARY OF ACCOUNTS – 2025/26 FINANCIAL YEARS

Ashley Griffiths (Clerk) outlined the expenditure and income for the 2025/26 financial year up to cheque number 003702. Note that outstanding cheque numbers not banked by organisations:

- (No: 003692) from April 2025, totalling £262.80
 - (No:003693) from April 2025, totalling £313.90
 - (No:003694) from April 2025, totalling £384.00
 - (No:003695 from April 2025, totalling £24.00
- Totalling £984.70

**Sealand Community Council - Summary Accounts
2025/26 Financial Year**

		Actual	Anticipated	Difference
Income	Precept	£21,333.34	£64,000.00	-£42,666.66
	Bank Interest and Refund of Fees	£89.72	£525.10	-£435.38
	VAT Refund Flintshire County Council	£0.00	£0.00	£0.00
	VAT Refund HMRC	£976.18	£1,000.00	-£23.82
	Total	£22,399.24	£65,525.10	-£43,125.86

		Actual	Agreed Spend	Balance
Expenditure	Bank Charges	£10.50	£150.00	£139.50
	Chairman's Fund	£0.00	£800.00	£800.00
	Staffing Costs	£2,913.78	£14,592.65	£11,678.87
	General Admin inc	£1,556.20	£4,266.64	£2,710.44
	Insurances	£492.27	£650.00	£157.73
	Play Schemes and New Play Equipment	£135.60	£16,813.00	£16,677.40
	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
	Total	£6,093.05	£71,657.29	£65,564.24

Current Summary	Balance 1st April 2025 inc £25,000 contingency fund	£64,041.63
	Total Expenditure	£6,093.05
	Total Income	£22,399.24
	Balance	£16,306.19
	Balance as at 19th May 2025	£ 80,347.82
	VAT Costs for 2025/26 Financial Year	£306.72

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	£ 57,909.44

25/25 INTERNAL AUDIT PLAN 2024/25 FINANCIAL YEAR

The Clerk advised the Council that JDH Business Services Limited reported on 7 May 2025 that the Council's systems of internal controls are in place, adequate for the intended purpose, and effective, subject to the issue reported in the action plan.

RESOLVED – That the report be noted.

25/26 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 for 2025, which pertains to the audit of accounts, and informed the council that he would send the relevant documents to the auditors soon after receiving the internal audit report and outlining the accounts for the Council in the Local Council for Wales Annual Return for the year ended 31 March 2025.

The Clerk advised that, as RFO/Clerk, he had signed the Certification of the Annual Return on the 19th May 2025, certifying that the account statements contained in the Annual Return present fairly the financial position of the Council, its income and expenditures or properly present receipts and payments, as the case may be, for the year ended 1 March 2025.

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 website, with a final version being added on completion of the Audit.
- iii) the Chair be authorised to sign the Annual Return under resolution 25/26 iii) confirming that the accounting statements and Annual Governance Statements are approved by Council.

25/27 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 1st 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 10th, 2024, and two documents were posted via special delivery to Audit Wales on July 18th, 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 30th 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 14 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.

25/33 DATE OF COUNCIL'S NEXT MEETING – 16th JUNE 2025

25/34 IN ACCORDANCE WITH THE SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT

DECLARATION OF INTEREST— Two Council members declared an interest to the Council. Cllr Christine Jones declared an interest in minute number 24/312(b) and Cllr Lionel Prouvé declared an interest in minute number 25/15.

The meeting opened at 6:00 pm and closed at 8:02 pm.

..... Signed 16th June 2025, Chairman of the Council