CYNGOR CYMUNED SESSWICK

SESSWICK COMMUNITY COUNCIL

**Annual Meeting of** Sesswick Community Council Meeting to be held via Zoom on Friday 20th May 2022 **at 6.00PM**. The business to be transacted is as set out in the agenda below.

**AGENDA**

22/23 **Councillor Vacancies and Co-Option Process**

Following the recent Local Government elections, there remains five vacancies in the Sesswick area.

Notice of the vacancies must be advertised for a period of time to be agreed by the Council.

22/24 **Declaration of acceptance of office**

To receive confirmation from the clerk that all elected Councilor’s have signed their declarations prior to this meeting

22/25 **Apologies for absence**

22/26   **Declarations of interest**

22/27   **Public Participation,** standing orders 3e-3k

Anyone wishing to attend is requested to contact the clerk to receive the zoom details.

22/28   **Confirmation of minutes** previous meeting 18th March 2022.

Minute book 1402-1404

22/29 **Matters arising**

22/30 **Considerations of other business**

**Decisions taken between meetings** as authorised under standing order 27

**A.**Finance, Invoices and cheques

|  |  |  |
| --- | --- | --- |
| **Company**  | **Chq Number**  | **Amount**  |
| WCBC Street Lighting Maintenance 01/01/22 – 31/03/22 (Inv 3574902)  | 770 | £30.79 |
| JDH Invoice No 4226  | 771 | £135.00 |
| J Picken - Mileage Costs for audit  | 772 | £19.35 |
| Scottish Power  | DD  | £83.14 |

**B.** Planning

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| --- | --- | --- |
| **Case Number/Address** | **Proposed Development** | **Decision** |
| P/2021/0676  | CODI FFERM SOLAR A CHYFLEUSTER STORIO BATRIS / ERECTION OF SOLAR FARM ANDBATTERY STORAGE FACILITYLAND NORTH EAST OF MAELOR WORKS CROSS LANES WREXHAM LL13 0UW | Update from ChairOn-going  |
| P/2021/2020/ 0363 | GLASS HOUSE WITH PACKING FACILITYAND OFFICES. ENERGYCENTRE,RECOVERYPLANT AND RESERVOIRSAPPEAL HEARING HELD ON 7.4. 22. | UpdateAwaiting Inspectorsdecision |

**C**. Timesheets for Clerk = 39 hours.

7th March – w.b 30th May 2022. Payroll deadline 1st week of June for payment 15th June 2022.

22/31 Appointment to council working parties and nominations of representatives (and reserves if needed) to other bodies

A Dame Dorothy Jeffrey’s charity trustee

B One Voice Wales Area Committee representative/s (up to two are permitted)

C Wrexham Town and Community Council Forum (a maximum of three)

D Wrexham Waste Recycling Group Community Liaison Panel

E SLCC – Clerk will attend these meetings and feedback

22/32 Bank mandate form

1. Decision to be made to add on a new signatory, due to Cllr C Stead retiring. Clerk to action the necessary forms once agreed.

22/33 **Annual Return for the year ended 31st March 2022**

1. To receive a copy of the Internal Audit from JDH Business Services year ending 31st March 2022 and agree a suitable response.
2. The Clerk sought approval of the Accounting Statements, Annual Governance Statement and supporting documents.
3. To receive the RFO’s certification of the accounting statements for the Year ended 31st March 2022.
4. To receive the next steps from the RFO regarding the External Audit process.

|  |  |  |
| --- | --- | --- |
| **ISSUE** | **RECOMMENDATION** | **FOLLOW UP** |
| The annual return contains the following errors:* Exact values have been entered in boxes 3,4 and 6 rather than rounded values.
* A nil balance has been entered in box 9 for both years.
 | *The annual return should be amended as follows:**Year ending 31/3/22****3. Total other receipts £273******4. Staff costs £1907******6. Total other payments £6021******9. Total cash and investments £5,936****Year ending 31/3/21****9. Total cash and investments £8,091*** |  |
| The asset register states a value of £22,028.07 however £110.49 of this is a revaluation of play equipment.The fixed assets balance on the annual return is incorrect as it does not correspond to the asset register. | *The original play equipment values should be restated in the asset register which would then give a total asset value of £21,917.58.**The annual return should be amended to the following:****Total fixed assets = £21,918*** |  |
| The payments section of the cash book does not analyse VAT separately. | *VAT on payments should be analysed separately in the cash book.* |  |
| The current account bank statement provided for internal audit was dated 30/3/22 and did not therefore verify the balance as at 31/3/22. | *If bank statements are not available as at the time of internal audit, please provide dated screenshots from internet banking or a temporary statement of balances from the bank.* |  |

22/34 **Standing Orders**

To agree to abide by the Council’s Standing Orders, copy attached.

22/35 **Members Code of Conduct**

To confirm adherence to the Code of Conduct, copy attached.

22/36 **Financial Orders**

To agree to abide by the financial orders, copy attached.

22/37 **Annual Investment Strategy**

22/38  **Risk Assessment Policy**

22/39  **Fixed Assets Register (2022)**

22/40 Payments to members of Community Councils

22/41 Councils Insurance (due 1st June)

The Councils insurance is due to expire. The clerk has contacted the current provider to invite quotation.

22/42 Speed Camera on Holt Road – Update of effectiveness

22/43 Police Report (May 22) emailed and posted on website

22/44 AOB Chair to be informed of late items at the beginning of the meeting.

22/45 Date of next meeting/s to be agreed for the next year, and added to website & notice boards. (emailed suggested dates)